

Santa Barbara City College
College Planning Council
Tuesday, July 24, 2012
3:00 p.m. – 4:30 p.m.
A217
Minutes

PRESENT

L. Gaskin, Superintendent/President;
O. Arellano, VP, Continuing Education;
L. Auchincloss, Pres., Classified Consultation Group;
P. Bishop, VP Information Technology;
R. Else, Sr. Dir. Inst. Assessment, Research & Planning;
P. English, Interim VP Human Resources;
J. Friedlander, Executive VP Ed Programs;
K. Monda, Academic Senate Representative, Chair Planning & Resources Committee;
J. McPheter, Classified Staff Representative;
M. Medel, Supervisor Bargaining Unit (SBU);
D. Morris, VP, Academic Senate;
J. Negroni, SBCC Student Trustee, ASB President Substitute;
K. Neufeld, President-elect, Academic Senate;
D. Nevins, President, Academic Senate;
K. O'Connor, Academic Senate Representative;
G. Sherman, ASB President;

C. Salazar, Classified Staff Representative;
J. Sullivan, VP Business Services;

ABSENT:

GUESTS:

P. Butler, Planning & Resources Committee;
R. Byrne, Director Athletics
S. Dixon, Mgr. Bargaining Rep.
L. Griffin, SBCC Controller;
D. Hersh, Dean, Ed Programs;
S. Saenger, Continuing Education Instructors' Association
A. Scharper, Dean, Education Programs
B. Schaffner, Dean, Continuing Ed
J. Schultz, Professor, Earth/Planetary Sciences;
L. Stark, Pres. Instructors' Association
D. Waggoner; CCG representative
L. Vasquez, ITC representative

1.0 Call to Order

Superintendent/President Gaskin called the meeting to order.

2.0 Announcements

3.0 Information Items

4.0 Discussion Items

5.0 Action items

5.1 Proposed process for prioritizing the filling of essential/critical staff positions.

At the prior CPC Meeting on July 17, Dr. Gaskin proposed that given the current imbalance with college expenditures exceeding revenues and that given the high percentage of the college budget expended on salaries and benefits, the college needs to reduce expenditures in a way to balance

cost savings with maintaining staffing that allows the college to operate core functions and services. In order to do this Dr. Gaskin asked VP Business Services Sullivan and Interim VP English to co-chair a CPC Subcommittee to work on coming up with a process to accomplish the task within a quick time-frame.

VP Business Services Sullivan reported that the CPC Subcommittee met on July 19 and developed a draft proposal for the F/T Classified Replacement Hiring Process. VP Sullivan handed out the revised updates on the Subcommittee's Proposal and walked the members through the F/T Classified Replacement Hiring Process, the Charge, the Guiding Principles, and The Parameters for the Process and the Questions for Ranking of Classified Positions. Mr. Sullivan started with the F/T Classified Replacement Hiring Process:

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

Mr. Sullivan reminded the group that the process of determining the percentage of positions to be filled on an ongoing basis is critical because it determines how rapidly the college will move towards a balanced budget. When the budget is balanced he stated that the college will no longer have to go through this process. Further discussion ensued touching on the details of the process.

The hiring process recommendations and the rest of the proposal were discussed further.

Dr. Gaskin reminded the group that the CPC subcommittee stated that this process is not written in stone; as a consequence the committee can re-evaluate and if the process needs reworking then it can be reworked.

Interim VP English walked the group through the proposed timeline for filling classified staff vacancies. The timeline started at this CPC Meeting, 7/24/12, and will begin to be implemented immediately upon CPC's approval of the process until the launching of the recruitment for the approved positions. Further discussion about details took place regarding the question of an appeal process, the frequency of this process, the use of internal applicants from SBCC/external applicants from outside and the fact that the timeline end will coincide with the August 8 CPC lunch meeting.

Dr. Gaskin asked for a motion to accept the proposal with the noted change of department/organization being consistently used throughout.

M/S/C (Spaventa/Bishop) to accept the Proposal for the F/T Classified Replacement Hiring Process and the Proposed Timeline with the noted change of using department/organization consistently throughout the proposal. All were in favor with no abstentions.

Dr. Gaskin stated that CPC will determine the percentage of vacant positions to be filled on an ongoing basis. This does become critical because we are trying to go toward those two guiding principles of creating a staffing level where we can operate at the same time moving ever steadily forward toward a structurally balanced budget.

The next action item for CPC was to determine the percentage of positions to be filled on an ongoing basis. After a clarifying discussion, a motion was made.

M/S/C (Nevins/Salazar) to approve the proposal to determine the percentage of vacant positions to be filled on an ongoing basis will be 50% and truncated. All were in favor with no abstentions.

Dr. Gaskin stated that there is an understanding that if we get vacancies, and if there are critical needs, then we will consider them through this process.

President Gaskin thanked the CPC Subcommittee for their hard work.

5.2 P&R Resource requests: essential for fall course offerings. (Att. 3)

Dr. Gaskin stated that at the last CPC meeting on July 17, CPC had agreed to support the purchase of the items highlighted as SAFETY REQUESTS and LEGALLY MANDATED REQUESTS from the list on the Essential Funding Request from the 2011-12 Program Review. After Dr. Monda, Chair Planning & Resources Committee reported on the details of the essentials for the fall course offerings, Dr. Gaskin asked for a motion to approve the \$20,631.00 instructional essentials.

M/S/C (O'Connor/Nevins) to approve the additional expenditure of \$20, 631.00 for P&R Resource requests for items listed as essential for fall course offerings. All were in favor with no abstentions.

6.0 Adjournment

- 6.1 Dr. Gaskin reported that she and Executive VP Friedlander will be presenting the draft of the CE reorganization to CPC at the August 28 meeting for consideration.
- 6.2 The next special summer CPC meeting is scheduled for Wednesday, August 8 in a location TBD from 1:00 p.m. to 3 p.m.