

SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COUNCIL

January 22, 1988

M I N U T E S

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

Vice Chair Ringer called the meeting to order in the absence of John Romo.

APPROVAL OF MINUTES: January 12, 1988

M/S/C Bobgan/Diaz Unanimous

To approve the January 12 minutes as corrected.\*

\*Change Lottery Request Grand Total to \$514,775 from  
\$514,250.

ACTION ITEM

ACADEMIC AFFAIRS AND STUDENT SERVICES: RECOMMENDATIONS ON CERTIFICATED  
PERSONNEL REQUESTS, 1988-89

Division Chair Council Recommendations for Certificated Staffing, 1988-89

Mr. Ringer reminded members that the Council agreed at its last meeting to suspend the rules to allow action to be taken on staffing recommendations. He then reviewed the certificated personnel requests ranked and recommended by the Division Chair Council on January 22. The ranked positions are:

#1 Priority:

1. Spanish
2. Finance/Investing/Real Estate
3. Biological Sciences
4. Music
5. Journalism
6. Physical Education/Health Education
7. English Composition and Literature
8. Associate Degree Nursing

#2 Priority:

9. Essential Skills

#3 Priority:

10. Library (Reference)

#4 Priority

11. English as a Second Language

The Chair commented that there was considerable discussion and debate during the DCC deliberations, but that members worked cooperatively to make difficult decisions. The Chair pointed out that the Matriculation Committee recommended that a portion of the English and/or Essential Skills positions be funded by State matriculation funds.

Student Affairs Certificated Staffing Recommendations, 1988-89

Vice President Fairly presented the certificated staff requests from Student Services. The positions are:

1. Counseling, 1 tenure track position to replace an existing temporary contract, with 50% funding from the Glenn Gaston vacancy and 50% from State matriculation funds.
2. A full-time temporary Counseling position funded from hourly and Matriculation funds.

M/SC Hodes/Garey

To accept and forward to the President the DCC recommendations on the certificated 1988-89 requests and to accept and forward to the President the Student Affairs Counseling staff requests, with funding as outlined in the Counseling Staff Requests - 1988/89.

AYES: 3 NOES: 4

(At this point the Council agreed to suspend the rules to allow the Mr. Ringer to relinquish the chairmanship during the discussion, and asked Dr. Bobgan, who agreed, to chair the meeting.)

M/S/C Garey/Fairly

To amend the original motion to recommend that the eight certificated positions recommended and ranked by the Division Chair Council (#1 Priority) be integrated with the 2 counseling positions, with funding as described in the Counseling Staff Request - 1988/89, and ranked Priority #1, with the DCC Priority Rankings #2, #3, and #4 following.

AYES: 5 NOES: 1

M/S/D Hodes/Ringer

To amend the motion: That the CPC recommend the certificated positions, 1988-89 as follows: DCC #1 Priority, #1-#8; Essential Skills; #9; Counseling, permanent, 10; Counseling, temporary #11; Library, #12; and ESL, #13, with the proviso that the Counseling positions be funded as proposed using state matriculation funds, and that these recommendations be forwarded to the President.

AYES: 3 NOES: 4

There was considerable discussion on the rankings of the counseling and the Essential Skills positions. Several members argued strongly in favor of the Essential Skills position, noting that the ratio of part time lecturers to full time staff is very high and that state mandated matriculation programs have resulted in increased student enrollments. It was pointed out that these programs also increase the need for counselors, and that all certificated staff are working together to benefit students.

M/S/C Hodes (with approval of Garey and Fairly) - Unanimous

To amend the motion to recommend to the President these Certificated Personnel Positions, 1988-89:

- #1 Spanish
- #2 FIRE
- #3 Biological Sciences
- #4 Music
- #5 Journalism
- #6 PE/Health Education
- #7 English Comp & Lit
- #8 ADN
- #9 Counseling, tenure track
- #10 Counseling, temporary
- #11 Essential Skills
- #12 Library (Reference)
- #13 ESL

M/S/C Garey/Hodes

That the College Planning Council strongly encourage the President to fund all the positions recommended, but at least through #11.

AYES: 5                      NOES: 0                      ABST.: 1

M/S/C Hodes/Garey

That the College Planning Council supports the principle that positions necessary to support matriculation activities be funded from State Matriculation to the extent possible, but in accordance with College Planning rankings.

