

**Santa Barbara City College
College Planning Council
Tuesday, September 17, 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
R. Else, Sr. Dir., Inst. Assessment, Research & Planning
P. English, VP, Human Resources
J. Friedlander, Executive VP, Ed Programs
E. Katzenson, ASB President
J. McPheter, Classified Staff Representative
M. Medel, Supervisor Bargaining Unit
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, Academic Senate Representative
D. Watkins, Managers Group Representative

GUESTS:

C. Alsheimer, AS Liaison
L. Maas, Controller
J. Zavas, Assistant Controller

1.0 CALL TO ORDER

1.1 M/S/C (Bishop/Vasquez) to approve the 5/21/13 CPC minutes. 15 approved; 1 abstention.

1.2 M/S/C (Vasquez/Bishop) to approve the 9/3/13 CPC minutes. All approved.

2.0 ANNOUNCEMENTS

2.0 Robert Else informed council members that the Strategic Directions and Strategic Goals of the Educational Master Plan was to have been presented at this CPC meeting as a First Reading.

M/S/C (O'Connor/Neufeld) to include “Strategic Directions and Strategic Goals” as discussion agenda item 4.5. All approved.

3.0 INFORMATION ITEMS

3.1 Replacement of Budgeted Positions – P. English
There were no positions to report.

3.2 Review of the Major Maintenance & Facility Improvement Projects List – J. Hendricks (Att. 3.2)
Julie Hendricks presented an overview of facility projects. She pointed out that the majority of projects listed are under \$1 million. The projects were grouped into three categories: On-Going Projects, One-Time Projects and Proposed Projects. On-Going Projects include regular maintenance projects. The largest category, One-Time Projects, includes projects that have been funded and on which work is continuing. Proposed Projects are those that have been identified as a known need, but for which the college either doesn't have the resources or Ms. Hendricks doesn't have the necessary time to address. Dr. Gaskin noted that for the first time in several years the college has funds for scheduled maintenance. Ms. Hendricks informed the council that she and Joe Sullivan have identified projects that would be good recipients for this funding. One such project is the replacement of the Schott Center windows, as well as three projects within the BC Building.

Ms. Hendricks gave a brief review of the status of the BC Building chiller. She explained that the bids for the project were considerably higher than expected, so the project was broken out into two phases. The bid for the first phase has been Board approved and the installation of the chiller will take place over the holiday break. Phase 2 includes replacement of the air handlers and associated roofing, and completion is planned for summer 2014.

Ms. Hendricks informed the council that this list (Att. 3.2) is a compilation of multiple projects lists, including the deferred maintenance projects from previous years. She noted, however, that it does not include the Program Review list. With regard to a request for more bike racks, Ms. Hendricks recommended contacting grounds supervisor Mark Broomfield. She stated that only one third of the bike rack shipment has been received, and that, being a student led project, we need to respect the students' wishes with regard to where the bike racks will be placed.

3.3 Review of 2013-14 Facilities Program Review Requests – J. Hendricks (Att. 3.3)
Ms. Hendricks gave a brief history of the Facilities request process. Facilities' requests came through the college's work order system. Facilities and Information Technology put the requests on a spreadsheet and categorized them as specified at the top of Attachment 3.3 under "Requests Type." Type 1 projects are essentially work orders and most of them have been completed. Type 2 requests are the Program Review requests. Type 3 requests are the items identified as major maintenance. Type 4 requests are the bigger projects that are part of the capital improvement program. The right hand column on the document indicates the projects' status. Ms. Hendricks informed the Council that new requests should be submitted as a Facilities work order and that this will be the system that replaces the Program Review requests system. She further clarified that items that are currently on the list do not have to be re-submitted. Expense, programmatic needs, construction viability and feasibility, and resources are the elements considered with regard to facilities work order requests. Ms. Hendricks reported that the major maintenance list will incorporate work orders on an on-going basis, and will continue to be posted on the Facilities website and reviewed with CPC each semester.

4.0 DISCUSSION ITEMS

4.1 Budget Development for 2014/15 – L. Gaskin
Dr. Gaskin gave a brief review of the zero-based budgeting process the college undertook to develop the 2013-14 budget. She reported that there has been discussion about doing zero-based budgeting (ZBB) to build the 2014/15 budget, and then letting it roll-over into program budgets that can then be increased or decreased relative to the needs of individual programs. Dr. Friedlander addressed the concern with regard to unclear ZBB instructions that were given to departments last year. The Council came to a consensus that those departments that feel that they need to refine their budgets will be offered the opportunity through the ZBB process. Joe Sullivan and Lyndsay Maas will define the tier one from last year, provide direction to those departments

that believe that they need to reexamine their 2013/14 budget in preparation for their 2014/15 budget, and make appropriate adjustments aligned with a zero-based budgeting model for tier one.

4.2 General Planning for the 2015 Self Study – R. Else (Att. 4.2A & 4.2B)

Mr. Else informed the Council that the college is two years away from its next accreditation visit. He referred to Attachment 4.2A, Accreditation Steering Committee, a general framework for structuring the steering committee organized with reference to the accreditation standards. Committees will have faculty, staff, administrative and student representatives. Each Standard will be co-chaired by an administrator and either a faculty or staff member. Administrators acting as team co-chairs will include Robert Else (Standard I), Jack Friedlander (Standard II), Joe Sullivan (Standard III), and Lori Gaskin (Standard IV). The four standards include: Standard I- Institutional Mission and Effectiveness; Standard II- Student Learning Programs and Services; Standard III- Resources; and Standard IV- Leadership and Governance. Standard II and III have been broken out into subcategories and each subcategory will have its own team. Feedback from Kenley Neufeld (Academic Senate President), Liz Auchincloss (CSEA President) and Elie Katzenson (ASB President) will be solicited with regard to the steering committee's structure. She further explained that the Board and ACCJC will be informed and assured that there is broad based representation on the committee.

