

**Santa Barbara City College
College Planning Council
Tuesday, October 16, 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);
P. English, Interim VP HR;
J. Friedlander, Executive VP Ed Programs;
K. Monda, Academic Senate Representative, Chair Planning & Resources Committee;
J. McPheter, Classified Staff Representative;
D. Morris, VP, Academic Senate;
J. Negroni, SBCC Student Trustee, ASB for G. Sherman;
Neufeld, President-elect, Academic Senate;
D. Nevins, President, Academic Senate;
O'Connor, Academic Senate Representative;

G. Sherman, President, Assoc. Student Body;
C. Salazar, Classified Staff Representative;
J. Sullivan, VP Business Services

ABSENT:

R. Else, Sr. Dir. Inst. Assessment, Research & Planning;
M. Medel, Supervisory Bargaining Unit;
G. Sherman, President, Assoc. Student Body

GUESTS:

P. Butler, Planning & Resources Committee;
D. Hollems, Dean Ed Programs;
J. Metiu, Chair Allied Health Dept.;
B. Pazich, Dean, Ed Programs;
J. Pike, Director, Learning Resource Center;
L. Stark, Pres. Instructors' Association ;
L. Vasquez, ITC, Committee Chair

1.0 Call to Order

- 1.1 Approval of 09/18/12 CPC Minutes, (Att. 1.1)

**M/S/C (Nevins/Bishop) to approve the minutes of the 9/18/12 CPC meeting.
All were in favor.**

- 1.2 Approval of 10/02/12 CPC Minutes, (Att. 1.2) DN KN AIF

**M/S/C (Nevins/Neufeld) to approve the minutes of the 10/02/12 CPC meeting.
All were in favor.**

2.0 Announcements

- 2.1 D. Morris, VP, Academic Senate announced and handed out the Proposition 30 flyer that the Academic Senate approved and he reminded members of the guidelines for the election activities for this year's general election.
- 2.2 P. English, Interim VP HR announced that the CPC F/T Classified Replacement Hiring Process Task Force had agreed to replace one custodian and one Educational Programs Support Specialist in EVP Friedlander's office. The Task Force's next meeting will take place when there is an accumulated list of vacancies. The process the CPC Task Force has agreed on is that they are able to rank 50% of the NEW vacant positions for replacement. In this recent review, 5.5 vacancies were considered for replacement. Of these, 3.5 are considered "new" since the last ranking process (requests had not been submitted or

considered in previous process). This meant they could prioritize 2 of these 5.5 vacant positions for replacement.

3.0 Information Items

3.1 Future Projects List – J. Sullivan, (Att. 3.1)

At the September 18th CPC meeting, the group reviewed and was asked for input on the current Future Projects List for planning the Facilities Master Plan and Long Range Development Plan (LRDP). Since that date two additional projects were recommended to be added to the list: renovation of the Luria Library and renovation of Los Banos Aquatic Facility.

Discussion ensued regarding the pricing details for the two new projects and how the pricing will be determined.

Dr. Gaskin reminded the members that as soon as the list is complete, CPC will be asked to prioritize the projects.

This list was introduced a month ago with the idea that the CPC members would take this information back to their constituencies whether they are Faculty, Staff or Students for feedback. The feedback would include information such as the conditions of a building, the programmatic use of a building and does the building serve its purpose for the program in the building.

Dr. Gaskin stated that we want to get as comprehensive list as possible and that a template will be created to assist in gathering the information needed for the list and a more formal process for project proposals.

4.0 Discussion Items

5.0 Action items

5.1 West Campus Classroom Building (second reading) – J. Sullivan, (Att. 5.1a, 5.1b)

At CPC's September 18th meeting, VP Business Services Sullivan provided CPC with an update of Measure V projects and the need to address the outcome of the recent structural analysis work done on the East Campus portables. Given the poor state of these portables and the need to replace, repair, or remove nearly two dozen of these buildings, it is recommended that the college allocate the remaining Measure V funds to the construction of a classroom building to replace the 22 temporary East Campus classrooms. This permanent classroom building will be placed where the portable buildings are next to the Garvin and Facilities buildings. The estimate for completing the west campus classroom building is \$18.7 million.

VP Sullivan stated that if CPC recommends allocating the remaining Measure V funds to the construction of the West Campus Classroom Building, then the college can move forward with this plan. He stressed that it will not happen overnight because architects need to be hired for the design, the design needs to go through the approval process by DSA and the Coastal Commission.

Following the discussion about the size of classrooms and who would use the classrooms, VP Sullivan informed the members that a design user group will be identified to work with the architects at a certain point. P&R will identify the user group because the college academic divisions are represented in that group.

