# Santa Barbara City College
## College Planning Council
### Tuesday, May 7, 2013
### 3:00 – 4:30 p.m.
# A218C

## Minutes

PRESENT:
L. Gaskin, President
L. Auchincloss, Pres., CSEA
P. Bishop, VP Information Technology
R. Else, Sr. Dir. Inst. Assessment, Research &
    Planning
P. English, VP Human Resources
J. Friedlander, Executive VP Ed Programs
J. McPheter, Classified Staff Representative
M. Medel, Supervisor Bargaining Unit
K. Monda, Academic Senate Representative,
    Chair Planning & Resources Committee
D. Nevins, President, Academic Senate
K. O'Connor, Academic Senate Representative
C. Salazar, Classified Staff Representative
J. Sullivan, VP Business Services
L. Vasquez, Academic Senate Representative
D. Watkins, Managers Group Representative

GUESTS:
C. Alsheimer, IA
P. Butler, ESL
G. De Paoli, Channels Reporter
D. Hedges, Fiscal Committee, CLL
A. Ibarra, Channels Reporter
L. Maas, Controller
E. Malone, Channels Reporter
A. Olguin, Psychology/Social Sciences
B. Pazich, Dean Educational Programs
E. Pirayesh, Channels Reporter
B. Rizo, Director, ELC
R. Saletti, Channels Reporter
A. Scharper, Dean Educational Programs
P. Stark, Academic Senate
J. Ybarra, Channels Reporter

### 1.0 CALL TO ORDER

### 2.0 ANNOUNCEMENTS
Dr. Friedlander announced that Dr. Gaskin would be late to the meeting and that he would chair the meeting until she arrived. He distributed copies of the Resource Guide to Governance and Decision-making to committee members. Per Dr. Gaskin's request he asked that item item 5.5 be addressed first. The rest of the action items followed and discussion item 4.1 was the last agenda item to be addressed.

### 3.0 INFORMATION ITEMS

### 5.0 ACTION ITEMS

5.5 Program Review (PR) Resource Requests 2013-14 – D. Nevins (Att. 5.5)
**M/S/C (Sullivan/O'Connor) to approve the funding of all Program Review items.**
Discussion ensued. Items recommended for funding fell into three primary categories:

equipment, hardware and software which were further broken into new and replacement items. The recommendation for funding was discussed and reviewed by multiple committees and resulted in $1.3 million in Priority 1 request items. It was noted that the tentative budget allocates $2 million in the Construction Fund for facilities projects and $1.5 million in the Equipment Fund for new and replacement equipment requests. In response to questions, Dr. Friedlander reviewed items supporting instruction which could be funded by lottery monies. He specified those items on the spreadsheet. Various categories and items within those categories were questioned and given further clarification. It was noted that all new equipment items were rated as Priority 1. P&R recommended funding for furniture replacement items ($87,000) this year. Estimates for computer refresh were $620,000 for a four-year cycle and $323,000 for a five-year cycle. Adjustments to the spreadsheet were made throughout the discussion to reflect changes made during the meeting.

**Kathy O'Connor withdrew her second to the motion. The motion died for lack of a second. The item will be brought back to CPC for action at a future meeting.**

5.1  Non-smoking Campus – Second Reading – J. Sullivan (Att. 5.1)
**M/S/C (Bishop/O'Connor) to approve the adoption of a non-smoking campus policy.** Discussion followed. The policy was approved by the Student Senate by a narrow margin. The Academic Senate also supported the proposal policy. CSEA did not support the policy. The policy will impact students and staff. It was suggested that the smoking areas be moved away from well-trafficked areas. It was reported that members of the Dean's Council expressed concern regarding discipline measures for non-compliance by students. They also encouraged outreach in the form of positive signage and smoking cessation programs which focus on the benefits of being healthy. It was noted that all UC and Cal State Universities are scheduled to be "smoke-free" by January 2014.

**The motion passed. Eleven (11) approved; three (3) opposed.**

5.2  SBPD Officer Assigned to SBCC – Second Reading – J. Sullivan (Att. 5.2)
It was reported that various groups expressed concern that the item should be submitted for Program Review and it was thus agreed that the item be submitted to Program Review next year and be further discussed campus wide. Related issues discussed included increasing security staffing and emergency preparedness. It was suggested that a business process analysis be conducted on the item and related issues. It was also suggested to form a taskforce to study campus security and safety. Priscilla Butler volunteered to be on said taskforce. It was noted that a district wide committee already exists; it focuses on safety and security and meets once per month.

5.3  CPC Classified Staff Hiring Process – First Reading – P. Bishop (Att. 5.3)
Dr. Bishop gave a brief overview of the classified staff hiring process; he then introduced Dean Nevins to explain the process. Dr. Nevins noted that the proposed process was modeled on the faculty hiring process which consists of four steps: (1) identify the need; (2) allocate the number of positions; (3) rank the positions; and, (4) hire. Questions that may arise during the process include: How much money is there for positions?  Who's included on the Classified Staff Hiring subcommittee? How often do they solicit proposals? It was noted that a major source of staff requests is Program Review and that staff requests traditionally exceed the available funds. It was suggested

that CPC rely on the PR process to inform CPC of staffing needs; CPC can then make decisions with regard to how much to allocate for new staff positions each year.

It was agreed to modify the proposal to include suggested Program Review verbiage and bring the item back to a future CPC meeting.

5.4 Request to Allocate District Funds to Support the Orfalea Early Learning Center – J. Friedlander (Att. 5.4)

Dr. Friedlander gave a brief overview of the agenda item, then introduced Beth Rizo, the director of the Orfalea Early Learning Center (OELC). She requested on-going support from the college to support the lab school that trains 35-40 students per year who go on to work in the community or to receive a higher degree in Early Childhood Education. Ms. Rizo gave a brief overview of the center's staffing needs which are required to meet mandated staff/child ratio requirements. The OELC is presently fully staffed (four certificated faculty, two classified teachers, one classified associate teacher and three hourly staff) and fully enrolled. Ms. Rizo noted that childcare fees have risen over the last three years in order to offset costs of the program. Betty Pazich informed CPC that the program is not fully endowed, but does receive interest revenue in the amount of approximately $40,000 from a donor gift. There is no college contribution to the operation of the OELC other than the facility. She also stated that the OELC is working with the SBCC Foundation and looking for grant opportunities that would generate more funds to support the center. Questions and discussion took place throughout.

## 4.0 DISCUSSION ITEMS

4.1 Procedural Improvement for Voting on CPC Items – D. Nevins

Dr. Nevins requested that CPC agenda items with significant fiscal impact undergo two formal readings before being voted upon. Dr. Gaskin requested that CPC members submit agenda items with a designation (Information, Discussion, Action) and a narrative. It was agreed to modify the process by which the agenda is built by designating first time discussion items as "First Reading." If the item comes back to committee for a vote, it will be designated as "Second Reading" under action items. It was mentioned that information items do not necessarily need to be discussed; if they do, they should be designated discussion items. Likewise, discussion items do not necessarily need to be moved to action for a vote.

## 6.0 ADJOURNMENT

6.1 Before the meeting adjourned, Kenley Neufeld announced that Att. 5.5 (Program Review spreadsheet) had been updated. The next scheduled CPC meeting will be on Tuesday, May 21, 2013 in Room 218C, 3:00-4:30 p.m.