

Santa Barbara City College
College Planning Council
March 7, 2017
3:00-4:30 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
P. English, Vice President, Human Resources
J. Hayes, Commissioner of Sustainability, Associated Student Government (non-voting)
K. Laris, Chair, Planning and Resource Committee
L. Maas, Acting Vice President, Business Services
J. McPheter, Representative, Classified Staff
K. Monda, Past President, Academic Senate
V. Pelton, Representative, Advancing Leadership Committee
A. Perez, Dean, Educational Programs
P. Stark, Representative, Academic Senate
L. Vasquez, Vice President, Academic Senate
J. Walker, Representative, Advancing Leadership Committee

ABSENT:

R. Else, Sr. Director, Institutional Assessment, Research and Planning (non-voting)
P. Jarrell, Executive Vice President, Educational Programs
C. Salazar, Representative, Classified Staff

OTHER ATTENDEES:

C. Alsheimer, Representative, Academic Senate
C. Brown, Accountant, Food Services
J. Clark, Director, IT User Services
A. Esqueda, Executive Assistant to the President
M. Moreno, Dean, Educational Programs
K. Neufeld, Dean, Educational Programs
K. O'Connor, Representative, Academic Senate
L. Reyes-Martin, Director, Office of Communications
D. Watkins, Director, Information Technology Infrastructure and Systems
J. Zava, Assistant 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 February 7, 2017 and February 21, 2017 Minutes

**M/S/C (Butler/Bishop) to approve the February 7 and February 21, 2017 minutes.
The motion passed unanimously.**

4.0 ANNOUNCEMENTS - None

5.0 INFORMATION ITEMS

5.1 Reorganization of Information Technology Department – P. Bishop (Att. [IT Reorganization Summary](#); [IT Organizational Charts](#))

Dr. Paul Bishop presented the reorganization of the Information Technology (IT) Department. He noted that five positions within the department would be vacated due to employees participating in the Supplemental Early Retirement Plan (SERP). Of the five, only one position will be replaced. In addition, one half-time position will become a full-time position. Dr. Bishop provided a summary of changes due to the reorganization:

- The position of Technology Services Specialist I/User Support will be replaced with a Network Specialist III/Network and Communications.
- The position of Academic Technology Support Specialist/Academic Technology Support will change from a half-time to a full-time position.
- The student and staff Help Desks will be combined.
- Reporting structures will be reconfigured to provide more balanced workloads among the three IT directors.
- The level I and II job classifications of the Technology Support Specialists and the Network Specialists will be eliminated.

The result of these changes is that two Network Specialists and two Technology Support Specialists will be changing titles and moving into different areas. Additionally, two Academic Technology Specialists will become Network Specialists, and two Distance Education Learning Management Systems Support Specialists (DELMSSS) will change to Technology Support Specialists. Five Information Systems Specialist will be upgraded from level II to III, as will four Technology Support Specialists.

The reorganization of the Information Technology Department is estimated to save the college \$200,000 to \$300,000 the first year in effect. The reorganization will not require new job descriptions. However, the job descriptions for the managers will be amended to include a statement regarding the additional responsibilities needed to comply with sections 504 and 508 of the American Disability Act, and for network desktop security. Furthermore, Jason Walker informed Council that since the start of dual summer sessions three years ago, the IT Department has been working toward implementing more efficient approaches to their workload.

6.0 DISCUSSION ITEMS

6.1 Program Review Recommendations from Academic Senate, DTC, and PC – L. Maas (Att. [Program Review Resource Requests 2017-18](#); [Program Review Requests Summary Report](#))

Lyndsay Maas distributed handouts at the beginning of her presentation. The documents, along with a link to Program Review, will be posted on the college's website after the meeting.

Ms. Maas informed Council that the various constituent groups responsible for reviewing and ranking Program Review items have done so. She reminded Council that in 2016-17 the only items funded in Program Review were those supported by instructional equipment block grant monies. Assuming that this will again be the situation in 2017-18, Ms. Maas separated the request items that are instructional (in yellow) from non-instructional (in blue) on the *Program Review Requests Summary Report*. She noted that even though the college begins ranking resource requests in December, the college does not know how much money it will have until the Governor's budget revision is issued in May. Kenley Neufeld informed Ms. Maas and Council that one of the items on the *Summary*, the Digital College Catalog Solution, has been funded by the Student Success and Support Program and can be removed from the list of requests.

Ms. Maas proceeded to address furniture requests (in purple). She explained that the college has a classroom furniture request process, but because of the relatively large expense associated with the two listed items, she included them in Program Review. Dr. Priscilla Butler described the college's furniture request process which is included in the Program Review Guidelines. She explained that classroom furniture requests are submitted to the Purchasing Department and do not get ranked by Program Review. Pursuant to discussion, it was resolved to proceed with the established process for furniture replacement rather than to include such requests in Program Review.

Dr. Beebe asked for information about items being funded with categorical monies. Ms. Maas explained that most departments do not submit request items that are categorically or grant funded. Discussion ensued regarding grant funded projects, particularly those involving technology, that get approved without an impact report. It was suggested that all grant funded projects be reviewed by CPC. Dr. Alice Perez noted that the Administrative Procedure (AP) regarding grant funded projects has recently been modified to say that Institutional Research and Information Technology have to review grant funded projects before the grant application can be moved forward. Dr. Butler added that there are two grant processing related issues yet to be addressed at a future District Technology Committee meeting.

With regard to specific items captured in the *Program Review Requests Summary Report*, Dr. Butler explained that the Program Review Resource Requests template is available on Google docs. It was noted that the items listed on the *Summary* are the top ranked items.

Dr. Butler briefly reviewed the Program Review timeline and vetting processes.

Program Review Recommendations will return for a second reading and action at the March 21, 2017 CPC meeting.

7.0 ACTION ITEMS - None

8.0 ADJOURNMENT

- 8.1 The next regularly scheduled CPC meeting is scheduled for Tuesday, March 21, 2017 in Room A281C from 3:00-4:30 p.m.