

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

Minutes

PRESENT:

L. Gaskin, President
L. Auchincloss, President, CSEA
P. Butler, Chair, Planning & Resources Committee
R. Else, Sr. Director, Institutional Assessment,
Assessment and Research
P. English, VP, Human Resources
J. Friedlander, Executive VP, Ed Programs
E. Katzenson, AS President
J. McPheter, Classified Staff Representative
M. Medel, Supervisor Bargaining Unit
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
L. Vasquez, VP, Academic Senate
D. Watkins, Managers Group Representative

GUESTS:

S. Dixon, Continuing Education
B. Freeman, LRC
D. Hollems, Continuing Education
I. Sakelarieva, Continuing Education
A. Scharper, Educational Programs
M. Spaventa, Educational Programs
L. Stark, Instructors' Association
J. Zavas, Asst. Controller

ABSENT:

P. Bishop, VP, Information Technology

1.0 CALL TO ORDER

**1.1 M/S/C (Butler/Vasquez) to approve the 12/3/13 CPC minutes with one correction:
"Jack Friedlander chaired the meeting in Lori Gaskin's absence." All were in favor.**

**1.2 M/S/C (Salazar/Auchincloss) to approve the 12/10/13 CPC minutes with one correction:
"5.1 M/S/C (Butler/O'Connor) to approve ranking only those resource requests
identified as priority one (1) in all categories by departments." All were in favor.**

2.0 ANNOUNCEMENTS

2.1 Dr. Gaskin welcomed and congratulated Michael Medel on his appointment as Director of Admissions and Records.

2.2 Priscilla Butler pointed out the omission to her name on the agenda masthead. The correction will be made.

2.3 Dr. Gaskin changed the name of the Executive Council to President's Cabinet.

3.0 INFORMATION ITEMS

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

3.2 Clarifying Equipment Replacement Requests – L. Gaskin
Verified equipment replacement requests for the 2014-15 budget development, as submitted through Program Review, will be supported to the extent that funds are available. Such requests will not be ranked.

3.3 Resource Guide to Decision Making – R. Else
Per the annual evaluation cycle, Mr. Else will bring the Resource Guide to Decision Making to CPC for review. Mr. Else and Dr. Gaskin will confer as to how often the document needs to be reviewed by the Council.

4.0 DISCUSSION ITEMS

5.0 ACTION ITEMS

5.1 Completion of the Reorganization of the Continuing Education Division into the Educational Programs Division: First Reading -- J. Friedlander (Att. 5.1)
Dr. Friedlander reviewed the reorganization of the Continuing Education Division. With regard to the previous year's events and in consultation with Continuing Education (CE) staff and deans, it has been determined that a new 12 month full-time CE Program Coordinator position needs to be established in order to provide appropriate support for CE ESL, short-term Career and Technical Education, Adult High School, and GED programs.

Discussion ensued regarding faculty evaluations. Council was informed that ESL has an evaluation cycle in place. It was suggested that the position may more appropriately be filled by a faculty member who is qualified to facilitate curriculum, as well as hire and evaluate faculty, duties that a classified employee cannot perform.

Priscilla Butler, currently acting as ESL Liaison, briefly reviewed the responsibilities of the position.

Dr. Friedlander agreed to provide clarification at the February 18, 2014 CPC meeting with regard to the issues of curriculum, faculty hiring, and evaluations.

Dr. Gaskin expressed gratitude to Priscilla Butler and Jack Friedlander for their roles in the reorganization of the Continuing Education Division.

5.2 Formation of an Institutional Effectiveness Committee: Second Reading – R. Else
Mr. Else reviewed the purpose of the Institutional Effectiveness Committee. He noted that in addition to analyzing student data, making recommendations to CPC based on data analyses, and fostering dialog and assessment with regard to SBCC's

effectiveness in supporting student learning, the committee would also help set the agenda for the Institutional Research office.

After discussion, it was suggested to include two additional committee members for a total of ten (10) members to be composed of the following:

- Chair: Sr. Director, Institutional Assessment, Research and Planning
- 3 Faculty: Academic Senate President, Student Success Initiative related faculty member, plus one (1) TBD
- 3 Classified: Research & Assessment Analyst, Information Systems Analyst III, plus one (1) TBD
- 2 Management: Executive Vice President, Educational Programs, Dean of Educational Programs/Student Success Initiative
- 1 Student: TBD

Research and data report requests would come to the committee for prioritization and processing.

M/S/C (Monda/Neufeld) to approve the formation of an Institutional Effectiveness Committee with one additional faculty member and one additional classified staff member for a total of 10 committee members. All were in favor.

