

**Santa Barbara City College
College Planning Council
Tuesday, November 20, 2012
3:00 p.m. – 4:30 p.m.
A218C
Minutes**

PRESENT

L. Gaskin, President;
O. Arellano, VP, Continuing Education;
L. Auchincloss, Pres., CSEA;
P. Bishop, VP Information Technology;
P. English, Interim VP HR;
J. Friedlander, Executive VP Ed Programs;
J. McPheter, Classified Staff Representative;
M. Medel, Supervisory Bargaining Unit;
K. Monda, Academic Senate Representative,
Chair Planning & Resources Committee;
D. Morris, VP, Academic Senate;
K. Neufeld, President-elect, Academic
Senate;
D. Nevins, President, Academic Senate;
K. O'Connor, Academic Senate
Representative;
C. Salazar, Classified Staff Representative;

B. Schaffner, Director, Continuing
Education, for O. Arellano;
G. Sherman, President, Assoc. Student Body;
J. Sullivan, VP Business Services

ABSENT:

R. Else, Sr. Dir. Inst. Assessment, Research
& Planning

GUESTS:

Scott Buffon, Channels News Editor;
P. Butler, Planning & Resources Committee;
S. Dixon, Supervisory Bargaining Unit;
B. Pazich, Dean, Ed Programs;
E. Pirayesh, Channels News Editor;
S. Saenger; Co-Chair, Cont. Ed. IA;
L. Stark, Pres. Instructors' Association;
L. Vasquez, ITC, Committee Chair

1.0 CALL TO ORDER

- 1.1 Approval of 10/30/12 and 11/06/12 CPC Minutes (Att. 1.1a, 1.1b)

**M/S/C (Neufeld/Medel) to approve the 10/30/12 CPC minutes.
All were in favor.**

**M/S/C (Bishop/Sullivan) to approve the 11/06/12 CPC minutes.
All were in favor.**

2.0 ANNOUNCEMENTS

3.0 INFORMATION ITEMS

- 3.1 Revised Budget Development Timeline – J. Sullivan, (Att. 3.1)

The Budget Development Timeline for the 2013-14 budget provides the schedule from October, 2012 through September, 2013. The schedule covers the development of program review, budget assumptions, tentative and adopted budgets, critical dates and

the consultation process. Based on a recommendation from CPC, the Budget Development Timeline for 2013-14 budget was approved with a notation that more detail will be added in terms of the committee work. CPC also recommended the implementation of Zero Based Budgeting for the development of the discretionary part of the general fund which will be integrated into the 2013 – 14 Budget Development Timeline. The attached is the revised Budget Development Timeline.

VP Sullivan walked the members through the revised Budget Timeline and the incorporation of the Zero Based Budgeting time frames. There was a discussion regarding the deadline for the submissions of the Zero Based Budgets for review due January 25 right as school starts. This may throw off the timing if people are late and they may have to take extra time.

VP Sullivan projected an example of the Zero Based Budget template that will be sent to all the Budget Managers, walked the members through the form and answered questions. VP Sullivan offered to assist those who need help with the form.

The Budget Forums will take place after the Governor's Budget is released on January 15, 2013. The dates will be decided upon and announced earlier next year.

3.2 Survey: Facility Improvement Needs – J. Sullivan, (Att. 3.2)

The College has begun the process of revising our Long Range Development Plan (LRDP) with the review of the current projects listed under Campus Development and suggestions for additional projects. This survey has gone out to the campus community for input. The next phase will be to compile the complete list of projects and through CPC developed prioritization. Once this is compiled it will go the board through the facilities committee and study session. The LRDP will be the basis for determining which projects will be included in the College's next bond and/or state funding request.

(Att. 3.2) Survey Monkey: <https://www.surveymonkey.com/s/JZ39FD8>

The Survey Monkey was projected showing the Facilities Master Plan listing and describing major projects gathered over the years. VP Sullivan explained that at the bottom of the list is a box where one can comment on a project or request a new project not yet on the list. He then described the general process that will take place from first prioritizing projects, then the beginning design and user group input ending with the cost estimates enabling the college to poll the community's receptivity to a bond measure. There will be time for the projects to be vetted by P & R before being prioritized.

4.0 DISCUSSION ITEMS

4.1 Replacement of Controller Position – J. Sullivan

Under the direction of the Vice President-Business Services, the responsibilities of the Controller is to plan, organize, control and direct the operations and activities of the Accounting Department including the preparation, development, monitoring, review, analysis, maintenance and adjustment of College District funds and accounts; develop

and prepare the annual preliminary College budget; coordinate, direct and participate in financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of College accounts and budgets; supervise and evaluate the performance of assigned personnel.

