

SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
January 17, 1989

M I N U T E S

PRESENT: J. Romo, Chair, S. Laub (for M. Bobgan), G. Brady, J. Connell,
G. Brady, L. Fairly, T. Garey, C. Hanson, D. Oroz
ABSENT: G. Smith (excused)
RESOURCE: E. Cohen, J. Friedlander, B. Miller, H. Pugh, D. Sloane,

APPROVAL OF MINUTES: December 6, 1988

Deferred

CONSENT TO ADD ITEM TO THE AGENDA

The Chair asked for consent to add an item to the Agenda. He announced that Dr. Friedlander and Dr. Charles Wood would appear before the Council to make a special request for CPC consideration of a proposal to stage a major jazz festival which would be partially funded from Lottery 88-89 funds.

The Chair introduced Sunny Laub, Dean of Continuing Education, representing Dr. Bobgan who is out of town.

ACTION ITEMS

Approval of DCC Instructional Equipment Recommendations, 1989-90

M/S/C	Hanson/Fairly	Unanimous
	To approve the Division Chair Council recommendations on new instructional equipment, 1988-90.	

The Chair briefly reviewed the instructional equipment allocations for 1988-89 which are:

Library (16%)	\$ 73,924
Continuing Education	81,501
Academic Affairs	<u>306,599</u>
Total	\$462,024

The breakdown of the Academic Affairs allocation is the following:

New Equipment	\$151,330
Contingency/Security	15,330
Replacement Equipment	<u>140,090</u>
Total	\$306,599

The chair told members that replacement equipment requests would be determined by Department Chairs and the deans responsible for their areas.

Members were reminded that all requests for computer equipment must be confirmed by the Instructional Computer Planning Committee.

Approval of DCC Certificated Replacement Exemptions from Ranking

The Chair asked for action waiving the rule for a Hearing Stage on this item.

M/S/C Garey/Connell Unanimous

To suspend the rules to allow the Council to take action on the Division Chair Council recommendations on Certificated Replacement Exemptions from Ranking.

Referring to Attachment 2, the chair noted the positions which are recommended for exemption: Accounting, Art, Marine Technology, Music and Psychology. The criteria applied during the exemption process include the following:

1. Is the department in a stabilized growth pattern?
2. How did the department's WSCH per FTE compare to programs at other colleges?
3. What percent of the program is taught by hourly faculty?

The Chair reported that early action on these positions will enable Personnel to begin advertising immediately.

M/S/C/ Brady/Garey Unanimous

To approve the list of exempted position for 1988-89 as recommended by the Division Chair Council.

Mr. Garey remarked on the wisdom and efficiency of the new process of exempting positions from the ranking process if they meet established criteria. The new procedures expedite replacing faculty who are vital to the instructional program.

The Division Chair Council is reviewing 14 additional certificated requests, non-exempt and new, for ranking and submittal to the CPC. Of these requests, it is expected that only 6 positions will be funded.

Members responded to Mr. Oroz's comments on the added costs for a second round of advertising with the observation that "it was worth it" to secure the best candidates as quickly as possible.

REPORTS

Continuing Education Contract Staffing

Sunny Laub reported that Dr. Martin Bobgan has recommended, on the basis of practices at other California community colleges, that permanent contracts be given to two permanent hourly instructors in the Continuing Education Program. The cost for the permanent contracts to Mary Ellen Kelly and Eleanor Woods is approximately \$15,000.

On the issue of "bumping rights" between the credit and the not-for-credit program, Mr. Oroz stated that it is unlikely that this action will affect staff in the credit program. (This issue is being addressed by AB 1725.)

Institutional Directions Statement

The Chair reminded members that the Council will make its final recommendations on the Statement of Institutional Directions on February 14, and he asked that recommendations from college committees be submitted to Burt Miller as soon as possible.

Lottery Rankings

Dr. Hanson reported that an additional \$200,000-\$300,000 is available for allocation from 88-89 lottery, and he recommended that additional requests be submitted for ranking. The chair proposed that a master list of items be ranked early this spring, which would obviate the need for a second round later in the semester. This also could enable the college to cut into projected 89-90 lottery monies.

Members, in general, were not in support of the proposal, observing that needs can evaporate or needs can surface after the requests are ranked, that the process of working 6 months in arrears is working satisfactorily. It was suggested that an over-all list could be submitted and periodically revised as necessary. In a straw vote called by the chair, members indicated their preference to rank in early spring the balance of 88-89 lottery allocations, and to rank 1989-90 funds later in the semester.

