

**Santa Barbara City College
College Planning Council
Tuesday, October 15, 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
J. Friedlander, Executive VP, Ed Programs
E. Katzenson, ASB President
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
J. Sullivan, VP, Business Services
D. Watkins, Managers Group Representative

GUESTS:

C. Alsheimer, Academic Senate
D. Hedges, CLL
L. Maas, Controller
D. Nevins, Interim Dean, Educational Programs
L. Stark, President Instructors' Association
J. Zavas, Asst. Controller

ABSENT:

R. Else, Sr. Director, Institutional Assessment, Research & Planning
P. English, VP, Human Resources
C. Salazar, Classified Staff Representative
L. Vasquez, VP, Academic Senate

1.0 CALL TO ORDER

1.1 M/S/C (Medel/Butler) to approve the 10/01/13 CPC minutes. All were in favor.

2.0 ANNOUNCEMENTS

3.0 INFORMATION ITEMS

4.0 DISCUSSION ITEMS

4.1 Budget Timeline: First Reading – J. Sullivan (Att. 4.1)

Lyndsay Maas distributed an updated version of Attachment 4.1, Budget Development Timeline 2014-15 Budget. The document provides a timeline of the Adopted Budget process from the time Program Review submissions begin in October 2013 to the adoption of the final budget in September 2014. She noted that the green shaded items signify the Tentative Budget which has to be approved by June 30, 2014 for 2014/15.

Ms. Maas explained that rather than present the whole budget in June, she will submit it in pieces beginning with the General Fund/Unrestricted Revenues. She will present the completed tentative budget in May and the adopted budget at the summer CPC Retreat in August. She expects to submit the final version of the adopted budget to CPC on September 9, 2014. Her goal is to have the Board to approve the final budget at its regular meeting in August.

The second reading of the Budget Development Timeline, 2014-15 Budget will take place at the next CPC meeting, November 5, 2013.

4.2 Classified Staff Hiring Process – L. Gaskin (Att. 4.2)

Dr. Gaskin gave a brief history of the development of the prioritization process for needed classified staff. She noted that the process was meant to pre-date the budget development process so that positions critical to the institution could be integrated into budget development for 2014-15, contingent upon funding. Discussion ensued regarding whether to include the staffing request process within Program Review or to submit staffing requests as a separate process.

It was agreed that Joe Sullivan would send an email advising managers and supervisors of the process and informing them to identify permanent staff requests for 2014-15 and include them in their Program Review. The email should also indicate that a detailed follow-up questionnaire will be sent to managers that, once completed, will allow a workgroup of CPC to prioritize requests for the budget development process. It's to be noted that this will be an annual process tied to Program Review and budget development, and that if permanent classified staff requests are not included in the departments' Program Review, such requests will not be considered for 2014-15. Additionally, managers must collaborate with each other on split or joint positions to decide who "owns" that position in Program Review.

It was also agreed that Paul Bishop would reconvene the CPC workgroup to provide a draft of the questions to be posed to managers regarding permanent classified staff requests, craft a timeline in consultation with the Budget Development Timeline for 2014-15 developed by Lyndsay Maas, and refine the CPC Classified Staff Hiring Process document which is to include a list of the committee members on the document.

4.3 Principles Governing a Reserve Fund – L. Gaskin and L. Maas (Att. 4.3A & 4.3B)

Dr. Gaskin informed the Council that the Board wishes to set parameters for the college's reserve, noting that this is a board level responsibility. She explained that Attachment 4.3B is a document drafted by the Board's Fiscal Committee that will work its way through the Board policy development process. The document came to CPC for feedback before being submitted to BPAP (Board Policies Administrative Procedures Committee).

The first paragraph of the draft consists of a general definition of a reserve fund. The second paragraph indicates four fundamental elements to which the reserve is tied. Dr. Gaskin explained the cumulative levels on which the reserve would be built. The first level of the reserve fund will include a minimum 5% of the Unrestricted General Fund. The next level of reserve includes the banked TLU obligation. The final level includes funds equivalent to cash deferrals of the college's state apportionment or 15% of our annual projected unrestricted general fund expenditures, whichever is the greater amount.

Lyndsay Maas presented Attachment 4.3A which specified the dollar amounts behind the reserve fund designations.

Dr. Gaskin requested Pat English to present the draft document to BPAP.

5.0 ACTION ITEMS

- 5.1 Request to Allocate \$50,000 to Engage the Services of Strata Information Group: Second Reading
– J. Friedlander

M/S/C (O'Connor/Bishop) to approve the Request to Allocate \$50,000 to Engage the Services of Strata Information Group. All approved.

6.0 ADJOURNMENT

- 6.1 The October 29, 2013 meeting was canceled. The next regularly scheduled CPC meeting will be held on Tuesday, November 5, 2013 in Room 218C, 3:00-4:30 p.m.