

**Santa Barbara City College**  
**College Planning Council**  
**December 6, 2016**  
**2:30-5:00 p.m.**

**Minutes**

**1.0 PRESENT:**

A. Beebe, Chair, President  
E. Auchincloss, President, CSEA Chapter 289  
P. Bishop, Vice President, Information Technology  
P. Butler, President, Academic Senate  
R. Else, Sr. Director, Institutional Assessment, Research and Planning (non-voting)  
P. English, Vice President, Human Resources  
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

**OTHER ATTENDEES:**

C. Alsheimer, Representative, Academic Senate  
C. Brown, Accountant, Food Services  
S. Dixon, Director, Professional Development Center  
A. Esqueda, Executive Assistant to the President  
K. Laris, Associate Professor, Theatre Arts  
M. Moreno, Dean, Educational Programs  
D. Nevins, Professor, Computer Science  
K. Neufeld, Dean, Educational Programs  
A. Perez, Dean, Educational Programs  
L. Reyes-Martin, Director, Office of Communications  
J. Zava, Asst. Controller, Fiscal Services

**2.0 CALL TO ORDER**

2.1 Dr. Beebe called the meeting to order.

**3.0 MINUTES**

**3.1 Approval of the November 29, 2016 Minutes**

**M/S/C (Auchincloss/Stark) to approve the November 29, 2016 minutes with two corrections. The motion passed unanimously.**

## **4.0 ANNOUNCEMENTS**

### **4.1 Reorganization of Facilities and Operations – L. Maas**

Lyndsay Maas presented the reorganization of Business Services' Facilities and Operations department, a task she undertook on becoming Acting Vice President of Business Services in November 2016. Ms. Maas submitted her reorganization process as an example to other departments that may need to reorganize due to staff and/or faculty vacancies resulting from the Supplemental Employee Retirement Plan (SERP).

Ms. Maas began by providing an overview of the Business Services' staffing, noting which positions were vacant (Vice President of Business Services, Senior Director of Facilities, Planning and Campus Development), and those that would soon become vacant (a Custodial and a Maintenance Supervisor, two Custodians, and an Administrative Assistant position.) She then asked supervisors about their areas' responsibilities and tasks, noting the connections between various areas, and the issues that needed to be dealt with immediately.

Due to the college's budget reductions and the lack of capital projects, Ms. Maas and her team determined that the position of Senior Director of Facilities, Planning and Campus Development could be downgraded to Director of Facilities. Rob Morales, Director of Administrative Services and Emergency Response, has assumed the role of Interim Director of Facilities.

Ms. Maas consulted with Mark Broomfield, Grounds Maintenance Supervisor, and Josh Murray, Continuing Education Facilities Supervisor, each of whom will share the responsibilities of the two retiring Supervisors and act as a team to oversee the grounds, custodial and maintenance crews on all three campuses. It was further determined to convert three of the day Custodians and six of the Grounds Crew positions on the Main Campus into Facilities Assistants, a position employed at the Wake and Schott Campuses, and one that encompasses custodial, grounds and maintenance duties. Lastly, it was decided to increase the custodial night supervision on the Main Campus and convert one night Custodian to a Lead Custodian position.

Pat English added that negotiations with the Advancing Leadership Committee and the Classified Consultation Group must take place with regard to the supervisory and classified staff positions, respectively.

## **5.0 INFORMATION ITEMS**

### **5.1 SERP Update – J. Zavas**

James Zavas reported on the Supplemental Early Retirement Plan (SERP), prefacing his report by stating that the presented information was a rough draft analysis and would likely change with updated data from SERP recipients.

Ms. Maas noted that the projected savings from SERP is based on a five-year payment period, but that SERP recipients will retain the option of electing a different Monthly Alternative Benefit, according to the college's agreement with SERP consultants Keenan Financial Services.

Mr. Zavas briefly reviewed the employee replacement and reorganization costs, as well as the savings associated with the SERP. Pat English observed two items not yet included in

the SERP calculations: Accrued vacation time and banked TLUs (Teaching Load Units). She also recommended that the family, rather than the individual, benefit allowance be used in the calculations.

The document's *Replacement Summary* tables were discussed. The accuracy of the number of faculty listed under "Hired" was questioned, as the number includes five faculty positions that were carried over from 2015-16. After discussion, it was generally agreed to change the column heading of "Replaced" with to "To Be Hired." Ms. Maas and Mr. Zavas agreed to amend the document as suggested.

Mr. Zavas asked that staff and administrators continue to consult him in regard to the SERP and to department reorganizations. Council expressed praise and gratitude for Mr. Zavas and his SERP presentation.

Information regarding the SERP and those employees enrolling in the SERP will be on the December 15, 2016 Board of Trustees meeting agenda. It was suggested that Dr. Beebe send a campus wide message with updated SERP information before the aforementioned Board meeting.

#### 5.2 SBCC Headcount and Credit FTES History – R. Else (Att. [SBCC Headcount and Credit FTES History](#))

In order to offer Council perspective on enrollment goals, Robert Else presented a history of fulltime faculty, adjunct faculty, classified staff, managers and student headcounts, as well as credit FTES (Full Time Equivalent Student).