- 5.3 Follow-Up Report to Accreditation Commission for Community and Junior Colleges from the Accreditation Task Force: Second Reading – R. Else (Att. 5.3)
Mr. Else reported that there were no substantive changes made to the Follow-Up Report to the Accreditation Commission for Community and Junior Colleges since the first reading of the report at the December 10, 2013 CPC meeting. Upon approval by CPC, the report will be submitted to the Board of Trustees (BOT) for a first reading at the February 27, 2014 BOT meeting, and subsequently submitted for a second reading and action at the March 13, 2014 BOT meeting. Once approved by the Board, the report will be sent with evidence to the Accrediting Commission for Community and Junior Colleges by March 15, 2014.

Dr. Gaskin expressed gratitude to the Accreditation Task Force for their work on the report. The committee was composed of Dean Nevins, Kenley Neufeld, Robert Else, Allison Curtis, Peter Haslund, Marty Blum, and Liz Auchincloss.

M/S/C (Neufeld/Vasquez) to approve the Follow-Up Report to the Accrediting Commission for Community and Junior Colleges. All were in favor.

6.0 ADJOURNMENT

- 6.1 The next regularly scheduled CPC meeting will be held on Tuesday, February 18, 2014 in Room 218C, 3:00-4:30 p.m.

Proposed changes to hourly staff & student rates

	Level I	Level II	Level III	Level IV	Level V	Level VI
Current hourly staff & student rates Effective July 1, 2009	\$8.50	\$9.50	\$10.50	\$11.50	\$13.50	\$14.50
Proposed rates 6/11/14 -12/10/15 % increase	\$9.00 5.88%	\$10.06 5.88%	\$11.12 5.88%	\$12.18 5.88%	\$14.29 5.88%	\$15.35 5.88%
Proposed rates 12/11/15 % increase	\$10.00 11.11%	\$11.18 11.11%	\$12.35 11.11%	\$13.53 11.11%	\$15.88 11.11%	\$17.06 11.11%

Notes:

Minimum wage \$9/hr July 1, 2014
Minimum wage \$10/hr January 1, 2016

Exceptions due to licensing requirements:

	Current	Proposed	% increase	
LTA (Allied Health/EMT Program)	\$19.33	\$24.35	25.96%	Level 32, step 1, from schedule effective 1/1/08
NREMT Rater	\$20.31	\$34.40	69.37%	Level 46, step 1, from schedule effective 1/1/08
Athletic Trainer	\$21.35	\$26.22	22.80%	Level 35, step 1, from schedule effective 1/1/08
Nurse Associate (became effective 10/1/13)	\$29.67	\$29.67	none	Level 40, step 1, from schedule effective 1/1/08
RN Evaluator/Nursing Lab Specialist (became effective 10/1/13)	\$29.67	\$29.67	none	Level 40, step 1, from schedule effective 1/1/08

Level 54,
step 1, from
schedule
effective
1/1/08

Nurse Practitioner (became effective 10/1/13) \$41.93 none

Note re exceptions:

Current hourly rates are based on first step of the appropriate pay range in effect in 2006. Proposed rate brought up to 7/1/13 Ewing recommended classification level but dollar amount is at 1/1/08 hourly wage level. This honors our commitment to CSEA to not pay hourly the same amount as we pay their unit members for similar work.

COST ESTIMATE SUMMARY AND ANTICIPATED TIME SCHEDULE - JCAF 32:

Campus: Santa Barbara City College (Santa Barbara CCD)
Project Title: Campus Center S&C Upgrades
Request For: L ✓ P ✓ W ✓ C ✓ E
Date Prepared: 12/1/2013
Original CCI: 5643
Original EPI: 3125
Prepared by: @ midpoint. Base 5643

