Santa Barbara City College
College Planning Council
Tuesday, February 18, 2014
3:00 – 4:30 p.m.
A218C

Minutes

PRESENT:
L. Gaskin, 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, Supervisor Bargaining Unit
D. Watkins, Managers Group Representative

GUESTS:
J. Clark, Dir., IT User Services
L. Maas, Controller
I. Sakelarieva, Continuing Education
A. Scharper, Educational Programs
K. Sophiea, Dir., Marketing &
 Publications
L. Stark, Instructors' Association
J. Zavas, Asst. Controller

1.0 CALL TO ORDER

2.0 ANNOUNCEMENTS

3.0 INFORMATION ITEMS

3.1 Replacement of Budgeted Positions – P. English
    a) Technical Services Specialist III – J. Clark (Att. 3.1a)
    Jim Clark requested that the position of Sr. Instructional Computer Lab Coordinator (ICLC) be modified to that of Technical Services Specialist III. Greg Grunt, who currently holds the position of Sr. ICLC is due to retire in March 2014. The replacement position of Technical Services Specialist III would function at a higher level of independence, as well as meet the expanding technical needs of the position which supports three campuses (Wake, Schott, Main). The position of Technical Services Specialist III would require an additional $14,730.

    M/S/C (Monda/O'Connor) to move item 3.1a, Technical Services Specialist III, to discussion and action. All were in favor.

The action item was then taken out of order and put to a vote to approve the replacement position of Technical Services Specialist III. 14 were in favor; Liz Auchincloss abstained.

    b) Dean of Education Programs: Career Technologies – J. Friedlander (3.1b)
      Replaces Betty Pazich, retired.
    c) Dean of Educational programs: Languages, Physcial Education and Technologies – J. Friedlander (3.1c)
      Replaces Doug Hersch, resigned.
    d) Dean of Educational Programs: Business (3.1d)
      Replaces Diane Hollems, soon to be retired.

3.2 Air Conditioning for Professional Development Center – J. Sullivan (Att. 3.2)
    Mr. Sullivan informed the council that the air conditioning for the Professional Development Center was included in the Program Review process and was a project that Facilities was asked to research. The bid used to complete the project was $18,516.

4.0 DISCUSSION ITEMS

4.1 Accreditation Interviews – R. Else (Att. 4.1)
    Mr. Else explained that each of the college's governing bodies and committees is being presented with questions relating to various accreditation standards in anticipation of the upcoming fall 2015 accreditation team visit. He referred to Attachment 4.1, Accreditation Self-Evaluation Questions for the College Planning Council. Following are the accreditation standard questions that were posed and the feedback provided by CPC:

Standard I: Institutional Mission and Effectiveness
Standard I.A.1: *The institution establishes student learning programs and services aligned with its purposes, its character, and its student population.*

Question 1: How does CPC know that it is addressing the needs of its student population?
- CPC has a student representative (President of Associated Student Government).
- Faculty members on CPC represent other consultation and constituent groups that have direct links to classroom instruction, student input and research data.
- The college has experienced increased student success rates.
- CPC, in its planning capacity, analyzes research, student data and reports.
- The Educational Master Plan emanating from the college's Mission Statement guides the college in aligning CPC's actions with the student population.
- The college has a diverse curriculum; new courses and program modifications reflect students' needs.

Standard I.A.4: *The institution's mission is central to institutional planning an decision making.*

Question 2: How effectively is the mission statement reflected in the actions of CPC?
- CPC and the Integrated Planning Workgroup were instrumental in the establishment and production of the college's Educational Master Plan.

- CPC established the Program Evaluation Committee.

Standard I.B.1: *The institution maintains an ongoing, collegial, self-reflective dialogue about the continuous improvement of student learning and institutional processes.*

Question 3: Does CPC maintain an ongoing, collegial, and self-reflective dialogue about the continuous improvement of student learning and institutional processes?
- CPC regularly evaluates data including the Accountability Reporting to the Community Colleges, the Institutional Effectiveness Report, the Scorecard measures, and Student Learning Outcomes.
- The Planning and Resources committee conducts a yearly self-evaluation process prompting modifications and improvements to its processes.
- CPC's involvement in the production of the Mission Statement and the Educational Master Plan, as well as Zero Based Budgeting practices has created a dynamic culture on campus that affirms the priority of students and their needs.

