



College Planning Council

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Managers Group Representative

SANTA BARBARA CITY COLLEGE

College Planning Committee

October 15, 2013

3:00-4:30 pm

Room A218C

Agenda

1.0 CALL TO ORDER

1.1 Approval of 10/1/13 CPC minutes. (Att. 1.1)

2.0 ANNOUNCEMENTS

3.0 INFORMATION ITEMS

3.1 Replacement of Budgeted Positions – P. English

4.0 DISCUSSION ITEMS

4.1 Budget Timeline: First Reading – J. Sullivan (Att. 4.1)

The budget development timeline for the 2014-15 budget provides the schedule from October 2013 through September 2014. The schedule covers the development of program review, budget assumptions, tentative and adopted budgets, critical dates and the consultation process.

4.2 Classified Staff Hiring Process – L. Gaskin (Att. 4.2)

Last year, CPC was asked to develop a process to identify and prioritize new classified staffing needs. A workgroup was created and they developed the attached process which was subsequently approved by CPC. The intent was to go through this process of identification and prioritization in this current academic year. CPC is being asked to implement this process prior to 14/15 budget development so that CPC could consider whether or not to recommend any new classified staff positions be included into next year's budget.

4.3 Principles Governing a Reserve Fund – L. Maas (Att. 4.3A & 4.3B)

The Fiscal Committee of the Board of Trustees has been engaged in discussions regarding the nature of a reserve fund

and the need for parameters which govern the development of such a fund. A draft narrative which would be inserted into a Board policy is presented to CPC as a first reading. The second attachment provides a quantitative example of how these principles would generate the reserve fund using the college's 2013/14 budget.

5.0 ACTION ITEMS

5.1 Request to Allocate \$50,000 to Engage the Services of Strata Information Group: Second Reading – J. Friedlander

The Council is being asked to allocate \$50,000 of the \$100,000 needed to engage the services of Strata Information Group (SIG) to assist in the integration of Continuing Education's current business processes and systems into the Banner System. The remaining \$50,000 for this project will come from the Continuing Education Reserve Fund. This will enable the college to meet the needs of Continuing Education students, faculty and staff in a more effective and efficient manner. The Council is being asked to help fund the implementation of this project in 2013-14 so that the integration into Banner can be completed in time for the start of the 2014-15 academic year. This request was considered in a first reading at CPC's October 1 meeting.

6.0 ADJOURNMENT

6.1 The next regularly scheduled CPC meeting will be held on Tuesday, October 29, 2013 in Room 218C, 3:00-4:30 p.m.