

**Santa Barbara City College  
College Planning Council  
Tuesday, April 2, 2013  
3:00 – 4:30 p.m.  
A218C  
Minutes**

**PRESENT:**

L. Gaskin, President  
L. Auchincloss, Pres., CSEA  
P. Bishop, VP Information Technology  
P. English, VP Human Resources  
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. Nevins, President, Academic Senate  
K. O'Connor, Academic Senate Representative  
C. Salazar, Classified Staff Representative  
J. Sullivan, VP Business Services  
L. Vasquez, Academic Senate Representative  
D. Watkins, Managers Group Representative

**GUESTS:**

C. Alsheimer, Instructors' Association  
P. Butler, ESL  
R. Byrne, Athletics Director  
A. Harper, Executive Director, CLL  
D. Hedges, Fiscal Committee, CLL  
D. Hersh, Dean, Educational Programs  
L. Maas, Controller  
E. Pirayesh, Channels Reporter  
J. Pike, Director, Learning Resource Center  
S. Saenger, Co-Chair, Continuing Education IA  
A. Scharper, Dean, Educational Programs  
L. Stark, Pres. Instructors' Association  
J. Walker, Director, Educational Applications

**ABSENT:**

R. Else, Sr. Dir. Inst. Assessment, Research & Planning

**1.0 CALL TO ORDER**

1.1 Dr. Gaskin called the meeting to order.

**1.2 M/S/C (Neufeld/Bishop) to approve the 3/5/13 CPC Minutes. All were in favor.**

**2.0 ANNOUNCEMENTS**

2.1 Joe Sullivan introduced Lyndsay Maas, the new controller. Each CPC member and the attending guests introduced themselves to Ms. Maas.

2.2 Dr. Gaskin congratulated the committee members on their contributions toward the winning of the Aspen Prize.

2.3 Dr. Gaskin asked CPC to begin thinking about prioritizing the approximately \$400 million in facility needs for future bond planning by the end of the academic year.

### **3.0 INFORMATION ITEMS**

#### **3.1 Proposed Reorganization of Academic Technology Support – J. Friedlander and J. Walker (Att. 3.1)**

Dr. Friedlander gave a brief explanation to the proposed reorganization of Academic Technology Support (ATS). Questions and discussion followed. Dr. Friedlander noted that Pat English, Vice President of Human Resources, is assessing the proposed job classifications for ATS. He introduced Jason Walker, Director of Educational Applications, who has taken the lead on devising a plan to reallocate the savings from not replacing a vacant Computer Lab Coordinator position. Mr. Walker submitted two job descriptions to HR recommending that the lab support staff be reclassified. The reclassifications will update the current job descriptions, allow more flexibility and better utilize existing Academic Technology staff, and enable the department to handle more projects. This proposal is expected to impact ten to eleven lab support staff.

#### **3.2 Proposed Budget for the Center for Lifelong Learning – J. Friedlander and A. Harper (Att. 3.2A & Att. 3.2B)**

Dr. Friedlander introduced Andy Harper, Director of the Center for Lifelong Learning (CLL). Mr. Harper presented the budget model for CLL. The model assumes that revenues are solely generated through tuition fees and that instructors will share in the revenue generated by their classes; 45% of the class tuition will be designated as the instructors' salary and 55% will be the CLL's share. He noted that the instructors' hourly rate will be capped at \$75.00 per hour and that there will be no minimum class enrollment limit. Class tuition fees (average rate of \$5.00 per student contact hour) are based on the number of hours of the class plus the anticipated number of students enrolled in the class, which will be determined by the instructor and the Associate Director. The overall budget is based on the CLL's total number of contact hours, the baseline being the number of contact hours in the current academic year. Mr. Harper presented two budget scenarios: the optimistic scenario for 2013-14, and the conservative scenario for 2013-14, 2014-15 and 2015-16, and gave an explanation of each year's budget items. Fixed expenses include academic and classified non-academic salaries, employee benefits, operating expenses, supplies and services. It was noted that a \$900,000 trust fund can be drawn from in case anticipated targets are not met. Mr. Harper offered clarification of the instructors' salary calculation and the overhead line item. Questions and discussion took place throughout the presentation.

Dr. Friedlander reminded those present that there are two upcoming CLL sponsored events: Friday, April 5 – Trends, Fads and Transformation presented by Dr. Jeffrey Cole and on Friday, April 12 – Global Economy & Investment Options presented by Dr. Sung Won Sohn.

### **4.0 DISCUSSION ITEMS**

#### **4.1 Non-smoking Campus – J. Sullivan (Att. 4.1)**

The proposal will eliminate designated smoking areas on campus making individual's car the only allowable place to smoke. The proposal has been prompted by the increase in complaints this year about second hand smoke and litter produced by cigarette butts.

It was explained that the policy places the rights into the hands of the non-smoker and allows individuals to address the problem should they so choose. It was suggested to have an enclosed designated area for smokers who don't have cars. Several committee members, including current and ex-smokers, and non-smokers, shared their thoughts on the possible impact of the policy on staff and students smokers and on the campus environment, as well as the impact of smoking on one's health. There were questions and discussion regarding enforcement of the policy as well as the rights of non-smokers and smokers.

#### 4.2 SBPD Officer Assigned to SBCC – J. Sullivan (Att. 4.2)

The recommendation was submitted to place a full-time SBPD Officer on campus from 8:00 a.m. to 5:00 p.m. in order to deter violent crimes and to ensure quicker response times to emergency calls. The costs of an assigned police officer would be approximately \$250,000 per year. Questions arose including what kinds of emergencies the SBPD Officer would respond to that are currently being handled by SBCC's security staff, how often the SBPD has been called to respond to a campus incident in the past year, and the actual savings in response time should an officer be on campus. A list of campus emergencies and violent crimes from the past year was requested. Concern was voiced by several attendees regarding the monetary cost of the proposal and if the cost was justifiable. Attendees also questioned whether or not an officer on campus would, in fact, provide more safety. It was suggested to offer stipends for faculty to attend emergency response training.

### 5.0 ACTION ITEMS

#### 5.1 Request for Two Grounds Maintenance Worker Positions – J. Sullivan (Att. 5.1)

Dr. Gaskin announced at the previous CPC meeting of March 5, 2013 that she would include this issue as an agenda item, and further noted that it had become evident to her that the college has become understaffed in several key areas, in particular the grounds maintenance department. In response, she requested that Joe Sullivan bring the matter to CPC. It was noted that of the four grounds maintenance positions currently vacant, two of the four have not been filled in the last three years. Concern was voiced by some attendees with regard to following process when filling vacant positions. A process is presently not in place, but is being formulated by a CPC workgroup. Likewise, concern was voiced by some attendees with regard to the urgency of the situation and the strain on the current staff of four.

**M/S/C (Nevins/Auchincloss) to fill two Grounds Maintenance Worker positions. After further discussion, the motion passed. Eight were in favor, three were opposed.**

**M/S/C (Monda/O'Connor) to amend the motion to fill two Grounds Maintenance Worker positions. The amendment proposed to fill one position at this time and to bring the second position back to CPC for a vote when a process to fill vacant positions is in place. The amendment failed.**

#### 5.2 Opportunity to Revise Review Resource Requests that were Submitted this Past Fall – J. Friendlander

This action item was removed from the agenda.

## **6.0 ADJOURNMENT**

- 6.1 The next regularly scheduled CPC meeting will be Tuesday, April 16, 2013 in Room 218C, 3:00-4:30 p.m.