

**Santa Barbara City College  
College Planning Council  
Tuesday, April 29, 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  
L. Vasquez, VP, Academic Senate  
J. Walker, Supervisors' Association Representative  
D. Watkins, Managers' Group Representative

**GUESTS:**

C. Alsheimer, Academic Senate  
A. Scharper, Educational Programs  
J. Zavas, Asst. Controller

**1.0 CALL TO ORDER**

1.1 Approval of 4/15/14 CPC minutes (Att. 1.1)

**M/S/C (Katzenson/Friedlander) to approve the 4/15/14 CPC minutes. All approved.**

**2.0 ANNOUNCEMENTS**

None.

**3.0 INFORMATION ITEMS**

3.1 Replacement of Budgeted Positions – P. English

Ms. English reported that, due to staff promotions, there are several open positions for which the college is recruiting.

3.2 Advancing Leadership Committee – D. Watkins

Dan Watkins reported that the Supervisors' Association and the Leadership Coalition have formed the Advancing Leadership Committee (ALC) to be a collaborative governance group. Mr. Watkins provided a link to the ALC charter, which gives a description of the group and its charge. The ALC will meet on a monthly basis, and in addition, the entire membership will meet four times per year.

A brief discussion ensued regarding governance and consultative groups.

Jason Walker added that the Supervisors' Association (SA) and the Leadership Coalition exist. He noted that the SA is a bargaining unit, and that the ALC will operate as a consultative body outside of bargaining.

#### 4.0 DISCUSSION ITEMS

##### 4.1 Resource Request Documentation: First Reading – P. Butler and L. Vasquez (Att. 4.1, 4.1a, 4.1b)

Priscilla Butler reviewed the various resource request documents including the flowcharts (att. 4.1a and 4.1b), the timeline and the narrative. After discussion, it was agreed to eliminate flowchart A and insert flowchart B into the document's narrative.

Dr. Gaskin led discussion regarding the processes' timeline. Several changes were made to the Person(s) Responsible column. Council reached consensus on the elimination of tier 2 and 3 item request columns, as well as the inclusion of a description for highest priority items (tier 1) in the narrative. It was agreed that the third Friday in March would be designated as the date for the classified position prioritization presentation to CPC by the chair of the CPC Classified Staff Prioritization Workgroup.

Dr. Butler agreed to make the revisions and present the revised documents at CPC's May 6, 2014 meeting.

Staff and faculty who contributed to the Resource Request Documentation process were acknowledged. They included Paul Bishop, Liz Auchincloss, Kenley Neufeld, Jim Clark, Joyce McPheter, and Kim Monda.

##### 4.2 Program Review Guidelines: First Reading – P. Butler and L. Vasquez (Att. 4.2)

Priscilla Butler noted during her review of the Program Review Timeline for 2014-15 that the dates will change depending on the budgeting calendar. She proceeded to review the Program Review Resource Request Guidelines. Dr. Butler noted for discussion the change to the minimum resource request amount from \$500 to \$1000. Additional changes to the document's language as well as requests for information such as website links needed to complete the guidelines were noted.

Dr. Butler reported that she will bring the revised documents to CPC's May 6, 2014 meeting.

##### 4.3 Institutional Effectiveness Report 2012-13: First Reading – R. Else (Att. 4.3)

Mr. Else presented the Institutional Effectiveness Annual Report for 2012-13. Mr. Else was requested to engage the Institutional Effectiveness Committee (IEC) in creating a dashboard of metrics that is less dense with data, but has more meaning and accessibility. Dr. Gaskin acknowledged Mr. Else and his staff for their work on the report.

#### 5.0 ACTION ITEMS

##### 5.1 2014-15 Program Review Requests: Second Reading – J. Sullivan (Att. 5.1)

**M/S/C O'Connor/Butler to approve the 2014-15 Program Review requests as presented. All approved.**

Dr. Gaskin expressed appreciation to all the groups involved in the Program Review Requests process.

5.2 2014-15 Tentative Budget – General Fund Unrestricted Expenditures (Labor and Non Labor): Second Reading – J. Sullivan (Att. 5.2a, 5.2b, 5.2c, 5.2d)

This item was taken out of order. Joe Sullivan reviewed changes to the expenditures in the Assumptions Used to Develop the 2014-15 Tentative Budget (5.2d). Major changes included the addition of a second summer session, a minimum wage increase for student and hourly employees, and the recommendation of three new classified staff positions.

Mr. Sullivan discussed two changes to budget transfers including the proposal to adjust the transfer to the construction fund to \$0.0 million and take expenditures for maintenance and construction out of ending balances in that fund; and, the proposal to adjust the transfer to the equipment fund to \$0.6 million for equipment replacement. He reported that the reserves in equipment and construction total \$10 million in combined funds. Dr. Gaskin added that the Board is recommending, per its new reserve policy, a sum total of \$3.5 million between the two funds.

**M/S/C (Neufeld/O'Connor) to approve the 2014-15 Tentative Budget as presented. All approved.**

Dr. Gaskin expressed appreciation to James Zavas, Lyndsay Maas and Joe Sullivan for their work on the Tentative Budget.

5.3 Credit Student Success and Support Program Allocation – Funding Positions:  
Second Reading – J. Friedlander (Att. 5.3)

**M/S/C (O'Connor /Monda) to approve the funding for a full-time Articulation/Certification Specialist and to increase two Assessment Specialist positions from 50% to 75% time in the Credit Student Success and Support Program. All approved.**

## 6.0 ADJOURNMENT

6.1 The next scheduled CPC meeting will be held on Tuesday, May 6, 2014 in Room 218C, 3:00-4:30 p.m.