

**Santa Barbara City College
College Planning Council
Tuesday, March 17, 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
P. English, VP, Human Resources
G. Katzenson, Associated Student Government
J. Friedlander, Executive VP, Educational Programs
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
L. Vasquez, VP, Academic Senate
J. Walker, Advancing Leadership Committee Representative
D. Watkins, Advancing Leadership Committee Representative

GUESTS:

L. Maas, Controller
K. Neufeld, Educational Programs
K. O' Connor, Academic Senate

ABSENT:

R. Else, Sr. Director, Institutional Assessment, Research
and Planning (non-voting)
J. McPheter, Classified Staff Representative

2.0 CALL TO ORDER

2.1 Approval of 3/3/15 minutes.

M/S/C (Butler/Bishop) to approve the 3/3/15 minutes. 11 approved. Three abstained. Motion passed.

3.0 ANNOUNCEMENTS

4.0 INFORMATION ITEMS

5.0 DISCUSSION ITEMS

5.1 Program Review: Second Reading – L. Maas

Lyndsay Maas, Controller, presented an overview of the items that were ranked as priority one items by reviewing committees including the Instructional Technology Committee (ITC) and District Technology Committee (DTC), Planning and Resources (P&R), and the President's Cabinet (PC). Ms. Maas referred to Attachment 5.1, a summary report of the 2015-16 Program

Review requests. She noted that two items, the 32-passenger shuttle bus and the Human Patient Simulator, were listed separately from the Equipment (Replacement) requests in order to be individually reviewed by CPC. Discussion of the ranking process ensued. It was explained that ITC/DTC provided further ranking of its priority one Hardware (New and Replacement) and Software (New) items, as did P&R with its priority one Equipment (Replacement) and Equipment (New) items.

Ms. Maas specified the reasons for the proposed purchase of a time clock software service to be used by hourly employees. The service will impose a nominal yearly maintenance fee.

Dan Watkins provided clarification of the Document Management system. He explained that the system requires a maintenance fee that will continue to increase yearly. Dr. Friedlander agreed to follow-up with the Disabled Students Programs and Services (DSPS) regarding the possibility of the department contributing partial funding for their Document Management costs.

Joe Sullivan provided explanations for the proposed purchase of three food trucks. The proposal is for one truck to be purchased by the college and the remaining two to be purchased by the Food Service department. Additionally, he discussed the proposed purchase of a walk-in refrigerator that would replace the JSB's refrigerator. These purchases would provide support to Food Services, including swing space, during the replacement of the new Campus Center.

Discussion took place regarding the Human Patient Simulator and the 32-passenger bus. It was agreed to rank and include both items with Equipment (Replacement). Related discussion followed about identifying and funding the college's big ticket items. Dr. Gaskin recommended leaving the ranking of big ticket items with individual reviewing committees, and for those items to be differentiated for CPC's review and ranking process, a process similar to that used for the Human Patient Simulator and 32-passenger bus. It was suggested that Business Services establish a refresh budget that would cover big ticket items.

Council proceeded to rank the priority one Program Request rankings submitted by the reviewing committees. The following table reflects those rankings.

CPC Ranking	Category	Item(s)	Recommendation to Fund
1	Equipment (Replacement)	34 items	\$193,700
1	Equipment (Replacement)	Human Patient Simulator	\$80,000
1	Equipment (Replacement)	32-Passenger Bus	\$75,000-\$150,000
2	Hardware (Replacement)	7 items	\$122,800
3	Hardware (New)	Wi Fi Project	\$175,000
4	Software (New)	VMWare License	\$135,000
5	Equipment (Replacement)		\$102,000
6	Software (New)	Time Clocks & DSPS Document Management	\$65,000
7	Equipment (New)		\$46,900
8	Equipment (New)		\$151,600
9	Hardware (New)	40 items	\$398,700
	Total		\$1,545,700-\$1,620,700

6.0 ACTION ITEMS

7.0 ADJOURNMENT

7.1 The next scheduled CPC meeting will be held on Tuesday, April 7, 2015 in Room 218C, 3:00-4:30 p.m.