Santa Barbara City College
College Planning Council
Tuesday, October 7, 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
J. Friedlander, Executive VP, Educational Programs
G. Maynetto, President, Associated Student Government
  (non-voting)
J. McPheter, Classified Staff Representative
K. Monda, President, Academic Senate
D. Nevins, Academic Senate Representative
C. Salazar, Classified Staff Representative
P. Stark, Academic Senate Representative
J. Sullivan, VP, Business Services
L. Vasquez, VP, Academic Senate
J. Walker, Advancing Leadership Committee Representative
D. Watkins, Advancing Leadership Committee Representative

ABSENT:
R. Else, Sr. Director, Institutional Assessment,
  Research & Planning (non-voting)
P. English, VP, Human Resources

GUESTS:
W. Hartsock, The Channels
K. O'Connor, Physical Health Education
A. Price, Dean, Educational Programs
E. Vlcek-Scamahorn, English Skills

1.0 CALL TO ORDER

Dr. Gaskin called the meeting to order and asked guests and CPC members to introduce themselves.

1.1 Approval of 9/16/14 CPC minutes (Att. 1.1).
   M/S/C (Monda/Butler) to approve the 9/16/14 CPC minutes with one correction.
   Fourteen approved. Motion passed.

2.0 ANNOUNCEMENTS

None.

3.0 INFORMATION ITEMS

3.1 Reflections on SBCC 2014 Survey – L. Gaskin

Dr. Gaskin reviewed the Reflections on SBCC 2013 Survey. She noted that the survey provides a means of gauging the health of the institution and allows the college to monitor trends, patterns and changes. It was used heavily in the last accreditation process and will be used in the present accreditation process. She noted that the questions used in the 2013 survey will be repeated on the 2014 survey and sent to faculty, staff and administration in October 2014. Dr. Gaskin reviewed each of the survey's 17 questions which included:

1. What is your primary role?
2. To what extent do you agree that we are fulfilling our mission?
3. What is your general level of awareness of SBCC's planning and budgeting processes?
4. Does SBCC have effective planning processes?
5. Do our planning processes drive budget allocation?
6. Do we have an effective budget allocation process?
7. Do you feel a part of SBCC?
8. Are you happy working here?

The complete Reflections on SBCC 2013 Survey 2013 can be found on the SBCC website at ir.sbcc.edu.

3.2 SBCC Neighborhood Task Force – L. Gaskin

Dr. Gaskin reported that approximately a year ago some of the neighbors residing on Oceano Avenue, bordering the West Campus, contacted her with concerns about student behavior and civility. Dr. Gaskin stated that the expectation of the neighbors is that SBCC address the students' behavioral issues which have spread to the Rancheria/Coronel area below East Campus. In response, she presented a proposal to the Board to form a task force chaired by Marty Blum. The SBCC Neighborhood Task Force is comprised of representatives from adjacent neighborhoods, SBCC students, staff and faculty, and the City of Santa Barbara. She further reported that the college is engaging Daniel Iacofano of Moore Iacofano Goltsman, Inc. (MIG) to facilitate the task force meetings and processes. The task force will meet through the end of 2014.

4.0 DISCUSSION ITEMS

4.1 Transportation Alternatives and Incentive Plan – J. Sullivan

It was noted that agenda item 4.1 was presented as a discussion item rather than a first reading as identified on the agenda.

Mr. Sullivan presented the Transportation Alternatives Group's (TAG) pilot Incentive Program (4.1a), a summary of the work TAG has been conducting over the last several months (4.1b), and a timeline of the group's consultation process (4.1c). He began his presentation by asking for comments and questions on the summary (4.1b) entitled "September 2014: The Subject of Parking." Mr. Sullivan noted that, per the Education Code, the college cannot charge more than a combined total of $70.00 for parking and transportation fees, and that revenue from parking fees can be used for parking lot maintenance and repair, as well as incentives to offset costs for an incentive based transportation plan. However, he clarified that employees will not be charged a parking fee beginning January 1, 2015, the start date of the pilot incentive program.

