Santa Barbara City College
College Planning Council
Tuesday, May 20, 2014
3:00 – 4:30 p.m.
A218C

Minutes

PRESENT:
L. Gaskin, Chair, President
L. Auchincloss, President, CSEA
P. Bishop, VP, Information Technology
P. Butler, Chair, Planning & Resources Committee
R. Else, Sr. Director, Institutional Assessment, Research & Planning (non-voting)
P. English, VP, Human Resources
E. Katzenson, ASB President (non-voting)
J. McPheter, Classified Staff Representative
K. Monda, Academic Senate Representative
K. Neufeld, President, Academic Senate
K. O'Connor, Academic Senate Representative
C. Salazar, Classified Staff Representative
J. Sullivan, VP, Business Services (by phone)
L. Vasquez, VP, Academic Senate
J. Walker, Supervisors' Association Representative
D. Watkins, Managers' Group Representative

GUESTS:
C. Alsheimer, Academic Senate
C. Bates, Art Department
B. Campbell, Art Department
S. Cunningham, Art Department
L. Maas, Controller (by phone)
A. Scharper, Educational Programs
K. Sophiea, Marketing
J. Zavas, Asst. Controller

1.0 CALL TO ORDER

1.1 Approval of 4/29/14 CPC minutes (Att. 1.1)
M/S/C (Butler/Katzenson) to approve the 4/29/14 minutes. All approved.

1.2 Approval of 5/6/14 CPC minutes (Att. 1.2)
M/S/C (Vasquez/Butler) to approve the 5/6/14 minutes. All approved.

2.0 ANNOUNCEMENTS

Dr. Gaskin announced this would be Associated Students' President Elie Katzenson's last CPC meeting. Ms. Katzenson is graduating from SBCC and plans to attend UC Berkeley in fall 2014.

Dr. Gaskin polled council on the need to hold a CPC summer retreat. After a brief discussion, she announced that a date in August 2014 would be reserved for a CPC retreat should council choose to meet.

Priscilla Butler reminded council of discussion regarding the formation of an ad hoc workgroup to evaluate scheduling software. Dr. Gaskin requested that Dan Watkins and Karen Sophiea create a timeline for the acquisition of scheduling software.

3.0 INFORMATION ITEMS

3.1 Replacement of Budgeted Positions – P. English
None to report.

3.2 Major Maintenance and Facility Improvement Projects – J. Hendricks (Att. 3.2)
Julie Hendricks, Director of Facilities and Campus Development, reviewed Major Maintenance and Facility Improvement Projects as presented in attachment 3.2. She noted the highlighted area on page one of the document defining criteria used to prioritize projects.

3.3 2014-15 Program Review: Facilities – J. Hendricks (Att. 3.3)
Ms. Hendricks reported on the prioritized facilities projects as presented in the 2014-15 Program Review – Facilities spreadsheet (attachment 3.3). Dr. Gaskin stated, and Ms. Hendricks concurred, that many of the listed facilities projects will be impacted by the future bond.

3.4 Five Year Construction Plan – J. Hendricks (Att. 3.4)
Ms. Hendricks reviewed the various projects included in the college's Five Year Construction Plan. She reported that the Five Year Construction Plan is submitted annually to the state Chancellor's office and specifies the use of the college's existing facilities as well as proposed projects submitted to the state for current or future funding.

4.0 DISCUSSION ITEMS

4.1 Program Review Cycle (2014-2022): First Reading – K. Neufeld
Kenley Neufeld reported that the Program Evaluation Committee (PEC) was charged with improving the college's program evaluation practices primarily through the Program Review process. PEC has produced a series of recommendations, most of which are changes to administrative procedures, to be submitted to the Board Policies and Procedures (BPAP) process for review. Mr. Neufeld noted that in order for PEC to thoroughly assess all program evaluations, the committee determined that one third of the college's programs be reviewed each year beginning with Educational Programs (Cycle A) in fall 2014, and each program will be re-evaluated every three years after its initial evaluation. The Program Review Cycle can be accessed at http://bit.ly/1n8F6JW.

