

**Santa Barbara City College  
College Planning Council  
Tuesday, November 6, 2012  
3:00 p.m. – 4:30 p.m.  
A218C  
Agenda**

**1.0 Call to Order**

- 1.1 Approval of 10/30/12 CPC Minutes, (Att. 1.1)

**2.0 Announcements**

**3.0 Information Items**

- 3.1 Executive Director Job Description, Center for Lifelong Learning. - J. Friedlander, (Att. 3.1)

The job description for the Executive Director of the Center for Life Long Learning (CLL) will be discussed with CPC. The job description will be submitted as an information item to the Board's November 8, 2012 meeting. The job will be announced shortly thereafter with the intent of filling the position in early January. Funds to pay for this position this year will come from the Continuing Trust Account. This position will be self-funded from fees generated from the CLL courses and program beginning in September 2013.

**4.0 Discussion Items**

- 4.1 Mission Statement Review – L. Gaskin and Dr. Eva Conrad (consultant), (Att. 4.1)

The Board of Trustees has established as one of its 2012-13 goals the review of the college's mission statement as a starting point to coalescing and refining our planning process into an integrated structure. At the October 30, 2012, President Gaskin provided an overview of the process being proposed for review of the mission. The first part of the process is to hire a consultant to assist us with this process.

President Gaskin announced that Dr. Eva Conrad, former President of Moorpark College, has been hired to be the consultant on this project. As President of Moorpark College, Dr. Conrad led the college in developing an integrated planning process and streamlined processes for college governance. Dr. Conrad will be present to discuss with CPC the details of the next part of the mission statement review process.

- 4.2 Zero Balance Budgeting – J. Sullivan, (handout)

The process for developing a zero based budget will be examined using a tiered approach for determining funding down to the account level. The timeline for the process, including review, will be proposed.

## **5.0 Action items**

- 5.1 Reorganization: Human Resources and Emergency Preparedness (First Reading) – L. Gaskin, (Att. 5.1)

CPC is presented with a reorganization plan which provides for the: (1) restructuring of Human Resources given the recent retirement of the Vice President of Human Resources and Legal Affairs; and (2) creation of a management position responsible for emergency/disaster preparedness and response.

- 5.2 Proposal: Reorganization for Risk Management, Community Services, Purchasing, Duplicating Contracts and Bidding – J. Sullivan, (Att. 5.2)

The vacancy of the director of risk management and community services has created the need for reorganizing Business Services. The primary assumption is that the director position will not be replaced and the restructuring will allow for preserving most of the salary for that position as savings to the District. The areas that need additional resources applied to them are risk/liability, contract administration and the expanding role of community services. This reorganization will provide for covering these responsibilities with one less management position. The reorganization would be permanent.

- 5.3 Restoration of Budget Cuts in Critical Areas: Report from Short-Term Hourly Work Group. P. English, L. Auchincloss

The Work Group for the Restoration of Budget Cuts in Critical Areas include: two co-chairs: L. Auchincloss, Pres., CSEA and P. English, Interim VP, Human Resources and six members: Paul Bishop, Joyce McPheter, Michael Medel, Dean Nevins, Kathy O'Connor and Cindy Salazar. Dr. Gaskin had asked that CPC provide a recommendation for this as this is the part of our budget reduction plan that is getting us closer to a structurally balanced budget. The request for restoration was sent out to Deans, Managers and Chairs with a request deadline of November 2. The requests will be ranked at the November 5 Executive Committee Plus Meeting, and the results of that will be reported at CPC on November 6. CPC will be asked to approve the rankings.

## **6.0 Adjournment**

- 6.1 The next regularly scheduled CPC meeting will be Tuesday, November 20 in Room A218C, 3:00 p.m. - 4:30 p.m.