

SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COUNCIL

April 14, 1987

M I N U T E S

PRESENT: M. Bobgan, J. Diaz, H.P. Fairly, L. Fairly, P. Freeman, E. Hodes,
C. Hanson, D. Oroz, B. Trotter, A. Ladd

ABSENT: John Romo (excused)

RESOURCE: B. Miller

CALL TO ORDER

The meeting was called to order at 3:08 by M. Bobgan in the absence of the Chair, J. Romo.

APPROVAL OF MINUTES: March 31, 1987

M/S/C H.P. Fairly/Hodes

To approve the minutes of March 31 as corrected.

AYES: 7 NOES: 0 ABST: 1

C. Hanson requested that the minutes reflect his excused absence.

R. Fairly stated that for purposes of clarification and reference, the CPC proposed policies and procedures should be appended to the minutes. The Chair so directed.

ACTION ITEMS

Decision Stage

RECOMMENDATIONS ON LOTTERY ALLOCATIONS

Dr. Hanson distributed a summary of the 1986-87 lottery allocations which includes (1) Approved Allocations, (2) Ranked Items (approved for allocation contingent upon available funds), and (3) Recommended Allocations. He noted that in the category of Approved Allocations, the amount allocated to salaries from lottery has been reduced from \$335,000 to \$200,000, allowing for approximately \$135,000 to fund additional items. Several members questioned the placement of the Faculty Advising (Pilot) item on the Recommended Allocations, although no 1986-87 lottery funds are committed to it. Dr. Hanson explained that this item is considered a top priority which could be implemented in early Fall, 1987. Granting approval at this time would ensure that funds would be available.

M/S/C H/P. Fairly/Freeman

To confirm the allocation for the Ranked items on the contingency of an original motion for approval.*

AYES: 8 NOES: 0 ABST: 0

M/S/C Freeman/Hodes

M/S/C To approve the current list of Recommended Allocations as it now stands, excluding the bracketed item Faculty Advising - Pilot

AYES: 8 NOES: 0 ABST: 0

M/S/D Freeman/Trotter

That Faculty Advising - Pilot for \$15,000 be the top priority item from lottery funds in the 1987-88 college year.

AYES: 3 NOES: 4 ABST: 0

TRANSFER OF FUNDS TO SELF-INSURANCE RESERVES AND CLASSROOM RENNOVATIONS

Dr. Hanson reported that costs for Self-Insured Workman's Compensation and Self-Insured claims have escalated during the past two years. The result is that more money will be expended than is being accrued in premiums. To ensure adequate coverage for pending and possible future claims, he recommended that monies be transferred from Contingency to the district liability reserves and to the Southern California Community College JPA Consortium which administers Workman's Compensation.

M/S/C Hodes/L. Fairly

To approve the transfer from Contingency of \$75,000 to the Southern California JPA Consortium and \$175,000 to the district Self-Insured Reserve.

AYES: 7 NOES: 0 ABST: 0

Dr. Hanson reported that Dr. MacDougall has asked that a minimum standard for classroom facilities be established to maintain an effective working and learning environment. As a preliminary step in this process, the Office of Academic Affairs is conducting a survey of all campus classrooms and laboratories to determine which facilities are most in need of repair, fixtures and/or equipment. He suggested that renovations could be funded from additional funds received in 1986-87.

M/S/C Hodes/Freeman

To accept the recommendation to pledge \$100,000 from the General Fund for general classroom renovation, with the understanding that a procedure for a review process be developed to include the Division Chair Council.

AYES: 7 NOES: 0 ABST: 0

REPORTS

COLLEGE NURSE

Dr. Wotruba explained that the college nurse position, which was redefined and advertised as classified, has been changed back to a certificated position in order to comply with health services regulations and will be readvertized.

STATUS OF 87-88 BUDGET

Dr. Hanson presented a brief update on the 1987-88 budget, noting that there has been an increase in the base revenue as a result of additional "growth" monies during 1986-87. He stated that the 2.7% COLA approved by the Governor effective January 1, 1987, is, in reality, only 1.35% annually. Assuming no growth for 87-88, the District will receive only \$300,000 in new funds in the next fiscal year. Of that amount 82%, or approximately \$250,000, will be required for salaries, wages and benefits, leaving about \$50,000 for all other increased costs. Dr. Hanson cautioned that there is very little left for augmenting the regular budgets, and cost centers should adjust to no COLA in the 4000-5000 accounts.

