

**Santa Barbara City College
College Planning Council
Tuesday, November 19, 2013
3:00 – 4:30 p.m.
A218C**

Minutes

PRESENT:

L. Gaskin, President and Chair
L. Auchincloss, President, CSEA
P. Bishop, VP, Information Technology
P. Butler, Chair, Planning & Resources Committee
R. Else, Sr. Director, Institutional 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
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
D. Watkins, Managers Group Representative

GUESTS:

C. Alsheimer, Academic Senate
S. Buffon, The Channels
A. Curtis, Student Services
L. Maas, Controller
L. Stark, Instructors' Association
N. Steil, Student Senate

ABSENT:

E. Katzenson, AS President

1.0 CALL TO ORDER

1.1 M/S/C (Butler/Sullivan) to approve the 11/05/13 CPC minutes. The motion passed with 14 in favor and one abstention.

2.0 ANNOUNCEMENTS

- 2.1 Nicholas Steil was introduced as a temporary substitute for AS President Elie Katzenson. Mr. Steil is a member of the Student Senate.
- 2.2 Dr. Gaskin announced that the ranking for facilities projects is open until 5:00 p.m. on Friday, November 22, 2013. The ranking scorecard has been shared with the council on Google drive.

3.0 INFORMATION ITEMS

3.1 Replacement of Budgeted Positions – P. English

Security Supervisor and Security Coordinator – J. Sullivan (Att. 3.1A and 3.1B)

Mr. Sullivan explained that, as part of the reorganization of the Security Department, two new positions are needed, Security Supervisor (Supervisor/Management) and Security Coordinator (Classified). The position of Security Coordinator will replace the current position of Sr. Office Assistant. Both positions will support the Director of Security, who is in need of additional assistance due to a substantial increase in workload and responsibilities. The supervisor position will be responsible for many of the day-to-day duties that the Director now performs. The coordinator position will report to the Security Supervisor. Neither position will impact the General Fund.

Admissions & Records Director – A. Curtis (Att. 3.1C)

Ms. Curtis reported on the recent changes that have taken place in Admissions and Records, prompting the need for a reorganization of the department. The position will replace the current Admissions & Records Supervisor position and report to the Associate Dean of Educational Programs. It will require an additional \$30,000 from the General Fund.

4.0 DISCUSSION ITEMS

4.1 Proposal to Offer a Second Six-Week Summer session Beginning in 2015 – J.

Friedlander (Att. 4.1A, 4.1B, 4.1C)

Dr. Friedlander reported on the student and faculty surveys he conducted, discussions in the Academic Senate and Student Senate, and his research of other institutions regarding the proposal to offer two consecutive summer sessions beginning in 2015. He noted that the Academic and Student Senates approved of the proposal. He agreed to form workgroups to address Student Services' and faculty's concerns. He further noted that a second summer session would allow students to progress and complete their requirements more timely.

Discussion ensued. Concerns included the time allotted between terms for the submission of grades, the impact on student support services, as well as faculty and staff vacation times.

Dr. Friedlander agreed to create a calendar, similar to Program Review's, that would define the planning process and provide a timeline. He will also provide a cost analysis based on information submitted by department heads on the fiscal impact of a second summer session to their individual departments.

4.2 Reflections on SBCC 2013 Survey Conducted October 2013-Results – R. Else (Att. 4.2)

Robert Else reviewed the latest Accreditation Task Force survey. He briefly reviewed the four basic areas covered by the survey: mission planning and budgeting, student learning, resources, and leadership and governance. There was a 22% overall response rate. It was noted that the survey will be performed on an annual basis. Questions and discussion ensued.

4.3 CPC Workgroup on Staffing Priorities – P. Bishop (Att. 4.3)

Paul Bishop reviewed the guidelines delineated in Attachment 4.3, CPC Classified Staff Hiring Process. Kathy O'Connor asked the council to review the process's criteria and to bring feedback to the next CPC meeting. A brief discussion followed about grant funded positions. It was agreed that further clarification was needed on this issue and that it should be brought back to CPC for further discussion.

4.4 Ranking Resource Requests – P. Butler

Priscilla Butler informed the council that Planning & Resources will be reviewing items at their next meeting on November 26, 2013. She requested guidance on ranking submissions, in particular those items that have been ranked something other than a "1" by individual departments. It was agreed to bring this agenda item to the next CPC meeting on December 3, 2013 for action.

6.0 ADJOURNMENT

6.1 The next regularly scheduled CPC meeting will be held on Tuesday, December 3, 2013 in Room 218C, 3:00-4:30 p.m.