

**Santa Barbara City College
College Planning Council
Tuesday, October 1, 2013
3:00 – 4:30 p.m.
A218C**

Minutes

PRESENT:

L. Gaskin, President and Chair
L. Auchincloss, President, CSEA
P. Bishop, VP, Information Technology
P. Butler, Chair, Planning & Resources Committee
R. Else, Sr. Dir., Inst. Assessment, Research & Planning
P. English, VP, Human Resources
J. Friedlander, Executive VP, Ed Programs
E. Katzenson, ASB President
J. McPheter, Classified Staff Representative
M. Medel, Supervisor Bargaining Unit
K. Monda, Academic Senate Representative
K. Neufeld, President, Academic Senate
K. O'Connor, Academic Senate Representative
C. Salazar, Classified Staff Representative
J. Sullivan, VP, Business Services
L. Vasquez, Academic Senate Representative
D. Watkins, Managers Group Representative

GUESTS:

N. Mahaffey, Tutorial Center

1.0 CALL TO ORDER

1.1 M/S/C (Vasquez/Salazar) to approve the 4/30/13 CPC minutes as corrected. 14 were in favor; 1 abstained.

1.2 M/S/C (Bishop/McPheter) to approve the 5/7/13 CPC minutes as corrected. All were in favor.

1.3 M/S/C (Butler/Medel) to approve the 9/17/13 CPC minutes. All were in favor.

2.0 ANNOUNCEMENTS

3.0 INFORMATION ITEMS

3.1 Replacement of Budgeted Positions – P. English
Ms. English reported that two full time positions are open:

- Custodian (replacement for Jose Santos-Perez)
- Student Program Advisor in Financial Aid (replacement for Saul Quiroz)

4.0 DISCUSSION ITEMS

4.1 Request to Allocate \$50,000 to Engage the Services of Strata Information Group: First Reading – J. Friedlander

Dr. Friedlander presented a brief history of the software systems currently used in the Continuing Education (CE) Division. He reported that the systems are different from what the rest of the campus uses, require a great deal of manual input and are generally inefficient. In response, Strata Information Group (SIG) was hired last spring to conduct a Business Processes Analysis (BPA) to examine each of CE's systems' functions to ascertain which systems could be incorporated into the college's Banner System. SIG submitted a proposal based on the outcomes of the BPAs. Dr. Friedlander is therefore proposing that the college fund half the amount needed (\$50,000) from the General Fund to hire SIG to assist with the integration of CE's current systems into the Banner System. The remaining \$50,000 needed would be drawn from the CE Reserve Fund. Dan Watkins clarified that the Center for Lifelong Learning's (CLL) current registration process (Lumens) will not be impacted by the change.

Mr. Watkins reported that part of SIG's fees covers CE's data migration from Lumens and Aries, and implementation of the quick start admissions application process. Mr. Watkins further explained that the CLL will not be impacted by this project, but that CLL instructors and infrastructure will eventually need to be integrated into Banner's payroll system in order for the college to become fiscally independent. He informed the Council that this will be a separate project requiring additional funding.

Joe Sullivan briefly reviewed the process for the college to become fiscally independent from Santa Barbara County Education Office which now processes the college's payroll. Fiscal independence will enable the college to produce its own payroll and retirement payments, and require the integration of current systems into Banner.

This agenda item will be brought to CPC as a second reading at the Oct. 15, 2013 meeting.

5.0 ACTION ITEMS

5.1 Revision to Core Principles: Second Reading – L. Gaskin (Att. 5.1)

M/S/C (Neufeld/Bishop) to approve the Revision to Core Principles. All were in favor.

5.2 Strategic Directions and Strategic Goals: Second Reading – R. Else (Att. 5.2, 5.2A, 5.2B, 5.2C)

Mr. Else submitted a slightly revised edition of the Strategic Directions and Strategic Goals document (Attachment 5.2). He distributed the revised copy and noted the following changes (underlined):

- An additional word was added to #1d: "Support student learning by making course expectations explicit and by providing strategies for meeting those expectations."
- The order of words in #2e was changed: "Balance enrollment, human resources, finances, and physical infrastructure."

Mr. Else informed the Council that the next phase is to complete the Educational Master Plan which is built around the strategic directions and goals, and that he would send the Council a link to the aforementioned document, as well as provide an optional link on the Program Review website.

Dr. Gaskin led the Council in expressing appreciation for Mr. Else and the Integrated Planning Workgroup's commitment to this project.

M/S/C Neufeld/Bishop to approve the Strategic Directions and Strategic Goals. All were in favor.

6.0 ADJOURNMENT

- 6.1 The next regularly scheduled CPC meeting will be held on Tuesday, October 15, 2013 in Room 218C, 3:00-4:30 p.m.