	Acres: 4.019 Budget CCI: 5754	Total Cost	State Funded	District Funded	
				State-Supportable	Non State-Supportable
1. Site Acquisition					
2. Plans		\$1,258,000	\$855,000		\$403,000
A. Architectural Fees (for preliminary plans)		\$718,000			
B. Project Management (for preliminary plans)		\$256,000			
C. Preliminary Tests (soils, hazardous materials)		\$10,000			
D. Other Costs (for preliminary plans)		\$274,000			
3. Working Drawings	Budget CCI: 5754	\$1,136,000	\$772,000		\$364,000
A. Architectural Fees (for working drawings)		\$923,000			
B. Project Management (for working drawings)		\$0			
C. Office of the State Architect, Plan Check Fee		\$73,000			
D. Community College Plan Check Fee		\$140,000			
E. Other Costs (for working drawings)					
(Total PW may not exceed 13% of construction)	True				
4. Construction	Budget CCI: 5901	\$24,673,000	\$16,916,000		\$7,757,000
A. Utility Service		\$165,000			
B. Site Development, Service		\$896,000			
C. Site Development, General		\$631,000			
D. Other Site Development		\$909,000			
E. Reconstruction					
F. New Construction (building) (w/Group I equip)		\$21,639,000			
G. Other		\$433,000			
5. Contingency		\$1,234,000	\$839,000		\$395,000
6. Architectural and Engineering Oversight		\$395,000	\$269,000		\$126,000
7. Tests and Inspections		\$547,000	\$372,000		\$175,000
A. Tests		\$247,000			
B. Inspections		\$300,000	\$409,000		\$157,000
8. Construction Management (if justified)		\$566,000	\$409,000		\$157,000
9. Total Construction Costs (Items 4 through 8 above)		\$27,415,000	\$18,805,000		\$8,610,000
10. Furniture and Group II Equipment	Budget EPI: 3147	\$0	\$0		\$0
11. Total Project Cost (Items 1, 2, 3, 9, and 10)		\$29,809,000	\$20,432,000		\$9,377,000
12. Project Data					
Construction	32,384	Ratio ASF/GSF 0.73	Unit Cost Per ASF \$915	State Funded	District Funded
Reconstruction	23,655		\$668	Supportable	Non Supportable
13. Anticipated Time Schedule			14. Acquisition		
Start Preliminary Plans	8/1/2014	Advertise Bid for Construction	Preliminary Plans	\$855,000	\$403,000
Start Working Drawings	6/15/2015	Award Construction Contract	Working Drawings	\$772,000	\$364,000
Complete Working Drawings	12/15/2015	Advertise Bid for Equipment	Construction	\$18,805,000	\$8,610,000
DSA Final Approval	6/1/2016	Complete Project	Equipment	\$0	\$0
			Total Costs	\$20,432,000	\$9,377,000
			% of SS Total	100.00%	0.00%
			SS Total:		\$20,432,000

Santa Barbara City College
SIG Project Cost Worksheet
January 22, 2014 v.2
Includes the One College Project, Learning Communities, and Summer Term II

Fiscal Year/Project	Student Consultant # Weeks	Student Consultant # Trips	Technical Consultant # Weeks	Technical Consultant # Trips	Project Management # Weeks	Project Management # Trips	Worklow Consultant # Weeks	Worklow Consultant # Trips	Total Weeks/Trips	Total Weeks/Trips	Labor	Total Cost Travel	Total Cost
Fiscal 2013-2014													
One College	5	7	2	3	2	0	0	0	15	9	108,900	14,400	123,300
Summer Term II	3	0	0	2	1	0	0	0	5	4	36,300	6,400	42,700
Learning Communities	3	0	0	2	1	2	1	1	7	5	50,820	8,000	58,820
Fiscal 2014-2015													
One College	3	3	2	3	2	0	0	0	9	7	65,340	11,200	76,540
Summer Term II	2	0	0	1	1	0	0	0	3	3	21,780	4,800	26,580
Learning Communities	2	0	0	1	1	1	2	1	5	4	36,300	6,400	42,700
Totals	18	18	10	4	12	8	4	2	44	32	\$319,440	\$51,200	\$370,640

Other Funding Sources
 Consulting Budget 30,000
 ESP Grant (For Lcs) 68,000
 CPC Approved Amt. 50,000
 Total 148,000
 TP - Total Amt Needed \$222,640

Fiscal Year/Project	Human Resources Consultant # Weeks	Human Resources Consultant # Trips	Total Weeks/Trips	Labor	Total Cost Travel	Total Cost
Fiscal 2013-2014						
Fiscal Independence	4	4	4	29,040	7,200	36,240
Fiscal 2014-2015						
Fiscal Independence	11	11	11	79,860	19,800	99,660
Fiscal 2015-2016						
Fiscal Independence	4	4	4	29,040	7,200	36,240
Totals	19	19	19	\$137,940	\$34,200	\$172,140

Other Funding Sources
 CLL Fund 50,000
 FI Total Amt Needed 122,140
 Total cost for all projects 542,780

FY Need Breakdown	OFS	Total	Backfill
Fiscal 2013-2014	261,060	198,000	63,060
Fiscal 2014-2015	245,480	0	245,480
Fiscal 2015-2016	36,240	0	36,240
Total cost for all projects	542,780	344,780	371,380