

**Santa Barbara City College
College Planning Council
Tuesday, September 4, 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;
R. Else, Sr. Dir. Inst. Assessment, Research & Planning;
P. English, Interim VP HR;
J. Friedlander, Executive VP Ed Programs;
K. Monda, Academic Senate Representative, Chair Planning & Resources Committee;
J. McPheter, Classified Staff Representative;
M. Medel, Supervisory Bargaining Unit;
D. Morris, VP, Academic Senate;
K. Neufeld, President-elect, Academic Senate;
D. Nevins, President, Academic Senate;

K. O'Connor, Academic Senate Representative;
G. Sherman, President, Assoc. Student Body;
C. Salazar, Classified Staff Representative;
J. Sullivan, VP Business Services

GUESTS:

P. Butler, Planning & Resources Committee;
R. Byrne, Director, Athletics;
S. Dixon, SBU;
D. Hersh, Dean, Ed Programs;
S. Saenger, Continuing Education Instructors' Association
A. Scharper, Dean, Ed Programs
J. Schultz, Professor, Earth/Planetary Sciences;
L. Stark, Pres. Instructors' Association ;
L. Vasquez, ITC, Committee Chair;

1.0 Call to Order

1.1. Dr. Gaskin called the meeting to order.

2.0 Announcements

3.0 Information Items

4.0 Discussion Items

4.1 Accreditation Mid-Term Report

Dr. Gaskin framed this item reminding the members that every Mid-Term of a 6 year accreditation cycle, an institution must submit a status report to our Accrediting Commission for Community and Junior Colleges (ACCJC) providing a status report on two elements: formal recommendations given to us by the visiting team, (we have 5 recommendations) and the locally self-identified planning agendas.

SBCC's Accreditation Midterm Report is due October 15, 2012. This critical report, compiled by Sr. Dir. Inst. Assessment, Research & Planning, Robert Else contains SBCC's responses to the five recommendations from the visiting Accreditation Team, and responses to our own Planning Agenda items from our 2009 Self-Study. CPC is being asked to review this report as a first reading at today's meeting and a second reading and action at the

September 18 CPC Meeting. The report will also be reviewed by the Academic Senate, the Student Senate, the Classified Consultation Group, and ultimately the Board of Trustees.

Mr. Else went through the five recommendations and asked for comments on the recommendations which he will keep track of and fold into the next draft and continue the cycle until we get a final document.

5.0 Action items

5.1 Adopted Budget – (J. Sullivan) - Attachment 5.1

CPC was presented with changes that have occurred between the adoption of the 2012-13 tentative budget (June 2012) and the present that have bearing upon the college's 2012-13 final budget. These changes and the 2012-13 final budget will be reviewed with CPC at the meeting and action will be requested to recommend the 2012-13 adopted budget.

Dr. Gaskin acknowledged VP Sullivan and his staff for the part they play in assisting with generating discretionary revenue. Most state colleges are extremely limited in ways they can generate discretionary revenue, which is generally produced through the revenues from the international students and thru entrepreneurial endeavors. SBCC has far exceeded its projections both in our international students attending classes and through our facilities' rentals by over \$2M of unanticipated revenue in the current year which, she said, is remarkable.

Further discussion ensued regarding the comparison of transfers and net revenue, expenditures and transfers. VP Sullivan showed what would happen if Proposition 30 fails and if it passes.

VP Sullivan summed up the significant work the college has done this last year in reducing the transfers, increasing revenues in international students and community services' work in facilities rentals and reduced expenses. Dr. Gaskin affirmed his statement and said that the college is in a truly remarkable position and it is because of everyone's hard work.

M/S/C (Friedlander/Sullivan) to recommend the 2012-13 Adopted Budget. All were in favor and no objections.

5.2 Auxiliary Funded Classified Positions

CPC will be asked to review and support the following staffing requests related to two auxiliary-funded programs:

- Community Services/Facility Rental - create full-time office assistant position supported through the facilities rental fund given the increased workload. VP Sullivan provided the justification for this new position and the duties. This is one position that we are looking at to accommodate if there is the possibility any position discontinuance in CE.

M/S/C (Nevins/Auchincloss) to recommend the creation of a full-time office assistant position in the Community Services Department supported through the facilities rental fund. All were in favor and no objections.

- Food Services - increase existing food service/culinary arts administrative assistant position from 60% to 80%. VP Sullivan provided the justification for increasing the amount of time for this position due to a restructuring in catering, and the current increase in the catering work-load. It would be funded through food services.

M/S/C (Friedlander/Salazar) to recommend an increase from 60% to 80% time for the Food Services/Culinary Arts administrative assistant position which will be funded through Food Services. All were in favor and no objections.

5.3 Measure V Update and Facility Needs – (J. Sullivan) – Attachment 5.3

It was decided to table this item until the September 18, 2012 CPC meeting.

5.4 Instructional Technology Committee Rankings – (D. Nevins) – Attachment 5.4

CPC will be presented with ITC rankings for technology-related needs and will be asked to make a determination as to support for these items.

After discussion on each item, Dr. Gaskin asked for a motion for all except for the Moodle items and the four Drafting CAD Interior Design items.

M/S/C (Bishop/Nevins) to approve all ITC technology-related needs except Moodle Redundant Servers and the four Drafting CAD Interior Design items All were in favor and no objections.

Dr. Gaskin requested that Dean Hersh and Dr. Friedlander bring back the items for the Drafting, CAD, Interior Design program and more clarifying information on the Moodle Servers to the next CPC meeting September 18, 2012.

6.0 Adjournment

6.1 The next regularly scheduled CPC meeting will be Tuesday, September 18 in Room A218C, 3:00 p.m. - 4:30 p.m.