

**Santa Barbara City College
College Planning Council
Tuesday, November 5, 2013
3:00 – 4:30 p.m.
A218C**

Minutes

PRESENT:

L. Gaskin, President and Chair
L. Auchincloss, President, CSEA
P. Bishop, VP, Information Technology
P. Butler, Chair, Planning & Resources Committee
P. English, VP, Human Resources
J. Friedlander, Executive VP, Ed Programs
J. McPheter, Classified Staff Representative
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
B. Hardison, Financial Aid
L. Maas, Controller
L. Stark, Instructors' Association

ABSENT:

R. Else, Sr. Director, Institutional Assessment, Research & Planning
E. Katzenson, AS President
M. Medel, Supervisor Bargaining Unit

1.0 CALL TO ORDER

**1.1 M/S/C (Sullivan/O'Connor) to approve the 10/15/13 CPC minutes with one correction.
All were in favor.**

2.0 ANNOUNCEMENTS

3.0 INFORMATION ITEMS

3.1 Budgeted Positions – P. English

Financial Aid Technician (Att. 3.1)

Pat English introduced the agenda item, noting that the new classified position is categorically funded and that its establishment will not impact the general fund. Brad Hardison, Director of Financial Aid, referred to Attachment 3.1 as he proceeded to give a more detailed account of why the position is needed. He explained that the position is

100% categorically funded by BFAP-SFAA and, in accordance with the 2013 State Budget Act, will provide additional staff resources to increase financial aid participation and student access to low-income and disadvantaged students. Mr. Hardison further clarified that the position will assist with the increase in financial aid applicants and disbursements, and will be the best use of the available funds. He noted that the last Financial Aid staff members were hired in 2005.

4.0 DISCUSSION ITEMS

4.1 Confirmation of Process for Replacing Broken/Missing Classroom Furniture – P. Butler

Priscilla Butler presented a brief history of the process, approved by CPC in spring 2013, to replace broken or missing classroom furniture. She stated that the current fall semester was the first time the new policy was being put into action, and that it was a good time to reflect on the process and any needed changes. In response, Dr. Friedlander agreed to modify the language of the policy to reflect the inclusion of deans in the process. CPC concurred.

Dr. Gaskin introduced the notion of a classroom furniture standard with regard to this process. Dr. Friedlander agreed to convene an ad hoc committee consisting of himself, Kenley Neufeld and others, to address the need for a classroom furniture standard and a refresh process similar to the systematic process currently used to replace computers.

Ms. Butler noted that the Planning and Resources Committee will soon review resource requests and that guidance is needed as to how to proceed. Dr. Gaskin recommended that the P&R committee use the prioritization process now in place.

Dr. Gaskin summarized the discussion by stating that the ad hoc committee chaired by Dr. Friedlander will identify a process for establishing classroom furniture standards, as well as implement the process and define a refresh cycle for classroom furniture replacement. She concluded by proposing that the college establish funds within Program Review 2014/15 to encompass this process. Council members agreed.

5.0 ACTION ITEMS

5.1 Budget Development Timeline: First Reading – J. Sullivan (Att. 4.1) **M/S/C (Sullivan/Bishop) to approve the Budget Development Timeline – 2014-15 Budget. All approved with one additional date.**

It was agreed to include July 15, 2014 as the date budget codes would be sent to department managers for program review requests supported within the budget.

6.0 ADJOURNMENT

6.1 The next regularly scheduled CPC meeting will be held on Tuesday, November 19, 2013 in Room 218C, 3:00-4:30 p.m.