

**Santa Barbara City College
College Planning Council
Tuesday, November 6, 2012
3:00 p.m. – 4:30 p.m.
A218C
Minutes**

PRESENT

L. Gaskin, President;
O. Arellano, VP, Continuing Education;
L. Auchincloss, Pres., CSEA;
P. Bishop, VP Information Technology;
P. English, Interim VP HR;
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;
B. Schaffner, Director, Continuing Education,
for O. Arellano
G. Sherman, President, Assoc. Student Body;
J. Sullivan, VP Business Services

ABSENT:

R. Else, Sr. Dir. Inst. Assessment, Research &
Planning;
D. Morris, VP, Academic Senate;
K. Neufeld, President-elect, Academic Senate

GUESTS:

E. Conrad, Consultant
P. Butler, Planning & Resources Committee;
S. Dixon, Supervisory Bargaining Unit,
D. Hersh, Dean, Ed Programs
B. Pazich, Dean, Ed Programs;
J. Pike, Director, Learning Resource Center;
S. Saenger; Co-Chair, Cont. Ed. IA
M. Spaventa, Dean, Ed Programs
L. Stark, Pres. Instructors' Association ;
E. Stein, Classified Consultation Group
L. Vasquez, ITC, Committee Chair

1.0 CALL TO ORDER

- 1.1 President Gaskin called the meeting to order. CPC will be asked to approve the 10/30/12 CPC Minutes at the 11/20/12 meeting.

2.0 ANNOUNCEMENTS

- 2.1 Dr. Gaskin stated that the delicious Election Day celebratory cake was made by students in Sandy Allain's CA 124, Principles of Baking class and by students in Chef Susan Schneiderbauer's CA 224 Pastry Practicum class.

3.0 INFORMATION ITEMS

- 3.1 Executive Director Job Description, Center for Lifelong Learning. - J. Friedlander, (Att. 3.1)

EVP Friedlander discussed the job description for the Executive Director of the Center for Life Long Learning (CLL). He stated that this is the culmination of a year and a half of brainstorming and planning with community groups as well as with Interim VP Human Resources English, Dr. Gaskin and others. The job description will be presented as an information item to the Board's November 8, 2012 meeting and will be announced shortly thereafter with the intent of filling the position in early January. Funds to pay for this position this year will come from the Continuing Trust Account. This position will be self-funded from fees generated from the CLL courses and program beginning in September 2013.

4.0 DISCUSSION ITEMS

4.1 Mission Statement Review – L. Gaskin and Dr. Eva Conrad (consultant), (Att. 4.1)

Dr. Gaskin prefaced her introduction of Dr. Conrad stating that the review of the SBCC Mission statement is a monumental step because the college's planning processes are linked and interwoven and central to that is a mission statement that has meaning and purpose to the institution. The Board recognized that if the college is going to move into the future in a strategic way, the mission statement needs re-examination in light of the fiscal austerity measures that the college as well as the state has been confronting.

Dr. Gaskin introduced Dr. Eva Conrad, former President of Moorpark College, who has been hired to be the consultant on this project. As President of Moorpark College, Dr. Conrad led the college in developing an integrated planning process and streamlined processes for college governance. She is now working as a consultant with a focus on strategic planning and how to build an integrated planning model. She is highly regarded around the state for her work on accreditation and integrated planning. Dr. Gaskin turned the meeting over to Dr. Conrad to explain the proposed process.

Dr. Conrad provided her background information to CPC and presented the proposed process for the mission statement review process. She spoke about the importance of community colleges' to routinely and systematically review their mission statements and to assess if their mission statements measure up to their own value systems. The process entails individual interviews with CPC, Executive Council and governance groups: Academic Senate, Board of Trustees, Classified Consultation Group, Deans' Council, Managers, and Student Senate. The results of the interviews will be summarized to identify common themes which will then be integrated into a report. A CPC retreat will be held Wednesday, January 23, 2013 from 9am – 1pm to review the results and draft a revised mission statement. The participants will include CPC members plus two additional representatives from each constituency and two Board members. CPC Members were asked to invite the two members from their groups so those members can HOLD the date on their calendars.

4.2 Zero Balance Budgeting – J. Sullivan (handout)

The process for developing a zero based budget will be examined using a tiered approach for determining funding down to the account level. The timeline for the process, including review, will be proposed.

VP Sullivan walked CPC through the information from his handout explaining the process for developing Zero Based Budgeting (ZBB). He explained that the departments will receive spreadsheets to complete as they did in the past with the budget. The information will be consolidated and uploaded into Banner and be available to everyone. There was further discussion clarifying the process and about holding budget training sessions. The Deans will be asked to spread the word that VP Business Services Sullivan and his team will be willing to train different departments. The ZBB process will be integrated into the 2013 – 14 Budget Development Timeline.