CPC POLICIES AND PROCEDURES

Deferred.

CONTINUING EDUCATION INSTRUCTIONAL NEW EQUIPMENT ALLOCATIONS CONTINUING EDUCATION LOTTERY ALLOCATIONS

Dr. Bobgan presented as information items the listing of new equipment and lottery allocations for 1986-87.

FACULTY ADVISING PLAN

Deferred.

RANKING OF INSTITUTIONAL RESOURCE REQUESTS

Deferred.

The meeting was adjourned at 4:35 p.m.

The next meeting is on Tuesday, April 28 at 3:00 pm, A-218C.

jdm

cc: Dr. MacDougall
Deans
Division Deans/Department Chairs
Rep Council
CSEA Rep

SANTA BARBARA CITY COLLEGE

DATE: April 10, 1987
 TO: College Planning Council
 FROM: Charles Hanson, Business Manager
 SUBJECT: BUSINESS SERVICES' THREE-YEAR PLAN - PERSONNEL NEEDS 1987-88

<u>Priority</u>	<u>Personnel Costs</u>
1. Construction Projects	\$ 67,185
Funded from the Construction Fund during major construction of LRC/Library, Interdisciplinary, and Student Services Building (1987-1991)	
a. Maintenance Supervisor	\$ 23,400
b. Construction Inspector (9)	31,500
c. Senior Account Clerk (9)	12,285
2. Senior Account Clerk	16,380
Grants, lottery, instructional equipment, payroll charges (COBRA, AB-528), etc.	
3. Fiscal Independence	16,221
a. Accountant (3)	7,506
b. Internal Auditor (3)	4,635
c. Senior Account Clerk (3)	4,080
The present study will determine if the district should consider being fiscally independent of the Santa Barbara County Schools office. If it is concluded that we should separate from County Schools, we would have to prepare during the last three months of 1987-88. Future costs will be covered through funds not paid to the County Schools.	
4. Communications Technician	19,788
Telecommunication and Datacommunication	
--Repairs and maintenance of equipment	

CLH:ba
 cc: Business Services Staff

SANTA BARBARA CITY COLLEGE

Memorandum (resource.po)
April 9, 1987

tive Secretary Confidential (\$25,672

To: College Planning Council
From: Burt Miller

Subject: Resource requests for 1987-88 for President's Office

Following are the resource requests from cost centers under the President's Office.

Personnel/Affirmative Action

Classified Personnel

One (1) FTE Administrative Secretary Confidential (\$25,672 -30,688)
To work on Faculty Collective Bargaining, expanded Affirmative Action recruitment activities, expanded personnel benefits administration (COBRA, AB 528), increased numbers of employees, Immigration Reform Act 1986

Other Affirmative Action Advertising - \$2,000

Planning & Research

No new resources needed - continuation of student help is assumed.

Data Processing

Classified Personnel

0.5 FTE Laboratory Technician \$10,000
To provide support for users in the use of hard ware and software, including training in use of new software.

College Information

Classified Personnel

1.0 FTE Writer (\$22,000-26,000) to assist in ever-increasing load related to earlier schedule deadline, Study Abroad Program, Honors Program, Contract/Jobsite instruction, Arts Programs, Assessment testing, Transfer Center, BS Program, Relations with schools, and the Foundation for SBCC.

N.B.- If permanent position cannot be approved, the office will need full-time hourly assistance.

Equipment/Facilities

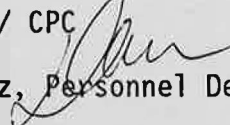
One (1) five-drawer file cabinet (present one is broken)
Increase power available in offices to permit two heaters to be used.

Publications

Other

Minimal 15% increase in Publications production operating budget for FY 1987-88 (\$11,700).

