

**Santa Barbara City College  
College Planning Council  
Tuesday, March 3, 2015  
3:00 – 4:30 p.m.  
A218C**

**Minutes**

**1.0 PRESENT:**

L. Gaskin, Chair, President  
L. Auchincloss, President, CSEA  
P. Bishop, VP, Information Technology  
P. Butler, Chair, Planning & Resources Committee  
R. Else, Sr. Director, Institutional Assessment, Research and Planning (non-voting)  
P. English, VP, Human Resources  
G. Katzenson, Associated Student Government Representative (non-voting)  
J. Friedlander, Executive VP, Educational Programs  
J. McPheter, Classified Staff Representative  
K. Monda, President, Academic Senate  
K. O' Connor, Academic Senate Representative (for D. Nevins)  
C. Smith, Advancing Leadership Committee Representative (for D. Watkins)  
P. Stark, Academic Senate Representative  
J. Sullivan, VP, Business Services  
L. Vasquez, VP, Academic Senate  
J. Walker, Advancing Leadership Committee Representative

**GUESTS:**

G. Green, SBCC Foundation  
J. Hendricks, Facilities, Planning & Campus Development  
L. Maas, Controller  
K. Neufeld, Educational Programs  
P. Pellegrin, Innovative Workshop Consulting  
M. Walby, The Channels

**ABSENT:**

D. Nevins, Academic Senate Representative  
C. Salazar, Classified Staff Representative  
D. Watkins, Advancing Leadership Committee Representative

**2.0 CALL TO ORDER**

2.1 Approval of 2/17/15 minutes.

**M/S/C (Monda/Bishop) to approve the 2/17/15 minutes. 13 approved. One abstained. Motion passed.**

**3.0 ANNOUNCEMENTS**

**4.0 INFORMATION ITEMS**

4.1 Replacement of Budgeted Positions – P. English  
None.

#### 4.2 Classified Staff Hiring Process – P. Bishop (Att. 4.2, 4.2a, 4.2b, 4.2c)

Dr. Paul Bishop reviewed the recent updates to the Classified Staff Hiring process. He reported that process documents have been updated to reflect activities that took place last year and that a timeline has been created. He added that an extra field indicating the originating department was added to the proposal form.

After discussion regarding the composition of the Classified Staff Hiring Subcommittee, it was agreed to call the group a workgroup instead of a subcommittee, and to include the following members:

- Paul Bishop, representing Administration
- Pat English, representing Administration
- Kim Monda, representing Academic Senate President
- Kathy O'Connor, Faculty Appointment by Academic Senate
- Jason Walker, representing Advancing Leadership Committee
- Joyce McPheter, representing Classified staff
- Cindy Salazar, representing Classified staff
- Liz Auchincloss, representing Classified staff

Dr. Gaskin addressed the budget issues with regard to the classified staff hiring process. She noted that even though there may not be money in the budget to hire permanent classified staff, it is important to go through the process and identify the college's classified staffing priorities. Dr. Gaskin requested that Dr. Bishop convene the Classified Staff Hiring Workgroup members annually in February and to include the meeting in the process timeline.

Pursuant to discussion, it was agreed to add a statement within the process regarding the conversion of part-time and/or 10 or 11 month positions to an increased time level, and to clarify that this is a separate process from the full-time classified staff hiring process.

#### 4.3 Supplies Definition and Requests for Additional Supplies – J. Friedlander and J. Sullivan (Att. 4.3)

In response to the need for clarification with regard to supply resource requests, Dr. Friedlander explained that a supply is an item that is low cost, perishable and needs to be replaced on a rotational basis every year. An item is classified as equipment because it can be capitalized or depreciated and is over \$5000. Dr. Friedlander agreed to include in the document a definition of depreciation as it relates to resource requests.

## 5.0 DISCUSSION ITEMS

#### 5.1 SBCC District Sustainability Plan: Second Reading – J. Hendricks (Att. 5.1a, 5.1b)

The first reading of the SBCC District Sustainability Plan took place at the February 17, 2015 CPC meeting.

A brief discussion took place regarding the food service component of the Sustainability Plan, as well as the implementation of the plan into the college's curriculum. It was agreed to include currently established alternative transportation options in the plan. Dr. Gaskin asked that Ms. Hendricks schedule presentations of the plan with each consultation group.

**M/S/C (Bishop/Sullivan) to approve the SBCC District Sustainability Plan. 14 approved. Motion passed.**

5.2 Procedure for Replacing Broken or Damaged Classroom Furniture: Second Reading – J. Sullivan, D. Nevins, J. Walker (Att. 5.2)

The first reading of the Procedure for Replacing Broken or Damaged Classroom Furniture took place at the February 17, 2015 CPC meeting.

In response to questions posed after the first reading, Mr. Sullivan explained that the Humanities Building is receiving new classroom chairs before others because the chairs are funded under Measure V.

It was agreed to change the procedure's title to "Procedure for Replacing Classroom Furniture."

**M/S/C (Friedlander/Walker) to approve the Procedure for Replacing Classroom Furniture. 14 approved. Motion passed.**

5.3 Program Review: First Reading – J. Sullivan

Dr. Gaskin reviewed the ranking process to date. She reminded Council that it was CPC's recommendation to rank the subset of priority one requests already vetted by the individual groups submitting requests. Discussion ensued.

Dr. Priscilla Butler reviewed some of the categories on the Program Review Resource Requests worksheet. She noted that two high cost items to be reviewed by CPC at a later date were separated out of the Equipment (Replacement) fund: the Human Patient Simulator and a 32-passenger bus.

Pursuant to discussion, Dr. Gaskin requested a summary document that speaks to the compilation and amalgamation of the rankings. Kenley Neufeld volunteered to review the process with Dr. Gaskin. It was agreed that Mr. Sullivan and Dr. Bishop would provide a summary document of the top rankings in each program area, and bring the document to the March 17, 2015 CPC meeting for a second reading.

Dr. Gaskin briefly addressed budget concerns. She stated that despite budget impacts and unknowns, including the Governor's May budget revise, it is important for the college to be poised to discuss resource allocation prioritization.

Two documents referred to during the presentation of Program Review were submitted after the March 3, 2015 meeting was publicized. The documents will be posted on the CPC website after the meeting.

5.4 Institutional Assessment Calendar – R. Else (Att. 5.4)

Robert Else presented the Institutional Assessment Calendar which lists the college's assessment cycles dating from spring 2008 through spring 2017. He briefly reviewed the various cycles and discussion followed. It was suggested to add the following plans and procedures to the calendar: the District Sustainability Plan, the Distance Education Plan, the District Technology Plan, the Board Policy and Administrative Procedure, the Educational Master Plan's yearly assessment, and the annual health services survey. It was further suggested to include on the calendar the groups responsible for each assessment cycle. Additionally, corrections were made with regard to the timing of the listing of Program Review: Assessment of the Process Itself. Mr. Else agreed to edit the calendar according to Council's suggestions. The calendar will be included in the upcoming Accreditation Report.

## 6.0 ACTION ITEMS

## **7.0 ADJOURNMENT**

7.1 The next scheduled CPC meeting will be held on Tuesday, March 17, 2015 in Room 218C, 3:00-4:30 p.m.