4.2 Marketing Department Reorganization: First Reading – P. English (Att. 4.2)
Pat English and Karen Sophiea proposed that the Marketing Department make two staffing changes with the goal of integrating credit and non-credit, as well as formalizing the departmental operations already in place. The first change is the transfer of the non-credit Public Information and Publications Specialist currently reporting to the Executive Vice President of Educational Programs to a Marketing Communications Specialist position reporting to the Marketing Director. This transfer will not require additional funding. The second change consists of reclassifying the Graphic Designer position currently reporting to the Marketing Director as a Marketing Communications Specialist. This transfer requires additional funding of $12,175/year which covers a salary increase as well as an increase in benefits and payroll taxes.

4.3 HR Out of Compliance Emergency Reapplication for Lab Teaching Assistant – Art Option: First Reading – P. English (Att. 4.3)
Pat English presented a brief history of the Art Department's use of professional volunteers to staff art labs, a practice that needs to be eliminated. Discussion ensued.

Consensus was reached by council that the Art Department would proceed by hiring short term hourly employees to replace professional volunteers in department labs, and that no further action on the part of council was needed.

M/S/C (Auchincloss/Neufeld) to move agenda items 4.1 Program Review Cycle (2014-2022) and 4.2 Marketing Department Reorganization to action. All approved.

5.0 ACTION ITEMS

4.1 Program Review Cycle (2014-2022) – K. Neufeld
M/S/C (Bishop/Vasquez) to support the Program Review Cycle (2014-2022). All approved.

4.2 Marketing Department Reorganization – P. English (Att. 4.2)
M/S/C (Auchincloss/McPheter) to support the Marketing Department Reorganization. All approved.

5.1 CPC Classified Staff Hiring Priorities: Second Reading – P. Bishop (Att. 5.1)
Paul Bishop provided documentation on the two positions, Library Technician and Lab Teaching Assistant (LTA) in the PE Department that tied for third place in the workgroup balloting process. Council proceeded to vote on the positions. Eleven (11) members voted in favor of the PE Department's LTA position. Three (3) members voted in favor of the Library Technician position.

It was decided by majority vote that the PE Department's LTA position would be the third new classified staff position to be funded in 2014-15.

5.2 Review of 2014-15 Tentative Budget – All Components: Second Reading – J. Sullivan (Att. 5.2, 5.2a, 5.2b)

M/S/C (Friedlander/McPheter) to approve the 2014-15 Tentative Budget as presented. All approved.

5.3 Resource Request Documentation: Second Reading – P. Butler/L. Vasquez/L. Maas (Att. 5.3)
Laurie Vasquez reviewed the changes on the Resource Request Documentation and Priscilla Butler reviewed the timeline calendar adjustments made after the documents' reading on May 6, 2014. Minor changes to the documentation and flowchart were suggested by various council members. The final version of the Resource Request Documentation will be posted on the CPC website.

M/S/C (Bishop/Monda) to approve the Resource Request Documentation with changes. All approved.

5.4 Program Review Guidelines: Second Reading – P. Butler/L. Vasquez/L. Maas (Att. 5.4)
Priscilla Butler reviewed the changes made to the Program Review Guidelines decided upon at the document's reading on May 6, 2014. Discussion and suggestions ensued.

M/S/C (Monda/Bishop) to approve the Program Review Resource Request Guidelines with changes. All approved.

5.5 CPC 2014-15 Meeting and Agenda Schedule – L. Gaskin (Att. 5.5)
Paulmena Kelly presented the CPC 2014-15 meeting and agenda schedule.

M/S/C (Butler/Vasquez) to approve the CPC 2014-15 Meeting and Agenda Schedule as presented. All approved.

