



College Planning Council

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SANTA BARBARA CITY COLLEGE

College Planning Committee

Tuesday, April 16, 2013

3:00-4:30 p.m.

Room 218C

Agenda

1.0 CALL TO ORDER

1.1 Approval of 4/2/13 CPC Minutes (Att. 1.1)

2.0 ANNOUNCEMENTS

3.0 INFORMATION ITEMS

3.1 Replacement of Budgeted Positions – P. English

- Information Systems Specialist II
- Lab Tech in Graphic Design & Photography
- Special Program Advisor in Athletics
- Transcript Analyst (60% time)
- Accounting Tech I in Food Services

4.0 DISCUSSION ITEMS

4.1 Non-smoking Campus – First Reading – J. Sullivan (Att. 4.1)

For the last nine years the campus has been a non- smoking campus with designated smoking areas. At this time the proposal is to make the campus “non-smoking” with no designated smoking areas. The only place on campus that someone could smoke is in their car in the parking lot. This has been implemented on several campuses and has been effective in preventing the problem of second hand smoke and eliminating the litter and blight of discarded cigarette butts.

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

We are recommending placing a full time SBPD Police Officer on Campus to provide support for the campus community. The officer would be responsible for responding to most of the critical incidents that occur on campus. Having the officer on campus would ensure quicker response time to incidents as emergency calls would go directly to the officer on campus as opposed to the standard 911 dispatcher process. In addition, the officer would take an active role in emergency preparedness and response. This has gained importance with the occurrence of violent incidents reported on college campuses across the nation. In addition, in the event of a major disaster the officer would play a critical role in responding to campus needs and provide interface with City Police and Fire departments. The SBPD Chief of Police Camerino Sanchez and Deputy Chief Frank Mannix will attend the CPC meeting to present their perspective.

4.3 Update on Zero Based Budgeting – J. Sullivan (Att. 4.3)

Periodically it becomes necessary to ensure that our limited resources are being allocated to that which we consider to be of the highest priority - that is, the critical and essential areas of the institution. If instead we start each year with roll-over budgets, we run the risk of sustaining funding in areas that would not be considered to be of the highest priority. A way to periodically recalibrate the budget allocation process and ensure that our shrinking funds are indeed targeting our internal priorities is to engage in zero-based budgeting (ZBB). ZBB is a process that allows a program, department, or cost center to rebuild the discretionary sector of its budget using tiers (i.e., priorities) to ensure that the most critical, essential needs are funded. ZBB is an honest, genuine, and careful assessment of your critical budget needs so that the discretionary budget can be rebuilt to fund the highest needs across campus. CPC will be presented with a 2013-14 ZBB summary for review.

4.4 Prioritize Facility Needs – J. Hendricks (Att. 4.4)

The Santa Barbara Community College District is comprised of three campuses; the Main campus, the Schott Center and the Wake Center. The majority of the buildings throughout all three campuses were built between the 1930's and the 1970's. Additionally, multiple modular buildings have been installed throughout the three campuses to address both growth and the need for swing space. The District is now at a critical point where building deterioration and aging infrastructure have begun to compromise the quality of the educational environment. In response to this, the District is initiating a new phase of long range planning for capital improvement projects that will enrich the facilities and environs at all campuses in the District. The goal of this planning effort is to develop a campus endorsed Facilities Master Plan.

4.5 Procedural Improvement for Voting on CPC Items – D. Nevins

Currently some items with significant fiscal impact (e.g. positions) can be brought to CPC for discussion and a vote at the same meeting. This can make it difficult for representatives to discuss the details of a particular item with their constituencies. We would like to discuss implementing a process similar to the Senate where the default voting procedure for items is to bring them forward for a formal first reading and then at the next meeting vote. In true emergencies items can be moved to action at the same meeting but it requires a vote of CPC. We feel that it would strengthen the process of allocating College resources because of more buy-in from constituency groups.

4.6 CPC Classified Staff Hiring Process – P. Bishop (Att. 4.6)

At the February 19, 2013 CPC meeting, a workgroup was formed to create a process for identifying and prioritizing classified staffing needs. This group was charged with constructing the criteria for soliciting, prioritizing and crafting a rubric for meeting classified needs. This document is the first draft of the work done by this CPC workgroup.

4.7 Request to Allocate \$209,924 of District Funds to Support the Orfalea Early Learning Center – J. Friedlander (Att. 4.7)

CPC is being requested to consider allocating approximately \$210,000 per year from the college's general fund to enable it to continue operating the Orfalea Early Learning Center (OELC). The OELC serves as the instructional laboratory for the Early Childhood Education department and gives priority to providing day care for children of low income students, and for faculty and staff. The college contracted with a well-respected consultant with expertise in college operated early learning centers such as the OELC to determine if there were steps that could be taken to reduce the costs of operating the Center. The consultant was very impressed with the way the OELC was being operated and was not able to identify potential ways to reduce the costs of this program. A summary of the OELC budget is attached to this agenda item.

5.0 ACTION ITEMS

6.0 ADJOURNMENT

6.1 The next regularly scheduled CPC meeting will be Tuesday, May 7, 2013 in Room 218C, 3:00-4:30 p.m.