

**Santa Barbara City College
College Planning Council**

October 15, 2024

3:00-4:30 p.m.

West Campus Center (WCC) 204

Minutes

1.0 ROLL CALL

1.1 Present

Ryan Alexander, Classified Staff

Paloma Arnold, Executive Committee (non-voting)

Liz Auchincloss, Classified Staff

Rob Brown, Advancing Leadership Association

Roxane Byrne, Advancing Leadership Association

Monica Campbell, Advancing Leadership Association

Tara Carter, Academic Senate

Angelica Contreras, Advancing Leadership Association

Raquel Hernandez, Classified Staff

Jordan Killebrew, Executive Committee (non-voting)

Dan Le Guen-Schmidt, Executive Committee (non-voting)

Dean Nevins, Executive Committee (non-voting)

Kim Monda, Academic Senate

Vanessa Pelton, Advancing Leadership Association

Joshua Ramirez, Academic Senate

Armando Ramos, Faculty Association

Sharon Remacle, Association of Confidential Employees

Parker Shankin-Clarke, Classified Staff (sub. for Michelle Detorie)

Carola Smith, Executive Committee (non-voting)

1.2 Absent

Erika Endrijonas, Superintendent/President, Chair (non-voting)

Jamie Campbell, Academic Senate

Elizabeth Chisholm, Academic Senate

Brian Fahnestock, Executive Committee (non-voting)

Ashley Farias, Classified Staff

Keller Magenau, Executive Committee (non-voting)

Camerin Poulson, Classified Staff

María Villagómez, Executive Committee (non-voting)

2. CALL TO ORDER

Jordan Killebrew, Executive Director of Public Affairs and Communications, called the meeting to order at 3:03 p.m

3. APPROVAL OF MINUTES

3.1 Approval of September 17 and 24, 2024 Minutes

M/S/C (Ramos/Smith) to approve the minutes of September 17 and 24, 2024. The motion passed with one abstention.

4. PUBLIC COMMENT

4.1 Public Comment Guidelines

There were no public comments.

5. INFORMATION/REPORTS

5.1 Superintendent/President Updates

Mr. Killebrew addressed the recent campus lockdown and reviewed the process that can be expected, including a text or email update every fifteen minutes. He stated that the phone line to Campus Safety should remain open for sharing important information during an incident and that there will be training and information on best practices for staying safe.

Mr. Killebrew congratulated the Partnership Resource Team (PRT) Chairs for the *Collegiality in Action* event on Friday, October 11 and noted that they will talk about next steps after having a chance to debrief. He also thanked the CPC Steering Committee for developing today's agenda and said that the topic of restructuring CPC will be revisited at the next meeting when Dr. Endrijonas returns.

5.2 Headcount Report - D. Le Guen-Schmidt

Dan Le Guen-Schmidt, Vice President of Human Resources, voiced uncertainty about the accuracy of the Headcount Report data and will bring an update back to CPC in November. Members requested a list of the positions that are vacant and not being filled, a chart showing the change in headcount over time, and asked whether there is a list of requests received by Human Resources that are not in progress.

6. DISCUSSION

6.1 Planning & Resource Ranking - A. Ramos

Dr. Joshua Ramirez, Academic Senate President, introduced changes to the P&R ranked items report. Departments have reviewed requests from the previous year to confirm ongoing need for funding and pared down the total funds requested. The Academic Senate would like to identify available funds to cover some of these expenses.

Mr. Killebrew stated that there is currently no budget update available for the close of the last Fiscal Year and that the Budget Committee has been postponed until November 7.

6.2 Communication and Reporting - J. Killebrew

Mr. Killebrew opened a conversation on building a culture around communication so that constituent representatives feel comfortable sharing and exchanging information. Members discussed areas for personal and professional growth, leadership qualities to help build trust and accountability, and different strategies for effective communication.

Mr. Killebrew also presented on best practices for communication tools such as email, chat, text, and calendars. Discussion ensued on professionalism in communication when managing complaints and conflicts. Suggestions included developing a process for reporting inappropriate treatment, accountability through adherence to codes of conduct, revisiting standards for communication, and working to build or repair relationships.

Rob Brown, Faculty Resource Center (FRC) Development Specialist, offered training to individuals and/or teams for help setting up and using the College's communication tools for chosen modes of communication

6.3 CPC Membership Restructuring

This item was not addressed. It will return to a future meeting agenda.

7. ACTION - None

8. FUTURE AGENDA ITEMS FOR CONSIDERATION

9. MEETING DATES

9.1 Meeting Schedule and Agenda Item Due Dates

10. ADJOURNMENT

10.1 Adjournment

Mr. Killebrew adjourned the meeting at 4:25 p.m.