

**Santa Barbara City College  
College Planning Council  
Tuesday, July 17, 2012  
2:00 p.m. – 4:00 p.m.  
A218C  
Minutes**

**PRESENT**

L. Gaskin, Superintendent/President  
L. Auchincloss, Pres., CSEA;  
P. Bishop, VP Information Technology;  
R. Else, Sr. Dir. Inst. Assessment,  
Research & Planning;  
P. English, Interim VP HR  
J. Friedlander, Executive VP Ed Programs  
K. Monda, Academic Senate  
Representative, Chair Planning &  
Resources Committee;  
J. McPheter, Classified Staff  
Representative  
K. Neufeld, President-elect, Academic  
Senate;  
D. Nevins, President, Academic Senate;  
K. O'Connor, Academic Senate  
Representative;  
C. Salazar, Classified Staff Representative;  
J. Sullivan, VP Business Services

**ABSENT:**

O. Arellano, VP, Continuing Education;

D. Morris, VP, Academic Senate;  
J. Negroni, SBCC Student Trustee, ASB  
President Substitute

**GUESTS:**

C. Alsheimer, Instructors' Assoc. (IA);  
P. Butler, P&R, Academic Senate;  
L. Griffin, SBCC Controller;  
E. Inks, Professor, Art Department  
M. Medel, co-Steward of the Supervisory  
Bargaining Unit (SBU);  
J. Meyer, Biology Professor;  
A. Olguin, Professor, Psychology Dept.;  
A. Orozco, Classified Consultation Group;  
A. Scharper, Dean, Education Programs  
B. Schaffner, Dean, Continuing Ed  
J. Schultz, Professor, Earth/Planetary  
Sciences;  
L. Stark, Pres. Instructors' Association  
Waggoner;  
J. Walker, co-Steward of the Supervisory  
Bargaining Unit (SBU)

**1.0 Call to Order**

- 1.1 Superintendent/President Dr. Lori Gaskin, called the meeting to order. She referred to those sitting around the CPC table as the leadership of this institution and thanked them for carving out time during the summer to deal with the current issues that the college faces. Dr. Gaskin stated that we are here to figure out how we create a future that is both sustainable and builds off of SBCC's hallmark of excellence.
- 1.2 Dr. Gaskin asked for the approval of past minutes: 6/18/12, 5/22/12, 7/22/11, 6/17/11, 5/17/11, 5/3/11, and 4/22/11.

**M/S/C (Nevins/Sullivan) to approve the minutes of the 6/18/12 and 5/22/12 CPC meetings as amended. All were in favor.**

**M/S/C (Friedlander/Bishop) to approve the minutes of the 7/22/11, 6/17/11, 5/17/11, 5/3/11, 4/22/11 CPC meetings. There was one abstention and the rest were in favor.**

**2.0 Announcements**

- 2.1 CSEA President Auchincloss announced that Mike Guillen is retiring and Joyce McPheter will replace him as Classified Staff Representative at CPC as of this meeting.

### **3.0 Information Items**

#### **3.1 Introductory comments from Superintendent/President Dr. Gaskin.**

Dr. Gaskin began by asking members and guests to introduce themselves and state what group they represent. Dr. Gaskin then shared with the group what she thinks about this "august body" and shared the values that she holds about participatory governance.

Dr. Gaskin shared what her priorities are for the next few months which are to listen, to learn and to attend to the pressing issues that we may have. She stated that her primary purpose for the next couple of months is to become part of the family.

#### **3.2 Review of final state budget for 2012-13 and its implications for the college. (Att. 8)**

Dr. Gaskin stated that we are currently in a period of stagnation relative to the state budget issues until the November elections. She continued to say that those of us who have been in the system for a long time have never faced a challenge like the past two years where our entire budget, our planning, our focus on our students is absolutely contingent on "triggers".

This is a challenge of unprecedented proportion, when we are building a plan, building schedules, building budgets on contingencies, on triggers. Last year's trigger was based on revenue; this year's is based on the electorate.