M/S/C (Nevins/Sullivan) to recommend reallocating \$17M of Measure V to a new West Campus Classroom Building, with the details to be worked out by the architects and user groups. All were in favor.

5.2 Operations Program Review Requests – J. Sullivan, (Att. 5.2)

The total estimated cost for the program review items from operations departments is \$146,900. These items were included on a consolidated list and were submitted with the "Yes" recommendation from EC.

VP Sullivan went through the list of program review items one by one and discussed various aspects of the items. Further discussion took place regarding one item: the replacement of a van for van pool usage. From this discussion it was decided that this item would be removed from the list pending VP Sullivan bringing in more information regarding the cost analysis.

M/S/C (O'Connor/Neufeld) to approve \$146,900 with the exception of the \$25,000 for a new van for the van pool pending a cost-analysis. All were in favor.

5.3 Restoration of Budget Cuts in Critical Areas: Report from Short-Term Hourly Work Group. P. English, L. Auchincloss, (Att. 5.3)

The Work Group for the Restoration of Budget Cuts in Critical Areas include: two co-chairs: L. Auchincloss, Pres., CSEA and P. English, Interim VP, Human Resources and six members: Paul Bishop, Joyce McPheter, Michael Medel, Dean Nevins, Kathy O'Connor and Cindy Salazar. Dr. Gaskin had asked that CPC provide a recommendation for this as this is the part of our budget reduction plan that is getting us closer to a structurally balanced budget.

P. English, Interim VP HR presented the Work Group's proposal on short-term hourly restoration process for 2012-13. Interim VP English asked that CPC agree on how much money should be allocated from the 2012-13 budget for the restoration of the short-term hourly before the prioritizing begins.

Discussion ensued looking at the Work Group's request from both sides: 1) a suggestion to first request the critical high need areas and then assess the cost; 2) to first assign an amount that would be the cap on costs and follow with criteria of what is critical.

Several examples of classes were given that may not continue in the spring if they do not have tutors or lab teaching assistants. Concern about the timing of setting the amount of money and gathering information regarding the critical high need areas was expressed.

Dr. Gaskin stated that the ideal would be to have all the information for a vote at the November 8 Board Meeting and if not then, it would be December 13 Regular Board Meeting. Dr. Gaskin categorized the different needs into the following areas:

- 1) Tutoring
- 2) Regulatory Compliance/Health Safety
- 3) Course Critical/Viability
- 4) Critical Services/Operations
- 5) Other

There was further discussion regarding the questions that would be asked that would ensure the critical need of the restoration of the short-term hourlylies.

Dr. Gaskin stated that there was a sense of consensus around first requesting the critical high need areas and then assessing the cost. There was consensus that the categorizations would be used with a preamble that speaks to the high need, essential and critical element appealing to the common good. In order to fast track this process, the form and questions will be sent out to the Deans, Managers and Chairs as early as possible so they have a chance to respond.

Dr. Gaskin acknowledged the fact that this Task Force has earned CPC's trust and respect with approaching a difficult job and doing it well.

5.4 Integrated Planning Work Group - Lori Gaskin

The President is requesting CPC form a workgroup to evaluate the college's overall planning framework and develop an integrated approach linking the varied elements of that structure. R. Else, Sr. Dir. Inst. Assessment, Research & Planning will be heading up this group.

There was no time to address this item and it was moved to the next meeting, October 30.

6.0 Adjournment

- 6.1 Dr. Gaskin adjourned the meeting and stated that we may hold a special meeting in order to ratify the prioritization of the short-term hourly budget cuts restoration.
- 6.2 The next regularly scheduled CPC meeting will be Tuesday, October 30 in Room A218C, 3:00 p.m. - 4:30 p.m.

4.1 District Technology Plan – P. Bishop

Student Learning, Achievement, and Development

The effective use of technology, including a universally designed environment, will help enable the institution to achieve the ambitious goals and objectives in the College Plan: 2011-2014 for increasing student access, learning and success. This will require the college to identify best practices in using technology as well as to provide the resources, training and processes needed for increasing student access, learning and success.

Goal 1. Deploy technology that supports increased student success through innovative credit instruction and student support programs that address the needs of a diverse college population.