It was noted that despite the similar number of credit FTES in 2016 and 2002, the credit headcount is significantly higher in 2016 than in 2002. This information prompted discussion regarding the number of part-time versus full-time students enrolled at the college, and the impact this has on credit FTES. Dr. Paul Jarrell added that, currently, less than 30% of SBCC's students are enrolled as full-time students. It was further noted that student success is significantly higher among full-time students versus part-time students.

Mr. Else reported that the fall 2016 credit headcount indicates an 8.7% decrease from last year. He clarified that the "Credit FTES" numbers are actually annualized numbers, and that the "Credit Headcount" numbers reflect fall semester enrollments.

Questions and discussion ensued. Mr. Else agreed to bring back the document, *SBCC Headcount and Credit FTES History*, with amendments.

## 6.0 DISCUSSION ITEMS

#### 6.1 Marketing Communications Specialist – P. English and L. Reyes-Martin (Att. [Marketing Communications Specialist April 2014](#))

At the November 29, 2016 CPC meeting, Council requested that the job description for the proposed staffing addition to the Office of Communications be brought to the December 6, 2016 meeting for review and discussion. Pat English briefly reviewed the college's recruitment process for classified positions.

Questions ensued regarding the job description and the specific qualifications needed for the proposed staffing addition. Ms. English explained that when a position is

opened for recruitment, the job description, announcement and any additional recruitment materials can include “preferred qualifications,” i.e. qualifications and skill sets needed to meet the specific needs of the recruiting department. Council requested that the preferred qualifications for the position include experience in video production, social media tools and applications.

**M/S/C (O’Connor/Auchincloss) to move the discussion item, Marketing Communications Specialist, to action. The motion passed unanimously.**

**M/S/C (O’Connor/Auchincloss) to approve the addition of a Marketing Communications Specialist position to the Office of Communications. The motion was approved unanimously.**

#### 6.2 Equipment and Hardware Requests from Program Review – P. Butler This item was taken out of order after 7.1.

Dr. Priscilla Butler reviewed the Program Review resource request process. She reminded Council that various campus committees, such as the Information Technology Committee and the District Technology Committee, evaluate Program Review resource requests before they are submitted to Program Review for further vetting. Each year, Program Review tries to fund all priority ranked items, an amount that falls between \$1.2 and \$1.3 million. Given the college’s current budget circumstances, Dr. Butler asked CPC to consider whether or not to limit the equipment fund budget, and therefore not fund all priority ranked items.

Jason Walker reminded CPC that last year he and Dan Watkins, Director of Information Technology (IT) Infrastructure and Systems, urged CPC to place a moratorium on Program Review technology requests because of the already impacted IT workload. He stated that the IT department cannot keep up with the demand for new technology. Discussion ensued.

It was noted that vetting by campus committees of resource requests items is still in process. Lyndsay Maas added that the college does not yet know how much money, including one-time funding, it will receive next year. Council agreed that it’s important to go through the Program Review ranking process for historical purposes.

## 7.0 ACTION ITEMS

#### 7.1 Educational Master Plan Fall 2016 Annual Evaluation Report – R. Else (Att. 1 [Educational Master Plan Annual Report Fall 2016](#); Att. 2 [Recommendations for Improving PR-EMP Linkage](#))

This item was taken out of order prior to 6.2.

Mr. Else presented the *Educational Master Plan (EMP) Fall 2016 Annual Evaluation Report* for approval. He reviewed the updates (highlighted in yellow) to the EMP since the last CPC meeting. With regard to the large number of links between department and EMP goals, Mr. Else suggested that departments make their program links more meaningful. In an effort to decrease the amount of information submitted for linking goals, Mr. Else reported that the program review template was revised to allow departments to link each departmental goal to a single EMP strategic direction or goal.

Kathy O'Connor suggested that departments first review the EMP goals, then create departmental goals that link back to the EMP.

**M/S/C (O'Connor/Bishop) to approve the Educational Master Plan Fall 2016 Annual Evaluation Report. The motion was approved unanimously.**

Mr. Else proceeded to briefly review Dr. Jack Friedlander's *Recommendations for Enhancing the Effectiveness of Linking Program Reviews into the Educational Master Plan*. One of Dr. Friedlander's recommendations is for departments to only link new activities or new initiatives to the EMP. Dr. Priscilla Butler expressed concern about this recommendation, stating that the issue to be addressed is not the amount of data produced by the program review process, but rather what to do with the data. Ms. O'Connor reiterated her suggestion of examining the EMP goals ahead of the linking process.

Council further suggested providing professional development training to department chairs to assist them in creating meaningful goals that link to the EMP. Dr. Kim Monda suggested that a member of the Institutional Research department visit each academic department or division within the next couple of years to educate faculty about the Program Review process.

## **8.0 ADJOURNMENT**

- 8.1 The next regularly scheduled CPC meeting is scheduled for Tuesday, February 7, 2017 in Room A281C from 3:00-4:30 p.m. The December 9, 2016 CPC+ Retreat has been canceled.