

**Santa Barbara City College
College Planning Council
Tuesday, October 30, 2012
3:00 p.m. – 4:30 p.m.
A218C
Minutes**

PRESENT

L. Gaskin, President;
L. Auchincloss, Pres., CSEA;
P. Bishop, VP Information Technology;
P. English, Interim VP HR;
J. Friedlander, Executive VP Ed Programs;
K. Monda, Academic Senate Representative,
Chair Planning & Resources Committee;
J. McPheter, Classified Staff Representative;
M. Medel, Supervisory Bargaining Unit;
D. Morris, VP, Academic Senate;
K. Neufeld, President-elect, Academic Senate;
D. Nevins, President, Academic Senate;
K. O'Connor, Academic Senate Representative;
C. Salazar, Classified Staff Representative;
B. Schaffner, Director, Continuing Education,
for O. Arellano
G. Sherman, President, Assoc. Student Body;
J. Sullivan, VP Business Services

ABSENT:

O. Arellano, VP, Continuing Education ,
R. Else, Sr. Dir. Inst. Assessment, Research &
Planning;

GUESTS:

P. Butler, Planning & Resources Committee;
A. Harper, Director, Continuing Education
K. Harris, Director, Continuing Education
D. Hersh, Dean, Ed Programs
D. Hollems, Dean Ed Programs;
J. Metiu, Chair Allied Health Dept.;
B. Partee, Dean, Educational Programs
B. Pazich, Dean, Ed Programs;
J. Pike, Director, Learning Resource Center;
S. Saenger; Co-Chair, Cont. Ed. IA
L. Stark, Pres. Instructors' Association ;
L. Vasquez, ITC, Committee Chair

1.0 Call to Order

- 1.1 President Lori Gaskin called the meeting to order and asked for the approval of the minutes.
- 1.2 Approval of 10/16/12 CPC Minutes

**M/S/C (Nevins/Salazar) to approve the corrected minutes of the 10/16/12 CPC meeting.
All were in favor.**

2.0 Announcements

- 2.1 P. English, Interim VP HR reminded CPC that the completion of the hourly staff restoration request form is due November 2.

3.0 Information Items

- 3.1 Upcoming dates for CPC:
 - November 6
 - November 20
 - December 4

Dr. Gaskin announced the dates of the last three CPC meetings of the year and informed CPC that at the December 4 meeting, the first reading and reviewing of the accreditation special report that deals with our sanction of warning will take place. This special report has been

worked on by the Accreditation Task Force over the past several months. We may or may not have to have a second meeting in December.

4.0 Discussion Items

4.1 Review of the 2011-2014 District Technology Plan – P. Bishop

VP Bishop reported that the review of the 2011-2014 District Technology Plan has already been through ITC, DTC, and Academic Senate. Dr. Bishop would like CPC to review it and at the November 6 CPC meeting the District Technology Plan will be an action item for approval.

4.2 Proposed Mission Statement Review Process – L. Gaskin

The Board of Trustees has established as one of its 2012-13 goals the review of the college's mission statement as a starting point to coalescing and refining our planning process into an integrated structure. The President provided an overview of the process being proposed for review of the mission statement.

Dr. Gaskin stated that CPC is the body that oversees the mission statement. She reminded the members that the mission statement is at the core of integrated planning.

Dr. Gaskin reported that she has invited Dr. Eva Conrad, former president of Moorpark College, to be the consultant to work with the college on the mission statement and on the integrated planning process. Dr. Conrad who has done substantial work with institutions on mission statements, integrated planning and with accreditation sanctions, has been invited to attend the next CPC Meeting on November 6. Dr. Conrad will outline the details of the proposed process that she will take the college through.

5.0 Action items

5.1 Operations Program Review information on new van for van pool. – J. Sullivan

The total estimated cost for the program review items from operations departments is \$146,900 which was approved by CPC at the October 16 meeting with the exception of the \$25,000 for a new van for the van pool pending a cost-analysis which CPC will review at this meeting.

VP Sullivan reported on the balance after expenses that have accumulated in the van pool reserves which is \$25,000. After further discussion a motion was made.

M/S/C (Sullivan/Monda) to approve up to \$10K toward the new van for the Santa Maria van pool, that there be a minimum of four individuals who are utilizing the carpool and that an outreach effort is launched to ensure employees are aware of this transportation option. Two were opposed, fourteen in favor, no one abstained.

5.2 Budget Development Timeline for 2013 – 14 Budget - J. Sullivan and L. Gaskin (Att. 5.2)

The budget development timeline for the 2013-14 budget provides the schedule from October, 2012 through September, 2013. The schedule covers the development of program

review, budget assumptions, tentative and adopted budgets, critical dates and the consultation process.

