

College Computer Coordinating Committee

Time: TBD

Responsible to: Superintendent/President

Membership:

Functions and Responsibilities:

- 1 Director of ETMS, Chair
- 4 Vice-Presidents (selected by cabinet)
- 4 Faculty:
 - Academic Senate President (or designee)
 - CAC Representative
 - ICPC or CAI Chair
 - Academic Senate Representative
- 1 Student
- 2 Classified Council Representatives
- Resources (non-voting)
 - 1 Asst. to Supt./Pres. for Planning
 - 1 Computer Science Dept. Chair
 - 1 Library Representative

- Recommends policies related to acquisition, user maintenance and support of computer hardware and software, data communications, computer agreements, and consulting services.
- Submits long-range computer development plan.
- Makes recommendations regarding allocation of computer resources.

Employee Wellness Committee

Time: 1st/3rd T, 1:30–2:30 p.m.

Responsible to: Vice-President, Human Resources

Membership:

Functions and Responsibilities

- 1 Physical Fitness Lab Director
- 1 Campus Nurse
- 2 Faculty
 - Personnel Specialist
- 1 Facility Operations Director
- 1 Director, Administrative Services
- 2 Classified (one from Classified Council)

- Reviews Campus Employment Wellness Programs.
- Develops Employee Wellness Program.
- Implements Employee Wellness Program.
- Makes recommendations to Superintendent/President

Facilities Planning, Security and Safety

Time: TBD

Membership:

- 1 Assistant to Superintendent/President
- 1 Vice-President, Academic Affairs
- 1 Vice-President, Student Affairs
- 1 Vice-President, Business Services
- 1 Continuing Education Representative
- 1 Director, Facilities and Operations
- 3 Faculty
- 2 Classified Representatives (one from CSEA)
- 1 Student
- 1 Administrative Services
- 1 Director Security
- 1 LTA, Biological Sciences

Responsible to: Vice-President, Business Services

Functions and Responsibilities:

- Reviews and makes recommendations regarding campus Master Plan changes.
- Reviews and makes recommendations regarding new facilities.
- Reviews and makes recommendations regarding space utilization and rearrangement.
- Reviews priorities for College's deferred maintenance program.
- Receives and reviews reports from specialized or ad hoc facilities development committees and makes additional recommendations.
- Makes recommendations regarding parking and traffic control.
- Advises and assists College Safety Officer in the development of policies and procedures to maintain safe conditions on campus.
- Prepares annual update of Civil Defense Disturbance and Disaster Plan.

Institutional Research

Time: 1st/3rd W, 3:00 p.m.

Membership:

- 2 Deans, Academic Affairs
- 1 Dean, Student Development
- 1 Assistant Dean, Admissions and Records
- 1 Assistant to the Superintendent/President
- 3 Faculty

Responsible to: Superintendent/President

Functions and Responsibilities:

- Identifies priorities for Institutional Research.
- Designs and conducts specific research projects.
- Evaluates research projects.

**SANTA BARBARA CITY COLLEGE
HUMAN RESOURCES**

TO: Dan Oroz

FROM: Bill Benjamin, Staff Development/HR Coordinator, x 2713

DATE: October 20, 1999

RE: Wellness Committee/Program

The Wellness Program and Committee were established at the March 1985 BOT meeting. "The objective of the program is to motivate and assist employees in their physical fitness efforts. The program would include reimbursement to employees by the District of up to \$35.00 per year for completion of any SBCC physical fitness class. In addition, the program would include an ongoing health care awareness effort which would be conducted by an Employee Wellness Program Committee. The estimated annual cost of the program is \$835" (\$35 times 25 employees estimated). As a result of the proposal, a committee and budget, from HR's share of AB1725 funding were established. The committee membership is as follows:

Administrative Services Manager - Steve Lewis
 Human Resources Coordinator - Bill Benjamin
 Physical Fitness Lab Director - Ellen Connor (Chair)
 Campus Nurse - Susan Broderick
 2 Classified staff representatives
 2 Faculty representatives
 1 Academic Senate Liaison

The committee reports to the V.P. of Human Resources and the V.P. of Business Services. The following are highlights of the Wellness Committee's achievements:

1. First meeting held 9/15/85; five persons attended, including the Chair.
2. 1986-89: minutes from this period are missing
3. 1990: program expanded to non-credit fitness courses, smoking cessation, and weight loss; maximum reimbursement amount increased to \$100; this amount was later reduced to \$50 to allow for more participation.
4. 1992: Wellness Faire held and Employee Wellness Interest Survey conducted. Wellness session held at Faculty In-Service. Committee drafted Mission Statement. Birthday card/gift recognition program established. Honorable Mention **Excellence Award received from HealthNet for Wellness program.**

SBCC EMPLOYEE WELLNESS PROGRAM

ADMINISTRATIVE POLICY

SBCC supports and encourages a wellness program for its employees in order to assist in an individual's effort towards well being and physical fitness.

PROGRAM

1. An Employee Wellness Program Committee will be appointed to coordinate the program to include the administration of reimbursement of district funds for fitness/wellness programs, and to communicate information on health and fitness to SBCC employees.
 2. All regular permanent District employees may be reimbursed for fees for the participation in any fitness/wellness program. These programs include District physical education classes, off-site smoking cessation, weight reduction and mental health programs. District employees will be reimbursed up to \$50.00 per year upon submission of proof of enrollment/completion of a class or program. District physical education courses will be fully reimbursed after proof of satisfactory completion of the course. All other programs will be reimbursed on a 50% basis up to a \$50.00 maximum. For example, if an employee submits a receipt for a smoking cessation program that costs \$70.00, he/she would be reimbursed \$35.00. No employee is eligible for more than \$50.00 reimbursement per fiscal year. (Change effective July 1, 1996)
 3. Participating employees shall participate in wellness activities on their own time or, by permission of their supervisor, make up the time if a class occurs during the regular work day.
 4. In addition to the above, the committee will conduct an on-going "health care awareness program" in coordination with the College Nurse, the Physical Education Department, the District's medical carriers, and other health care professionals.
- Examples:**
- a. Health Net Workshops
 - b. College In-Service Speakers - Mental Health
 - c. Handouts
 - d. College Memo
 - e. An Employee Bulletin Board
5. Employee Assistance Program (E.A.P.).
 - (1) The program consists of a contract with an outside agency (S.A.V.E.) to provide counseling, referral and training services; and
 - (2) In special employee crisis circumstances, as deemed appropriate by the Superintendent-President, the Superintendent-President, in consultation with the appropriate staff, will determine whether district E.A.P. financial support for the employee could be in the best interest of the district.
 6. The Employee Wellness Program supports the efforts made by the Physical Education Department and encourages employee participation in health and fitness programs they may offer.

g:wellness:lb(update 10/95;1/96)