

Santa Barbara City College
College Planning Council
Tuesday, December 4, 2012
3:00 p.m. – 4:30 p.m.
A218C
Minutes

PRESENT

L. Gaskin, President;
O. Arellano, VP, Continuing Education;
L. Auchincloss, Pres., CSEA;
P. Bishop, VP Information Technology;
S. Dixon, Supervisory Bargaining Unit (for M. Medel);
R. Else, Sr. Dir. Inst. Assessment, Research & Planning;
P. English, Interim VP HR;
J. Friedlander, Executive VP Ed Programs;
J. McPheter, Classified Staff Representative;
M. Medel, Supervisory Bargaining Unit;
K. Monda, Academic Senate Representative, Chair Planning & Resources Committee;
D. Morris, VP, Academic Senate;
K. Neufeld, President-elect, Academic Senate;

D. Nevins, President, Academic Senate;
O'Connor, Academic Senate Representative;
G. Sherman, President, Assoc. Student Body;
J. Sullivan, VP Business Services

ABSENT:

C. Salazar, Classified Staff Representative;

GUESTS:

P. Butler, Planning & Resources Committee;
S. Dixon, SBU;
E. Pirayesh, Channels News Editor
J. Pike, Director, Learning Resource Center;
S. Saenger, Continuing Education Instructors' Association
L. Stark, Pres. Instructors' Association;
L. Vasquez, ITC, Committee Chair

1.0 CALL TO ORDER

1.1 Dr. Gaskin called the meeting to order.

2.0 ANNOUNCEMENTS

2.1 There were no announcements.

3.0 INFORMATION ITEMS

3.1 Upcoming CPC Plus Mission Statement Retreat - January 23, 8:30 a.m. - 1:00 p.m. and identification of the plus two participants for Academic Senate, CCG, Supervisor (Teamster) Group, Student Senate, and EC. - L. Gaskin

Dr. Gaskin stated that there has been a change in the start time and the place has yet to be determined. She asked that each constituent group, Classified Consultation Group, the Supervisory Bargaining Unit, the Academic Senate, the Student Senate and the Executive Council, send names of two people from their groups who will attend the retreat. This will be called CPC Plus.

3.2 Proposition 30 and the Governor's January Budget – L. Gaskin, J. Sullivan

The system has been cautioned by the Chancellor's Office to not use the Proposition 30 funds with any immediacy until the Governor's Budget is released January 15, 2013. At that time we will have more information as to the details regarding the Proposition 30 funds.

VP Business Services Sullivan reported that the state has accelerated one payment to the college, a check for deferrals that we were to receive in January.

Dr. Gaskin asked CPC to consider the following:

1) that the college needs to reflect upon and understand our priorities and once in place we can move forward with the expenditures.

2) that college look at all the needs of the institution that run the spectrum of the refilling of classified staff, administrative and full time faculty positions, the funding and offering of professional development both for faculty and staff, the conversion of extensive short-term-part-time hourly to permanent positions to the student success task force requirements that we need to put into place which also means the need for more counselors and SPAS, supplies, material and equipment, facility upgrades, salary increases, health and welfare benefits, the list goes on and on.

3) that we look at all these needs thoughtfully and reflectively.

4) that CPC work collectively to develop a process and plan to put into place to identify the college's priorities.

Dr. Gaskin asked for thoughts and suggestions about forming a committee to talk about how CPC will create a process. Academic Senate Representative O'Connor suggested a brainstorming session take place after the Mission Statement Retreat. After further discussion about this it was decided that the Retreat January 23 will now take place from 8:30 a.m. – 3:00 p.m. The majority of CPC members liked that idea.

3.3 Audit Findings from the Chancellor's Office. – L. Gaskin, J. Sullivan

Dr. Gaskin introduced this item which was not on the agenda because it was received so recently. The college is audited annually and the college just received the findings for 2011 – 12 which reported that the college was found to be out of compliance in areas related to principally attendance, accounting and curriculum oversight.

The college's curricular processes have been analyzed and found to be in need of coordination and centralization. A Curriculum Specialist position is being developed to oversee the management of the data that we report to insure compliance with Title V and appropriate regulations.

Further discussion took place regarding details of what happened and how the college is addressing the situation and what the Chancellor's Office is requiring of the college.

4.0 DISCUSSION ITEMS

5.0 ACTION ITEMS

5.1 First Reading: Special Report to Accrediting Commission for Community and Junior Colleges Addressing Warning Status (Accreditation Task Force) – L. Gaskin, (Att. 5.1)

When the college was placed on warning in March 2012 by the Accrediting Commission for Community and Junior Colleges (ACCJC), the sanction came with follow-up requirements including: (1) address the deficiencies noted in the

recommendations accompanying the warning sanction; (2) prepare and submit, by March 15, 2013, a special report addressing all areas identified by ACCJC as not meeting accreditation standards, which meant an extensive reflection on the college's leadership and governance process; and (3) host a second ACCJC site visit following submittal of the special report in spring 2013.

Dr. Gaskin created the college's Accreditation Task Force (ATF) which convened in August 2012, a month after her arrival as the college's new president, to assume responsibility for preparation of the special report. The ATF was comprised of the leadership of the key constituent groups: L. Auchincloss, CSEA President; D. Nevins, President, Academic Senate; A. Curtis, represented the Management Group; R. Else, Accreditation Liaison Officer; P. Haslund, President Board of Trustees; J. Negroni, Student Trustee; and L. Gaskin, President. This team met every two weeks throughout the late summer and fall semester to carry out this charge.

The draft special report is being presented to CPC for first reading to be followed by a second reading at the January 29 meeting and action. The report will then be presented to the Board for two readings, action in February 2013, in March 2013 printed and mailed. Shortly thereafter the college hosts the Accreditation Team.

Dr. Gaskin stated that this is a document that has real meaning and value for the institution. She reminded the members that the entire institution needs to be familiar with this document. She asked that the CPC members send this report out to their constituent groups. It is extremely important that every member on campus except students become familiar with it.

5.2 Classified Vacancies – EC Plus – L. Gaskin, handout

The ad hoc group (EC Plus) appointed to carry out the CPC Classified Vacancy Prioritization would like to discuss this process in light of the recent passage of Proposition 30, the understaffing across the institution, and the projection that SBCC's budget will be structurally balanced in 2013-14.

Dr. Gaskin and CPC discussed the proposed revision to the process of refilling the growing list of budgeted but vacant classified positions. As revised, the process would require that departments with budgeted classified vacancies assess their needs within the context of four options: 1) refilling the vacancies; 2) re-allocating the vacant position to another staffing need within the department; 3) use the funding to convert short-term hourly positions in the department to a permanent position; or 4) provide the funding reserve to a high priority need in another department (as determined by a to-be-developed CPC process). There was agreement that EC Plus would remain in existence and review the recommendation of the department or program area. CPC would be made aware of the decision as an information item.

Dr. Gaskin asked for a recommendation reflecting the process changes being proposed. She stated that once the Governor's Budget is announced on January 15, 2013, then this process will be implemented.

M/S/C (O'Connor/Friedlander) to recommend the proposed revision to refill the growing list of budgeted vacant positions of Classified Staff with the amendments as noted. All were in favor.

6.0 ADJOURNMENT

- 6.1 The meeting was called to order and the next meeting will be held off campus on January 23, 2013.