The timeline for Lottery rankings is as follows:

<u>Activity</u>	<u>Date</u>
Division Chair Council 1st Hearing	March 8
Division Chair Council 2nd Hearing	March 22
College Planning Council 1st Hearing	March 28
College Planning Council 2nd Hearing	April 11

Jazz Festival Proposal

Dr. Jack Friedlander introduced Dr. Charles Wood, instructor in the Music Department, who presented his proposal to stage a jazz festival sponsored by SBCC on April 28 and 29, 1989. Dr. Woods outlined the activities planned for the event, including performances by world class artists and the staging of band competitions for various age groups. Invitations to participate have been sent to junior and senior high schools, community colleges and state universities in California.

It is expected that costs of the festival, estimated at approximately \$29,000, will be offset by ticket and program sales, projected at \$25,000.

Dr. Woods outlined the benefits of the proposal to the college: visibility, potential recruitment of students, impetus for support by outside agencies, enhancement of programs, additional curricular opportunities for students, and hospitality revenues to the city.

M/S/C Oroz//Fairly Unanimous

To waive the rules to allow action on the request by the Music Department to consider a lottery request for a SBCC Jazz festival.

M/S/C Hanson/Garey Unanimous

That \$10,000 from 1988-89 lottery funds be pledged as necessary for the Santa Barbara International Jazz Festival, sponsored by Santa Barbara City College. The allocation of \$10,000 will provide viability to the program in the event that expenses cannot be met by ticket sales.

The Chair clarified that by taking this action, the Council was recommending authorization to assume a potential worst-case liability of up to \$29,000.

BUDGET DEVELOPMENT

Dr. Hanson distributed copies of 1988-89 General Apportionment-Revenue Projections.

Based on 1988-89 Adjusted Budget figures plus Estimated Growth and Equalization, the projected 1989-90 budget is \$24,659,970. This figure represents an projected increase of \$1,452,523. Dr. Hason remarked that the apportionment-revenue projections document is, essentially, a planning tool. A preliminary budget reflecting, among other items, library utility and staffing costs, and established benefits costs is the next stage in budget development. Dr. Hanson will report on the preliminary budget at a later date.

STAFF DEVELOPMENT

Mr. Oroz reported that the District will receive approximately \$65,147 for staff development activities mandated under AB 1725. A college-wide advisory committee, established to develop a human development plan, has made the following recommendations for allocating the resources: Academic Affairs, \$19,547; Continuing Education; \$8,104; Student Affairs, \$5,924; Business Services \$5,925; and the District (administered by Personnel), \$19,547. The plan will be submitted to the President for his approval. The funds, which the District will receive in March, can be carried over to the next fiscal year.

The next meeting will be on January 24, 3:00 p.m. in A218C.

JDM

cc: Dr. MacDougall
Deans
Division/Department Chairs
Mr. Miller
Mr. Pickering
Mr. Guillen

SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL

January 24, 1989

M I N U T E S

PRESENT: J. Romo, G. Brady, J. Connell, J. Diaz, L. Fairly, T. Garey,
S. Laub (for M. Bobgan)
RESOURCE: E. Cohen, J. Friedlander, B. Miller, H. Pugh, D. Sloane
ABSENT: C. Hanson, D. Oroz, G. Smith, (all excused)

APPROVAL OF MINUTES: December 6, 1988

M/S/C Connell/Garey Unanimous

To approve the minutes as presented.

ACTION ITEMS

Division Chair Council Recommendations for Non-Exempt Replacement and New Certificated Positions, 89-90 and Student Affairs Replacement Retirement Counselor Recommendation.

The Chair presented for a Hearing Stage the recommendations from the Division Chair Council on non-exempt replacement and new faculty positions. Mr. Romo reported that 15 positions were submitted for consideration by the Council.

Nine positions were ranked as follows:

1. English Composition & Reading (new)
2. Marketing/Management/Supervision/F.I.R.E. (replacement)
3. Computer Assisted Drafting (new)
4. Physical Education/Athletics (replacement)
5. Theatre Arts (Costume) (replacement)
6. Essential Skills (new)
7. English as a Second Language (new)
8. Computer Science (replacement)
9. Theatre Arts (Classified Management)* (replacement)

*Conversion of De Silva replacement position from Certificated to Classified.

During the discussion members pointed out possible errors in the statistical back-up information provided by Drafting, English and Essential Skills. The Chair requested that Deans review the documents in question and submit new information prior to the February 14 meeting, when CPC will take action on certificated requests.

DCC also recommended approval of the Disabled Students Programs and Services request to increase a counselor position from 60% to 100%. This position is categorically funded.

Lynda Fairly commented briefly on the request from the Student Services unit for a counselor replacement position for Dr. Raymond Rosales who is retiring in June 1989. The position replacement is necessary to handle mandated Matriculation activities and to provide liaison with the vocational/technical instructional division, in addition to carrying out on-going counseling activities and programs.

