

SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COUNCIL

April 28, 1987

M I N U T E S

PRESENT: J. Romo, J. Diaz, H.P. Fairly, L. Fairly, P. Freeman, C. Hanson,
E. Hodes, B. Trotter, A. Ladd

ABSENT: M. Bobgan (excused)

RESOURCE: E. Cohen, B. Miller

GUEST: T. Garey

APPROVAL OF MINUTES: April 15, 1987

It was requested that the minutes record:

- (1) that H.P. Fairly left the meeting after the vote on the motion "to approve the Recommended Allocations as it now stands, excluding the bracketed item Faculty Advising - Pilot."
- (2) that "education code" in the College Nurse Report replace "health services".

M/S/C Hodes/L.Fairly

To approve the minutes as corrected Unanimous

EMERGENCY ALLOCATION SUBCOMMITTEE RECOMMENDATIONS

Deferred

RANKING OF INSTITUTIONAL RESOURCE REQUESTS

A. Business Services

Dr. Hanson presented the ranked requests from Business Services for permanent and temporary personnel in Facilities and Accounting. He noted that the construction of the Library/LRC, Interdisciplinary and Student Services Building will require three positions for the duration of the project. The costs will be funded from the Construction Fund. Dr. Hanson stated that additional personnel is needed in the Accounting Department to handle the increased workload as a result of state and lottery funds, budget control, an increase in grants and in accounts payable.

B. President's Office

Mr. Oroz presented the resource requests from Personnel/Affirmative Action. He explained that his department needs additional personnel to assist with collective bargaining, expanded affirmative action activities, personnel benefits administration, and increasing state and federal legislation affecting employers and employees. Although his initial request is for an administrative secretary, he stated that it is possible for the position to be filled by a senior secretary.

Mr. Miller presented the requests from Research and Grants, Data Processing, College Information and Publications. One of the requests is for a .5 FTE laboratory technician to provide support to employees in the use of hardware and software.

College Information is requesting 1 FTE Classified Position (Writer) to assist with the increasing responsibilities related to schedule deadlines in new or expanding programs: Transfer, B.S. Degree in Business, Relations with Schools, Contract Education, Foundation, Assessment, Honors, and Study Abroad.

Publications is requesting a 15% increase in the production operating budget for 1987-88.

C. Student Services

Mrs. Fairly briefly explained the ranked listing of resource requests submitted by the Student Services Advisory Committee. Included in the items are a permanent admissions clerk, a temporary articulation officer, an increase in the Cal-SOAP half-time secretary to full-time, limited hourly support and training staff, and equipment.

REPORTS

CPC POLICIES AND PROCEDURES

The Chair reported that the subcommittee met to review the CPC Policies and Procedures (adopted at the 4/14/87 meeting), and recommended, for clarity and consistency with established procedures, the following amendments:

- (1) to add to Section 1312.6, c.:

For major Action items (as determined by the Chair and the Vice Chair), attachments to accompany the agenda be requested.

- (2) To add a new Section 1312.7 Council Actions

Action items before the Council shall be presented in two stages. The first presentation shall be a hearing of the proposed item with final Council action occurring at the subsequent meeting. Action items announced in the agenda shall be designated as "Hearing" or "Action."

- (3) To retain Section 1312.3 Membership as originally approved. The subcommittee felt that there was no need to include resource persons as they attend at the request of the Chair or Council members.
- (4) To make some minor changes in language.

M/S/C Trotter/Ladd

To amend the originally approved CPC Policies and Procedures as recommended by the subcommittee.

AYES: 7 NOES: 0 ABST.: 0

FACULTY ADVISING

Dr. Cohen presented a brief up-date on the Faculty Advising Plan. The proposal provides for faculty members to advise students majoring in their discipline. The program is voluntary, and participating faculty will be compensated for their responsibilities. The plan encourages close cooperation between the faculty and the Counseling Department, with a counselor assigned to each division. The chair reported that the DCC endorsed the proposal, and that Dr. MacDougall accepted the plan, with some minor modifications. Dr. Cohen stated that a pilot study of the plan could be implemented in Fall, 1987, if funding were available. The Chair remarked that funding for the pilot study would be requested from 1987-88 lottery.