VP Sullivan announced that Leslie Griffin, SBCC Controller will be resigning and that Monday, December 3 will be her last day. He reported that this position will be fast-tracked with announcements of the position going out soon. This will be a difficult position to replace because of the importance of the position.

5.0 ACTION ITEMS

- 5.1 Proposal: Reorganization for Risk Management, Community Services, Purchasing, Duplicating Contracts and Bidding and Emergency Compliance (second reading) – J. Sullivan, (Att. 5.)

The vacancy of the director of risk management and community services has created the need for reorganizing Business Services. The primary assumption is that the director position will not be replaced and the restructuring will allow for preserving most of the salary for that position as savings to the District. The areas that need additional resources applied to them are risk/liability, contract administration and the expanding role of community services. In addition this position would be responsible for bringing the college into compliance with emergency preparedness regulations, protocols, procedures, and laws; and ensure ongoing readiness by creating a management position with oversight, accountability, and responsibility for all aspects of emergency/disaster preparedness and response. This reorganization will provide for covering these responsibilities with one less management position. The reorganization would be permanent.

- 5.2 Reorganization: Human Resources (second reading) – L. Gaskin, (Att. 5.2)

Based upon input from CPC at its last meeting on November 6, 2012, this reorganization proposal for Human Resources has been modified to remove the emergency preparedness and response position and to include a new HR staff position at the Tech I level. Emergency preparedness and response responsibilities are being addressed within the reorganization of administrative services.

Dr. Gaskin stated that 5.1 and 5.2 Action Items are a result of reflection and re-examination upon the concerns and feedback CPC gave at the last meeting regarding the thoughts about the emergency preparedness position and the need for more assistance in Human Resources. Dr. Gaskin stated that VP Sullivan and his department are to be commended for being willing to take on the very important responsibility of Emergency Preparedness. Dr. Gaskin acknowledged Classified Consultation Group President Auchincloss's questioning if Human Resources would have enough staff and the Interim VP English's reconsidering the HR Reorganization and the proposal of a Confidential Tech 1 position addition to the HR staff. The cost savings still remains.

After a short discussion regarding details of the positions, the two items were voted upon.

M/S/C (O'Connor/Nevins) to approve both 5.1 and 5.2 proposals. All in favor.

- 5.3 Conversions of Non-credit, Non-enhanced FTES to Fee-Based (Tuition) for 2012-2013 – O. Arellano

At its special meeting on June 20, 2012, the Board of Trustees provided direction to the Continuing Education Division to convert 40% of the non-enhanced FTES to fee-based (tuition) in fall 2012, and 20% in winter 2013. This has been accomplished.

It is the recommendation of the Continuing Education (CE) Consultation Council that no additional conversions occur beyond the 60% for the 2012-2013 year in anticipation of full conversion with the launching of the Center for Lifelong Learning in fall 2013. The CE Division is requesting a recommendation from CPC.

Dr. Arellano handed out a list of classes by funding category that are still state supported that reflect what will be in the Winter Schedule which will most likely be rolled over for spring 2013. There was further discussion about the problems incurred when combining state supported (free to the community) beginning arts and craft classes and fee-based arts and crafts intermediate classes.

The recommendation from Continuing Education is that they would like CPC to recommend staying at 60% for spring.

M/S/C (Friedlander/Sullivan) to approve staying at 60% for Spring. Two opposed and the rest in favor.

The amendment to motion is that we convert not by percentage but by category, and that what is converted for spring would be the arts & crafts and that the remainder according to the list is retained in a state supported modality for spring. In other words there is no more 40% concept.

M/S/C (Monda/Neufeld) to approve the amendment to the motion to stay at 60% for Spring would be that the conversion to fee based in spring would be the arts & crafts classes and the remainder according to the list is retained in a state supported modality for spring. All were in favor.

6.0 ADJOURNMENT

- 6.1 The next regularly scheduled CPC meeting will be Tuesday, December 4 in Room A218C, 3:00 - 4:30 p.m.

Dr. Gaskin asked that CPC *HOLD* several dates on their calendars for CPC Meetings:
December 11, 2012, 3:00 – 4:30 p.m. – for a 2nd reading of the Accreditation Task Force Report
January 23, 2013, 9:00 a.m. to 1:00 p.m. for the Mission Statement Retreat
January 29, 2012, 3:00 p.m. to 4:30 p.m. for the first regularly scheduled meeting of 2013

Dr. Gaskin stated that the Governor's Budget will be released on January 15, 2013 and, if necessary, there may be an emergency meeting that week. The rest of the 2013 dates are on the CPC website: <http://www.sbcc.edu/cpc/meetingcalendar.php>

6.2 The meeting was adjourned.