

**Santa Barbara City College
College Planning Council
Tuesday, April 21, 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
(non-voting)
J. Friedlander, Executive VP, Educational Programs
J. McPheter, Classified Staff Representative
K. Monda, President, Academic Senate
D. Nevins, Academic Senate Representative
C. Salazar, Classified Staff Representative
P. Stark, Academic Senate Representative
J. Sullivan, VP, Business Services
J. Walker, Advancing Leadership Committee Representative
D. Watkins, Advancing Leadership Committee Representative

GUESTS:

C. Alsheimer, Academic Senate
L. Maas, Controller
J. Pike, Learning Resource Center
M. Walby, The Channels
J. Zavas, Assistant Controller

ABSENT:

L. Vasquez, VP, Academic Senate

2.0 CALL TO ORDER

2.1 Approval of 3/17/15 minutes.

M/S/C (Monda/Nevins) to approve the 3/17/15 minutes. 14 approved. Motion passed.

Approval of 4/7/15 minutes.

M/S/C (Nevins/Butler) to approve the 4/7/15 minutes. 14 approved. Motion passed.

3.0 ANNOUNCEMENTS

4.0 INFORMATION ITEMS

4.1 Issuing of Citations for Skateboarding, Smoking and Bicycling on Campus – J. Sullivan (Att. 4.1)

This item was taken out of order after item 5.1.

Mr. Sullivan presented a brief history of incidences leading up to the policy proposal. Before citations can be issued to individuals skateboarding, smoking or bicycling on campus, he explained

that a new Board policy needs to be created and approved, and that security staff will require special training. Mr. Sullivan noted that the policy is not meant to be punitive, but rather it is meant to promote the health and safety of all who traverse the campus. He emphasized that warnings will be issued and education available to first offenders.

Questions and discussion ensued.

It was suggested and agreed to change the phrase “substation” to “community police office.” Mr. Sullivan clarified that the college will seek to have the campus added to the designated areas listed in the City of Santa Barbara’s ordinance that prohibits skateboarding, roller skating and in-line skating (Attachment 4.1).

5.0 DISCUSSION ITEMS

5.1 Institution Set Standards: Second Reading – R. Else (Att. 5.1)

This item was taken out of order before item 4.1.

Mr. Else referred to attachment 5.1, SBCC Institution-Set Standards for Selected Student Outcomes. He informed Council that an additional column entitled “State Rate” had been added to the document. He noted that, with regard to the standards listed on the document, SBCC has placed above the state rate in most cases. Mr. Else explained that standards 1-4 were selected by the college and have been included for the last two years in our annual report to the Accrediting Commission for Colleges and Junior Colleges (ACCJC). Standards 5-11 are included on the Chancellor’s Office Scorecard.

M/S/C (Bishop/Friedlander) to approve SBCC Institution-Set Standards for the ACCJC. 14 approved. Motion passed.

Dr. Gaskin reminded Council that the college is expected to increase student success rates in order to retain designated state funding, and that the Chancellor’s Office will require colleges to set institutional goals.

5.2 Tentative Budget 2015-16 Assumptions: First Reading – J. Sullivan (Att. 5.2)

Joe Sullivan reviewed the assumptions used to develop the 2015-16 tentative budget, including revenues, expenditures, transfers and cash flow as indicated on attachment 5.2. He noted that the assumptions are subject to change after the state’s budget revise due in May.

It was noted that the acronym CDCP (Revenues, 1c.) refers to Career Development and College Preparation, and it was suggested to include the full term in the assumptions.

Dr. Gaskin presented clarification as to why the college is reducing international enrollment. She explained that the 2014-15 adjusted budget included a projection for international student enrollment which would not require an increase in staffing. Despite the projection, the college has exceeded that level by approximately 100 FTES (full time equivalent students) in the current year. Therefore, given the overage as well as the community’s sensitivity to international student enrollment, and the slight decline in the college’s resident student population, international student enrollment will be reduced by 100 FTES.

Questions and discussion followed.

5.3 Tentative Budget 2015-16 General Fund Unrestricted Revenues: Second Reading – J. Sullivan (Att. 5.3)

Joe Sullivan briefly reviewed the 2015-16 tentative budget's general fund unrestricted revenues as specified on attachment 5.3.

5.4 Tentative Budget General Fund Unrestricted Expenditures: First Reading – J. Sullivan (Att. 5.4)

Joe Sullivan briefly reviewed the 2015-16 tentative budget's general fund unrestricted expenditures. He noted that the major increases from the 2014-15 budget occur in the categories of salaries, both academic and nonacademic, and employee benefits.

5.5 Program Review Guidelines: First Reading – P. Butler and L. Vasquez

Dr. Priscilla Butler referred to attachment 5.5, Program Review User Guide, during her presentation. She reviewed the recent revisions to the guidelines highlighted in yellow.

A change not yet reflected in the guidelines was a request to add a line in the timeline regarding requests by faculty considering new technology. The suggestion is that, in addition to completing an Information Technology (IT) Project Request form, the requestor should contact the Faculty Resource Center (FRC) regarding implementation of their request. A March 1 deadline is recommended. After a brief discussion of the issue, Dr. Butler agreed to modify the document's timeline to reflect this change. She indicated that item 6 of the Overview section is new and relates to the request to involve the FRC in IT project requests.

Discussion took place regarding classroom furniture replacement. It was agreed that the Business Services Department would update the Purchasing website to include information about this process.

A correction was made regarding the IT Project Request Form on page 5: "The IT Project Request Form is required for projects needing more than 5 (not 40) hours of labor..."

Discussion followed a proposal to replace the "Service" tab in Program Review Resource Requests with "Research" and to keep the "Other" tab with a notation regarding ranking. In response, Dr. Gaskin suggested that the Institutional Assessment, Research and Planning Department should not necessarily be tied to Program Review, but should stand alone.

Dr. Gaskin suggested and it was agreed to include within the Program Review Guidelines a preamble that offers clarification of the Program Review process, and how it fits into integrated planning and accreditation.

Pursuant to a question and discussion, Dr. Gaskin informed Council that CPC is the body which ultimately determines the final prioritization of resource requests.

Discussion of the Program Review Guidelines will be continued at the next regularly scheduled CPC meeting.

5.6 Accreditation Self-Evaluation: First Reading – R. Else (Att. 5.6a and 5.6b)

Robert Else presented the Accreditation Self-Evaluation Report to CPC for first reading, and reminded Council to send comments and suggestions regarding the document by noon on Wednesday, May 5, 2015. He stated that if a comment or suggestion needs more discussion, it will be referred to the group responsible for the related standard.

Dr. Gaskin commended Robert Else for leading the effort on the report, as well as Dr. Priscilla Butler for providing editorial guidance. She also thanked the individuals responsible for the report's various standards.

Discussion followed. It was agreed to make two changes to the Certification page of the report. The first was to include Dan Watkins, a representative of the Advancing Leadership Committee, and the second was to add "Classified Consultation Group" next to Ms. Liz Auchincloss, President, California School Employees Association.

6.0 ACTION ITEMS

7.0 ADJOURNMENT

- 7.1 The next scheduled CPC meeting will be held on Tuesday, May 5, 2015 in Room 218C, 3:00-4:30 p.m.