AYES: 5                      NOES: 0                      ABST.: 1

## INFORMATION ITEM

### The President's Response to DCC RE CPC 1987-88 Lottery Recommendations

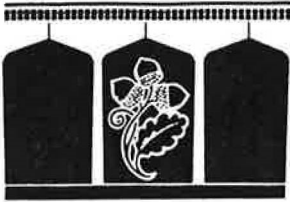
The Chair distributed copies of Dr. MacDougall's response to the the Council's 1987-88 lottery recommendations. In his memorandum to the Vice Presidents, the President stated that he supports the recommendations and intends to recommend the items (several are contingent upon future funding, committee review and approval, and need to augment the classroom improvement project).

The President commended departments, the Division Chair Council and the College Planning Council for their efforts in developing the recommendations.

The meeting was ajourned at 4:20.

jdm

cc: Dr. MacDougall  
Cabinet  
Deans  
Department Chairs  
Mr. Miller  
Mr. Pickering  
Dr. Ullom  
CSEA Rep



**Santa Barbara Community College District**  
**Santa Barbara City College**

721 Cliff Drive ☐ Santa Barbara, CA 93109-2394 ☐ (805) 965-0581

TO: College Planning Council  
FROM: Peter MacDougall *PM*  
DATE: February 11, 1988  
RE: Response to the CPC Recommendation Regarding Certificated  
Personnel Requests 1988-89.

I appreciate the thorough review involved in developing the 1988-89 certificated staff requests by the Division Chair Council, the Student Affairs staff, and the College Planning Council.

As has been the norm for the past seven years, the number of valid requests exceeds our resources to respond to them. Current 1988-89 budget projections indicate that Santa Barbara City College will receive little, if any, growth funding. A budget increase to our base budget of 4.79 percent is expected. Without growth, our capability to add to the number of full-time positions proposed by the College Planning Council is limited. During the spring, we will monitor our ADA projections and estimates of State income. We will increase the numbers of full-time faculty members at Santa Barbara City College to the extent that is feasible.

The following decisions are made regarding the positions:

- a. Positions 1-6 - Spanish; Finance/Investing/Real Estate; Biological Sciences; Music; Journalism; and Physical Education/Health Education (all replacement positions for retiring faculty) are accepted.
- b. Position 8 - Associate Degree Nursing will not be funded. I will ask Vice President Romo and Dean Hanna to meet with me to review strategies for obtaining local hospitals' support for staffing of the ADN program.
- c. Position 9 - Counseling/Tenure Track position is accepted based upon funds from matriculation and a one-half position now funded in the Counseling budget but filled by hourly.
- d. Position 10 - Counseling/Temporary contract will be considered further based upon additional use of matriculation funding.
- e. Positions 7 & 11 - English Composition and Literature and Essential Skills will be evaluated further. The consequences of our assessment program and the demand for classes at their levels verifies the need for additional staff.

College Planning Council  
February 11, 1988  
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- f. Position 12 - Librarian (Reference) will also be evaluated further. The pending move to the new Library requires preparation now. I will discuss this with the Vice President for Academic Affairs.
- g. Position 13 - English as a Second Language will be reviewed on the basis of specific growth in and revenue from the ELSP program.

I will be available to discuss these decisions with you.

SANTA BARBARA CITY COLLEGE

RESULTS OF CPC WORKSHOP

January 15, 1988

Improving the College Planning Process

General Conclusions

- o Most departments are doing a good job. We need to focus on those that are not.
- o There is a lack of common understanding regarding planning parameters, e.g., resources, objectives, relationship of service departments. Time needs to be spent on creating a basic level of awareness on the essentials of planning.
- o A scarcity of resources impacts planning in various ways, e.g., zero-sum allocation, criteria for allocation, competition among departments. Resources available must be outlined and moderation of the planning approach adjusted accordingly.
- o Plan needs to be better integrated.
- o The time available for quality planning is limited. The planning procedures must be precise, clear, and essential.