EQUIPMENT REPLACEMENT FUNDS

Deferred

ACADEMIC AFFAIRS SENIOR SECRETARY POSITION

The Chair presented as an information item the intent of the Academic Affairs Office to replace the .5 FTE senior secretary position vacated by Barbara Armstrong with a one FTE position. The justification of the action is the fact that the responsibilities of the position already exceed a .5 FTE equivalent, and additional duties to be assumed for matriculation and TITLE V course review require that the position be increased to full-time. Funding will be from Academic Affairs Office (8642) existing funds, with a possibility of using Matriculation funds for a portion of the position.

The meeting was adjourned at 4:40 p.m.

The next meeting of the CPC will be Tuesday, May 5, 3:00 p., A-218C.

jdm

cc: Dr. MacDougall
Deans
Division/Department Chairs
Rep Council
CSEA President

DIVISION CHAIR COUNCIL RECOMMENDATIONS ON
ACADEMIC AFFAIRS ESSENTIAL RESOURCE REQUESTS

<u>Department</u>	<u>Item</u>	<u>Est. Cost</u>	<u>Rank</u>
<u>Health and Safety</u>			
Theatre Arts*	Laundry room ventilation (toxic fumes)	3,000	
Art*	Vacuum for ceramics lab (silica dust)	700	
P.E.*	Women's Locker Room (security)	2,500	
Early Childhood Ed.*	Repairs and Improvements (comply with State regulations)	1,500	
<u>Most Essential - Ranked</u>			
	Items 2 through 12:	(29,212)	
	2. Increase 1/2 time testing tech. to full-time	7,000	
	3. 5 Assessment workers, 6 hrs/day, 20 days	3,600	
	4. Hourly certificated Counselors	5,000	
	5. 3 Additional readers for Essays, \$18/hr, 30 hrs	1,620	
	6. 3 Workers for Assessment table at registration 6 hrs/day, 14 days	1,512	
	7. Student assistants for orientation	3,000	
	8. Student Planning Guide	2,900	
	9. Supplies for Assessment (scanforms, etc.)	2,500	
	10. Student worker for evaluation, 200 hrs.	640	
	11. LD specialists, \$18/hr., 2/40 hrs., in summer	1,440	
	12. College specialist to evaluate applications for special placement tests and to monitor tests	500	
Tutorial	Tutors increase	15,000	12.0
Library	On-going commitment for information retrieval costs	1,725	11.6
Math (Mastery Learning)	Tutor coordinators, classified hourly	**3,150	10.1
	Testers, classified hourly	**2,880	
Honors	Honors budget (supplies, P & D, Consultants, field trips)	5,000	8.9
Math	.50 regular classified secretary	10,000	8.3
English	.50 regular classified secretary	10,000	8.3
Theatre Arts	General student hourly for Technical Theatre program	8,000	7.8

*Recommended for Funding

**Merged Items

Most Essential - Ranked (cont'd.)

<u>Department</u>		Est. Cost	<u>Rank</u>
Academic Affairs	Readers increase	9,000	7.7
Dental Assisting	Supplies	1,000	6.3
Faculty Enrichment	New faculty orientation	3,100	6.0
P. E.	General student hrly for women's locker room	4,000	3.5
Academic Affairs	Program evaluation costs (P&D, class. hrly, consultant, mileage cert. hrly)	4,180	3.2
P.E.	Printer and Cover	1,400	2.0
Disabled Student Serv.	Office renovation for computer equip.	500	1.0
	costs (P & D, class. hrly. consultant, mileage, cert. hrly)		

More Essential - Unranked

Theatre Arts	Office for marketing director	3,000
	Benefits for marketing director	7,350
Music	Instrument cabinets (security)	2,500
ESL/Essn Skills	Copy machine for Campus Center	3,000
Essn Skills	.50 regular classified secretary	10,000
Academic Affairs	General student hourly (Catalog)	656
	Research (student hourly)	600
	Faculty Enrichment consultants (study of underprepared students)	3,000

Essential - Unranked

Theatre Arts	Benefits for scene shop foreman	5,245
	Benefits for costume shop supervisor	5,245
	Benefits for box office manager	5,880
Health Technologies	Increase in College Work Study	1,476
	Increase classified hourly, applications clerk, to 6 hrs/week	4,000
Spanish	Typewriter with Spanish characters	550
Philosophy	Typewriter	550