Discussion ensued regarding transportation support program options including shuttles from the Wake Campus and the Garden/Cabrillo city parking lots, the use of electric bikes as well as regular

bikes, the expansion of bike routes and lanes, and the MTD bus system. The benefits of alternative transportation including a cleaner environment and reduced parking demand were also discussed.

It was suggested that the alternative transportation programs listed in "September 2014: The Subject of Parking" be included as support systems in the document outlining the pilot incentive program.

Dr. Gaskin informed council that the City of Santa Barbara and the California Coastal Commission have made it clear that as part of the approval process for new construction, for example the East and West Campus classroom buildings, the college must address transit, circulation and parking issues.

In order to provide clarity about the nature of the incentive program and its supporting documentation, it was agreed to include a preamble within the pilot program document which would feature a summary of TAG's findings, as well an as an ancillary of alternative transportation options that support the pilot program. Additionally, it was agreed to rename the pilot program the Alternative Transportation Program.

Dr. Gaskin requested that Priscilla Butler and Paul Bishop proof the Alternative Transportation Program document for clarity before it is brought back to CPC for a first reading on October 21, 2014.

5.0 ACTION ITEMS

None.

6.0 ADJOURNMENT

6.1 The next scheduled CPC meeting will be held on Tuesday, October 21, 2014 in Room 218C, 3:00-4:30 p.m.

BUDGET DEVELOPMENT TIMELINE
2015-16 BUDGET

#1 SBCC
SANTA BARBARA CITY COLLEGE

Color Key:

Program Review	
Department Non-Labor	
Department Labor	
Governor's Budget	
Tentative Budget	
Final Budget	
Budget Forum	

updated as of 10/3/14

PRELIMINARY DRAFT

Due Date		Committee	Description	Notes
August 18, 2014	Monday	VP of Business Services	Program Review website opens	
October 6, 2014	Monday	VP of Business Services	Deadline for Program Review submissions	
October 6, 2014	Week	Ad Hoc Group	IR exports resource request to excel file. Controller, ITC, and P&R Chairs clean up errors, omissions, and miscategorizations of resource requests in Excel file. CPC Ad Hoc Group conducts preliminary review of resource requests.	
October 10, 2014	Friday	IR	IR releases spreadsheets to P&R, ITC, DTC, and PC.	
February 6, 2015	Friday	ITC	ITC ranks and submits recommendations to Academic Senate and DTC.	
January 5, 2015	Monday	Fiscal	Discussion of budget strategies, estimate of potential expense increases	
January 15, 2015	Thursday	Governor	Governor releases proposed budget	
January 16, 2015	Friday	VP of Business Services	Department Labor Budgets are sent to all Department Managers	
February 2, 2015	Monday	Department Manager	Department Manager submits Labor Budget to their supervisor for review	
February 6, 2015	Friday	VP of Business Services	Department Non-Labor Budgets are sent to all Department Managers	
February 9, 2015	Monday	Fiscal	Presentation of current mid-year Budget update and Governors State proposed budget	
February 10, 2015	Tuesday	P&R	P&R Ranks and submits recommendations to Academic Senate.	
February 16, 2015	Monday	Area VP	Area VP reviews Labor Budget and submits to Lyndsay by February 16, 2015	
February 20, 2015	Friday	DTC	DTC ranks and records recommendations.	
February 23, 2015	Monday	Department Manager	Department Manager submits Non-Labor Budget to their supervisor for review	
February 23, 2015	Monday	VP of Business Services	Receive P-1 State Apportionment Allocation	
February 23, 2015	Monday	Presidents Cabinet	PC ranks and records recommendations.	
February 25, 2015	Wednesday	Academic Senate	Academic Senate ranks and records recommendations.	
March 3, 2015	Tuesday	CPC - 1st Reading	CPC 1st Reading of recommendations for Academic Senate, DTC, and PC.	
March 9, 2015	Monday	Area VP	Area VP reviews Non-Labor Budget and submits to Lyndsay by March 9, 2015	
March 17, 2015	Tuesday	CPC - 1st Reading	Review Tentative Budget Assumptions and General Fund Unrestricted Revenues - 1st reading	
March 17, 2015	Tuesday	CPC - 2nd Reading	CPC 2nd Reading of recommendations for Academic Senate, DTC, and PC.	
April 6, 2015	Monday	Fiscal	Review Tentative Budget Assumptions and General Fund Unrestricted Revenues	
April 7, 2015	Tuesday	CPC - 2nd Reading	Review Tentative Budget Assumptions and General Fund Unrestricted Revenues - 2nd reading	