Dr. Gaskin asked VP Business Services Sullivan to provide a brief overview of the basic assumptions and risks that are in the budget.

VP Sullivan first stated and discussed the two basic risks: 1) the tax initiative that will be on the November ballot and results if it passes and if it does not pass and 2) the other risk in the budget is with the redevelopment agencies.

Mr. Sullivan stated that we do need the tax initiative to pass in order to keep us stable. If it does not then we are back to where we were. He reported that in the current budget year we are still trying to balance from prior year cuts so we do not have a complete balanced budget this year. We anticipated that we have some catch up in the current year from prior years so we have one more year to anticipate a balanced budget and that assumes the tax initiative passes. That is a summary of the big picture.

There was further discussion regarding getting the word out to the community about the tax initiative, and what can faculty, staff and students do that is legal. Dr. Gaskin stated that the faculty and staff can talk about this in terms of what it means to this institution, but cannot tell people how to vote. Students have much more leeway in terms of what they can say and hold great credibility state-wide. Dr. Gaskin will provide guidance to the college about what each constituent body (i.e. faculty and students) is able to do during an election.

#### **3.3 Summer and fall enrollment updates for credit and Continuing Education. (Att. 9)**

Executive VP Friedlander reported on where the college stands for summer and fall enrollments and discussed various aspects of what the numbers mean and the effects of the passage or non-passage of the Tax Initiative (now known as Prop. 30) will be on classes.

Dr. Gaskin shared that she wants to caution against building a budget that presumes and assumes that Proposition 30 will not pass. She stated that in doing that it pulls down an

institution so much both instructionally and operationally that it becomes difficult to recover. She encouraged the college in the direction of moderation.

### 3.4 Board Policy/Administrative Procedures – Proposed Process for Updating.

Dr. Gaskin stated that one of her principle goals is to help the college heal from the tremendous challenges that it has gone through and to really refocus us on teaching and learning. She enumerated the pressing issues:

#### 1) Accreditation:

a) The Warning Sanction report due in March 2013; b) the Mid-Term Accreditation and the Report due October of this year.

#### 2) Balanced Budget.

3) SBCC's Board Policies and Administrative Procedures. Because of the Accreditation sanction we have to get the policies in order. She has a process set up for this through the Community College League of California and once they are clean, Interim VP of HR English and her office will maintain them.

### 3.5 Additional Items

## 4.0 Discussion Items

### 4.1 Proposed process to address ACCJC warning status – L. Gaskin (Att. 10)

Dr. Gaskin turned to the proposed process to address the ACCJC warning status which will be worked on through our college governance and the board. She went through what she had laid out in the proposal and asked for ideas and thoughts from the group.

An SBCC Accreditation Task Force (ATF) needs to convene a.s.a.p. to conduct a focused self-evaluation on Standard IV: Leadership Governance. Dr. Gaskin proposed that the ATF consist of the Accreditation Liaison Officer: Robert Else; Academic Senate President, Dean Nevins; CSEA President, Liz Auchincloss; a Student Services Representative; a Board member appointed by Board President Dr. Haslund and Dr. Gaskin herself. The group will work on a focused self-evaluation that will commence immediately and will conclude in a written report in alignment with the requirements listed within the warning sanction letter from ACCJC. This is an opportunity to reaffirm what we do well and do a course correction on the things that we don't do well. The timeline is fast as it needs to be in the mail March 10. The Board needs to conduct 1<sup>st</sup> and 2<sup>nd</sup> reading in February; and the Steering committee needs to have the report no later than December.

There was further discussion regarding various details. There was consensus from the group that a Dean should be on the leadership team and that everyone agrees that this process is a good one.