Objectives:

1. Establish a process for identifying and replacing obsolete technology that is not covered by Program Review and the Routine/Non-Routine Resource Request process.
2. Expand WiFi infrastructure to meet campus demand.
3. All classrooms will be brought up to the current technology standards of the district and added to the replacement cycle.
4. Update a Distance Education plan by June 2012 and implement it by June 2014.
5. Continue to transition college forms from paper to online in a work flow environment.
6. Identify, implement and support a centralized media streaming solution for on-campus access.
7. Implement a virtualization solution for remote deployment and streaming of applications and desktops that can be used for delivering applications to distance education “virtual labs”, as well as for reducing hardware needs in instructional computer labs, kiosk areas, and administrative offices.
8. Support the district’s Learning Management System based on the needs of district users.
9. Integrate the district’s classroom capture system with the district’s Learning Management System.
10. Implement and support student service applications for the following: U-Direct, Electronic Transcripts, Online BOG Waiver Application, and Cal Grant Award Automation.
11. Implement, integrate and support a Distance Education Orientation for students enrolled in distance education.

Outreach, Access, and Responsiveness to the Community

Technology systems and services are needed in order to provide students with equitable and timely access to all support services regardless of their location or mode of instruction; to increase student involvement and self-reliance in planning, decision making, goal setting and evaluation of their educational progress; and to save students time in navigating the college's administrative and information systems.

Goal 2. Support Continuing Education with technology resources.

Objectives:

1. Provide media enhanced instructional technology tools in 75% of applicable classrooms at both the Wake and Schott Centers by 2013-14.
2. Provide WiFi coverage for all classrooms by 2013-14.
3. Complete the transition to Lumens and Banner for all Continuing Education data capture and reporting.

Goal 3. Optimize access to education for all segments of the community that can benefit from the college's programs and services within the constraints of state budget reductions.

Objectives:

Faculty, Staff, and Administrators

SBCC faculty and staff receive technology training in support of new and existing technologies. A professional development program will assist staff in mastering software. Faculty training also includes effective use of the student portal and a course management system for the delivery of online and web-enhanced courses. Sufficient time for technology training should be scheduled on a regular basis for all.

Goal 4. Provide appropriate technology and training for faculty, staff and administrators.

Objectives:

1. Assess and improve technology training opportunities to enable faculty, staff and administrators to adapt to the changing technology available on campus.
2. Implement Mobile Applications for students including Grades, Student Schedule, Directory Feed, and RSS of events.
3. Provide ongoing support for Banner and integration of associated third party software applications and refine business processes in the context of these applications.
4. Upgrade and redesign student portal (Pipeline), leveraging new technologies.
5. Migrate from the existing email system to a unified collaboration tool.

6. Provide on-demand training and workshops to increase universally-designed course materials.

Governance, Decision support, and Fiscal Management

The college is provided with responsive and secure systems to access administrative information that facilitates informed decisions. Effective organizational structures assure quality support services and provide direction for decision support systems across the college.

Goal 5. Establish college-wide accountability systems that are based on quantitative and qualitative data and linked to planning and budgeting.

Objectives:

1. By Fall 2014 develop a decision support system for enrollment management and institutional effectiveness research.
2. Complete the implementation of Banner and integration of associated third party software applications and refine business processes in the context of this implementation.
3. Implement and support a centralized online survey solution to be utilized by staff and faculty.
4. Establish and implement a process to evaluate operational needs (e.g. staffing, facilities) and resource availability for pending program review technology requests.
5. Develop a salary model and other financial reports that support the decision-making process.
6. Complete the implementation of the Faculty Leave and Compensation module in Banner including the deployment of self-service functionality.
7. Continue to develop and implement Banner self-service applications including open enrollment for employee benefits, leave reporting, and purchase requisitions

Facilities, capital projects, and maintenance

Information technology needs to be effectively and efficiently planned, managed, and should reflect the complexity of the information technology environment of the college and the need for increased participation by and communication with a wide array of college constituents.

Goal 6. Create an optimal physical and technological environment that ensures the best service to students and the local community and support the long range capital construction plan.

Objectives:

1. Energy efficiency will be a priority for new and replacement equipment.
2. Implement a Disaster Recovery & Business Continuity (DR/BC) Plan
3. Implement and support a centralized campus-wide web printing solution for the districts wireless network.
4. Replace exiting black and white network printers with all- in-one commercial copiers in instructional computers labs and staff/faculty common areas.
5. Expand Learning Management hardware infrastructure to allow for enterprise system redundancy for failure over options and user scalability.
6. Build a new inventory control system for better management and reporting of computer assets in an effort to streamline the computer replacement process.
7. Deploy new system infrastructure to provide remote deployment of software applications and centralized management of campus computers.
8. Develop a Mobile Device Management strategy for centralized management and over-the-air configuration of wireless devices belonging to the district.

**SANTA BARBARA COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT TIMELINE UPDATED OCTOBER, 2012
FOR THE 2013-14 BUDGET**