Due Date		Committee	Description	Notes
April 21, 2015	Tuesday	CPC - 1st Reading	Review Tentative Budget: General Fund Unrestricted Expenditures (Labor and Non Labor) - 1st reading	includes updated Tentative Budget Assumptions
May 4, 2015	Monday	Fiscal	Review Tentative Budget: General Fund Unrestricted Expenditures (Labor and Non Labor)	includes updated Tentative Budget Assumptions
May 12, 2015	Tuesday	CPC - 2nd Reading	Review Tentative Budget: General Fund Unrestricted Expenditures (Labor and Non Labor) - 2nd reading	includes updated Tentative Budget Assumptions
May 12, 2015	**Tuesday**	**CPC - 1st Reading**	**Review of Tentative Budget: All components - 1st reading**	includes Enterprise, Bond, Construction, and Equipment Funds, and updated Budget Assumptions
May 13, 2015	Wednesday	VP of Business Services	Budget Forum	exact date to be set
May 26, 2015	**Tuesday**	**CPC - 2nd Reading**	**Review of Tentative Budget: All components - 2nd reading**	includes presentation of the Governors State May Revise Budget and Enterprise, Bond, Construction, and Equipment Funds, and updated Budget Assumptions
June 8, 2015	**Monday**	**Fiscal**	**Review of Tentative Budget: All components - 1st Public Hearing**	includes presentation of the Governors State May Revise Budget and Enterprise, Bond, Construction, and Equipment Funds, updated Budget Assumptions, and GANN Appropriation limit
June 25, 2015	**Thursday**	**Board of Trustees**	**Public Hearing/Approval of Tentative Budget**	Tentative Budget and GANN Appropriation limit must be approved by July 1st
July 10, 2015	Friday	VP of Business Services	Controller releases program review budget codes to ITC, P&R Chairs, department chairs/directors and program managers.	
July 14, 2015	Tuesday	Department Manager	Account Coding is provided to Department Managers for Approved Program Review Requests	
August 1, 2015	Retreat- TBD	CPC - 1st Reading	Review of Final Budget - 1st reading	exact date to be set, includes presentation of the Governors State Final Budget
August 3, 2015	Monday	Fiscal	Review of Final Budget - draft	includes presentation of the Governors State Final Budget
August 27, 2015	**Thursday**	**Board of Trustees**	**Review of Final Budget - 1st Public Hearing**	
September 7, 2015	Monday	Fiscal	Review of Final Budget	
September 8, 2015	Tuesday	CPC - 2nd Reading	Review of Final Budget - 2nd reading	this is the 2nd reading only if CPC has a summer retreat, if not it is the only reading
September 10, 2015	**Thursday**	**Board of Trustees**	**Public Hearing/Approval of Final Budget**	Final Budget and GANN Appropriation limit must be approved by September 15th
November 10, 2015	Tuesday	VP of Business Services	Budget Forum	exact date to be set

SBCC Professional Development Advisory Committee

INTRODUCTION
In order to bring the district into compliance with two State mandates, Mark Ferrer and Kenley Neufeld recommend the formation of the **SBCC Professional Development Advisory Committee**. The first mandate, California Education Code, Section 87151 (*Allocation of Funds for Professional Development*), requires an advisory committee of "administrators, faculty, staff representatives" and is required to be eligible to receive professional development funding from the Chancellor's Office. The second, California Code of Regulations, Title 5, Division 6, Chapter 6, Subchapter 8, Article 2, Section § 55730 (*Flexible Calendar Program*), requires an advisory Committee of "faculty, students, administrators and other interested persons." Rather than create two committees, we recommend one.

