

**Santa Barbara City College
College Planning Council
Tuesday, October 2, 2012
3:00 p.m. – 4:30 p.m.
A218C
Agenda**

1.0 Call to Order

- 1.1 Approval of 08/28/12 CPC Minutes, (Att. 1.1)
- 1.2 Approval of 09/04/12 CPC Minutes, (Att. 1.2)

2.0 Announcements

3.0 Information Items

- 3.1 Guidelines for Election Activities - Lori Gaskin, (Att. 3.1)

CPC had requested that the college develop a set of guidelines for engaging in political activities. Following consultation with legal counsel, the attached guidelines have been developed and are being provided for reference.

- 3.2 Process for Facilities Request – J. Sullivan (Att. 3.2)

The process for requesting facilities maintenance, repairs or modifications is through the "Work Order" system. This is for work orders required during the year and for program review. Facilities will be responsible for processing the work orders including responding to the originator/requester the decision on timing, process and funding for the project. The work order will be put into program review if there is no funding for the project in the current year or the work is determined to be discretionary.

4.0 Discussion Items

- 4.1 Integrated Planning – Lori Gaskin

Integrated planning is a central theme within the accreditation standards and provides a framework for evaluation, planning, resource distribution, and improvement that interconnects processes across the institution. SBCC's planning processes are in need of definition, clarity, and linkage. CPC will be asked to provide leadership in creating an integrated planning process that guides the institution's planning efforts.

5.0 Action items

- 5.1 Requests for Restoration of Budget Cuts in Critical Areas: Short-Term Hourly - Lori Gaskin, (Att. 5.1)

The Educational Programs Division of the college has compiled a list of areas that are being critically impacted due to the 50% reduction in short-term hourly implemented as part of the budget reductions for 2012/13. There are similar needs across the other divisions/operations

of the college relative to critical short-term hourly needs. It is requested that CPC discuss this issue and provide a recommended course of action.

5.2 West Campus Classroom Building (second reading) – J. Sullivan, (Att. 5.2a, 5.2 b)

At CPC's September 18th meeting, Joe Sullivan provided CPC with an update of Measure V projects and the need to address the outcome of the recent structural analysis work done on the East Campus portables. Given the poor state of these portables and the need to either replace, repair, or remove nearly two dozen of these buildings, it is recommended that the college allocate the remaining Measure V funds to the construction of a classroom building to replace the 22 temporary East Campus classrooms. This permanent classroom building will be placed where the portable buildings are next to the Garvin and Facilities buildings. The estimate for completing the west campus classroom building is \$18.7 million.

5.3 Operations Program Review Requests – J. Sullivan, (Att. 5.3)

The total estimated cost for the program review items from operations departments is \$91,500. These items are included in the worksheet titled "Final Ops" and are submitted with the "Yes" recommendation from EC.

5.4 Program Review Timeline – R. Else, (Att. 5.4)

The Ad Hoc Program Review committee (R. Else, J. Morris, D. Nevins, K. Monda, L. Vasquez, K. Neufeld, P. Bishop) met on 9/26 and discussed guidelines and the timeline for this year's Program Review process. The Program Review website will open on Wednesday October 3 (see attached timeline for more details). Kimberly Monda will update instructions before the site opens. The only change from last year is that Facilities requests should go through the Facilities Work Order system instead of being placed in Program Review; facilities will then forward unfunded requests to P&R for ranking. At a later date, the Academic Senate will begin discussions of improvements for future Program Review cycles.

6.0 Adjournment

6.1 The next regularly scheduled CPC meeting will be Tuesday, October 16 in Room A218C, 3:00 p.m. - 4:30 p.m.