6.0 ADJOURNMENT

6.1 The next scheduled CPC meeting will be held on Tuesday, September 2, 2014 in Room 218C, 3:00-4:30 p.m.

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SANTA BARBARA CITY COLLEGE
PROGRAM LOCATION AND LAND USE MASTER PLAN
PROPOSED PROCESS DIAGRAM

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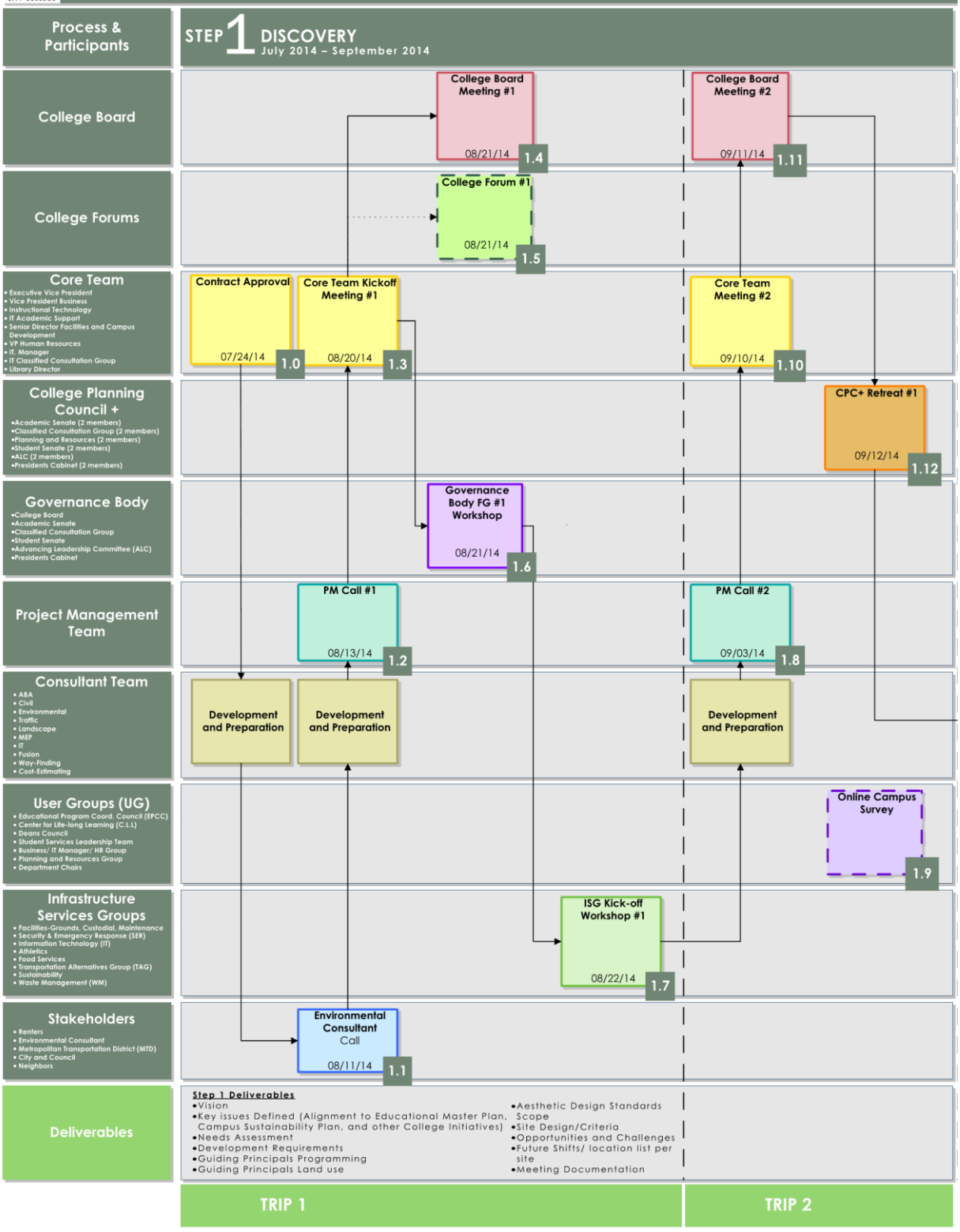