SANTA BARBARA CITY COLLEGE

TO: John Romo / CPC 
FROM: Daniel Oroz, Personnel Department
DATE: March 31, 1987
SUBJECT: 1987-88 Budget Request Amendment

Based upon additional information received and workload experience since my original 1987-88 budget request, I am requesting that my Resource Request submitted to CPC be changed to the following:

1. Administrative Secretary/Confidential
Full-time permanent
Cost - \$25,672-\$30,688 (Includes all employment benefits)
2. Affirmative Action Advertising
\$2,000

Rationale

Immigration Reform Act 1986
Classified Collective Bargaining
Faculty Collective Bargaining
Expanded Affirmative Action recruitment activities
Expanded personnel benefit administration = COBRA, AB 528
Increased legal activities: FEH Discrimination Complaints, disciplinary actions, layoffs, employee grievances, etc.
Increased numbers of employees:

<u>Measure of Work Load</u>	<u>1970-71</u>	<u>1985-86</u>	<u>% Increase/Decrease</u>
Classified Regular	110	192	+ 74 %
Classified Hourly	110	485	+ 340 %
Contract Faculty	145	190	+ 31 %
Credit Hourly Faculty	37	276	+ 645 %
Department Staff (FTE)	5.25	4.62	- 12 %

cc: Dr. MacDougall
Burt Miller

8-BUDREQ88-bb

SANTA BARBARA CITY COLLEGE

TO: College Planning Council
FROM: Student Services Advisory Committee
DATE: March 20, 1987
RE: Recommendations for Priorities for New Requests

- 1) Admissions clerk - \$19,564
- 2) Mentor Program - \$6,000
- 3) Counseling - Articulation Officer - \$15,000 (20 hrs/wk)
Counseling - Printing, publications, Student Planning Guides - \$4,000
- 4) Financial Aids - microfilming - \$1,500
- 5) Financial Aids - staff development & compute training \$2,250
- 7) Health Services - Carpeting - \$1300
- 8) Contract Education - Consultant - Gregory - \$35,000
- 9) Transfer Center - Minority Transition Program - peer advisors (5) \$5,000
- 10) Athletics - Substance Abuse - \$500
- 11) Admissions - Two HP (2392A) terminals & Thinkjet printers - \$3,200; Wiring - \$400
- 12) Counseling - clerical support - \$2,600
- 13) Student Activities - hourly assistant - \$4,000
- 14) Counseling - hourly counselor for non-matriculated students (1200 hours) - \$18,000
- 15) Counseling - work station for secretary's office - \$1,500
- 16) Cal-SOAP - half-time secretary expanded to full-time - \$9,572
- 17) Counseling - conference table and chairs for Dean's Office - \$800

LFF/dmc

D-16

"RESOURCE"

D R A F T

COLLEGE PLANNING COUNCIL
POLICIES AND PROCEDURES

Section 1312.7 Council Actions

Action items before the Council shall be presented in two stages. The first presentation shall be a hearing of the proposed item with final council action occurring at the subsequent meeting.

Action items announced in the Agenda shall be designated as "Hearing" or "Action."

April 28, 1987
CPC.POL/PROC

SANTA BARBARA CITY COLLEGE
POLICIES AND PROCEDURES

1312 COLLEGE PLANNING COUNCIL POLICIES AND PROCEDURES

1312.1 Functions

The College Planning Council is an administrative college committee which acts in an advisory capacity to the President. It is composed of certificated, classified and administrative staff and a student representative. Purposes and functions of the Council are to:

- a. Coordinate the development of the College Mission and Institutional Priorities documents.
- b. Plan and develop long range goals and objectives of the college.
- c. Participate in the development of the college budget.
- d. Review department/program Five Year Plans and ranks resource requests.
- e. Advise the President on college policies. Policies shall be considered as routine and non-routine. Routine policy revisions shall be submitted to the Council as information items; non-routine revisions shall be submitted as action items. The Chair and Vice-Chair shall determine the routine/non-routine status of policy proposals.
- f. Serve as the Steering Committee for Accreditation.
- g. Establish ad hoc committees as needed.

1312.2 Council Governing Structure

The College Planning Council will follow Robert's Rules of order during all formal meetings.

