# Santa Barbara City College
## College Planning Council
**Tuesday, May 19, 2015**
**3:00 – 4:30 p.m.**
# A218C

## Minutes

**1.0 PRESENT:**
L. Gaskin, Chair, President
L. Auchincloss, President, CSEA
P. Butler, Chair, Planning & Resource
  Committee
R. Else, Sr. Director, Institutional Assessment,
  Research and Planning (non-voting)
P. English, VP, Human Resources
J. Friedlander, Executive VP, Educational Programs
J. McPheter, Classified Staff Representative
K. Monda, President, Academic Senate
K. O'Connor, Academic Senate Representative
P. Stark, Academic Senate Representative
L. Vasquez, VP, Academic Senate
J. Walker, Advancing Leadership Committee Representative
D. Watkins, Advancing Leadership Committee Representative

**GUESTS:**
R. Byrne, Athletics
A. Canning, Educational Programs
J. Clark, Information Technology
L. Maas, Controller
M. Medel, Admissions and Records
K. Neufeld, Educational Programs

**ABSENT:**
P. Bishop, Vice President, Information Technology
G. Katzenson, Associated Student Government
  (non-voting)
C. Salazar, Classified Staff Representative
J. Sullivan, VP, Business Services

**2.0 CALL TO ORDER**

2.1 Approval of 5/5/15 minutes.
   **M/S/C (Vasquez/McPheter) to approve the 5/5/15 minutes. 11 approved. One abstention.
   Motion passed.**

**3.0 ANNOUNCEMENTS**

The following announcements were taken out of order after 4.0 Information Items.

3.1 Carola Smith and Mark Broomfield will replace Dan Watkins and Jason Walker as the Advancing
   Leadership Committee Representatives on the 2015-16 CPC.

3.2 Kathy O'Connor will replace Dean Nevins as an Academic Senate Representative on the 2015-16
   CPC.

**4.0  INFORMATION ITEMS**

4.1 2015-16 CPC Meeting Calendar – L. Gaskin (Att. 4.1)
Dr. Gaskin presented the 2015-16 CPC meeting calendar. Typically, CPC meetings are held the first and third Tuesday of each month. No meetings are scheduled during the month of January. The issue of holding a CPC retreat during the summer of 2015 was discussed. It was agreed to hold a retreat on Tuesday, August 18, 2015, 9:00 a.m.-12:00 p.m. The location will be determined.

4.2 Status of Long Range Planning and Upcoming Capital Improvement Projects – J. Hendricks
Ms. Hendricks reviewed the Program Location and Land Use Master Plan (PLLUMP) in an effort to update Council on the process and goals of the plan. The PowerPoint, *March 2015 PLLUMP Community Forums Presentation*, referenced during the report can be found at http://www.sbcc.edu/facilities/longrangeplanning.php.

Ms. Hendricks reviewed the capital projects that are planned and/or in progress including the Campus Center Replacement, the West Campus Classroom and Office Building, the replacement of the gym's bleachers and La Playa Stadium's scoreboard, and the completion of improvements to the Interdisciplinary Building (IDC). Other Main Campus projects include the bookstore modernization, as well as the implementation of classroom furniture standards, aesthetic design standards and the Sustainability Plan.

Questions ensued.

4.3 Program Evaluation Committee 2014-15 Annual Report – K. Monda and K. Neufeld (Att. 4.3)
Dr. Kim Monda presented the first annual report of the Program Evaluation Committee (PEC). She reported that PEC's charge is outlined in AP3255 Program Evaluation. Dr. Monda added that PEC created a template to be completed by committee members after programs are reviewed, though she noted that the template is subject to further revisions. The report includes the outcomes of the committee's work as well as its recommendations. Kenley Neufeld, co-chair of the committee with Dr. Monda, specified that the primary recommendation resulting from PEC's findings is the need to address personnel matters.

Discussion followed. Dr. Gaskin requested Robert Else to address the related revisions to the EMP as recommended by PEC. She further requested that the PEC Annual Report be posted on the college's website and that it be dated as to when it was presented to CPC. Additionally, it was suggested by Dr. Priscilla Butler that context be added to each section of the report for readers' clarification.

4.4 Integrated Planning Concept Map – R. Else and P. Butler  (Att. 4.4)
Robert Else presented the Integrated Planning Process diagram (Attachment 4.4). He explained that the three main components of the diagram are Mission and Core Principles, Programs and Program Review, and Strategic Plans. The Educational Master Plan which drives the Distance Education Plan, the Facilities Master Plan and the District Technology Plan is included within Strategic Plans. Additionally, each component is subjected to continual evaluation and improvement, as is the model as a whole. Dr. Gaskin added that the model will be inserted into the Accreditation Self Evaluation.