Actions to Improve Planning

| <u>Problem</u>                     | <u>Steps to Resolve</u>  |
|------------------------------------|--|
| 1. Some department plans are weak. | a. Be sure expectations for planning are clear.<br>b. Provide targeted planning assistance to departments with inadequate plans.<br>c. Strengthen the role and accountability of the Department Chair.<br>d. Provide feedback on quality of plans. |

| <u>Problem</u>  | <u>Steps</u> to Resolve   |
|---|---|
|   | e. Facilitate the ability of departments to relate their plans to the college's S.I.D.  |
| 2. Consensus is lacking regarding steps to achieve goals and objectives.  | a. Broad-based involvement in development of S.I.D.   |
|   | b. Provide suggestions for resource supplementation, e.g., grants, Foundation for SBCC, categorical funds, etc.   |
|   | c. Conduct programs for C.P.C., division, and department chairs that will clarify planning objectives, budget resources, and the relationship of service departments to overall college goals.      |
|   | d. Prioritize S.I.D. objectives. Establish annual areas of priority and meet these in some way.   |
| 3. Restricted availability of resources results in:<br>Overstating needs<br>Undermined commitment<br>Restricted vision<br>Divisiveness<br>Burnout | a. Develop consensus on criteria for re-allocation of resources. If shifts in dollars are to occur among departments or budget categories, the bases for doing so must be understood.               |
|   | b. Define conditions for departments to receive increased resources, e.g., how a department's activities respond to institutional priorities.   |
|   | c. A rough, but early, estimate of resources should be available to C.P.C.  |
|   | d. Work to find ways of sharing of resources, e.g., how departments can work together on meeting disparate ends with similar means.   |
|   | e. Create an understanding of why limited resources imposes a greater importance on effective planning.   |
| 4. The process and the plan need more integration.  | a. The college-wide plan should summarize the initiatives of the college's major organizational areas (Academic Affairs, Student Affairs, Continuing Education, etc.) within the S.I.D. categories. |



Problem

Steps to Resolve

- b. C.P.C. retreat to integrate area plans into college-wide initiatives for achieving the S.I.D. is proposed.
  - c. Summaries of major administrative unit plans, e.g., Academic Affairs, Student Affairs, Continuing Education, should similarly highlight initiatives by S.I.D.
  - d. Include review, change and affirmation of S.I.D. in planning calendar.
  - e. Use C.P.C. more effectively in Fall Semester.
  - f. Breakdown planning calendar more finitely.
5. Lack of time for quality planning
- a. Consider the use of the summer months for college planning activities.
  - b. Consider extra assignments for summer planning.
  - c. Consider winter intersession for planning.
  - d. Consider a two-year planning cycle.
  - e. Start planning cycle in Spring.

CONTINUING EDUCATION DIVISION  
 1987-88 LOTTERY ITEMS

|  |                   |                  |
|--|-------------------|------------------|
| 1. Completion of software program for registration and administration purposes   | \$55,000          |                  |
| 2. Repair roof and ceiling, Rm. 19, Schott Center  | <del>5,000</del>  | 3,150            |
| 3. Classroom heaters, Wake Center  | 10,000            |                  |
| 4. Security fencing, Wake Center   | 7,200             |                  |
| 5. Replace auditorium, drapes, Schott Center   | <del>10,500</del> | 10,400           |
| 6. Painting, Wake Center   | <del>2,000</del>  |                  |
| 7. Kiln shelves, Schott Center   | 2,100             |                  |
| 8. Ceramic studio shelves and damp closet, Schott Center   | 2,000             |                  |
| 9. Repair blackout drapes, Rms. 2, 7, 15, 16 & 19, Schott Center   | <del>500</del>    | 250              |
| 10. Blackout blinds, Rm. 3, Schott Center  | <del>1,500</del>  | <del>1,500</del> |
| 11. Maps for Rm. 19, Schott Center   | <del>200</del>    | 450              |
| 12. Two typewriters, front office, Schott Center   | <del>1,000</del>  |                  |
| 13. Paint the exterior of Rms. 19 and 20, Schott Center  | 2,000             |                  |
| 14. Restripe parking lot, Schott Center  | <del>1,200</del>  |                  |
| 15. Office equipment, Wake Center  | 1,500             |                  |
| 16. Tables on patio by snack shop, Schott Center   | <del>2,000</del>  |                  |
| 17. Student accident insurance   | 5,500             |                  |
| 18. Data communications multiplexor  | 9,000             |                  |
| 19. Alarm/security system for admin. offices, Schott Center  | 900               |                  |
| 20. Computer, Dean's office, Schott Center   | 2,500             |                  |
| 21. Desk, files, supplies, duplication, telephone for George Gregory   | 3,000             |                  |
| 22. Travel budget for George Gregory   | 1,750             |                  |
| 23. Building repair (ceiling tiles, lighting, exterior wood damage, plaster ceilings, windows, screens, etc.), Wake Ctr. | <del>10,000</del> | 4,200            |