1312.3 Membership

The voting members of the College Planning Council shall be:

- a. The members of the President's Cabinet (Vice President of Academic Affairs, Vice President of Continuing Education, Vice President of Student Affairs, Personnel Director and Business Manager).
- b. The President of the Academic Senate.
- c. Three Division Chairpersons selected by the Division Chair Council. Division Chairpersons will be appointed to two-year, staggered terms.

- d. One classified employee selected by the President of the college (one year term).
- e. One student member selected by the Student Senate with the approval of the Superintendent/President (one year term).

1312.4 Chairing of the Council

- a. The Vice President of Academic Affairs will be the chairperson of the Council.
- b. A Vice Chairperson will be elected by a majority of the membership each year as the first order of business during the first meeting of the new college year. Duties will include:
 - (1) Assisting the Vice President, Academic Affairs in the preparation of the agenda.
 - (2) Chairing of Council meetings in the absence of the Vice President, Academic Affairs.

1312.5 Quorum

- a. Six or more voting members present at a meeting will constitute a quorum.

1312.6 Meetings

- a. Regular meetings of the Council will be held on the first and third Tuesdays of the month.
- b. Special meetings shall be called by the Chairperson as needed.
- c. Notice of meetings shall be announced no later than three college days prior to the meeting by distribution of the Agenda. For major Action items (as determined by the Chair and the Vice-Chair), attachments to accompany the agenda shall be requested.

1312.7 Minutes

- a. Minutes of each meeting shall be kept and approved by the Council and will become historical records of the institution filed in the Office of Academic Affairs. Minutes will not be discarded unless approved by the Council. Minutes shall be distributed to: members, CSEA President, Student Senate President, Deans, Assistant Deans, Assistant to the President, Division Chairpersons, Department Chairpersons, College Information Officer, Continuing Education Instructor's Association, President, Credit Instructors' Association President.

1312.9 Revisions to Policies and Procedures

These policies and procedures may be revised by an affirmative vote of two-thirds of the total membership.

ROM02: CPCbylaw
April 28, 1987
(Revision #2)

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

JUSTIFICATION FOR STAFF INCREASE
ACCOUNTING OFFICE

SUMMARY

Four areas of major workload increase since 1984-1985:

- I. State equipment and lottery funds
- II. Increased emphasis on budget control and departmental funds use flexibility.
- III. General increase in accounts payable workload.
- IV. Significant increase in number of grants.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

SBCC Accounting Office
Workload Increase
1984-85 to 1986-87

The major workload increases:

- I. State equipment (about \$400,000/year) and lottery (about \$1,000,000/year) funds -

Required Activity -

- A. Account number established.
- B. Board resolutions prepared accepting funds and establishing appropriations.
- C. Develop control procedures to account for status of each approved item.
- D. Approve each purchase request.
- E. Prepare monthly reports of accounts activity.
- F. Complete reports to departments, Chancellor's Office and the State as needed or required by law.

The process requires constant contact with departmental personnel to guarantee proper and traceable accountability. Some of the problems:

- A. Simultaneously accounting for two years of lottery funds.
- B. Requests come in with no or wrong account numbers or for items not approved for purchase. Duplicate requests are sometimes received.

- II. Increased emphasis on budget control in general - Greater emphasis has been put on budget control. The departments also have greater flexibility in the use of funds:

- A. All purchase requests should be checked for funds availability. Involves much department communication.
- B. Budget transfers have increased from 100/year to over 500/year.
- C. More agenda items must be prepared.
- D. Data verification and data entry has increased significantly.

- III. General increase in accounts payable workload. Example: Preparation of enrollment fee reimbursements - approximately 400 to 500 per semester. Must be handled as any other vendor payment.

- A. Set up vendor number for each student.
- B. Enter information on computer.
- C. Delete vendor numbers after use since they will probably not be needed again and use valuable storage space.
- D. Proof warrants and prepare for County approval.
- E. Mail and file paperwork.

