



College Planning Council

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SANTA BARBARA CITY COLLEGE

College Planning Council

May 20, 2014

3:00-4:30 p.m.

Room A218C

Agenda

1.0 CALL TO ORDER

1.1 Approval of 4/29/14 CPC Minutes (Att. 1.1)

1.2 Approval of 5/6/14 CPC Minutes (Att. 1.2)

2.0 ANNOUNCEMENTS

3.0 INFORMATION ITEMS

3.1 Replacement of Budgeted Positions – P. English

3.2 Major Maintenance and Facility Improvement Projects – J. Hendricks (Att. 3.2)

Major maintenance and facility improvement projects generally address building and infrastructure deficiencies that have been reported or identified as concerning to the operational efficiency, aesthetics or safety of SBCC's campuses and facilities. These projects are larger in scope and cost than issues that are addressed through the F&O work order system and are not considered capital improvement projects which are generally over \$1,000,000. The Major Maintenance and Facility Improvement Projects list includes both funded and proposed projects. Proposed projects are assigned a priority number and ranked accordingly. This list is updated regularly and is reviewed by the College's consultative groups as needed.

3.3 2014-2015 Program Review: Facilities – J. Hendricks (Att. 3.3)

Requests were submitted through the online work order system to Facilities. All requests have been compiled into a singular spread sheet and grouped into categories of work. Requests for Type 2 and Type 3 categories will follow the college's consultation process for review and potential approval for funding.

3.4 Five Year Construction Plan – J. Hendricks (Att. 3.4)

Annually, the college submits the Five Year Construction

Plan to the Chancellor's office. This plan identifies the college's efficiency at using existing facilities

(based on a capacity to load ratio calculation) and includes proposed projects for state funding. Approval of funding is based both on stated need and on a point system which includes evaluation of college's efficiency at using existing facilities. Funding for proposed projects will be dependent on passage of a state General Obligation bond.

4.0 DISCUSSION ITEMS

4.1 Program Review Cycle (2014-2022): First Reading – K. Neufeld

The Program Evaluation Committee (PEC) recommends the adoption of an alternating three-year Program Review evaluation cycle. For Educational Programs, the cycle will stagger the completion and review by PEC for the Program Review narrative. For Operational Units, who complete the Program Review annually, the cycle will stagger the review by PEC of the Program Review narrative. The cycle is available at <http://bit.ly/1n8F6JW>.

4.2 Marketing Department Reorganization: First Reading – P. English (Att. 4.2)

The Marketing Department currently consists of a Marketing Director, a Graphic Designer and a half-time Administrative Assistant II. With the goal of operating as one college and the complete integration of Continuing Education and Non-Credit, the following two changes are being recommended:

1. Transfer Sally Gill, Noncredit Public Information and Publications Specialist reporting to Jack Friedlander, to Marketing as a Marketing Communications Specialist reporting to the Marketing Director. No salary increase is associated with this transfer of supervision.
2. Reclassify the Graphic Designer position to Marketing Communications Specialist. The cost associated with this reclassification is \$12,175/yr. (includes salary, increased District Payroll taxes).

4.3 HR Out of Compliance Emergency Reapplication for Lab Teaching Assistant – Art Option: First Reading – P. English (Att. 4.3)

Because the request for additional classified staff (an LTA) was not prioritized highly enough by the CPC work group to be filled this coming fiscal year, the Art Department is asking CPC to consider allocating the resources on an emergency basis instead.

Human Resources met with the Art Department on April 4th to discuss the use of professional volunteers to oversee six (6) distinct studio labs for evening and weekend access. The department learned that this was out of compliance and would not be allowed by HR to continue after the conclusion of the spring 2014 semester. Professional volunteers were never intended to be employees. The relationship between these individuals and the college is functionally that of employee/employer, although there has never been monetary compensation.

All transferable art studio classes require student access to labs outside of class time to complete assignments. Without supervision that is compliant with College policy, the Department's six studio labs will be closed and transfer agreements with 4-year institutions will be lost. Filling this position is critical to student success.

5.0 ACTION ITEMS

5.1 CPC Classified Staff Hiring Priorities: Second Reading – P. Bishop (Att. 5.1)

This is the second reading of the recommendations from the CPC Workgroup on classified staff hiring priorities with an attachment providing the supplemental documentation on the two positions that were

tied in the workgroup balloting for the 3rd place position. CPC will select which position will be selected for the third place candidate and vote to accept the workgroup recommendations.

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

This is the second reading of the 2014-15 Tentative Budget – All Components. CPC will be presented with the 2014-15 Tentative Budget, which will include all components of the Santa Barbara City College budget, in accordance with the college's Budget Development Timeline.

5.3 Resource Request Documentation: Second Reading -- P. Butler/L. Vasquez/L. Maas (Att. 5.3)

This is the second reading of the revised Resource Request Documentation. On May 6, CPC approved the attached resource request documentation (flowchart, timeline, and narrative), which will provide a simple overview of the process for requesting and reviewing resource requests. Subsequently, the timeline needed to be adjusted to fit an earlier budgeting cycle for the 2014-15 academic year. The revised version clarifies these new dates and reflects other minor changes highlighted in blue.

5.4 Program Review Guidelines: Second Reading -- P. Butler/L. Vasquez/L. Maas (Att. 5.4)

This is the second reading of the revised Program Review Guidelines. A preliminary review of the Program Review Guidelines was completed at the May 6, 2014 CPC meeting and the suggestions from that discussion have been incorporated, along with an adjusted timeline, minor reorganization of sections, and deletion of redundancy.

5.5 CPC 2014-15 Meeting and Agenda Schedule – L. Gaskin (Att. 5.5)

College Planning Council traditionally meets the first and third Tuesday of each month during the academic year. It is recommended that council review and approve the 2014-15 CPC meeting schedule as presented.

6.0 ADJOURNMENT

6.1 This is the final CPC meeting for the 2013-14 academic year. The next regularly scheduled CPC meeting time is to be determined.