REPORT

Statement of Institutional Directions

The Chair reported that he has received responses from several groups on the final draft of the Statement of Institutional Directions. The Affirmative Action Committee and the Professional Growth Board accepted the document as presented. The Student Senate, Academic Senate, Student Services Advisory Committee and Continuing Education are still reviewing the Statement. The CPC will take action on the SID on February 14, 1989.

The next meeting will be on February 14, 3:00 p.m. in A-218C.

JDM

cc: Dr. MacDougall
Deans/Assistant Deans
Division/Department Chairpersons
Mr. Miller
Mr. Pickering
Mr. Guillen

SANTA BARBARA CITY COLLEGE
DIVISION CHAIR COUNCIL
NEW INSTRUCTIONAL EQUIPMENT
1988-89

DIVISION	TOTALS
BUSINESS EDUCATION	8,450
ENGLISH/COMMUNICATION	9,875
FINE ARTS	22,940
HEALTH TECHNOLOGIES/HUMAN SERVICES	-0-
MATHEMATICS	2,600
PHYSICAL EDUCATION/RECREATION	8,950
SCIENCES	20,539
SOCIAL SCIENCES/FOREIGN LANGUAGES/LIBRARY	13,175
TECHNOLOGIES	37,000
INSTRUCTIONAL SUPPORT	<u>27,650</u>
TOTAL	151,179

DIVISION CHAIR COUNCIL
NEW INSTRUCTIONAL EQUIPMENT
1988-89

OFFICE OF ACADEMIC AFFAIRS
RECOMMENDATIONS

<u>Div/Dept</u>	Item	Est. Cost
<u>Business</u>		
Bus Ad/FIRE/MMS	Memory upgrade for business network	600
	Computer Software	5,000
	Laser Video Disk Player	1,800
	25" TV Monitor - A217	600
	VHS Recorder - A217	450
	Business Total	<u>8,450</u>
 <u>English/Communication</u>		
Communication	VHS Camcorder and Tripod	1,625
	25" TV Monitor and Cart	650
English	Laser Printer (Concept)	4,000
Essential Skills (RSSC)	Computer, Monitor and Author Software	<u>3,600</u>
	English/Communication Total	9,875
 <u>Fine Arts</u>		
Art	MIG Welder	1,200
	Nova Electric Kiln	4,600
	Tools for Ceramics	640
Music	Video Disk Projector	3,600
	Compact Disk Player	300
	Computer Monitor for Apple IIe	300
	Hard-Drive and Memory for Apple	800
Theatre Arts	Color Monitor and Driver	1,000
	Gymnastics Mats	1,500
Music/Theatre	Sound System for Garvin Theatre	<u>9,000</u>
	Fine Arts Total	22,940
 <u>Mathematics</u>		
Mathematics	CAI Software	2,000
	Computer Cart	300
	2 - HP 128C Calculators	<u>300</u>
	Mathematics Total	2,600

<u>Div/Dept</u>	<u>Item</u>	<u>Est. Cost</u>
<u>Physical Education/ Recreation</u>		

Physical Education	2 - Manikins, 2 Resusci Babies	1,900
	4 - Exercise Bikes	1,200
	Permanent Video Monitor	1,000
	Abdominal Machine	3,500
	Starting Blocks	150
	Red Lights	<u>200</u>
	Physical Education Total	8,950

Sciences

Biology	Clinical Electrocardiogram	3,500
	Video Disk Player and Video Disks	2,500
Chemistry	2 - Lab Carts	725
	2 - Melting Point Devices	660
	Computer Cart	180
	Centrifuge	375
	Overhead computer projector	1,200
	Vortexer	187
	2 Apple II Computers, Disk Drives and Monitors	2,900
Physics	Digital Scale and AC Adapter	105
	Optical Flat	207
	2 - Mass Rotators	1,200
	Resonance Circuit Demonstrator	60
	3 - Signal Generators with Frequency Counter	600
	Mac Box and Video Stack	300
	Solar Panel	60
	Experimental Capacitor	200
	Steam Generators (2)	190
	Video Disks	1,750
Engineering/Comp Sci	Leitz Theodolite	3,180
	Automatic Level	<u>460</u>
	Sciences Total	20,539

Social Sciences/
Foreign Languages/Library

Foreign Languages	3 - TV Monitors/VHS Recorder	3,000
	Microcomputer	2,500
Am. Ethnic Studies	IBM Microcomputer*	2,100
History	Computer Stand and Table	500
Political Science	MacIntosh SE*	2,500
Psychology	Upgrade Software	125
	Computer Cart	125
	3.5" Disk Drive for Apple IIGs Computer	450
Anthropology	Map	75
	LCD Projection Device	<u>1,800</u>
	Soc Sci/For.Lang Total	13,175