IV. Grants have increased from 8 in 1984-85 to 18 in 1986-87.

- A. Request for acceptance of each grant must be prepared and submitted to the board.
- B. Budgets must be set up, correct account number assigned and resolutions prepared for board approval.
- C. Budgets must be set up or changes made on the computer.
- D. Set up control method for each grant based on any restrictions.
- E. All requisitions must:
 - 1. Have account numbers approved based on item and balances.
 - 2. Be listed for purchasing.
 - 3. Have copies made for audit purposes.
- F. Work with director of grants each month on control and changes needed based on ledger print outs.
- G. Know and prepare any reports required to State, Federal and outside firms.

This process requires working with the director of grants, controlling expenditures and good records in the files. This is very consuming of time but a very necessary procedure.

II. GENERAL SUMMARY OF ASSIGNED DEPARTMENTAL RESPONSIBILITIES

1. **Collective Bargaining (SB 160)**

- preparation of contract language
- contract administration
- legislation/PERB rules
- negotiations
- impasse procedures (mediation, fact finding, PERB)
- grievance administration
- unfair labor practices
- training

2. **Affirmative Action**

- Title 7 and Executive order 11246
- sets/updates AA goals and timetables
- discrimination complaints - case preparation & response
- adverse impact valuation studies (Uniform Guidelines On Employee Selection, EEOC 1978)
- legal action and litigation
- district representation - EEOC, FEH
- selection process - committees, questions, criteria, training
- records/EE0-6
- recruitment
- AA Committee
- work force utilization analysis

3. **Title 9 - Non-Sex Discrimination**

- reports
- evaluations
- grievances
- compliance officer

4. **504 Regulations - Handicapped**

- evaluations
- reports
- grievances
- compliance officer

5. **Legal Counsel/Assistance**

- Education Code
- EEO-6
- SB 160
- County Counsel

6. **Litigation**

- coordination of legal process
- writs of mandate (superior court)
- case preparation

7. Employment

- recruitment
- testing
- credentialing
- records processing
- orientation

8. Salary Administration

- salary/benefit surveys/analysis
- negotiation support data
- contracts
- salary plan reviews & recommendations for change
- payroll/recordkeeping

9. Personnel Benefit Administration

Overall responsibility for administering personnel benefits program including:

- 2 medical plans
- 2 dental plans
- life insurance plans
- tax deferred annuity plans
- STRS & PERS
- open enrollment
- troubleshooting

10. Employee Processing & Reports Maintenance

- appointments
- salary increments - annual, longevity
- resignations/terminations/leaves of absence
- profession growth
- files/records update
- data processing input
- medical exams/TB testing
- FBI fingerprinting/rap sheet analysis
- employee evaluation
- employment verification
- personnel file maintenance
- payroll coordination

11. Training & Staff Development

- in-service training
- supervisory training
- professional growth

12. Job Classification

- job analysis/audits
- position classification program maintainance
- policies development/implementation

13. **Employee Evaluations (Plans)**
 - classified
 - faculty
 - administration
14. **Reduction in Force (Layoff)**
 - seniority rosters update
 - legal counsel
 - administration/coordination of layoff process
15. **Grievance Procedures**
 - assistance
 - counseling (both employees and managers)
16. **Disciplinary Action**
 - suspensions/demotions/terminations
 - case preparation
 - counseling
 - litigation
17. **Board of Trustees**
 - agenda items
 - closed sessions
18. **Studies & Reports**
19. **Liaison & Committees**
 - Superintendent/President
 - President, Academic Senate
 - President, CSEA
 - Professional Standards Committee
 - Sabbatical Leave Committee
 - College Council - CPC
 - Affirmative Action Committee
20. **Personnel Policies and Procedures**
(Faculty, Administrators, Classified employees)
 - legal research
 - preparation
 - updates
distribution
21. **Notice of Employment (Contracts)**
22. **Working Schedule Development (Faculty)**
23. **Academic Title/College Catalog updates**
24. **Position Control Program**
25. **Special Administrative/Analytical Studies**

SANTA BARBARA CITY COLLEGE
OFFICE OF ACADEMIC AFFAIRS SENIOR SECRETARY
CURRENT RESPONSIBILITIES

DIVISION CHAIR COUNCIL

1. Prepares agenda for approval of Vice President, Academic Affairs. Duplicates and distributes agendas.
2. Prepares all attachments.
3. Notifies all presenters to appear at meetings.
4. Attends meetings and takes minutes.* Transcribes a draft of minutes and summary actions for approval of the Vice President.
5. Makes arrangements and maintains records for all subcommittee meetings.
6. Follows up on committee actions.
7. Maintains all historical and official records in the Office of Academic Affairs.
8. Prepares all correspondence relating to Council matters.
9. As directed by the Vice President, compiles necessary documentation required for Council deliberations.