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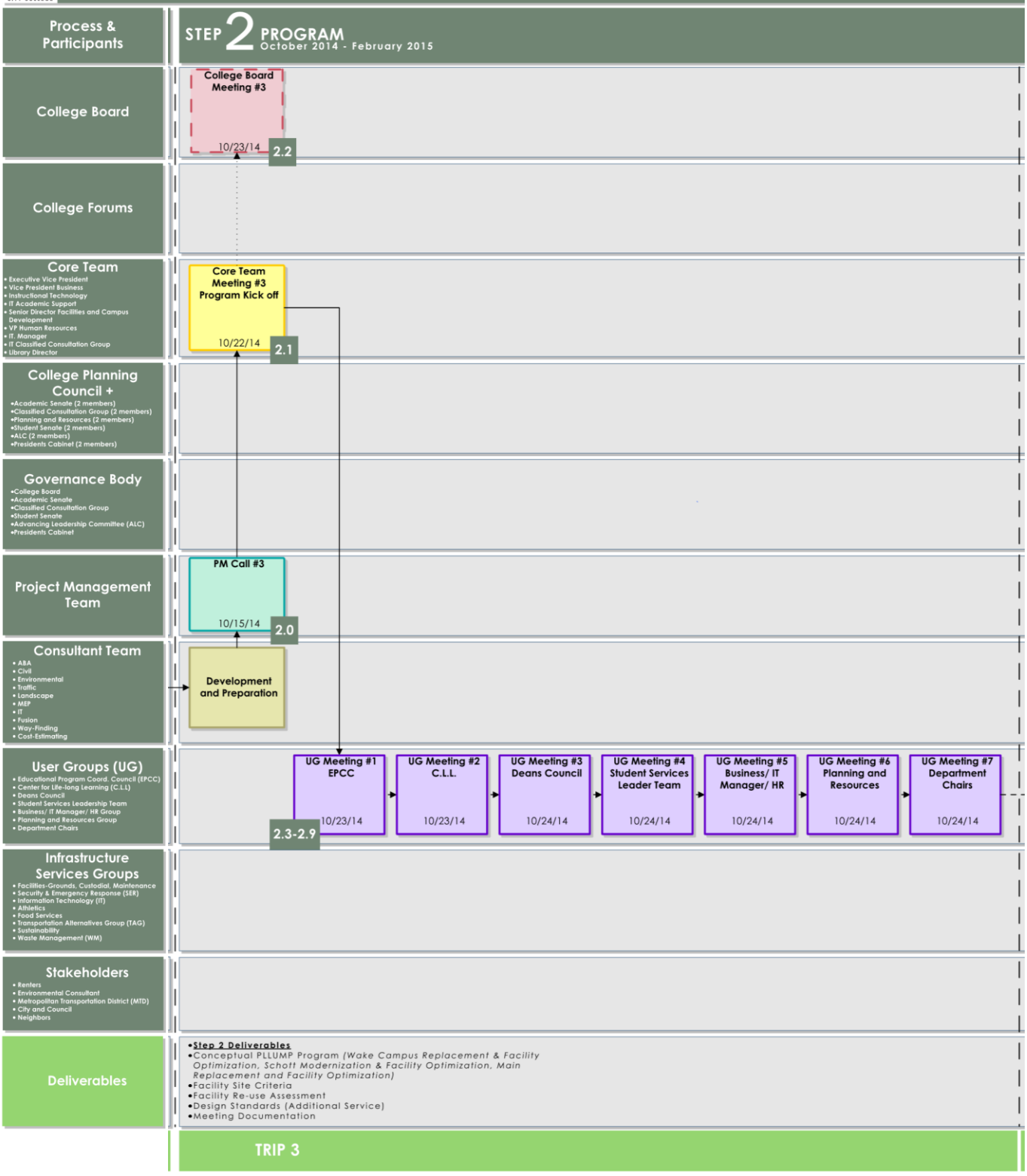

