

**Santa Barbara City College
College Planning Council
Tuesday, April 15, 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
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, Supervisors' Association Representative
D. Watkins, Managers' Group Representative

GUESTS:

C. Alsheimer, Academic Senate
M. Broomfield, Supervisors' Association
L. Castro, Articulation
L. Maas, Controller
A. Martinez, School Relations
L. Saunders, Accounting
A. Scharper, Educational Programs
L. Stark, Instructors' Association
E. Stein, Health and Human Services
J. Zavas, Asst. Controller

1.0 CALL TO ORDER

1.1 Approval of 4/1/14 CPC minutes (Att. 1.1)

M/S/C (Bishop/Sullivan) to approve the 4/1/14 CPC minutes. All approved.

2.0 ANNOUNCEMENTS

Dr. Gaskin announced that agenda item 4.4, Annual Update of SBCC Resource Guide to Governance and Decision-Making, would be taken out of order.

3.0 INFORMATION ITEMS

3.1 Replacement of Budgeted Positions – P. English
None to report.

3.2 Humanities Owners' List – J. Sullivan

Mr. Sullivan reported that the items on the Humanities Owners' List are items that are needed for programmatic improvements in the new Humanities Building. He noted that the \$850,000 needed to cover the Humanities Owners' List items is funded from the balance of approximately \$1 million in Measure V monies allocated to the Humanities budget.

Dr. Gaskin expressed appreciation to Joe Sullivan and Julie Hendricks for their work on the project. There will be an open house in the Humanities Building on Friday, August 22, 2014, 12:00-1:00 p.m.

3.3 Transfers to Categorical Programs: 2014-15 Tentative Budget – J. Friedlander

Dr. Friedlander reported that categorical backfill funds are needed for the 2014-15 academic year in the amount of \$346,218, a reduction of \$78,782 from 2013-14. The funds will support categorical programs including non-credit Student Success and Support Program (SSSP), Extended Opportunity Programs and Services (EOPS), and Disabled Student Programs and Services (DSPS). Dr. Gaskin noted that the amount of categorical backfill needed will be further reduced should the governor's May budget revise come back more favorable to community colleges.

3.4 Classified Staff Hiring Ranking Update – P. Bishop (Att. 3.4)

Dr. Bishop reported on the ranking procedure for new classified position requests. He stated that the procedure does not include an appeals process or individual presentations. He briefly reviewed the employment categories created to assist with organizing requests. Dr. Gaskin asked council to focus on the allocation of positions rather than on the funding needed for positions. She will confer with President's Cabinet (PC) to propose a number of classified positions at the next CPC meeting, April 29, 2014.

Dr. Gaskin recognized Dr. Bishop and members of the Classified Staff Hiring Subcommittee for their work on the procedure.

4.0 DISCUSSION ITEMS

4.4 Annual Update of SBCC Resource Guide to Governance and Decision-Making – R. Else (Att. 4.4) (Taken out of order.)

Mr. Else presented background information regarding the SBCC Resource Guide to Governance and Decision-Making. He reported that the schedule for updating the document is yearly for simple corrections, and bi-annually for an in-depth evaluation of the colleges structures and processes. He requested council to review the document and send corrections to him. He will email the link to the document to council members. The deadline to respond is end of day, Wednesday, April 23, 2014.

4.1 Program Review: First Reading – J. Sullivan (Att. 4.1)

Mr. Sullivan presented the Program Review spreadsheet for new and replacement equipment, hardware and software requests. He noted that the listed items had gone through the Program Review process and were priority one (1) items.

Dr. Gaskin adjourned the meeting for 20 minutes for key council members to make corrections to the Program Review spreadsheets. The meeting reconvened at 3:50 p.m.

Mr. Sullivan reported that the corrections brought the total for all requested items to \$2,300,364 which includes \$1,340,865 for new equipment requests, and \$959,499 in replacement requests. Dr. Gaskin reiterated that the revised spreadsheet provide an accurate presentation for CPC's consideration, and that the items have been ranked as priority one (1) items by the originators of the requests. Discussion ensued about whether to fund the requests in their entirety or for a lesser amount, and if a lesser amount, what that amount would be.

Mr. Neufeld reminded council members that CPC had already agreed to fund the total replacement equipment requests and suggested that council focus on the \$1.3 in new equipment requests. After further discussion, council reached a consensus to fully fund the \$1.3 million in new equipment requests. The issue will return to CPC for a second reading at the April 29, 2014 meeting.

4.2 Tentative Budget – General Fund Unrestricted Expenditures (Labor and Non Labor):
First Reading – J. Sullivan (Att. 4.2, 4.2a, 4.2b, 4.2c, 4.2d, 4.2e)

Lyndsay Maas presented the 2014-15 tentative budget for review. She began with the General Fund – Unrestricted Expenditures (Att. 4.2e). She briefly reviewed the variances between the 2013-14 and 2014-15 budgets and referenced three supporting documents (Attachments 4.2b, c, d) offering further details of specific variances (Hourly and Other Related Salary Expenses, Non Labor, Salary and Benefit Related Costs).

Dr. Gaskin clarified that the Other Operating Expenses and Services variance of \$437,119 (Att. 4.2e) is a result of zero based budgeting adjustments. She urged council to submit budgets built on firm projections and reasonable expenditures.

A review of the salary model variances on Attachment 4.2d included information regarding academic salary changes from 2013-14 to 2014-15. Ms. Maas and Mr. Sullivan specified that the \$331,485 in academic salary changes included a one-time 3% payment to faculty, new faculty hires, and the replacement of deans at a lower salary.

Dr. Gaskin noted that the Center for Lifelong Learning's (CLL) salary expenses were not paid from the general fund in 2013-14 and 2014-15. She asked that this be noted on the variance detail on Attachment 4.2b.

Ms. Maas briefly reviewed the budget assumptions followed by a review of Att. 4.2, 2014-15 Tentative Budget: General Fund – Unrestricted. She reported that the current year's ending balance of \$310,433 may increase. She further noted that the projected deficit of approximately \$1.5 million in the 2014-15 budget includes transfers out. Dr. Gaskin added that one-time only transfers out could be buffered by the budget reserve and that this would impact Program Review requests. The 2014-15 tentative budget includes a \$2 million transfer out for Program Review.

It was suggested that the deans meet with department chairs and accounting staff to consult on individual department budgets.

4.3 Credit Student Success and Support Program Allocation – Funding Positions: First Reading – J. Friedlander (Att. 4.3)

Dr. Friedlander reported that the Student Success and Support Program (SSSP) Committee recommended allocating categorical funds to pay for a 12 month full-time Articulation/Certification Specialist (ongoing) and to increase two Assessment Specialist positions from half-time to 75%. Dr. Friedlander noted that funding going forward will be based on performance and services provided. Laura Castro, Articulation, provided information about services provided which include assistance with transfers, transcript evaluations, and Individual Education Programs (IEPs), as well as support to academic counselors.

5.0 ACTION ITEMS

5.1 Protocol for Replacement Equipment Items – L. Gaskin

Dr. Gaskin informed council that the protocol for replacement equipment items had been addressed as a first reading on November 19, 2013 and approved at a second reading on December 10, 2013 (5.1 Ranking Resource Requests). Therefore, no action was needed.

6.0 ADJOURNMENT

6.1 The next scheduled CPC meeting will be held on Tuesday, April 29, 2014 in Room 218C, 3:00-4:30 p.m. It was agreed to add this meeting to the CPC schedule at the April 1, 2014 meeting.