

**Santa Barbara City College
College Planning Council
Tuesday, April 30, 2013
3:00 – 4:30 p.m.
A218C**

Minutes

PRESENT:

L. Gaskin, President
L. Auchincloss, Pres., CSEA
P. Bishop, VP Information Technology
R. Else, Sr. Dir. Inst. Assessment, Research & Planning
P. English, VP Human Resources
J. Friedlander, Executive VP Ed Programs
J. McPheter, Classified Staff Representative
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
J. Sullivan, VP Business Services
L. Vasquez, Academic Senate Representative
C. Alsheimer, Instructors' Association
D. Watkins, Managers Group Representative

GUESTS:

C. Alsheimer, IA
P. Butler, ESL
J. Hendricks, Director, Facilities
D. Hedges, Fiscal Committee, CLL
L. Maas, Controller
E. Malone, Channels Reporter
E. Pirayesh, Channels Reporter
J. Pike, Director, Learning Resource Center
R. Saletti, Channels Reporter
L. Stark, Pres. Instructors' Association
P. Stark, Academic Senate
D. Waggoner, CLRC
J. Walker, Director, Student Tech Support (representing Michael Medel)

ABSENT:

Michael Medel, Supervisor Bargaining Unit
Geneva Sherman, ASB President

1.0 CALL TO ORDER

1.1 M/S/C (Nevins/Vasquez) to approve the 4/16/13 CPC Minutes. 14 were in favor; 1 abstained. Motion passed.

2.0 ANNOUNCEMENTS

3.0 INFORMATION ITEMS

3.1 Replacement of Budgeted Positions -- P. English

Ms. English reviewed the classified positions that are going to be replaced in various departments:

- Payroll Technician (replacing Rich McDavid)
- Assistant Controller (replacing Sharon Coffield)
- Classified Teacher – OELC (replacing Diane Martinez)

Jason Walker offered an update of Academic Technology Support Reorganization and noted that Behzad Masooman will remain a Lab Teaching Assistant (LTA); his position will not be converted to Instructional Computer Lab Coordinator (ICLC) within the reorganization.

3.2 Furniture Replacement Process – J. Friedlander (Att. 3.2)

Members of CPC requested a process for identifying classroom furniture that needs repair or replacement. Two weeks following each semester, the Executive VP, VP of Business Services, Director of Facilities, and the Director of Community Services will survey campus classrooms and identify furniture that needs to be repaired or replaced. The Director of Community Services will then prepare a work order or a purchase order for the identified items. Furthermore, Joe Sullivan (VP Business Services) and Julie Hendricks (Director of Facilities) have been asked to alert their custodial staff to communicate repair or replacement items. It was noted that ECC 12A and IBC 13 have new furniture that could be used as a classroom standard. Staff and faculty were urged to visit the rooms to see the furniture. Priscilla Butler will report on the survey sent to students regarding the new classroom furniture. Two related issues in need of solutions were mentioned: the replacement or repair of non-classroom furniture (office, faculty rooms, labs) and changing furniture needs such as furniture that doesn't meet the class requirements. It was noted that the Classroom Improvement Fund would cover the replacement of faculty office furniture. It was requested of Joe Sullivan and Dr. Friedlander to have feedback regarding the \$86,000 needed for furniture replacement by the May 7, 2013 CPC meeting. It was suggested that the job of surveying and identifying classroom furniture needs be delegated to department chairs. It was further requested and agreed that the procedure be inclusive of department and/or program furniture (classroom, lab, office) and be disseminated to CPC, department chairs and Dean's Council.

DISCUSSION ITEMS

4.1 Update on 2013-14 Budget and Zero Based Budgeting – J. Sullivan (Att. 4.1)

In addition to Attachment 4.1 (ZBB Summary 2013-14), Mr. Sullivan distributed a document entitled Assumptions Used to Develop the 2013-14 Tentative Budget which he reviewed. Beginning with Revenues, he noted that the tentative budget contains all of the 2012-13 Prop. 30 adjustments (Attachment A, page 2). SBCC started receiving the State Mandated reimbursement (\$407,000) last year; it is based on the number of FTES that we produce (\$29 per FTES/year). Item #5 under Revenues with regard to International Students was given clarification. International Student revenue was reduced due to insufficient staff or classrooms needed to accommodate more students, and because the college wanted to honor the Board of Trustee's cap for international students. The reduction will be achieved by increasing the GPA requirement and by moving up the application deadline for International Students.