ADVISORY COMMITTEE MEMBERSHIP
Managers: Karen Sophiea, Joan Galvan, Pat English, Shelly Dixon, Kenley Neufeld (*FPD Dean*)
Classified: Four classified employees appointed by CSEA (Cindy Salazar, Shelby Harrington, Liz Auchincloss and Jessie Valentine-Felix)
Faculty: Academic Senate FPD Liaison (Laurie), FPD Chair (Jennifer), Academic Senate President (Kim), FPD Coordinator (Mark)
Students: TBD

ADVISORY COMMITTEE RESPONSIBILITIES
Based upon the language in Education Code and Title 5, the committee shall:
- Conduct and annually update a survey of the most critical staff, student, and instructional improvement needs in the district.
- Create and annually update the Professional Development Plan (*aka - campus human development resources plan*) that includes the following items:
  - The results of the survey identified above.
  - Plan for developing and carrying out activities to address the identified critical needs.
  - A report of actual expenditures (from the previous year).
  - An evaluation of the effectiveness of conducted activities and update the plan to reflect needed changes.
  - Schedule of meetings for Advisory Committee
  - Align plan with District strategic goals and Educational Master Plan *
- Maintain records on the description, type and number of activities scheduled and the number of district employees and students participating in these activities.
- Review and recommend use of State funded professional development allocation to CPC. *
- Collaborate with the Faculty Professional Development Committee. *

* not specifically identified in code or legislation

Updated October 17, 2014 by Kenley Neufeld

Santa Barbara City College
Alternative Transportation Program
MAIN CAMPUS PILOT PROGRAM

Overview
SBCC employees could be eligible for a monthly financial incentive to switch from driving alone (Single Occupant Vehicle, SOV) to alternative modes of transportation. SBCC's Sustainable Transportation Incentive Program is a pilot program supporting SBCC's Transportation Demand Management Plan (TDMP) and commitment to increased health and sustainability of the SBCC community.

Goals
- o Reduction in parking demand
- o Reduction in congestion on adjacent roadways
- o Healthier community, cleaner planet
- o Identify best practices and deficiencies in alternative transportation at SBCC
- o Further develop a plan for programming and community engagement to support the shift to alternative transportation for SBCC community members

Proposed Transportation Alternatives Supported by the College (contingent on usage and funding)
1. **Shuttles – parking off campus and transporting to campus:**
   a. **Wake Shuttle -** The parking could be free for participants at the Wake with a shuttle provided for transportation to and from the Main Campus.
   b. **Garden Street Shuttle** – The lot at the corner of Garden and Cabrillo on the mountainside of the road. A shuttle bus may be provided for heaviest demand times. It is close enough to **bicycle or walk**. This still needs City approval, the installation of a **bike storage structure (see below)** but is moving forward.
2. **Bicycles:**
   a. **Electric bikes** for riding to work and up the hill. This mode of transportation is becoming more popular. Electric bikes provide power assist to get up the hills and easier peddling all-around.
   b. **Bike Storage** – Would also be available on top of campus on both East and West Campus and possibly for the Wake Center.
   c. **Bike share and bike rentals** are options being considered**.** This would also provide local transportation for commuters who needed to travel short distances during the work day.
   d. **Bike Center –** Provide additional repair facilities and assistance with repairs. The College is in discussion with **BICI Centro** to bring their services on campus.
3. **Vanpool or Carpool** – The College has an active vanpool and reserves 18% of the spaces for carpool. The College has recently committed resources to managing the vanpool. The services and website are in the process of being updated. Please go to http://www.sbcc.edu/commute/ for additional information.
4. **Public Transportation, MTD, Clean Air Express, etc. –** The bus service is a viable alternative for transportation locally or from a distance.