5.0 ACTION ITEMS

5.1 Reorganization: Human Resources and Emergency Preparedness (First Reading) – L. Gaskin, (Att. 5.1)

CPC is presented with a reorganization plan which provides for the: (1) restructuring of Human Resources given the recent retirement of the Vice President of Human Resources and Legal Affairs; and (2) creation of a management position responsible for emergency/disaster preparedness and response.

Dr. Gaskin restated what was outlined in the attachment regarding the reorganization of Human Resources and the need for a new management position to oversee the college's Emergency Preparedness. At this point in time the college does not meet basic state and federal regulations for emergency preparedness. There was further discussion regarding the pros and cons of hiring a new full time person. When the Special Advisor for Emergency Management, from the Chancellor's Office, Kim Aufhauser was on campus training faculty, staff, students and trustees about emergency preparedness, he also drew up a six page document delineating areas that the college needs to work on which Dr. Gaskin stated she would share with CPC.

Concern was expressed about this new position. Academic Senate Representative, K. O'Connor requested that this information be taken back to their constituent groups for consideration. Dr. Gaskin agreed and asked that this be considered a first reading.

5.2 Proposal: Reorganization for Risk Management, Community Services, Purchasing, Duplicating Contracts and Bidding – J. Sullivan, (Att. 5.2)

The vacancy of the director of risk management and community services has created the need for reorganizing Business Services. The primary assumption is that the director position will not be replaced and the restructuring will allow for preserving most of the salary for that position as savings to the District. The areas that need additional resources applied to them are risk/liability, contract administration and the expanding role of community services. This reorganization will provide for covering these responsibilities with one less management position. The reorganization would be permanent.

Dr. Gaskin stated that this proposal will also be considered a first reading. VP Sullivan went through the information included in the attachment in more detail. Further discussion ensued and there was consensus that this too will be brought back again for a second reading.

5.3 Restoration of Budget Cuts in Critical Areas: Report from Short-Term Hourly Work Group. P. English, L. Auchincloss

The Work Group for the Restoration of Budget Cuts in Critical Areas include: two co-chairs: L. Auchincloss, Pres., CSEA and P. English, Interim VP, Human Resources and six members: Paul Bishop, Joyce McPheter, Michael Medel, Dean Nevins, Kathy O'Connor and Cindy Salazar. Dr. Gaskin had asked that CPC provide a recommendation regarding the need to consider restoring a portion of the short-term hourly cuts, as this is the part of our budget reduction plan that is getting us closer to a structurally balanced budget. The request for restoration was sent out to Deans, Managers and Chairs with a request deadline of November 2. The requests were then ranked at the November 5 Executive Committee Plus Meeting and the results were reported to CPC.

Dr. Gaskin reported that the requested total was \$306,077. The vast majority of the requests came from Ed Programs, so the Deans Council worked on prioritizing those areas and there were only two areas from Business Services.

President, Academic Senate Dean Nevins reported the ranked results from the projected spreadsheet. The requested total for EVP Friedlander's area and VP Sullivan's area is \$288,441.50. Dr. Friedlander explained what process the Deans went through, clarifying that this restoration was to get people by just this year. Given the cuts the college has had in prior years plus 50% taken out this year, this amount asked for restoration is to provide essential services in three major categories: Health and Safety, Critical Services and Tutoring. Dr. Gaskin reported that the original cut was close to \$1M, and this represents approximately a 29% restoration proposal. Dr. Nevins walked the members through the rankings spreadsheet which showed who asked for what, justifications and amounts and said the updated spreadsheet will be sent to CPC members for review. CPC has been asked to approve recommending that the Board of Trustees approve a transfer of \$288,441.50 from reserves for 2012-13 only for the restoration of budget cuts in critical areas.

M/S/C (Friedlander/Nevins) to approve recommending \$288,441.50 for restoration of budget cuts in critical areas for this year only. In Favor: 6; Opposed: 1; Abstentions: 4.

5.4 2011-2014 District Technology Plan – P. Bishop, (Att. 5.4)

The 2011-2014 District Technology Plan has been through ITC, DTC, and Academic Senate. Last week it was presented to CPC for review and this week CPC is being asked to approve the 2011-2014 District Technology Plan.

M/S/C (O'Connor/Auchincloss) to approve the 2011 - 2014 District Technology Plan. All were in favor.

6.0 ADJOURNMENT

- 6.1 The next regularly scheduled CPC meeting will be Tuesday, November 20 in Room A218C, 3:00 p.m. - 4:30 p.m.