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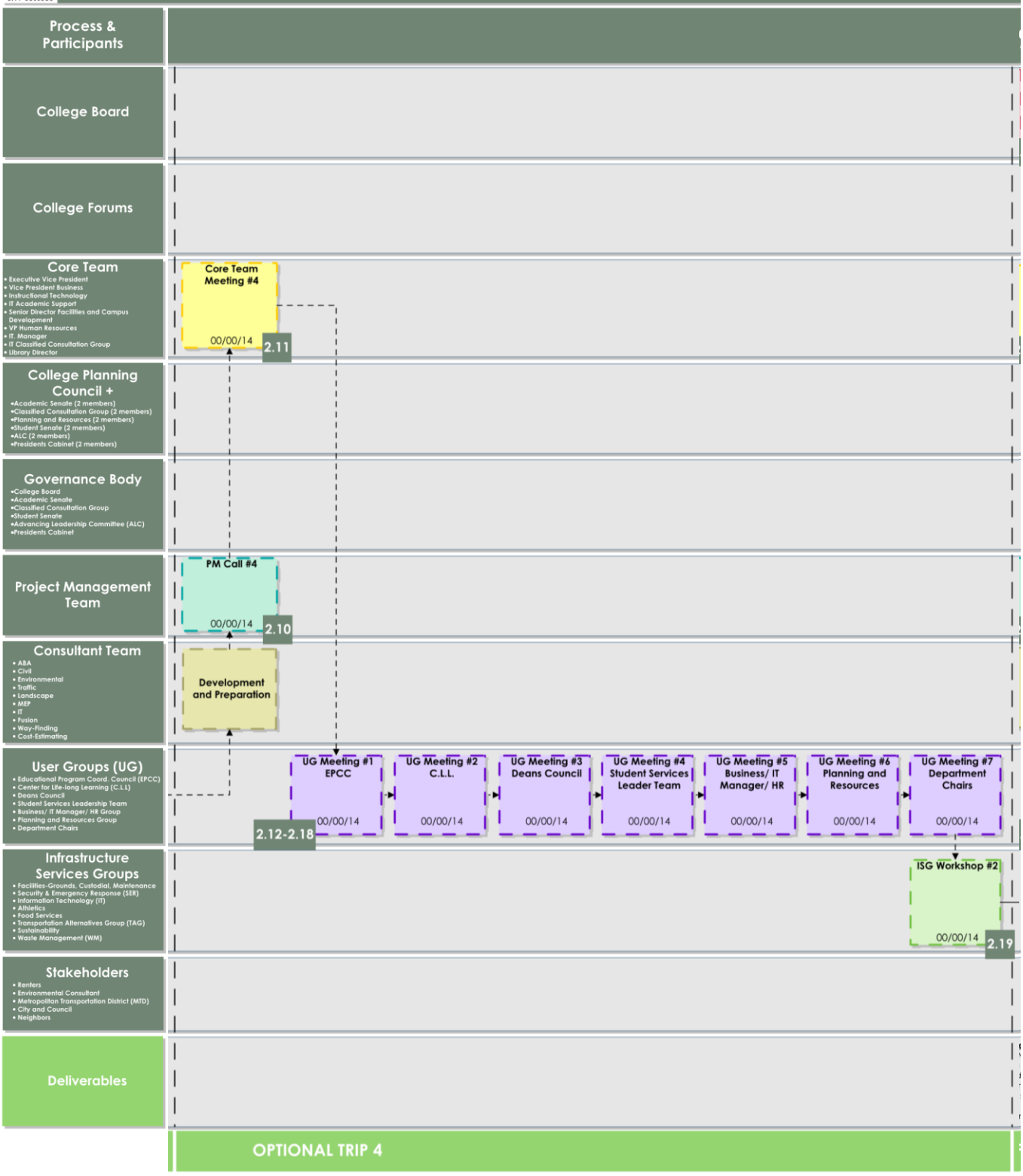