VP Sullivan handed out and walked CPC through the 2013-14 budget development timeline.

Dr. Gaskin introduced Zero-Based-Budgeting (ZBB) into this discussion. Dr. Gaskin stated that an institution needs to look back and see what its baseline is and move forward, especially in times of austerity. She stressed that this is not a yearly process, but healthy to do every few years when there are limited fiscal resources.

Dr. Gaskin outlined the different major object codes used in the college's budgeting, delineated which ones would be included in the review and analyzed. She stressed that no permanent staff codes would be reviewed, but areas such as supplies and materials, contracts and services, and equipment would be. Tier 1 needs are essentials needed to run a program, Tier 2 needs are identified as important, but not essential and Tier 3 allows the operation to be enhanced.

Dr. Gaskin stated that ZBB is prioritizing where this institution believes it needs to place its limited resources and recognizing that we cannot continue to do it all. This relates to our mission statement.

Dr. Gaskin asked for an action to approve the college building the discretionary part of the general fund, using ZBB for the 2013 – 14 calendar year.

M/S/C (Friedlander/O'Connor) to approve the Budget Development Timeline for 2013 – 14 Budget with a notation that more detail will be added in terms of the committee work. All in Favor, no one opposed.

M/S/C (Nevins/Neufeld) to implement Zero Based Budgeting for the development of the discretionary part of the general fund using ZBB budget of 2013 – 14 within this calendar.

Discussion took place regarding the ZBB motion with a request that the vote be postponed until the November 6 Meeting in order to take it to the Academic Senate meeting to discuss.

M/S/C (O'Connor/Monda) to table the motion to implement ZBB until the November 6 CPC Meeting. All in Favor, no one opposed.

5.3 Emergency Operations Request – J. Sullivan

Emergency Operations is requesting \$26,000 from contingency in the equipment fund to purchase communications equipment for the emergency operations center. The equipment consists of 8 radios, flashlights, repeaters (including installation) to allow communication across the entire campus and between the campus and Wake and Schott centers during an emergency. There is no equipment available for this currently.

VP Sullivan explained the importance of purchasing the repeaters in order to communicate across campus and the Wake and Schott Centers during an emergency. The repeaters are more reliable than cell phones and in an operation Dr. Gaskin, and her team will need to communicate with all those involved.

M/S/C (Nevins/Friedlander) to approve Emergency Operations request of \$26,000 from contingency in the equipment fund to purchase communications equipment for the emergency operations center. All in Favor.

5.4 Integrated Planning Work Group - Lori Gaskin

The President is requesting CPC form a workgroup to evaluate the college's overall planning framework and develop an integrated approach linking the varied elements of that structure. R. Else, Sr. Dir. Inst. Assessment, Research & Planning will be heading up this group. The goal of the integrated planning is to enable every person on this campus to understand how our processes relate. This group will help the college develop that. Dr. Gaskin stated that she was looking for individuals who have a passion for this. The nine who volunteered and who are on the committee are as follows:

- 1) Robert R. Else, Sr. Dir. Inst. Assessment, Research & Planning - Chair
- 2) Lori Gaskin, President, SBCC
- 3) Dean Nevins, President, Academic Senate
- 4) Kim Monda, Academic Senate Representative, Chair Planning and Resources Committee
- 5) Paul Bishop, VP Information Technology
- 6) Priscilla Butler, P&R, Academic Senate
- 7) Liz Auchincloss, Pres., CSEA
- 8) Laurie Vasquez, ITC, Committee
- 9) Nina Mahaffey, Supervisor of the CLRC from Management Group
- 10) Jack Friedlander, place holder for someone from Ed Programs.

M/S/C (O'Connor/Bishop) to approve the CPC Integrated Planning Workgroup. All in Favor.

5.5 Conversions of Non-credit, Non-enhanced FTES to Fee-Based (Tuition) for 2012-2013 – O. Arellano

At its special meeting on June 20, 2012, the Board of Trustees provided direction to the Continuing Education Division to convert 40% of the non-enhanced FTES to fee-based (tuition) in fall 2012, and 20% in winter 2013. This has been accomplished.

It is the recommendation of the Continuing Education (CE) Council that no additional conversions occur beyond the 60% for the 2012-2013 year in anticipation of full conversion with the launching of the Center for Lifelong Learning in fall 2013. The CE Division is requesting a recommendation from CPC.

After a discussion there was consensus that this item would be considered by CPC after the outcome of the November election is known.

6.0 Adjournment

6.1 The meeting was adjourned.

6.2 The next regularly scheduled CPC meeting will be Tuesday, November 6 in Room A218C, 3:00 p.m. - 4:30 p.m.