

Santa Barbara City College
College Planning Council
November 15, 2016
3:00-4:30 p.m.

Minutes

1.0 PRESENT:

A. Beebe, Chair, President
E. Auchincloss, President, CSEA Chapter 289
P. Butler, President, Academic Senate
R. Else, Sr. Director, Institutional Assessment, Research and Planning (non-voting)
P. Jarrell, Executive Vice President, Educational Programs
L. Maas, Acting Vice President, Business Services
J. McPheter, Representative, Classified Staff
K. Monda, Past President, Academic Senate
K. O'Connor, Representative, Academic Senate
V. Pelton, Representative, Advancing Leadership Committee
D. Raiman, President, Associated Student Government (non-voting)
C. Salazar, Representative, Classified Staff
P. Stark, Representative, Academic Senate
L. Vasquez, Vice President, Academic Senate
J. Walker, Representative, Advancing Leadership Committee

ABSENT:

P. Bishop, Vice President, Information Technology
P. English, Vice President, Human Resources

OTHER ATTENDEES:

C. Alsheimer, Representative, Academic Senate
C. Brown, Accountant, Food Services
A. Harper, Executive Director, Center for Lifelong Learning
C. Marquez, Technician III, Human Resources
M. Moreno, Dean, Educational Programs
D. Nevins, Professor, Computer Science
A. Perez, Dean, Educational Programs
L. Reyes-Martin, Director, Communications
E. Stein, Outreach Coordinator, Career Technical Programs

2.0 CALL TO ORDER

2.1 Dr. Beebe called the meeting to order.

3.0 MINUTES - None

4.0 ANNOUNCEMENTS – None

5.0 INFORMATION ITEMS

5.1 Dr. Beebe informed Council that the college will move forward with hiring for five faculty positions that were not filled during the 2015-16 hiring cycle, as well as an additional seven faculty positions for the 2017-18 academic year. He noted that the positions are in high demand areas.

6.0 DISCUSSION ITEMS

6.1 Educational Master Plan Fall 2016 Annual Evaluation Report – R. Else (Att. [EMP Annual Report Fall 2016](#))

Robert Else presented the first draft of the *Educational Master Plan (EMP) 2016 Evaluation Report*. He informed Council that the EMP was not evaluated in fall 2015 because the college was going through accreditation at the time. He noted that one of the accreditation recommendations was to establish a systematic process for evaluating the college's progress its EMP goals.

Mr. Else briefly reviewed the four sections of the evaluation: Part 1 - PEC Best Practices and Key Themes; Part 2 - Program Review Goals Linked to the EMP; Part 3 - Initiatives Outside Program Review; and, Part 4 - Quantitative Measures.

In response to some recurring issues that emerged in the Program Evaluation Committee's (PEC) 2014 and 2015 report, Mr. Else reported that PEC suggested adding another goal or sub-goal to the EMP for Strategic Direction 2.

Mr. Else requested Council's feedback on a couple of questions which were raised during the course of the evaluation:

- What process do we use to make modifications to the EMP?
- How do we analyze and use the large amount of data generated by Program Review and the EMP evaluation?

Dr. Priscilla Butler volunteered to assist Mr. Else address these questions.

6.2 Budget Solutions – A. Beebe (Att. [Facilities Maintenance Workgroup](#); [Hourly & Staffing Workgroup](#); [Noncredit Workgroup](#); [IT Infrastructure Workgroup](#); [Efficiency/Enrollment Management Workgroup](#))

Council began the discussion about budget solutions with the Noncredit Workgroup's recommendations.

Dr. Dean Nevins, lead of the Noncredit Workgroup, reported that work is progressing on auditing courses. The second recommended strategy is to offer older adult courses in assisted living facilities.

It was reiterated that an administrative structure is needed for noncredit programs. Dr. Beebe's hope is to launch the new noncredit programs in fall 2017.

Andy Harper, Director of the Center for Lifelong Learning, added that he has done a cost analysis of noncredit programs. He stated that he, too, hopes to bring back older adult

courses to assisted living facilities by fall 2017, but that time is short and the process needs immediately.

M/S/C (Butler/O'Connor) to move to action the proposal that CPC support the expansion of noncredit programs with the recommendation that program structure and leadership be defined at the December 6, 2016 CPC meeting. The motion passed unanimously.

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There was consensus among Council regarding the need to market noncredit programs without delay.

Liz Auchincloss presented the Hourly and Staffing Workgroup's recommendations. The workgroup's first priority recommendation is to establish a hiring freeze, with exceptions, of positions funded by the unrestricted general fund, followed by the recommendation to replace the fewest number of vacant positions. The third priority recommendation is to reduce the short-term hourly budget.

It was noted that most of the Hourly and Staffing recommendations focus on reductions rather than eliminations.

Discussion ensued regarding the reader budget.

M/S/C (Butler) to revise the language of recommendation #4 to *"Establish a short-term hourly reader budget of \$ 150,000, \$15,000 more than the 2015-16 actual spending level."* There was not second or action taken.

Jason Walker suggested that some of the recommendations (#1-5) be re-evaluated in the spring when more information regarding staffing needs becomes available. To assist Council with budgeting solutions, it was suggested that actual budget spending amounts from the previous year be provided. Lyndsay Maas agreed to provide this information.

M/S/C (Walker/O'Connor) to postpone to a future CPC meeting any decisions on the recommendations made by the Hourly and Staffing Workgroup until the college is better able to assess its staffing needs. The motion passed unanimously.

It was suggested and agreed that Council meet on the following days and time:

- Tuesday, November 29, 2:30-5:00 p.m., A218C (IT, Marketing and Enrollment Management Workgroups reports)
- Tuesday, December 6, 2:00-5:00 p.m., A218C (Facilities Workgroup report)
- Friday, December 9, 1:00-4:00 p.m., Gourmet Dining Room (CPC+ Retreat)

Lyndsay Maas, as new lead of the Facilities Workgroup, requested to reconvene her group in order to reexamine the group's recommendations.

7.0 ACTION ITEMS - None

8.0 ADJOURNMENT

8.1 The next CPC meeting is scheduled for Tuesday, November 29, 2016 in Room A218C from 2:30-5:00 p.m.