Dr. Gaskin addressed the Midterm Accreditation that is due in October of this year. There are five recommendations from ACCJC that need to be addressed and the planning agendas that need to be addressed. Dr. Gaskin assigned each VP to oversee a recommendation and Robert Else, the College's Accreditation Liaison Officer will oversee this process. This process typically takes a year and we will need to "fast-track" the process. The time-line is as follows:

August 15: Complete draft to Robert

August 20: Review at EC

August 20 (week of): Senate will review draft at their retreat.  
September 4: First CPC reading  
September 18: Second CPC reading  
September 27: First Board of Trustees reading  
October 11: Second Board of Trustees reading  
October 12: Final report mailed to ACCJC

The process includes the President advising the Board all the way through the process.

#### 4.2 Process for filling essential permanent positions which have become vacant and remain as a budgeted line item.

Dr. Gaskin introduced this topic by discussing (1) the current imbalance with college expenditures exceeding revenues creating a structurally imbalanced budget; 2) the percentage of the college budget expended for salaries and benefits; 3) the need to reduce expenditures to achieve a structurally-balanced budget; and 4) the need to balance cost savings with maintaining staffing at a level that allows the college to operate core functions and services.

Dr. Gaskin asked the group to discuss a process that the college can use to fill critical vacant budgeted positions and to discuss how the college is going to determine how essential the positions are to the core of the institution and how we can have a deliberative process. After the discussion, Dr. Gaskin asked that VP Business Services spearhead the committee from CPC to work on coming up with a process within a quick time-frame. After a short discussion, the sub-committee from CPC will be co-chaired by VP Business Services Sullivan and Interim VP English with CSEA President Auchincloss and Academic Senate President Nevins, co-Steward of the Supervisory Bargaining Unit Medel as members, Student Trustee Negroni, Dean of Ed Programs A. Scharper and perhaps a CE Rep after consulting with VP Arellano.

There was a discussion resulting from the question of how this subcommittee's process would work. Would the subcommittee meet, then decide a process, then do the process, then hire? Dr. Gaskin said yes unless the group comes forward with an expedited for urgent and essential positions. Some of the staff attending stated their concern that they have vacancies that they feel are urgent and need before school starts. Interim VP HR English will put together the list of current vacancies to bring to the meeting.

It was decided that a timeline would be mapped out. The group discussed possible timelines and decided that the subcommittee will meet prior to a CPC meeting date next week, July 24 at 3pm – 4:30pm to consider the process and then meet for a lunch meeting July 26 to consider the needs against the process.

#### 4.3 Impact of 50% reduction in short-term hourly budgets on programs and services. Executive VP Friedlander and the Deans as well as EC have been assessing the impact the 50% reduction will have on operations and instructional programs. Dr. Gaskin stated that we need to hold onto this budget reduction, and at the same time, it may be a little too deep. Asked if the group approved of the idea that EC came forward with a proposal to ameliorate that based upon the needs in respective areas. There will be a cap, it will not be 100% of the amount. There was further discussion of ideas of how to ameliorate the deep cuts that will affect some areas more than others. After a healthy discussion, Dr.

Gaskin stated that this would be taken under advisement with the Executive Committee (EC).

- 4.4 Process for funding essential equipment requests: criteria to determine essential needs, ranking of requests, timing of funding (post-November election), funding level, timeline for process implementation.

Academic Senate President Nevins explained what this list is. He stated that this list came from P&R and ITC and those committees worked very very hard in getting these items ranked. He explained the history of how this information came about, how the members defined the critical needs.

Academic Senate Representative, Chair Planning & Resources Committee Monda stated that the attached list is extremely pared down from the original request and they are urgent needs and the people who requested the items are concerned that they may not be funded this year. She stated that they were not funded last year. These items preserve the integrity of educational programs, these should be funded regardless of what happens with the tax initiative.

Further questions about the program review requests and discussion took place. Dr. Gaskin encouraged the group to be cautious about extending funds from the general fund until Prop 30 is determined. Dr. Gaskin pointed out that the college will be getting a 7.6 workload reduction post November if it fails; that roughly translates to \$5M reduction in 2012-13 out of the General Fund.

Dr. Gaskin asked that Dr. Monda send the list with the items identified by safety, essential to instruction and legal and CPC will look at them again.