Mr. Else referred to Attachment 4.2B, Accreditation Timeline, while noting that October 2015 is scheduled for the college's Accreditation Team Visit. Questions and discussion ensued.

4.3 Review of College's Facility Needs – J. Hendricks (Att. 4.3A & 4.3B)

Julie Hendricks presented Future Bond Program – Proposed Projects, Summary Report, September 2013 (Attachment 4.3A). She also provided a form (Attachment 4.3B) on which CPC members are asked to rank facilities projects. She reviewed the four project categories: New Construction Projects, Existing Building Modernization Projects, Site Improvement and Infrastructure Projects, and Swing Space Projects. A fifth category, Alternate Projects, was recently added. Ms. Hendricks reviewed the New Construction Projects beginning with the Campus Center Replacement. She noted that specific programs to be housed within the new Campus Center, Student Services, and the Administration Building would be determined at a later date, taking into consideration funding and prioritization. Dr. Gaskin reminded the Council that Attachment 4.3A is a very general planning document which encompasses a 10-12 year construction plan. Ms. Hendricks continued the presentation of new projects with the East Campus Classroom and Office Buildings, a sister building to the Student Services Building, the Wake Center Replacement, an area where we could possibly grow, the Sports Pavilion Replacement and the Aquatics Facility. Questions and discussion took place throughout the presentation.

Ms. Hendricks followed the New Construction Projects with a brief review of Existing Building Modernization Projects, beginning with Administration and Occupational Education Building Modernization and ending with the Student Services Building Modernization.

The presentation concluded with a brief review of Site Improvement and Infrastructure Projects. Ms. Hendricks clarified that site improvement projects include undertakings such as installing more sustainable landscaping, better irrigation, and improving pedestrian, bike and vehicular circulation. Building Efficiency and Energy Generation Projects include such projects as installing photo voltaic panels, upgrades for building efficiency, and LED lighting.

Dr. Gaskin asked Ms. Hendricks to remove Swing Space from the ranking because it's not an optional, but necessary part of project development.

4.4 Prioritizing Facilities Projects Work Group – J. Friedlander (Att. 4.4)

The CPC workgroup, consisting of Jack Friedlander, Kenley Neufeld, Priscilla Butler, Michael Medel and Joyce McPheter, was charged with developing a set of criteria to guide the prioritization of Facilities projects. Dr. Friedlander reported that health and safety were of major concern to the group, but that all the criteria were deemed equally important. It was agreed that the list of numbered criteria would be revised to bullet items to reflect that the items had not been given weight or ranking.

Discussion took place regarding the listing of the Sports Pavilion Replacement and Modernization on the ranking form (Attachment 4.3B). After a brief discussion, it was agreed that Ms. Hendricks would revise the Future Bond Program – Proposed Projects ranking form (Attachment 4.3B) to list Sports Pavilion as a separate category with an Estimated Cost listed as \$34 million (Modernization) to \$45 million (Replacement). It was further agreed that she would include the CPC workgroup's criteria for ranking facilities projects in a legend on the form. Joe Sullivan will electronically distribute a copy of the revised documents to CPC members in preparation for the November 18, 2013 date for the Council to register their priority votes.

Dr. Gaskin and CPC members thanked Julie Hendricks for her presentations and her work organizing and monitoring the facilities projects lists.

5.0 ACTION ITEMS

5.1 Revision to Core Principles: Second Reading – L. Gaskin (Att. 5.1)

Due to time constraints, it was agreed that agenda item 5.1, Revisions to Core Principles: Second Reading, be tabled and held over until the next regularly scheduled CPC meeting.

5.2 Program Review Timeline: Second Reading – R. Else (Att. 5.2)

M/S/C (O'Conner/Butler) to approve the Program Review Timeline. All were in favor.

ADDENDUM ITEM

4.5 Strategic Directions and Strategic Goals: First Reading – R. Else (Att. 4.5)

The draft Strategic Directions and Strategic Goals form the core of the college's Educational Master Plan. Mr. Else distributed a copy of the Strategic Directions and Strategic Goals (Attachment 4.5) to Council members. Dr. Gaskin requested that he send Council members the accompanying material and an email describing in summarized form the process of crafting the Strategic Directions and Strategic Goals. Mr. Else noted that the document contains the four strategic directions and their sub goals around which the college will build its Educational Master Plan.

Dr. Gaskin explained that the Integrated Planning Workgroup (IPW) is a sub group of CPC that met regularly throughout the past spring and summer of 2013. She further noted that Strategic Directions and Strategic Goals is a compilation of 162 people's input and 260 survey monkey responses. Dr. Gaskin commended the IPW and Robert Else's leadership of the group.

6.0 ADJOURNMENT

6.1 The next regularly scheduled CPC meeting will be held on Tuesday, October 1, 2013 in Room 218C, 3:00-4:30 p.m.