It was agreed to eliminate "Process" from the document's title.

4.5 One College: Admissions and Records Reorganization – A. Canning (Att. 4.5)
Allison Canning distributed a revised copy of Attachments 4.5. The updated attachment will be posted on the CPC website after the meeting.

Ms. Canning explained that the ultimate goal of this reorganization of Admissions and Records is to enable any student, regardless of program level or affiliation, to receive the same quality of service at any of the college's three campuses. This requires that employees providing such services be classified at the same level. Ms. Canning reviewed the positions to be reclassified.

Questions and discussion ensued.

## 5.0  DISCUSSION  ITEMS

5.1 Deferral of New Information Technology Projects Requested Through 2015-16 Program Review – D. Watkins and J. Walker
Dan Watkins, representing the Information Technology (IT) Division directors, presented their request to place a moratorium on new IT projects in order to stem the tide of project requests to the IT department. A project is defined as any work that requires five or more hours, or over $5000. Jason Walker informed Council that IT's approved project plans are backlogged to April and May of 2016 and that timelines will be assigned after those dates on projects currently being approved. Jim Clark suggested two exceptions to the moratorium on IT requests, the wireless build out and the classroom upgrade enhancements.

**M/S/C (Butler/Stark) to move the request to place a moratorium during 2015-16 on IT project requests to action. 12 approved. Motion passed.**

## 6.0  ACTION ITEMS

5.1 Deferral of New Information Technology Projects Requested Through 2015-16 Program Review – D. Watkins and J. Walker
This item was moved from discussion to action during the course of the meeting and taken before item 6.1.

Discussion ensued regarding the question of a moratorium on IT project requests in relation to Program Review. Dr. Priscilla Butler suggested creating a wait list for IT projects. Mr. Walker stated that if the moratorium is not approved, the two year deadline on project funding and implementation will need to be extended. He added, and Mr. Clark concurred, that infrastructure projects (wireless and classroom upgrade enhancements) need to move forward in order for other projects that are reliant on their completion to move forward. Mr. Watkins stated that the time needed to complete projects needs to be addressed.

**The question was called by Kathy O'Connor and Council was asked for a show of hands indicating those in favor versus those opposed to placing a moratorium on 2015-16 Program Review IT project requests. Two were in favor. Eight were opposed.**

The consensus of the Council was that requests for IT projects should continue to be included in the regular Program Review process, and that the bodies that review the projects take IT workload constraints into account during the ranking process.

6.1 Review of 2015-16 Tentative Budget:  All Components – J. Sullivan and L. Maas (Att. 6.1)
Lyndsay Maas presented the second reading of the Review of the 2015-16 Tentative Budget: All Components.

**M/S/C (Monda/Butler) to approve the 2015-16 Tentative Budget:  All Components. 12 approved. Motion passed.**

Ms. Maas informed Council that changes in the budget due to the Governor's May budget revise will be included in the 2015-16 Tentative Budget for approval at the June 28, 2015 Board of Trustees meeting.

6.2 Classified Staff Hiring Process – J. Walker (Att. 6.2)
Jason Walker presented the Classified Staff Hiring Process for consideration and approval. He noted that the position of Athletic Trainer in the Physical Education/Athletics Department is an extension of a 10 month to a 12 month position. Mr. Walker reviewed the eight positions prioritized by the CPC workgroup charged with ranking requests for new classified staff positions.

Dr. Gaskin asked Council to consider the Athletic Trainer position separately from other ranked positions.

**M/S/C (Monda/ Friedlander) to approve the extension of the Athletic Trainer position from a 10 month to a 12 month position. 12 approved. Motion passed.**

Dr. Gaskin addressed the issue of faculty and classified staff positions within the context of the Governor's proposed budget. She informed Council that the Governor's May revise budget has allocated $75 million ongoing funding for full time faculty positions. She noted that the equivalent in categorical funding is not available for classified staff and administrators. Additional issues of concern voiced by Dr. Gaskin included fair compensation, the recovery of salaries after the recent recession, the impending end of Prop. 30 funding, and the increase in the district's commitment to PERS and STRS.

## 7.0  ADJOURNMENT

7.1 The next scheduled CPC meeting will be held on Tuesday, September 1, 2015 in Room 218C, 3:00-4:30 p.m.

A CPC retreat is scheduled for Tuesday, August 18, 2015, 9:00 a.m.-12:00 p.m. The location will be announced at a future date. Topics slated for discussion at the retreat include classified staffing, accreditation and the Educational Master Plan.