Dr. Gaskin asked if there is support around the table for funding if Dr. Monda identifies the safety issues. There was a motion made. Due to lack of time at today's meeting the items essential to instruction will be considered at the next meeting of CPC.

**M/S/C (Nevins/Monda) that CPC supports funding the safety related items relative to the ranking that has been presented today in Ed Programs. All but three who abstained were in favor.**

Dr. Gaskin stated that at the next meeting we will bring back the priority items in the operational programs.

- 4.5 Need for Additional CPC Meeting in July.  
The next meeting will take place July 24 at 3pm – 4:30pm, place TBD.

## **5.0 Action items**

### **6.0 Adjournment**

- 6.1 The meeting was adjourned.  
6.2 The next regularly scheduled CPC meeting will be Tuesday, August 28 in Room A218C, 3:00 p.m. - 4:30 p.m.

**F/T Classified Replacement Hiring Process**  
**Adopted by CPC July 24, 2012**

The committee's recommendations are:

1. The committee for ranking the positions and providing the recommendation to CPC will consist of the members of the Executive Committee, the Classified Consultation Group president, and Academic Senate president.
2. CPC agreed 50% of the positions will be filled on an ongoing basis.
3. Written requests for position replacements will be limited to one page, including responses to the questions.

**Charge**

Develop a streamlined process for prioritizing essential/critical classified staffing needs based upon recent and impending vacancies.

**Guiding Principles**

- The college must continue to accrue on-going general fund reductions (through salary savings from vacant positions) to achieve a structurally balanced budget.
- The college recognizes that unexpected vacancies may occur in areas that are critical to the institution and compromise the ability to provide essential services if left unfilled.

**Parameters for Process**

- not overly complex or cumbersome
- no formal in-person presentations
- transparent
- fast-tracked for urgent needs

**Questions for Ranking of Classified Positions**

1. What specific job functions are performed by this position?
2. What are the staffing resources available to this department/organization?
  - a. What is the department/organization hourly budget?
  - b. How many other permanent classified staff and at what level?
3. What has the duration of the vacancy been? (if vacancy is anticipated please answer accordingly)
  - a. How has work been accomplished in this time?
  - b. How has the loss of position reduced the support to students?
  - c. Who has absorbed the workload or has there been a reduction in services offered?
4. How might workload be shared within the department/organization or shifted from/to another department/organization?
5. How are the job responsibilities linked to the functioning and workload of other department/organization?
6. Is it necessary to recruit for the full term of the current position? 12 month to 10 or 11 month or full-time to part-time employees.
7. If Ed programs: What is the health of the program? Increasing or declining enrollment?
8. What has been the trend in staffing in your organization over the last few years?

Form to include: Originator/Direct Supervisor, Vice President, department/organization, position title and date vacancy originated.

August 8, 2012

CPC Work Group: Ranking results for full time classified positions:

The CPC work group convened to rank submittals for currently vacant, budgeted positions. Six positions were considered for ranking. Per CPC's adopted process, fifty percent of the vacant, budgeted positions were agreed upon for replacement. The work group only considered requests for those positions where the College had received official notice of resignation or retirement and the manager applied on time according to the time line CPC agreed on. The positions considered were:

1. **Department / Organization:** Earth and Planetary Sciences Dept, **Position Title:** Laboratory Technician
2. **Department / Organization:** Payroll, **Position Title:** Payroll Technician
3. **Department / Organization:** Art Department, **Position Title:** Lab Teaching Assistant (Art Option)
4. **Department / Organization:** Educational Programs, **Position Title:** Administrative Assistant
5. **Department / Organization:** Journalism Department, **Position Title:** Lab Teaching Assistant, Channels Production Option
6. **Department / Organization:** Athletics/PE, **Position Title:** Athletic Program Assistant

The three positions to be replaced are in Earth and Planetary Sciences, Art and Athletics/PE. Alternative staffing approaches and resources are being considered to address those positions which were not ranked in this process.

We want to thank all of the committee members and CPC for their support in this process.