

**Santa Barbara City College
College Planning Council
Tuesday, February 19, 2013
3:00 – 4:30 p.m.
A218C
Minutes**

PRESENT:

L. Gaskin, President
L. Auchincloss, Pres., CSEA
P. Bishop, VP Information Technology
R. Else, Sr. Dir. Inst. Assessment, Research & Planning
P. English, VP Human Resources
J. Friedlander, Executive VP Ed Programs
J. McPheter, Classified Staff Representative
M. Medel, Supervisory Bargaining Unit
K. Monda, Academic Senate Representative, Chair Planning & Resources Committee
D. Nevins, President, Academic Senate
K. O'Connor, Academic Senate Representative
C. Salazar, Classified Staff Representative
G. Sherman, President, Assoc. Student Body
J. Sullivan, VP Business Services
L. Vasquez, Academic Senate Representative

GUESTS:

B. Bell, English
P. Butler, ESL
A. Cruse, English Skills
B. Partee, Dean, Educational Programs
E. Pirayesh, Channels Reporter
J. Pike, Director, Learning Resource Center
A. Scharper, Dean, Educational Programs
M. Spaventa, Dean, Educational Programs
L. Stark, Pres. Instructors' Association
L. Wintermeyer, Dual Enrollment

1.0 CALL TO ORDER

1.1 Dr. Gaskin called the meeting to order.

1.2 **M/S/C (Monda/Bishop) to approve the 2/5/13 CPC Minutes. All were in favor.**

2.0 ANNOUNCEMENTS

2.1 Laurie Vasquez (Academic Senate Representative) is replacing David Morris on CPC for the duration of one semester.

INFORMATION ITEMS

3.1 Educational Master Plan – L. Gaskin

Dr. Gaskin shared the process for the creation of an Educational Master Plan. There will be two phases, Phase I and Phase II, with the end result being a written document. In Phase I the consultant, Matthew Lee, will meet with a number of representative groups and college divisions as part of a deep study to create a rolling 5-year plan.

In Phase II he will meet up to 20 times with both CPC and Integrated Planning Workgroup to prioritize the strategic directions for the future of Educational Programs. The consultant will also meet with the department chairs. The outcome of his work will be the Educational Master Plan that includes strategic directions, a process to keep the rolling 5-year plan in motion, the infusion of the Educational Master Planning into SBCC's integrated planning process, and institutional goals that will operationalize the strategic directions.

Dr. Gaskin will provide a document which will outline the process at the 3/5/13 CPC meeting.

4.0 DISCUSSION ITEMS

4.1 Ranking of Program Review Requests – K. O'Connor

A brief explanation of how program requests were historically ranked and a lengthy discussion of current concerns ensued. Direction is sought from CPC as to what criteria should now be used to rank program requests which include new and replacement items.

Approximate costs for the following requested replacement items were listed as:

Equipment: \$433k

Hardware: \$332k

Software: \$249k

Approximate costs for requested new items were listed as:

Equipment: \$547k

Hardware: \$314k

Software: \$358k

Other: \$501k

Replacement items were not factored into Zero Based Budgets.

It was suggested and accepted that Planning & Resources (P&R) review new, replacement and "other" instructional equipment requests; Instructional Technology Committee (ITC) and District Technology Committee (DTC) review new and replacement hardware and software requests; and EC+ review non-instructional new, replacement and "other" equipment requests. All requests will eventually be presented to CPC.

It was agreed that Julie Hendricks will identify program review facility requests that are structurally doable and supportable, and those requests, along with Measure V deferred maintenance requests will be combined in one comprehensive list and brought to CPC. Furthermore, it's recommended that requests requiring DSA approval be separated from those that don't require DSA approval (locally managed projects).

Paul Bishop and Joe Sullivan will create an easily accessible spreadsheet that will indicate the current status of facilities requests.

4.2 Process for Identifying and Ranking Classified Positions – L. Gaskin

Direction was sought from CPC to create a process of identifying and prioritizing classified staffing needs. Discussion centered on past classified ranking processes and possible criteria to be used to update the process. It was recommended and agreed upon that a workgroup would be established to construct the criteria for soliciting, prioritizing and crafting a rubric for meeting classified needs. The workgroup will be comprised of the following CPC members: Dean Nevins, Kathy O'Connor, Cindy Salazar, Pat English, Michael Medel, Liz Auchincloss, Joyce McPheter, and Paul Bishop. Dr. Bishop will be accountable for calling the group together and presenting a process to CPC in approximately a month.

4.3 Temporary Contracts – J. Friedlander

It was reported that the college was unable to open new sections this semester in English, English Skills and math due to a shortage of faculty. Similarly, the college's counseling department is understaffed. In response to the current needs, Dr. Friedlander requested four temporary contracts under the construct of enrollment growth. The costs of the positions are approximately \$75,000-\$80,000 per contract. The impact of the costs with regard to the overall budget, new faculty positions, and recently terminated temporary faculty positions was discussed. It was noted that the college's focus continues to be on core courses (English, English Skills, math) and counseling services to meet students' needs. In addition to CPC members, representatives from the English, English Skills, math and counseling departments presented arguments justifying the need for additional faculty.

Temporary Contracts will be included as an action item on the 3/5/13 CPC agenda.

5.0 ACTION ITEMS

5.1 CPC Membership: Second Reading – L. Gaskin

One finding of the accreditation Special Report previously discussed at the 1/29/13 CPC meeting (First Reading) was that SBCC has had limited formal involvement of the Managers Group in the college's participatory governance structure. To address this inequity it was recommended that the seat left vacant by the Vice President of Continuing Education be filled by a representative of the unrepresented Managers Group. Upon approval, Pat English will ask the Managers Group to appoint a representative.

M/S/C (Nevin/Neufeld) to approve the inclusion to CPC of a member of the Managers Group representative (replacing the seat left by the CE Vice President who will not be replaced). All were in favor.

5.2 Revised SBCC Mission Statement: Second Reading – All (Att. 5.2A & B)

The SBCC Mission Statement: Second Reading will be included as an action item at the next CPC meeting scheduled on 3/5/13.

5.3 SBCC Resource Guide to Governance and Decision-making: Second Reading – R. Else (Att.5.3)

The SBCC Resource Guide to Governance and Decision-making was brought before CPC for the second time and approval was requested. The Guide, which describes the governance and decision-making structures at SBCC will be included in the Special Report to be submitted to the Accreditation Commission due March 15, 2013.

M/S/C (Nevin/Bishop) to approve the SBCC Resource Guide to Governance and Decision-making. All were in favor.

6.0 ADJOURNMENT

6.1 The next regularly scheduled CPC meeting will be Tuesday, March 5, 2013 in Room 218C, 3:00-4:30 p.m.