



College Planning Council

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SANTA BARBARA CITY COLLEGE

College Planning Committee

Tuesday, April 30, 2013

3:00-4:30 p.m.

Room 218C

Agenda

1.0 CALL TO ORDER

1.1 Approval of 4/16/13 CPC Minutes (Att. 1.1)

2.0 ANNOUNCEMENTS

3.0 INFORMATION ITEMS

3.1 Replacement of Budgeted Positions – P. English

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

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

In prior meetings, members of CPC requested that the district develop a clean process for identifying a clear process for identifying classroom furniture that needs to be repaired or replaced in a timely manner. CPC will be asked to review the proposed process for identifying classroom furniture that needs to be repaired or replaced (attached).

4.0 DISCUSSION ITEMS

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

Periodically it becomes necessary to ensure that our limited resources are being allocated to that which we consider to be of the highest priority - that is, the critical and essential areas of the institution. If instead we start each year with roll-over budgets, we run the risk of sustaining funding in areas that would not be considered to be of the highest priority. A way to periodically recalibrate the budget allocation process and ensure that our shrinking funds are indeed targeting our internal priorities is to engage in zero-based budgeting (ZBB). ZBB is a process that allows a program, department, or cost center to rebuild the discretionary sector of its budget using tiers (i.e., priorities) to ensure that the most critical, essential needs are funded. ZBB is an honest, genuine, and careful assessment of your critical budget needs so that the discretionary budget can be rebuilt to fund the highest needs across campus. CPC will be presented with a 2013-14 ZBB summary for review.

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

The Santa Barbara Community College District is comprised of three campuses; the Main campus, the Schott Center and the Wake Center. The majority of the buildings throughout all three campuses were built between the 1930's and the 1970's. Additionally, multiple modular buildings have been installed throughout

the three campuses to address both growth and the need for swing space. The District is now at a critical point where building deterioration and aging infrastructure have begun to compromise the quality of the educational environment. In response to this, the District is initiating a new phase of long range planning for capital improvement projects that will enrich the facilities and environs at all campuses in the District. The goal of this planning effort is to develop a campus endorsed Facilities Master Plan.

4.3 Procedural Improvement for Voting on CPC Items – D. Nevins

Currently some items with significant fiscal impact (e.g. positions) can be brought to CPC for discussion and a vote at the same meeting. This can make it difficult for representatives to discuss the details of a particular item with their constituencies. We would like to discuss implementing a process similar to the Senate where the default voting procedure for items is to bring them forward for a formal first reading and then at the next meeting vote. In true emergencies items can be moved to action at the same meeting but it requires a vote of CPC. We feel that it would strengthen the process of allocating College resources because of more buy-in from constituency groups.

5.0 ACTION ITEMS

5.1 Non-smoking Campus – Second Reading – J. Sullivan (Att. 5.1)

For the last nine years the campus has been a non-smoking campus with designated smoking areas. At this time the proposal is to make the campus “non-smoking” with no designated smoking areas. In the time that this proposal has gone through consultation there have been several announcements of other campuses that have gone non-smoking completely. Following are excerpts from some of the emails I have received in last couple of weeks:

“Why does the #1 college in the nation still allow smoking on its beautiful campus? The writing is on the wall, eventually all the campuses in California are going to become smoke-free...what are we waiting for?”

<http://newsroom.ucla.edu/portal/ucla/quitting-time-ucla-is-tobacco-245462.aspx>
http://en.wikipedia.org/wiki/List_of_smoke-free_colleges_and_universities#California

Another campus goes smoke free!

<http://www.glendalenewspress.com/news/tn-gnp-0420-glendale-community-college-goes-smoke-free,0,812044.story>

This has been implemented on the majority of college campuses and has been effective in preventing the problem of second hand smoke and eliminating the litter and blight of discarded cigarette butts.

5.2 SBPD Officer Assigned to SBCC – Second Reading – J. Sullivan (Att. 5.2)

We are recommending placing a full time Police Officer on Campus to provide support for the campus community. After discussions in college consultation and with the SBPD, the proposal has been modified to utilize a retired police officer for a four day 10 hour shift and officers on overtime for an evening five hour shift Monday through Thursday. After the fall semester, the college and the SBPD would file a report evaluating the effectiveness of the program. This would be brought through consultation in the spring semester. The cost of this program would be approximately \$109,000 per year.

5.3 CPC Classified Staff Hiring Process – First Reading – P. Bishop (Att. 5.3)

At the February 19, 201 CPC meeting, a workgroup was formed to create a process for identifying and prioritizing classified staffing needs. This group was charged with constructing the criteria for soliciting, prioritizing and crafting a rubric for meeting classified needs. This document is the first draft of the work done by this CPC workgroup.

5.4 Request to Allocate of District Funds to Support the Orfalea Early Learning Center – J. Friedlander (Att. 5.4)

CPC is being requested to consider allocating approximately \$210,000 per year from the college's general fund to enable it to continue operating the Orfalea Early Learning Center (OELC). The OELC serves as the

instructional laboratory for the Early Childhood Education department and gives priority to providing day care for children of low income students, and for faculty and staff. The college contracted with a well-respected consultant with expertise in college operated early learning centers such as the OELC to determine if there were steps that could be taken to reduce the costs of operating the Center. The consultant was very impressed with the way the OELC was being operated and was not able to identify potential ways to reduce the costs of this program. A summary of the OELC budget is attached to this agenda item.

6.0 ADJOURNMENT

6.1 The next regularly scheduled CPC meeting will be Tuesday, May 7, 2013 in Room 218C, 3:00-4:30 p.m.