

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

**Minutes**

**PRESENT:**

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  
E. Katzenson, AS 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  
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  
R. Byrne, Athletics  
M. Lee, Consultant  
L. Maas, Controller  
L. Stark, Instructors' Association  
J. Zavas, Asst. Controller

**ABSENT:**

L. Gaskin, President

**1.0 CALL TO ORDER**

Jack Friedlander chaired the meeting in Dr. Gaskin's absence.

**1.1 M/S/C (Butler/Sullivan) to approve the 11/19/13 CPC minutes. All were in favor.**

**2.0 ANNOUNCEMENTS**

**3.0 INFORMATION ITEMS**

3.1 Replacement of Budgeted Positions – P. English

**4.0 DISCUSSION ITEMS**

4.1 Wisdom of Grant Funded Staff Positions – P. English

Ms. English reported that classified employees become permanent after 12 months of employment regardless of their positions' funding source. She briefly reviewed the lay off and bumping process. Discussion ensued.

It was suggested that any full time staff position associated with a grant come to CPC for approval prior to acceptance of the grant.

It was agreed to submit the agenda item for action at the December 10, 2013 CPC meeting.

4.2 Establishment of an Institutional Effectiveness Committee – J. Friedlander

Dr. Friedlander noted that the proposed committee's name be amended to Institutional Planning and Effectiveness Committee. He stated that the Integrated Planning Workgroup, with the addition of new members is one option for forming the core of the proposed committee. Robert Else stated that the committee would help provide cohesion, guidance and access the campus community, as well as a broader dialog and awareness of the data and reports generated by his department, Institutional Assessment, Research & Planning.

It was agreed to submit the agenda item for action at the December 10, 2013 CPC meeting, and that Mr. Else would, at that time, present the proposed committee's possible membership and goals.

4.3 Educational Master Plan: First Reading – R. Else (Att. 4.3)

Mr. Else requested feedback from the Council with regard to the draft of the Educational Master Plan (EMP). Dr. Matthew Lee, the EMP consultant, presented a brief summary of the response from the campus community to the recent EMP survey. The EMP will be submitted to CPC for a second reading and subsequent vote at the December 10, 2013 CPC meeting. Once approved, it will go before the Board of Trustees for approval and adoption. A rollout of the EMP is expected in spring 2014.

4.4 Prioritized Facilities Projects: First Reading – L. Gaskin (Att. 4.4)

Joe Sullivan presented in Dr. Gaskin's place. He referred to Attachment 4.4, Future Bond Program – Proposed Projects when noting that the category of Site Improvement should not have been included in the ranking process. It is expected that another community poll will be conducted by the college's bond measure consultants to assess community support for the proposed projects and for the bond.

The item will return to CPC for a second reading at the December 10, 2013 meeting.

4.5 Intercollegiate Athletics – Women's Water Polo: First Reading – R. Byrne (Att. 4.5)

Mr. Byrne referred to Attachment 4.5 during his presentation. He noted that the addition of a women's water polo and swim program would bring the college into compliance with Title IX. He reviewed the survey process that led to the establishment of the two programs. The possibility of purchasing a bus to transport students to athletic events was discussed.

It was agreed to submit the agenda item for action at the December 10, 2013 CPC meeting.

## 5.0 ACTION ITEMS

- 5.1 Classified Staff Hiring Process: Second Reading – P. Bishop (Att. 5.1)  
**M/S/C (Sullivan/O’Connor) to approve the Classified Staff Hiring Process. All approved.**
- 5.2 Proposal to Offer a Second Six-Week Summer Session Beginning in 2015: Second Reading – J. Friedlander (Att. 5.2A & 5.2B)  
**M/S/C (Bishop/Katzenson) to approve the Proposal to Offer a Second Six-Week Summer Session Beginning in 2015. Discussion ensued.**

Dr. Friedlander reviewed the costs and benefits of the proposal as exemplified in Attachment 5.2B, Cost-Benefit Analysis for Adding a Second Six-Week Summer Session. Mr. Sullivan added that the establishment of two summer sessions in 2015 would aid in the recovery of borrowed FTES.

Dr. Friedlander reviewed the timeline for the proposal (Attachment 5.2A, Timeline for Preparing for the Implementation of Two, Six Week Summer Sessions in 2015). He stated that, most likely in February, he will submit to Council a list of resources including additional staff support needed to support a second summer session. The resources required to support two, six week summer sessions would be based on his consultation with managers and the input they received from the faculty and staff in their areas. He noted that a decision to offer a second summer session in 2016 can be made in November 2015 after evaluating the effectiveness of the 2015 back-to-back summer sessions. (This date correction was noted on Attachment 5.2A.)

Discussion regarding staffing resources, staff vacations, the planning frame, the opportunity to recover FTES, and budgeting for two summer sessions followed.

Dr. Friedlander agreed to modify the timeline with regard to additional resources needed and staff input, as well as to include a cut point in March 2014 indicating whether or not the college will proceed with two summer sessions in 2015 based on feedback from the campus community. He noted that to allow for the option to offer a second summer session in 2015, the proposed academic calendar for 2014-15 would need to be approved.

**The motion was modified to include in the timeline (Att. 5.2A: Submit request for additional resources to CPC - March 2014 - Jack Friedlander) a decision point as to whether or not the Council will move forward with the Proposal to Offer a Second Six-Week Summer Session Beginning in 2015. The motion passed with 14 in favor and one opposed.**

- 5.3 Ranking Resource Requests: Second Reading – P. Butler  
It was agreed to table this action item until the December 10, 2013 CPC meeting.

## **6.0 ADJOURNMENT**

- 6.1 The next regularly scheduled CPC meeting will be held on Tuesday, December 10, 2013 in Room 218C, 3:00-4:30 p.m.