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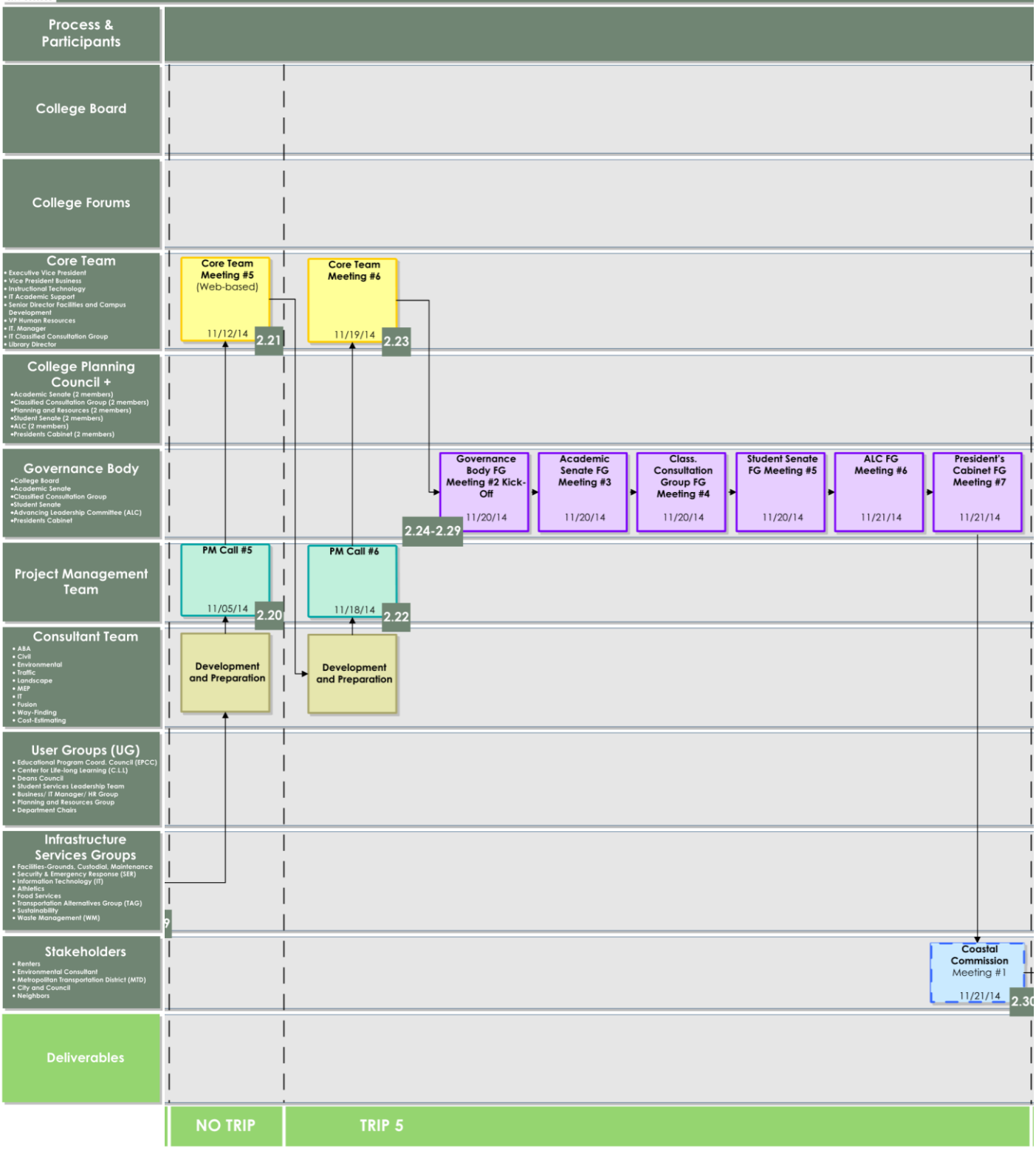