Standard III: Resources
Standard III.A.6: *Human resource planning is integrated with institutional planning. The institution systematically assesses the effective use of human resources and uses the results of the evaluation as the basis for improvement.*

Question 4: As the College's planning and governance body, is CPC effectively fulfilling its role in integrating human resource planning with institutional planning?
- CPC has established a process for classified position replacement.
- CPC has brought a purposeful and deliberate structure to the notion of Human Resource planning, thus providing a context in times of fiscal exigency and in times of fiscal stability.

…in integrating physical resource planning with institutional planning?
- Staff and faculty requests are submitted through the Program Review process.
- CPC has an open agenda policy in which requests for improvement can come to council.
- At CPC's request, the Director of Facilities and Campus Development now provides regular reports on building and maintenance projects and requests.

…in integrating technology infrastructure and equipment planning with institutional planning?
- The college's technology plan and financial processes are linked to the Educational Master Plan, the District Technology Plan and to Program Review.

…in integrating financial resource planning with institutional planning?
- CPC established and implemented Zero Based Budgeting.

Standard IV: Leadership and Governance
Standard IV.A.1

Question 5: Please provide your thoughts on the following standards regarding Leadership and Governance:

SBCC leaders create an environment for empowerment, innovation, and institutional excellence.

- The Supervisors Bargaining group was welcomed by all committees.
- The college demonstrates an ability and willingness to change a process or policy based on constituent concerns and ideas.
- Open dialogue exists in committees.
- Policies and programs established in the last few years are evidence that the college is always looking for new ideas and willing to support them.
- The work that CPC does is clearly communicated back to faculty governance groups through Planning & Resources, Academic Senate, and the Instructional Technology Committee.
- College leaders have the ability to communicate and bring things forward through their committee agendas.
- SBCC has received numerous awards for various programs, evidence that the college fosters a climate of innovation and opportunity.

Staff, faculty, administrators, and students are encouraged to take the initiative to improve practices, programs, and services in which you are involved.

- Student Senate was the force behind the creation of the Cyber Center (STEM Center), the electronic marquee on the Campus Center building, and Farmers Market.

Participative processes are used when considering ideas for significant institution-wide or policy improvement.

- Agreed.

Standard IV.A.3
Through our governance structures, processes and practices, the board, administrators, faculty, staff and students work together for the good of SBCC.

- Agreed.

These governance processes facilitate discussion and effective communication among the college's constituencies.

- Agreed.

Standard IV.A.5
Your body's role in the college's governance and decision-making processes is regularly evaluated and the results are used as a basis for improvement.

- Evaluations, both formal and informal, have produced changes in CPC processes.
- The college sustains a culture which encourages evaluation and improvement.

4.2 SIG Consultant Agreement for Banner Upgrade and Implementation: First Reading – D. Watkins (Att. 4.2)
Dr. Friedlander gave a brief introduction. Dan Watkins explained that the Banner upgrade and implementation will consolidate the college's credit and non-credit business systems under one domain. The request to allocate $344,780 covers consulting

fees over the course of three years. $26,000 of the allocation will be used to backfill Admissions and Scheduling classified staff assigned to assist in the conversion process. The increased staffing costs are for one (1) year. The funds will also be used to implement the launching of two consecutive summer sessions in 2015 (if approved), and streamline two Learning Communities programs (Express to Success and Ipath). Joe Sullivan explained that the fiscal independence portion of the upgrade refers to the college's separation from Santa Barbara County Education's payroll system. He noted that one of the requirements for on-going fiscal independence is that the college employs an in-house auditor.

Other funding sources ($50,000 One College Project allocation, Title 5 grant, CE Reserve Fund and 2013-14 Administrative Systems Consultant Budget) will be used to offset the total amount needed to implement the project. $122,140 is the net amount required.

It was requested that the supervisors of the projects' hourly employees provide a job timeline and description.

5.0 ACTION ITEMS

5.1 Completion of the Reorganization of the Continuing Education Division into the Educational Programs Division: Second Reading -- J. Friedlander (Att. 5.1)
Dr. Friedlander briefly reviewed the reasons for establishing a new 12-month full-time Continuing Education (CE) Program Coordinator position. He clarified that the CE Program Coordinator position will not be responsible for faculty hiring or evaluations. These tasks will be conducted by ESL faculty, CE GED faculty, and short-term vocational faculty.

M/S/C (Neufeld/O'Connor) to approve the establishment of a Continuing Education Program Coordinator position and the additional funding needed ($21,043) to support the position. All were in favor.

6.0 ADJOURNMENT

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