Expenses were examined next. Noteworthy was that the State Unemployment Contribution Rate will decrease significantly, impacting the Unrestricted General Fund by a one-time decrease of \$739,047. Likewise, the State Workers Compensation Insurance rate will decrease, impacting the Unrestricted General Fund by a decrease of approximately \$34,688. Transfers were essentially unchanged from 2012-13.

Questions and discussion took place throughout.

Dr. Gaskin introduced Zero Based Budgeting (ZBB). The purpose of ZBB is to recalibrate general fund expenditures. As expected, Tier 1 requests (essential, reasonable expenditures) have been submitted and have come in over last year's operational budgets. Revenues include Prop. 30 and an increase in sustained revenue from the restructuring of Continuing Education (CE). Budget unknowns include collective bargaining outcomes, classified staffing prioritization, FON, professional development, learning support, Student Success, and growth. Undesignated revenues from Prop. 30 and CE will be placed into a reserve to be allocated at the final budget in September 2013.

Joe Sullivan reviewed Attachment 4.1, the ZBB 2013-14 budget spreadsheet. The Total Increase from ZBB figure of \$810,196 was corrected to \$817,196. He reviewed the ZBB Adjustment amounts and related explanations for each budget category. Clarification was given regarding the numbers assigned to each dean: Dean 20 – Diane Hollems; Dean 21 – Jack Friedlander; Dean 23 – Allison Curtis; Dean 24 – Betty Pazich; Dean 25 – Ben Partee; Dean 26 – Marilyn Spaventa; Dean 29 – Doug Hersh.

The ZBB Adjustment column represents the difference between the departments' current budget and Tier 1 requests. Savings of approximately \$800,000 from CE will be used to address Tier 1 requests, thus funding the base budget.

The text "ESL down by completely eliminating Printing and Duplicating" was erroneously included in the Explanation column for Dean 27-Total Humanities/ESL.

Questions and discussion occurred throughout the presentation.

The issue of funding Program Review items will be brought to the May 7, 2013 CPC meeting for further discussion and action.

4.2 Prioritize Facility Needs – J. Hendricks (Att. 4.2)

Dr. Gaskin reminded CPC that they will be asked at the first meeting during fall semester to prioritize the college's facility needs with their representative constituent groups as a prelude to a future bond. Julie Hendricks, Director of Facilities, presented a comprehensive overview of the colleges' facility needs. She reviewed Attachment 4.2, Future Bond Program – Proposed Projects, the seed document for the Facilities Master Plan, which informs the five year construction plan and the long range development plan. Replacement of the Campus Center, Wake Center and Sports Pavilion are proposed. It was noted that the Wake Center site would provide the opportunity for growth as a satellite location for instructional programs as well as the site of the Center for Lifelong Learning. New construction projects include the East Campus Classroom and Office buildings and the Aquatics Facility. A number of existing buildings are slated for modernization including the Administration and Occupational Education buildings, the library, Marine Diving Technology, Physical Science, and Students Services buildings, as well as the Schott Center.

Site Improvement and Infrastructure Projects were briefly reviewed. These projects include those that unify the campus as a whole by providing clear signage, safe walkways, good vehicular circulation and cohesive landscaping.

Swing Space, buildings which house programs during the construction process, is projected to be 10% of the total construction costs.

Questions and discussion ensued throughout the presentation. It was explained that polling for a bond measure will be conducted in May 2013 and tested at three monetary levels. The polls will also determine what kind of projects the community will support. A significant portion of the bond will go toward deferred maintenance projects. The long range development plan will reflect what the institution can fund with a bond.

Two issues with regard to Measure V were clarified. The first was that the state took away \$10 million in funding for the School of Media Arts building, which made the project unaffordable. Secondly, state funding needed to pair with Measure V didn't materialize. In response, projects were reprioritized and included the building of the bridge.

5.0 ACTION ITEMS

6.0 ADJOURNMENT

- 6.1 Due to time constraints, it was agreed to carry over all other agenda items (Discussion Item 4.3 Procedural Improvement for Voting on CPC Items; Action Items 5.1 Non-Smoking Campus; 5.2 SBPD Officer Assigned to SBCC; 5.3 CPC Classified Staff Hiring Process; 5.4 Request to Allocate District Funds to Support the Orfalea Early Learning Center) to the next scheduled CPC meeting on Tuesday, May 7, 2013 in Room 218C, 3:00-4:30 p.m.