<u>Div/Dept</u>	<u>Item</u>	<u>Est. Cost</u>
<u>Technologies</u>		
Auto Services	Microcomputer/Printer*	3,300
	Valve Seat Bench	3,500
	Fuel Injection Cleaner	500
	Oil Pressure Primer	300
	Oil Leak Detector Kit	400
BOE	Software	4,000
Electronics	VCR/Camera/Monitor	2,500
	Demonstration Software	500
Graphic Communication	Software	15,000
Landscape Horticulture	Automated Irrigation	3,000
Marine Technology	Non-destructive Testing Equipment	4,000
	Technologies Total	37,000

Instructional Support

CAI	2 - MacIntosh SE's	4,000
	1 - Laser Printer	4,000
DSPS	2 - Sports Wheelchairs	3,000
Media Services	4 - Video Players	1,600
TV Studio	8 Clearcomp System, Character Generator, Panasonic Switcher	15,050
	Instructional Support Total	27,650

JR/jdm
#2NEQPT88-89
Approved DCC11.16/88

SANTA BARBARA CITY COLLEGE
DIVISION CHAIR COUNCIL
CERTIFICATED PERSONNEL REQUESTS 1989-90

Recommended Exemptions

<u>Department</u>	<u>Replacing</u>
Accounting	Ed Bassey
Art	Ron Robertson
Marine Technology	John O'Donnell
Music	Harry Bulow
Psychology	Frank Cox

Academic Affairs
#211189 DCC
Approved DCC 1.11.89

CPC 2/14/88

SANTA BARBARA CITY COLLEGE

RETIREMENTS/RESIGNATIONS
1989-90

DEPARTMENT

INSTRUCTOR

Prior to Ranking

- | | |
|--|--------------------------|
| 1. English as a Second Language | (Auto-carry over 87-88). |
| 2. Marine Technology (exempted) | (J. O'Donnell) |
| 3. Finance/Investing/Real Estate | (A. Silvera) |
| 4. Business Administration/Accounting (exempted) | (E. Bassey) |
| 5. Psychology (exempted) | (F. Cox) |
| 6. Music (exempted) | (H. Bulow) |
| 7. German/Italian/Chinese/Japanese | (M. Hohenberg) |
| 8. Theatre Arts | (G. De Silva) |
| 9. Theatre Arts | (P. Shaw) |
| 10. Art (exempted) | (R. Robertson) |
| 11. Computer Science | (R. Schiferl) |
| 12. PE/Athletics (.5 FTE) | (R. Weist) |

After Ranking

- | | |
|---------------------------|----------------|
| 1. Music | (V. Cole) |
| 2. Graphic Communications | (J. Brashears) |
| 3. Theatre Arts | (T. Fortner) |

12/7/88
REV2/14/89
ROMO#2CRTPRC89-90

SANTA BARBARA CITY COLLEGE

TO: Lynda Fairly, Vice President
Student Affairs

FROM: Richard T. Wotruba, Dean *RW*
Student Development

DATE: January 19, 1989

RE: Replacement Retirement Counselor

Requesting from CPC permission to hire full-time regular counselor to replace Dr. Ray Rosales retirement.

This request is based on the need to implement the mandatory Matriculation requirements of Orientation, Counseling and Follow-up services to new and continuing non-exempt matriculated students. In addition, there is a need for a full-time counselor liaison/coordination with faculty advising, the vocational technical instructional division, and providing career, academic and personal counseling services for new, returning and continuing students.

At present, Santa Barbara City College has 10 full-time (including Dr. R. Rosales) and 5 part-time counselors. Four of the full-time counselors are performing coordinating or special assignments which curtail the time available for counseling. (Transfer Center Articulation Activities, School/Business Relations, Career/Placement Center, Minority Transition Program).

The full-time counselor position is necessary to maintain the continuity, credibility and quality of services needed to implement orientation, counseling and follow-up requirements (articulation agreements, graduation requirements, career choices and services program available for undecided/undeclared, academic probation and faculty/outreach liaison coordination).

Past experiences have verified the difficulty in fulfilling these needs with part-time counselors: (qualified part-timers can only work certain hours, not usually accessible, turn-over from semester to semester, intense pre-training required, etc.). With the present disproportion of counseling times going to coordinating programs and special assignments, a full-time counselor position is needed to enhance the credibility of Counseling. This proposed position will continue to be funded from the District monies that were allocated to Dr. Ray Rosales' position.