|  |                  |           |
|--|------------------|-----------|
| 24. Classroom furniture (tables, chairs, workbenches for various classrooms including new computer lab), Wake Center | 5,000            |           |
| 25. Art studio lighting room 4, Schott Center  | <del>650</del>   | 600       |
| 26. Technology and instruction grant   | 11,000           |           |
| 27. Computer software and hardware needed to produce camera ready copy of Schedule of Classes                        | <del>9,000</del> | 4,500     |
| 28. Two copiers (Schott & Wake Centers) for instructor use   | 9,000            |           |
| 29. Ten phone lines to Schott Center (Foundation for SBCC)   | <u>1,500</u>     |           |
|  | TOTAL            | \$152,500 |

9/18/87  
Revised 2/11/88  
Revised 2/16/88

(Lot87-88, WSI,aw)

SANTA BARBARA CITY COLLEGE

DIVISION CHAIR COUNCIL

PROCEDURES FOR RANKING RESOURCE REQUESTS  
1988-89

Activity

Completed by:

1. Presentation of requests compiled from five-year plans to Division Chair Council (Hearing Stage). February 16, 1988
2. Academic Affairs Office meets to rank essential requests. Resource requests to be ranked:
  - a. Classified Staff
  - b. Facilities
  - c. Other Category
  - d. Certificated Positions

\* New instructional equipment will be ranked separately.
3. DCC to rank requests (Action Stage) March 16, 1988
4. Resource requests submitted to CPC. March 22, 1988
5. Vice Presidents, Business Manager rank College-wide requests. March 25, 1988
6. CPC action on resource requests. Rankings and recommendations to the President. April 12, 1988

JR/jdm  
2.16.88  
RES.REQ87-88

SANTA BARBARA CITY COLLEGE

**CLASSROOM RENOVATIONS  
PHASE II**

General

Adm-2nd floor: Repair leak (BOE area)  
A-242: Replace counter and formica after removing casting well.  
Bio labs: Replace lab stools  
CC-112: Miniblinds  
CC-113: Remove cabinet and install miniblinds (include office)  
CC-113: Repair sliding doors (display cabinet)  
DM Bld.: Repair walls; repair ceiling light panels and labs  
PE Conference: Miniblinds  
PS Bldg: Install Display Cabinet (to replace cabinet removed to  
access handicaps)  
PS-208/209: Replace chalkboards; room modifications  
T1: Curtain to reduce glare  
T-3: Easels, (2), 3'X 5'; large storage cabinet for camping equipment  
T-3: Ten left-handed desks  
T-7: Repair and paint door  
Replace floor trim  
Take replaced board out of room  
T-9: Repair light fixture  
T-12: Clean carpet

Paint

A-160  
A-200  
L-221  
PE-101B

Carpeting

A-216, A162, A165, A166, A167, A168 (Health Tech Learning Lab cubicles)  
A-200  
A-201  
A-211  
A-216  
E Building  
ECE Building: Entry, main office area, and Toddler Room  
H-301  
L-221  
L-222  
L-223  
PE Conf. Room  
R-5 (Assessment Office)

(Continued)

Chalkboards

A-214: Chalkboard  
A-223/229: Install slate black boards  
A-234: 2 Green chalkboards  
DM-139: Chalkboards  
DM-109: Music lined green board  
CC-112: Green chalkboards  
DM-152/155: Install white boards (4' x 8') in each room. Not to  
replace existing boards. Install on side walls.  
H-241: Brown chalkboards  
H-245: Provide a larger white board  
H-302: Green chalkboard  
L-221/L-222/L223: Green chalkboards (front and side)  
LG-315: Fixed black Slate boards  
R-2: Green chalkboards  
SS-2: Slate chalkboards  
T-1: 2 4' x 8' chalkboards  
T-8: Side chalkboards - slate green  
T-9: Green chalkboards

Unacceptable White Boards

A-200  
CC-225  
CC-225A)  
CC-225B) possibly switch to green boards  
CC-225C)