

Santa Barbara City College
College Planning Council
Tuesday, December 1, 2015
3:00-4:30 p.m.
Minutes

1.0 PRESENT:

L. Gaskin, Chair, President
E. Auchincloss, President, CSEA
P. Bishop, Vice President, Information Technology
M. Broomfield, Advancing Leadership Committee Representative
P. Butler, Chair, Planning & Resource Committee
R. Else, Sr. Director, Institutional Assessment, Research and Planning (non-voting)
P. English, VP, Human Resources
K. Monda, President, Academic Senate
M. Marino, Associated Student Government Representative (non-voting)
J. McPheter, Classified Staff Representative
K. O'Connor, Academic Senate Representative
C. Salazar, Classified Staff Representative
C. Smith, Advancing Leadership Committee Representative
M. Spaventa, Interim Executive Vice President
P. Stark, Academic Senate Representative
J. Sullivan, VP, Business Services
L. Vasquez, VP, Academic Senate

GUEST SPEAKERS:

J. Garnett, Director, Disabled Students Programs and Services
K. Neufeld, Dean, Educational Programs
A. Perez, Dean, Educational Programs
C. Bates, Professor, Art Department

2.0 CALL TO ORDER

2.1 Approval of 11/17/15 Minutes (Att. [11/17/15 Minutes](#))

M/S/C (Vasquez/Monda) to approve the 11/17/15 minutes. The motion passed unanimously.

3.0 ANNOUNCEMENTS

4.0 INFORMATION ITEMS

4.1 Institutional Assessment Calendar – R. Else (Att. [Institutional Assessment Calendar Nov. 19, 2015](#))
Robert Else presented the Institutional Assessment Calendar, a calendar of program assessment cycles and/or events. Mr. Else reviewed the calendar, explaining that the calendar is divided into six accreditation years leading up to the college's next scheduled accreditation to take place in 2021-22. Discussion ensued.

It was suggested and agreed to review the Sustainability Plan annually, create a placeholder on the calendar for the completion of the Facility Master Plan (FMP) which is due December 2016, and note that the review cycle for the FMP will be determined at a later date. It was also agreed that the

calendar contain links to the listed programs and be posted on the Institutional Research website. Dr. Gaskin will include an announcement regarding the calendar in her next Monday Morning Update.

4.2 Budget Development Timeline 2016-17 – L. Maas (Att. [Budget Timeline 2016-17](#))

Lyndsay Maas presented the Budget Development Timeline for 2016-17. Ms. Maas indicated that the yellow categories on the timeline are related to Program Review and the green categories refer to tentative budget presentations. She noted one minor change to the timeline, pointing out that she will present a refresher of budget revenues at the same time the budget expenses are presented. She further noted that the May 3 and May 17, 2016 CPC meetings are scheduled for presentation of all components of the tentative budget. The final budget must be approved by September 15, 2016.

It was agreed to add the March 4, 2016 Prioritization of New Classified positions to the timeline. The Budget Development Timeline 2016-17 will be posted on the fiscal website at a future date.

4.3 2014-15 District Technology Plan Report – P. Bishop (Att. [2014-15 District Technology Plan Report](#))

Dr. Paul Bishop briefly reviewed the history of the District Technology Plan (DTP) Report noting the plan grew out of the Educational Master Plan (EMP). The report provides an assessment of progress related to the DTP's incorporated EMP goals and related initiatives.

Discussion and questions ensued.

5.0 DISCUSSION ITEMS

5.1 Request that the Art Department's Permanent Full-time Lab Teaching Assistant Position be Converted from 10 to 12 Months: First Reading – M. Spaventa

Marilynn Spaventa presented the request from the Art Department to convert a 10-month Lab Teaching Assistant (LTA) position to a 12-month position. Council was informed that a portion of the department's hourly budget of \$22,000 would be permanently designated to cover the differential of \$12,275 in the LTA's salary. Discussion and questions followed.

It was clarified during the course of discussion that the Program Review ranking process established by CPC in 2014 includes requests to convert 10 or 11 month positions to 12 month positions. This process includes the conversion of classified positions. Dr. Gaskin reiterated that conversions that are "revenue neutral," meaning those that do not require additional funding outside the department or program's budget, do not have to go through the Program Review process. However, "revenue impact" conversions, those requiring additional funds from the college's general fund, are required to go through the process.