Eligibility
- o Must be full-time faculty/staff willing to utilize alternative transportation methods and meet the requirements below for the duration of the program (January 1 through June 30, 2015)

Requirements
- o Participation in program for duration, one focus group, entry/exit surveys
- o Easily track your daily commute days using Traffic Solutions Online™
- o Acceptable modes of transportation for incentives include:
  - o Carpool/vanpool/shuttle
  - o Active transport (bicycle, walk, skate, others)
  - o Any form of transit or rideshare (bus/train/Carma™/others)
- o Lyft, taxi, or other hired services are **NOT** included in the program

Incentives
- o Incentives are based on what percentage, per month, of SOV commutes a participant replaces with more sustainable modes of transportation.
  - o 30%-60% of trips replaced in a month: $10
  - o 61%-79% of trips replaced in a month: $15
  - o 80%-100% of trips replaced in a month: $25
- o Further, commuters who go the extra mile will receive awards at the end of the program
  - o Greatest mileage and number of trips replaced
  - o Most trips by mode share, most varied modes
  - o Supporter's award
- o A guaranteed ride home program will be in place for emergencies and there will also be campus vehicles available for short-term midday rentals.
- o One (1) free bicycle tune-up through BiCi Centro (pending)

Resources
- Google maps: great for route-finding, transit directions, and business searches
- MTD: your friendly, local transit system
- Traffic Solutions: our tracking system and community partner
- Fitness tracking apps:
  - o Strava: great for fitness tracking your bike rides, walks, skates or runs to campus
  - o Endomondo: also great for fitness tracking
  - o Moves: auto-tracking for the casual trip-tracker
- SBCC Commute: keep a close eye on our website for new programs and information

Processes for Review of 2015-2016 Resource Requests

1. Ranking in Committees
A. Ranking Procedures
All groups need consistency in ranking (PC, DTC, ITC and P&R)

Example:
1 yes
2 maybe
3 no

How does this method compare to the Wopat method?

What is the ranking relationship as it relates to other committees? The process we choose has to work across all ranking groups.
For example, if all committees rank an item as 1, CPC endorses.
If an item is ranked as 1,3, 2 - requires discussion at CPC.

B. Develop Ranking Guide
We need to create a one page guide that all groups follow on how to rank, method used, how it is marked on the spreadsheet and who puts the final rankings in the spreadsheet.

C. No Blank Cells
Don't leave any blank cells on the spreadsheet: mark as N/A so everyone knows it has been reviewed. Last year there was no explanation for some blank cells.

2. Review of Tabs Not Currently Assigned
Additional tabs for discussion: Other, Service, TLUs--- how are these going to be reviewed this year? These need another process because they are not formally addressed, and no costs are listed for these items.
P&R has been tasked with reviewing "Other." Will this be the only group looking at these items?
Service tab can be grouped by marketing, IR, training. Separate and send relevant items to these three areas? What will we need to do for the service tab next year?
TLUs: only reviewed in EVP's office?

Question to resolve during spring final review of process: Should these three tabs be options within Program Review or omitted?

3. Addressing Other Gaps in the Process
A. Last year IT developed a form identifying technology needs prior to filling out template.
B. This year: lottery-funded items. Purchase now in the year the money is available (exception to funding principle because we never use all of this money—no reason to wait). This allows a better handle on ending balances.
C. Spring 2015 Ed programs workgroup will review Ed. technology classroom needs prior to submitting a request in Fall 2015.
D. 2015-2016 develop a form (Lyndsay) for large ticket items to explain return on investment.