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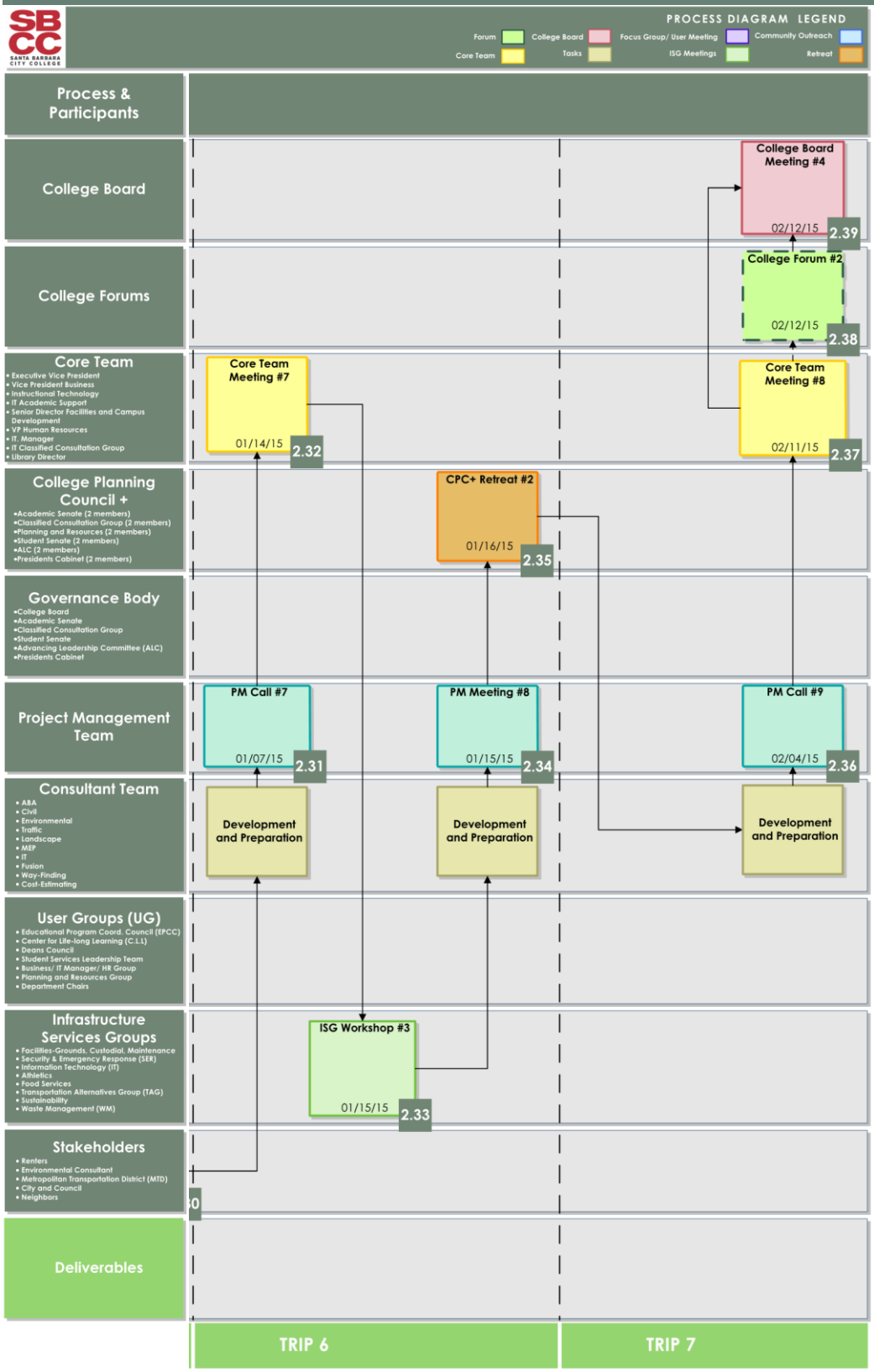
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