

**Santa Barbara City College
College Planning Council
Tuesday, May 6, 2014
3:00 – 4:30 p.m.
A218C**

Minutes

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 & Planning (non-voting)
P. English, VP, Human Resources
E. Katzenson, ASB President (non-voting)
J. McPheter, Classified Staff Representative
K. Monda, Academic Senate Representative
K. O'Connor, Academic Senate Representative
C. Salazar, Classified Staff Representative
J. Sullivan, VP, Business Services
L. Vasquez, VP, Academic Senate
J. Walker, ALC Representative
D. Watkins, ALC Representative

GUESTS:

C. Alsheimer, Academic Senate
A. Harper, Center for Lifelong Learning
D. Hedges, Center for Lifelong Learning
J. Hendricks, Facilities, Planning &
Campus Development
L. Maas, Controller
D. Nevins, Educational Programs
A. Scharper, Educational Programs
M. Spaventa, Educational Programs
L. Stark, Instructors' Association
J. Zavas, Asst. Controller

ABSENT:

K. Neufeld, President, Academic Senate

1.0 CALL TO ORDER

2.0 ANNOUNCEMENTS

There will be a Budget Forum held on Thursday, May 15, 2014 at 1:00 p.m. in BC230.

SBCC will host the women's national volleyball team on Friday, May 16, 2014.

3.0 INFORMATION ITEMS

3.1 Replacement of Budgeted Positions – P. English

Ms. English reported on a new position in the Bookstore and noted that the position is funded from the Bookstore auxiliary account.

Joe Sullivan reported on a new position in Food Services that will support the five satellite food facilities on the main, Wake and Schott campuses. The position will be funded from the Food Service auxiliary account.

3.2 Program Location and Land Use Master Plan (PLLUMP) – D. Watkins and J. Hendricks (Att. 3.2)

Julie Hendricks reported on the Program Location and Land Use Master Plan (PLLUMP) process. PLLUMP, a component of the long range Facilities Master Plan, is being developed with the assistance of a consultant and will give a 15 year perspective of the college's land use, circulation and program location. The plan, defined in two phases as illustrated in attachment 3.2, will provide the guiding principles for the Facilities Master Plan and will serve as the strategic vision for facilities and land use on campus.

4.0 DISCUSSION ITEMS

4.1 CPC Classified Staff Hiring Priorities: First Reading – P. Bishop (Att. 4.1)

Paul Bishop reported on the recommendations of the Classified Staff Hiring subcommittee with regard to the three proposed new classified positions to be established in 2014-15. Of the 24 proposals that were reviewed by the subcommittee, the two garnering the most votes were a full-time night Facilities Assistant at Wake Campus, and a Lead Custodian on the main campus. Dr. Bishop reported that two proposals tied for the third position: a Library Technician and a Lab Teaching Assistant for the Life Fitness Center.

It was agreed that the Classified Staff Hiring subcommittee will present the proposal materials that were originally submitted for the two tied positions, and that CPC will take action on the matter at the May 20, 2014 meeting.

4.2 Review of 2014-15 Tentative Budget - All Components: First Reading – J. Sullivan (Att. 4.2)

Joe Sullivan reported on the 2014-15 Tentative Budget beginning with a comparison of the 2013-14 adopted budget and the 2014-15 tentative budget, and proceeding to review each budget category including revenues, expenditures, transfers, and auxiliary accounts. Dr. Gaskin added that the college's reserves in the equipment and construction funds reflect the policy and direction of the Board of Trustees as shown in the 2014-15 tentative budget. Mr. Sullivan noted several budget assumptions that may impact the 2014-15 budget including adjusted instructors' salary tables, an increase in employer contributions toward health benefits and CalPERS and CalSTRS, and an increase in fixed and mandated expenses (utilities, postage rent, etc.).

The 2014-15 Tentative Budget will be brought back to CPC for action at the May 20, 2014 meeting.

5.0 ACTION ITEMS

5.1 Resource Request Documentation: Second Reading – P. Butler and L. Vasquez (Att. 5.1)

Priscilla Butler reviewed the Resource Request Documentation as presented in attachment 5.1. After discussion, council reached a consensus to delete the "Other" tab on the IT project request form.

**M/S/C (Bishop/O'Connor) to approve the Resource Request Process with changes.
All approved.**

5.2 Program Review Guidelines: Second Reading – P. Butler and L. Vasquez (Att. 5.2)

Priscilla Butler reviewed the Program Review Resource Request Guidelines as presented in attachment 5.2. Dr. Butler noted the highlighted areas in need of further examination. After discussion, it was agreed to retain the language indicating a minimum resource request amount of \$1000, as well as to include a new statement with regard to the hiring of hourly employees on a limited condition basis per Education Code requirements. Joe Sullivan, Pat English and Liz Auchincloss have been charged with the task of creating this statement. Council reached consensus on the modification of the IT Project Request Form and the elimination of #8 (maintenance contracts for hardware) from the FAQ sheet.

It was agreed to present the revised Program Review Guidelines and the Program Review Timeline for 2014-15 to CPC for action at the May 20, 2014 meeting.

5.3 Annual Update of SBCC Resource Guide to Governance and Decision-Making: Second Reading – R. Else (Att. 5.3)

Mr. Else reviewed the updated SBCC Resource Guide to Governance and Decision-Making.

M/S/C (O'Connor/Butler) to approve the SBCC Resource Guide to Governance and Decision-Making, April 2014. All approved.

6.0 ADJOURNMENT

6.1 The next scheduled CPC meeting will be held on Tuesday, May 20, 2014 in Room 218C, 3:00-4:30 p.m.