CURRICULUM ADVISORY COMMITTEE

1. Prepares agenda for approval of Dean of Instructional Services. Duplicates and distributes Agenda.
2. Corrects and prepares attachments.
3. Notifies presenters to appear at meetings.
4. Attends meetings and takes minutes. Transcribes a draft of minutes and summary actions for approval of the Dean of Instructional Services.
5. Follows up on committee actions:
 - a. Completes and gathers signatures for all original copies of new courses, course modifications and files (All course-of-study outlines on file must be corrected or replaced).
 - b. Follows up on program approval for members, Board of Trustees and the Chancellor's Office.

*Minutes require 3-4 hours for every 1 hour of meeting time.

- c. Prepares new course/course revision lists for members, Board of Trustees and the Chancellor's Office.
 - d. Prepares General Education/Institutional Requirements list for members, Board of Trustees and the Chancellor's Office.
 - e. Updates GE list for SBCC/CSU/UC for submission to Counseling.
6. Maintains all historical and official records in the office of Academic Affairs.
 7. Prepares correspondence relating to Committee actions.
 8. Maintains course outlines for all credit courses.
 9. Maintains all documentation for Chancellor's Office approved programs.
 10. Maintains records of all subcommittees.
 1. Develops drafts of all CAC forms.

GENERAL

1. Answers phone, duplicates, distributes, files.
2. Prepares policy revisions and tracks approvals.
3. Wordprocesses documents and makes revisions.
4. Maintains Academic Affairs Policy Manual.

NEW RESPONSIBILITIES

CURRICULUM ADVISORY COMMITTEE

1. Maintains all new course and course modification information in the Master Course File data base.
2. Develops, disseminates, and maintains all documentation for TITLE V course certification processes. (Note: This will be an extremely important and time consuming activity.) The new regulations will greatly increase the workload of the Dean of Instructional Services and Office Support person.

MATRICULATION

1. Prepares agenda for monthly Matriculation meeting.
2. Takes minutes at monthly Matriculation meeting and at important subcommittee meetings: Assessment/Instruction, Admissions/Registration, Orientation/Advising and Evaluation.
3. Types and distributes minutes of all subcommittees and Matriculation Committee.
4. Types letters to students for early registration, early warning.
5. Does bulk mailings for early registration.
6. Does mailings for early warning.
7. Assists with coordination of dates for assessment, orientation, advisement and registration.
8. Types copy for schedule, catalog, Student Planning Guide, etc.
9. Types correspondence related to Matriculation.
10. Types proposals and reports related to Matriculation.
Keeps track of rosters turned in for early warning.

CATALOG

1. Enters all new courses, course modifications and program changes approved by CAC in the catalog data base.
2. Distributes catalog copy to department chairs for review and revisions.
3. Enters in the catalog database revisions as submitted by department chairs.
4. Coordinates with the Publications Office.

Note: With the new computer system for catalog production, much of the work should be clerical. The Dean should have an oversight function and respond to non-routine questions.

GENERAL

April 20, 1987
Academic Affairs
SEC.

SENIOR SECRETARY POSITION

Current Budgeted Sal.: Ac. Affairs	8,733
(.5 FTE 11 mo.)	
Est. Benefits	1,834
Medical	<u>1,250</u>
Total	11,187

Funds required to fill full-time position.

Salary	14,091-17,039
Est. Benefits	3,578
Medical	<u>2,500</u>
Total	23,117

Funding

o Current budgeted	11,187
o From Acct. # 6000-0000-7240-8642	3,277
(Hrly Class)	
o From Acct. # 6000-0000-6532-8642	2,000
(Fac Rental)	
o Balance from other Academic Affairs	6,653
Cost Center (8642) accounts or	
Matriculation funding	<u> </u>
Total	23,117