

Santa Barbara City College

CLUSTER LEADER COUNCIL

MINUTES

December 5, 1979

MEMBERS PRESENT: D. Anderson, J. Edmondson, R. Fairly, J. Morrisohn, P. Olsen,
C. Solberg, J. Webber

RESOURCE MEMBERS

PRESENT: D. Emerson, M. Elkins, R. Sanchez

GUESTS PRESENT: C. Hanson

1. 1979-80 BUDGET UPDATE

Mr. Hanson informed the Council that the budget for 1979-80 was based on an estimate of 8150 ADA. The figure has since been revised downward as it appears unlikely that the institution will reach that goal. Much depends on the final count for Continuing/Adult Education. An annualized average of ADA for the college will be determined by doubling the results obtained. Funds allocated to the institution as a result of ADA represents 80% of the institution's budget. Numerous items have been built into the budget but no decision can be made approving expenditure of these funds until the exact status of funding is known (mid-January). Mr. Hanson also pointed out that no further major construction would occur on campus unless state funds can be obtained. This, however, appears very unlikely. The scurry to seek additional funds to continue the HRM expansion project was also discussed.

2. EQUIPMENT MONIES FOR 1979-80

Mr. Emerson stated that approximately \$70,000 has been budgeted for equipment this college year. Due to the uncertainty of funding, only those items of emergency nature are being recommended for funding. Once the status of funds is known, a determination will be made relative to the amount available for equipment purchase. Allocations will follow based on the total amount.

3. CRITIQUE ON PUBLICATION OF SPRING 1980 SCHEDULE OF CLASSES

A memo dated November 30, 1979, subject "Schedule of Classes - Spring 1980", was discussed. Significant ideas were emphasized related to the difficulties encountered in the Schedule development process. Information was conveyed stating that the development of the Fall, 1980 Schedule would commence February 1, 1980. Development of the Spring, 1981 Schedule will begin in May, 1981, prior to the summer recess. The reason for this process beginning earlier than usual is because time itself usually becomes that critical factor in Schedule development. Preparing the Schedule as early as possible without creating undue hardship will expand the time available to develop an accurate and error free schedule.

DEPARTMENTAL ASSISTANCE FOR THREE YEAR CURRICULUM PLAN

Dave Emerson has been given principal responsibility for working with departments in the development of three year curriculum plans. Notice has been sent to each

department announcing Mr. Emerson's involvement. Department Chairpersons have been requested to meet with him to discuss their plans and receive assistance. Dick Sanchez will also provide assistance if demands become too great for Dave Emerson. Cluster Leaders were asked to remind Department Chairpersons to meet with Dave Emerson as soon as possible.

5. ACCREDITATION SUBCOMMITTEES

Mr. Huglin shared the frustration he has encountered relative to the inadequate participation by faculty in the accreditation process. He stated that their participation was paramount and that an accreditation study cannot be valid without their involvement. He requested that Cluster Leaders convey this concern to faculty in their Cluster and encourage them to participate. A suggestion was made to include a statement on accreditation within the College Memorandum encouraging greater faculty participation.

6. 1980-81 PERSONNEL NEEDS

Mr. Emerson will promulgate request forms relating to personnel needs (certificated and classified) for next year sometime in January. Substantiation documentation will be part of these instructions. Certificated hourly, classified hourly, and student assistance requests will be handled separately at a later date. It appears that the student assistance rates may be revised so that differential rates can be established for students meeting standards of performance beyond the minimum wage. Inasmuch as possible, departments are encouraged to project personnel needs within their three year curriculum plan.

7. DEPARTMENTAL STIPEND DEDUCTIONS

A previous memorandum on this subject was discussed. The memorandum informed all persons receiving leadership stipends that a regular tax deduction would be in effect in those instances where stipends were paid directly to the person involved. A suggestion was made stating that perhaps it would be wiser and more beneficial to the institution to take the money involved and provide release time in order to allow sufficient time to perform the administrative tasks performed by Department Chairpersons and Cluster Leaders. This suggestion was made since approximately 40% of the total amount is being lost through the deduction process. Opinions were expressed that more responsibility is being placed on Department Chairpersons and Cluster Leaders and yet, little if no time is available to respond to necessary administrative requirements. Some Cluster/Department Leaders are already using stipend monies to pay for hourly substitutes. Cluster Leaders stated they would discuss this suggestion with Department Chairpersons. It was stated that the item would appear as an agenda item at a future meeting for further discussion.

8. ATTRITION

Deferred to next meeting.

9. NEXT MEETING

The next meeting of the Cluster Leader Council will be on Wednesday, January 30, 1980 at 3:00 p.m. in A121.

PH/mjb

cc: Dr. Mertes, Mr. Gaston, Mr. Burt Miller, Administrative Deans, Department Chairpersons, Representative Council