



College Planning Council

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Laurie Vasquez

Academic Senate Representative

Jason Walker

Supervisor Bargaining Unit

Dan Watkins

Managers Group Representative

SANTA BARBARA CITY COLLEGE

College Planning Council

February 18, 2014

3:00-4:30 pm

Room A218C

Agenda

1.0 CALL TO ORDER

2.0 ANNOUNCEMENTS

3.0 INFORMATION ITEMS

3.1 Replacement of Budgeted Positions – Pat English

- a) Technical Services Specialist III – J. Clark (Att. 3.1a)
- b) Dean of Educational Programs: Career Technologies – J. Friedlander (Att. 3.1b)
- c) Dean of Educational Programs: Languages, Physical Education and Technologies – J. Friedlander (Att. 3.1c)
- d) Dean of Educational Programs: Business – J. Friedlander (Att. 3.1d)

3.2 Air Conditioning for Professional Development Center – J. Sullivan (Att. 3.2)

This item was included in program review. The actual amount was in question at the time CPC approved the Program Review Facilities improvements. Facilities was researching with the understanding that CPC would be informed once the final determination was made. It was determined that this is a health issue and would need to be completed as soon as possible. The original estimate was \$20,000; the bid that will be used to complete the project is \$18,516.

4.0 DISCUSSION ITEMS

4.1 Accreditation Interviews – R. Else (Att. 4.1)

As part of the preparation of our Accreditation Self-Evaluation, each major SBCC governance body and committee is being asked to respond to questions soliciting a self-evaluation in relation to various accreditation standards. The attached questions have been collected by the Accreditation Steering Committee for discussion by CPC.

To provide further opportunity for CPC members to reflect upon the Standard IVA questions, the following link is provided for post-meeting additional input:

<https://docs.google.com/a/pipeline.sbcc.edu/forms/d/1QXnrYpWq2J7W5bdqKze-MnQtoco9ZOerwy90hEmPoiA/viewform>

This link will be available through Friday, February 21, 2014.

4.2 SIG Consultant Agreement for Banner Upgrade and Implementation: First Reading – D. Watkins (Att. 4.2)

This is a request to allocate \$344,780 to be used for consulting over the next three years and \$26,600 to hire two short-term hourly employees. The \$26,600 will be used to backfill classified staff in the Admissions office (\$9,600) and classified staff in the Scheduling office (\$17,000) for the balance of this academic year. These funds will be used to implement the following major projects:

1. One College (Non Credit into Banner)
2. Summer Term II
3. Learning Communities
4. Fiscal Independence

The estimated total amount of consulting for these four items is \$542,780. We have reduced the amount needed through other funding sources and the previous allocation of \$50,000 by CPC for the One College Project (October 15, 2013). Other funding sources include the Title 5 grant, the Continuing Education Reserve Fund, and the 2013-14 Administrative Systems Consultant Budget.

Including the backfill requests for the Admissions and the Scheduling offices, the total amount of general funds required to complete each of these four projects is \$371,380.

5.0 ACTION ITEMS

5.1 Completion of the Reorganization of the Continuing Education Division into the Educational Programs Division: Second Reading – J. Friedlander (Att. 5.1)

This is the second reading of the Completion of the Reorganization of the Continuing Education Division into the Educational Programs Division.

At the time the proposal to reorganize the Continuing Education Division into the Educational Programs was presented to CPC, Jack Friedlander informed the Council that given the complexities of this reorganization, it may take a year or so to determine the correct staffing levels needed to support the non-credit curriculum and non-credit student service programs. After a year of experience with the current organization support structure, the following changes are being requested.

In December, 2012, Paul McGarry was given 100% reassigned time plus stipends to work during inter-sessions to serve as the ESL Credit-Continuing Education (non-Credit) faculty Liaison. Priscilla Butler assumed this role for the current academic year. The ESL department has determined that the reorganization has gone well and it no longer needs or wants to lose a full-time time faculty member to perform these non-teaching administrative assignments. Shelly Dixon, the Coordinator of the Professional Development Center, has reallocated a portion of her time to coordinating the scheduling of continuing education classes and serving as the on-sight administrator to address operational issues that take place at the Wake Campus. Reassigning a portion of Shelly Dixon's time to support the Continuing Education programs was a short-term solution to bridge the gap in the organizational structure. Diane Hollems, the dean for the Professional Development Center, and Shelly Dixon have each asked that Shelly return to devoting her time to fulfilling her responsibilities as the PDC Coordinator at the end of the current academic year.

The deans responsible for the continuing education programs in ESL, short-term Career Technologies Education and Adult High school/GED have each asked for additional assistance with managing the courses and programs in these areas.

In order to provide appropriate administrative support for the Continuing Education and Credit courses and programs offered at the Wake and Schott campuses and at numerous off-campus locations, the Executive VP, Educational Programs, is requesting that a new 12-month full-time Continuing Education Program Coordinator position be established. The ESL Faculty Liaison position would be discontinued. As shown in the attached document, the increased cost for creating this position would be \$21,043 which is the difference between the cost of this position minus the amount being paid for the ESL Faculty Liaison position.

6.0 ADJOURNMENT

6.1 The next regularly scheduled CPC meeting will be held on Tuesday, March 4, 2014 in Room 218C, 3:00-4:30 p.m.