

Santa Barbara City College
College Planning Council
Tuesday, March 1, 2016
3:00-4:30 p.m.

Minutes

1.0 PRESENT:

L. Gaskin, Chair, President
E. Auchincloss, President, CSEA
P. Bishop, Vice President, Information Technology
M. Broomfield, Advancing Leadership Committee Representative
P. Butler, Chair, Planning & Resource Committee
R. Else, Sr. Director, Institutional Assessment, Research and Planning (non-voting)
P. English, VP, Human Resources
K. Monda, President, Academic Senate
M. Marino, Associated Student Government Representative (non-voting)
J. McPheter, Classified Staff Representative
K. O'Connor, Academic Senate Representative
V. Pelton, Advancing Leadership Committee Representative (for Mark Broomfield)
C. Smith, Advancing Leadership Committee Representative
M. Spaventa, Interim Executive Vice President
P. Stark, Academic Senate Representative
J. Sullivan, VP, Business Services
L. Vasquez, VP, Academic Senate

ABSENT:

C. Salazar, Classified Staff Representative

GUESTS:

L. Maas, Controller

2.0 CALL TO ORDER

2.1 Approval of 2/16/16 Minutes (Att. [2/16/16 CPC Minutes](#))

M/S/C (Butler/Vasquez) to approve the 2/16/16 minutes with one amendment. The motion passed unanimously.

3.0 ANNOUNCEMENTS

4.0 INFORMATION ITEMS

4.1 Reclassification of Director of Admissions and Records Position – B. Partee

Marilynn Spaventa presented in Ben Partee's place. Ms. Spaventa informed Council that the position of Director of Admissions and Records has gone through the college's review process, and that the position, restored to salary range 155 from 149 at a cost of \$18,000 to the District, will include a number of additional duties.

5.0 DISCUSSION ITEMS

5.1 Development of a Plan for Assessing the Two Summer Session Structure and Establishing the 2017-18 Academic Calendar – K. Monda (Att. [Academic Senate Motion Two Summer Sessions and Two Summer Sessions Problems/Resolutions Combined](#))

Dr. Kim Monda and Dr. Gaskin introduced the agenda item by explaining its purpose was to develop a process of assessment of the 2016 dual summer sessions in preparation for the 2017-18 academic calendar.

Discussion ensued. Council considered the trend toward declining enrollment and the impact this may have on summer 2016 enrollments, as well as the potential additional human and monetary costs of scheduling two consecutive summer sessions.

Dr. Jack Friedlander informed Council that he will be doing a survey and analysis of the 2016 summer sessions, as he did for the 2015 summer sessions. He invited input from Council.

Council reviewed and discussed the five conditions included in the Academic Senate's (AS) approved motion of October 7, 2015 supporting two summer sessions in 2016. It was generally agreed that the first two conditions had been met, and that the intention of the meeting's discussion was to follow through on the fourth condition which calls for the college to reassess in early fall 2016 whether to continue to offer two summer sessions in 2017.

In response to the third condition of the AS motion, Joe Sullivan presented *Two Summer Sessions: Problems/Resolutions Combined*, a compilation of responses from college departments impacted by the back-to-back summer sessions. Mr. Sullivan informed Council that departments not included in the written report, including Admissions and Records, were represented at two manager's meetings. He stated that all the reporting departments agreed that the challenges they experienced with regard to the summer sessions were manageable and did not incur additional costs beyond what had been budgeted. He noted that of the \$84,000 allocated for additional costs for both summer sessions in 2015, only half was used.

For clarification, Dr. Gaskin suggested that a preamble be included in *Two Summer Sessions: Problems/Resolutions Combined* which would affirm the two dates the managers group met and dialogued about the problems and solutions with regard to holding two summer sessions, and that all departments had been covered and reported out.

A CPC subgroup consisting of Kim Monda, Liz Auchincloss, Carola Smith, Marilynn Spaventa and Joe Sullivan will meet to develop a process to assess the summer sessions of 2016 in order to provide a framework for determining whether or not to hold two sessions in summer 2017.

5.2 Program Review Recommendations from Academic Senate, DTC, and PC – L. Maas

Per the Program Review timeline which coincides with the budget development timeline, Lyndsay Maas presented Program Review requests rankings by various college committees. Council was advised to view *Program Review Resource Requests 2016-17* at: https://docs.google.com/spreadsheets/d/1n1ZVsD68Mn2AfPBfwJJLB5_giLAIdT-t6MdKWT8-pLY/edit#gid=519483878.

Ms. Maas reviewed the first page of the spreadsheet which provided an overview of priority one request totals. She noted that requests were ranked by the Planning and Resources (P&R) Committee, President's Cabinet (PC), Instructional Technology Committee (ITC), District Technology Committee (DTC) and administrative systems workgroups. She further noted that the

original total for resource requests equaled \$3.2 million, and that after review for clarity and corrections, the total was reduced to \$2.2 million.

During the course of discussion on the ranking process, it was explained that only priority one items were ranked, and that almost every ranking body used the Wopat method. However, because PC ranked by a different method, Joe Sullivan agreed to bring items back to PC for re-ranking.

Dr. Paul Bishop reported that his department has yet to perform its “value engineering” on the ITC and DTC rankings, which, when finished, will likely result in revised totals. He gave a brief explanation of the ITC and DTC priority one ranked items which includes software upgrades and licenses.

Dr. Gaskin added that it may be possible to use “one time only” monies, designated by the state for scheduled maintenance and equipment, to fund requests. She cautioned against further impacting the general fund in light of fixed costs such as salaries, benefits, CalSTERS and CalPERS, which are covered by the general fund.

It was agreed that Priscilla Butler, Laurie Vasquez and Lyndsay Maas will update the Program Review Guidelines to include a section that clarifies the ranking method to be used.

6.0 ACTION ITEMS

7.0 ADJOURNMENT

- 7.1 The next CPC meeting is scheduled for Tuesday, March 15, 2016 in room A218C from 3:00-4:30 p.m.