## SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COMMITTEE January 5, 1988

# MINUTES

PRESENT: J. Romo, Chair, M. Bobgan, J. Diaz, L. Fairly, P. Freeman, T. Garey, C. Hanson, D. Oroz, D. Ringer.RESOURCE: K. Hanna, B. Miller

The Chair announced that a report on the timeline for certificated personnel and resource requests has been placed on the agenda.

## **APPROVAL OF MINUTES**

M/S/C Garey/Bobgan Unanimous

To approve the minutes of December 1, 1987

# **HEARING STAGE**

# Lottery Requests, 1987-88

Dr. Hanson distributed copies of the lottery requests from Academic Affairs, Business Services, President's Office and Student Services. He explained that the adopted budget projects \$826,338 for allocations. Approximately \$200,000 is committed to salaries and \$131, 531 to Continuing Education, leaving \$494,807 for CPC recommendations, including those items approved by the Council on August 6, 1987.

## District-Wide Regests

Dr. Hanson presented the list of unranked district-wide requests in six general categor Range Development Plan, Repairs and Improvements, Campus/Building Repairs and Improvements and Deferred Maintainence (1988-89).

# Academic Affairs

The Chair stated that the unranked requests from Academic Affairs reflects the priority #1 from the Division Chair Council. He added that a Second Round of Lottery Requests compiled by DCC is submitted for CPC consideration should monies be available (See Attachment #1). Mr. Romo pointed out that the Priority #1 request includes four items which DCC designated as Health and Safety items (\$8,840).

#### Business Services

Ranked requests from Business Services total \$60,700. Dr. Hanson explained that most of these items are equipment to enable staff to perform their jobs more efficiently.

# President's Office

Mr. Miller discussed briefly the requests from the President's Office which include \$25,000 for a publications assistant, \$2,300 for a HP computer for the new secretary in the Personnel Office and \$3,600 for Affirmative Action/Certificated personnel advertising. Members recalled that \$25,000 had been allocated from lottery last year for the publications assistant, and noted that the position has not been filled. Mr. Miller responded that the monies were used to augment the publications budget.

The Office of Research and Grants is requesting funds for data processing capital outlay projects. Mr. Miller remarked that his budget of \$19,167 cannot meet present needs of \$106,000 for equipmentn. This request is for \$49,000.

## Student Affairs

Mrs. Fairly presented the unranked items which reflect miscellaneous requests, i.e. supplies, equipment, <del>part-time</del> classified staff, maintainence agreements, counseling staff and computer equipment.

The Chair recommended that, as in the past, the vice presidents, business manager and a representative from the President's office review and recommend lottery allocations to bring to CPC during its action stage.

# ACTION STAGE

The Chair pointed out that the Division Chair Council has ranked its Essential Essential Items list (see attachment #2) and is submitting it for CPC consideration if funding is available.

M/S/C Garey/Ringer Unanimous

To accept the Division Chair recommendations of New Equipment Requests, Most Essential Items and Essential Items, ranked, from Academic Affairs.

## REPORTS

Timeline for Certificated Personnel and Resource Requests, 1988-89

The Chair announced that a deadline of January 29 has been set to send to Personnel the College Planning Council recommendations for new certificated positions. Early action is necessary, he stressed, in order to have ample time to advertise, interview and recruit the best candidates.

Certification Personnel Requests <u>- Timeline</u> -Certificated Requests to DCC (Hearing Stage) Certificated Requests to DCC (Action Stage) Certificated Requests, Academic Affairs and Student Affairs, to CPC (Action & Hearing Stage) CPC approved list of certificated positions to Personnel The Chair stated that Resource Requests (classified staff, facilities, new/ replacement equipment, Other Resource Requests) timeline is as follows:

	Resource Requests - Timeline	
Academic Affairs Resource (Hearing Stage)	Requests to DCC	February 17
Academic Affairs Resource	Requests to DCC	March 2
(Action Stage) All Units Resource Request	s to CPC	March 15
(Hearing Stage) All Units Resource Request (Action Stage)	s to CPC	March 29
The meeting was adjourned at 4:20.		
The next meeting is January 12, 3:00 p.m. in A-218-C.		
NOTE: CPC will meet at 2:00 on January 22 in A218-C to review certificated personnel requests from Academic Affairs and Student Affairs.		

jdm

Attachments cc: Dr. MacDougall, Deans Division/Department Chairs Mr. Miller Mr. Pickering Dr. Ullom CSEA Rep