M/S/C (Auchincloss/Sullivan) to move to action the request by the Art Department to convert its Lab Teaching Assistant position from 10-months to 12-months. Motion passed unanimously.

M/S/C (Auchincloss/Sullivan) to approve the conversion of the Art Department's Lab Teaching Assistant position from a 10-month to a 12-month position. Motion passed unanimously.

5.2 2015-16 FTES Estimate – R. Else (Att. [2015-16 FTES Estimate](#))

Robert Else presented a preliminary projection of the college's 2015-16 FTES (Full Time Equivalent Students) noting that the college's apportionment is based on FTES. Mr. Else's projection is based on preliminary fall 2015 enrollment headcount. He stated that, as of November 16, 2015, the college's credit headcount is down 4.8% and that non-credit is down by 19%. The first FTES estimate submitted to the Chancellor's Office is due January 15, 2016 and a subsequent report will be filed on April 15, 2016. The final FTES filing for the current academic year is due July 15, 2016.

Mr. Else explained that, because the college was over by 73 FTES last year, and because it's likely we will not meet our funded base this year, the college will go into stability funding beginning with the 2015-16 fiscal year. Dr. Gaskin clarified stability funding, noting that the college will be fully funded in 2015-16 and that in 2016-17 the college will be funded at 75% of the differential. The third and last year of stability, 2017-18, the college will be funded at 50% of the differential. She further noted that the college has three years to return to its current funded base or adjust accordingly.

5.3 Proposed Restructuring of Salary Model for Disabled Students Programs and Services Personnel: First Reading – J. Garnett (Att. [Proposed Restructuring of Salary Model for DSPS Personnel](#))

Jana Garnett, Director of Disabled Students Programs and Services (DSPS), presented a proposal to Council to restructure the existing salary model for DSPS personnel in which 70% is funded by categorical monies and 30% is funded by the college's general fund. Ms. Garnett proposed changing the model to an 80/20 split which would allow the department more flexibility in meeting its matching fund mandates.

M/S/C (Monda/Auchincloss) to move to action the proposed restructuring of the DSPS salary model. Motion passed unanimously.

M/S/C (Monda/Auchincloss) to approve the restructuring of the DSPS salary model as proposed. Motion passed unanimously.

5.4 Resource Requests and Budgeting Processes – P. Butler

Dr. Priscilla Butler presented the first section, *Anticipated Budget*, of the discussion item. Due to meeting time constraints, it was agreed to postpone discussion of *Approved Funding for 32-Passenger Shuttle Bus* and *Updates on Various Proposed Security Measures* until a future meeting.

Dr. Butler explained that over the last few years equipment requests have been ranked differently depending on whether they were for replacement or new equipment. Currently, the process calls for replacement requests, after being vetted by the ranking bodies, to be submitted in a single group as priority one requests. However, new requests are ranked as one, two or three in priority. The question put to Council was, in light of the college's current budget constrictions, should replacement equipment requests undergo the same ranking process as new equipment requests.

Discussion ensued.

Given the impact of declining enrollment on the college's budget, direction was provided by Council to the ranking entities, to rank all replacement equipment requests similar to the ranking process used for new equipment requests.

6.0 ACTION ITEMS

- 6.1 Projects Funded by Student Equity Allocation – M. Spaventa (Att. [Student Equity Plan 2015-16](#); [Student Equity Plan Budget 2015-16](#))
M/S/C (Monda/Butler) to approve projects funded by the Student Equity allocation. Motion passed unanimously.
- 6.2 Resolution to Adopt Canvas Learning Management System – K. Neufeld (Att. [Resolution Adopt Canvas](#))
M/S/C (Monda/Butler) to approve the adoption of Canvas Learning Management System. Motion passed unanimously.

7.0 ADJOURNMENT

- 7.1 The next CPC meeting scheduled for Tuesday, December 15, 2015 in room A218C from 3:00-4:30 p.m. **has been canceled.**