

SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COUNCIL

October 6, 1987

**M I N U T E S**

PRESENT: J. Romo, Chair, M. Bobgan, J. Diaz, L. Fairly, P. Freeman, T. Garey,  
C. Hanson, E. Hodes, D. Oroz, D. Ringer  
RESOURCE: E. Cohen

**APPROVAL OF MINUTES: August 6, 1987**

L. Fairly noted that the Council voted to fund nine faculty advisors (\$1,100/year per advisor), not ten as recorded in the minutes.

M/S/C Fairly/Bobgan

To approve the minutes as corrected.

AYES: 4 NOES: 0 ABST.: 3

(Tom Garey joined the meeting at 3:11.)

**ACTION ITEM**

Election of a Vice Chair

D. Ringer volunteered and was unanimously elected to serve as the Vice Chair of CPC. Mr Ringer will assist the Chair in preparing agendas and chairing the Council in his absence.

**REPORTS**

General Fund Budget

Dr. Hanson submitted (Handout #1) a copy of the 1987-88 adopted General Fund Budget which was approved by the Board of Trustees on August 27. He pointed out that the net beginning balance of \$2,047,866 excludes the certificated salary adjustments retroactive to January 1, 1987. The five percent Board Operating Contingency totals \$1,244,522. He reported that the District has received \$673,329 in state equipment funds (1986-88), one half of which has already been allocated or committed, leaving a balance of \$293,247. The College also received \$98,329 for Library Materials from Prop 56.

Lottery

Dr. Hanson reported that a projected \$826,338 will be the expendable lottery funding (combining \$136,838 from 1986-87 funds and \$689,500 from 1987-88) for 87-88, of which approximately \$200,000 has been encumbered for salary settlements.

The Chair distributed the DCC minutes (unapproved) of September 30, 1987, which outline the timeline for the allocation of lottery and new equipment funds (Handout #3). New equipment requests are to be submitted to John Romo by Monday, October 19 for prioritization. On Wednesday, November 4, the Division Chair Council will hear the requests which will be acted upon on November 18. Lottery requests will be heard on November 18, with final DCC action taking place on December 2. In order to move as quickly as possible on lottery requests, the Chair recommended that CPC review items on January 5 and take action on January 12.

Dr. Hanson explained (Handout #4) to the Council his request for \$5,000 from lottery to purchase an electric tractor for the PE department and to install sleeves and plates for the volleyball posts. He stated that approximately \$11,000 has been spent to repair the bleachers which have been damaged as a result of being handled manually. The use of an electric cart would minimize the stress on both the maintenance crew and the equipment. Members agreed to bring the request to the Council for action at its next meeting.

#### Instructional Equipment (Prop 56)

Prior to the discussion on Instructional Equipment the Chair distributed copies of the President's recommendations on funding the 1986-87 Ranked Resource Requests. (Handout #5).

Dr. Bobgan explained Continuing Educations's plan (Attachment #1 to agenda, 10/6/87) for the expenditure of Prop 56 (Instructional Equipment) funds for new equipment to replace the outmoded Apples. Because of the demand for computers in the credit instructional program, members strongly recommended that the equipment to be replaced be channeled through the Instruction Computer Planning Committee (ICPC) for distribution to departments.

#### Actions on Staffing

The Chair reviewed staffing actions which took place at the beginning of the semester. These include:

<u>Position</u>	<u>Fte</u>
English/Essential Skills	1.5 (Temp C.)
Journalism	1.0 (Temp C.)
ESL	1.0 (Temp C.)
Business	1.0 (Temp C.)
BOE/Cosmetology (classified)	.75
Health Tech (classified)	1.0

#### Academic Affairs

The Chair announced that the Communication Department has been shifted to the English Division. The Division title will be English/Communication. He reported that Personnel has received many applications for the Dean of Technologies' position, and it's expected that this vacancy will be filled by January, 1988.

College Planning Council Policies and Procedures

Mr. Garey referred to a memorandum from Dr. MacDougall (Attachment #2 to agenda, 10/6/87) dated June 30, 1987, in which the President responded to the recommendations on CPC Policies and Procedures with the suggestion that Function e should be eliminated "at this time." (Function e: Advises the President/Superintendent on college policies.) Mr. Garey questioned whether this section would be reinstated as a result of recent collective bargaining settlements. The Chair responded that he would take the matter to the President.

College Planning Process

Deferred

The meeting was adjourned at 4:40.

jdm

Attachments

cc: Dr. MacDougall  
Deans/Assistant Deans  
Division/Department Chairs  
Mr. Ullom  
Mr. Miller  
Mr. Pickering  
Ms. Harrington

SANTA BARBARA CITY COLLEGE

BUSINESS SERVICES

MEMORANDUM - October 20, 1987

TO: Alma Ledbetter

FROM: Charles L. Hanson

SUBJECT: COLLEGE MEMO - OCTOBER 26, NOVEMBER 2, 9, 16, 23

FROM BUSINESS SERVICES:

Recent settlements on salary and benefits has severely impacted the Payroll Office. We would appreciate your cooperation by limiting your phone contact with Payroll to between 1:00 p.m. and 4:30 p.m. daily. You may still deliver any payroll related forms anytime. We have hired additional help to complete this large, time-consuming process.

With your assistance we feel sure we can complete the following activities:

October 30 - Payroll will include the new 9 percent salary adjustments for contract retroactive to September, 1987, and benefit changes.

November 30 - Payroll will include the new 10 percent hourly salary adjustments retroactive for September and October.

January 29 - Payroll will include all new 3.4 percent increases effective January 1, 1987, (the COLA increase for 1987 calendar year).

Retroactive pay from January 1, 1987, through August 31, 1987, will be prepared in February and March for the March 31 payroll.

ba/X357

VOCATIONAL EDUCATION ACT FUNDING  
1987-88

TITLE II, Subpart A

- o Handicapped Students \$33,685
  - o Interpreters for the deaf (CR)
  - o Vocational Counselor (CR)
  - o Lab teaching assistant for the adaptive food services program (NC)
- o Disadvantaged Students \$57,646
  - o Salary for CARE program coordination
  - o Tutorial assistance
  - o Childcare
  - o Curriculum development project. Essential Skills and Automotive Services
- o LEP/NEP Students \$7,931
  - o Career Advisor
  - o Development of a vocationally oriented curriculum for ESL students
- o Adults Needing Training \$24,998
  - o Statewide student followup project
  - o Health Technologies lab teaching assistant
  - o Instructional aides for office technologies, graphics, electronics and automotive services departments
- o Single Parents and Homemakers 10,958
  - o Career Counselors
  - o Child care
- o Sex Bias/Stereotyping \$6,530
  - o Develop and teach a new course "Tradeswomen and New Careers"
  - o Instructional aides for the Career Center

TITLE II, Subpart B \$78,744

- o Office Technologies - computer hardware for Word Processing Center
- o Electronics - new equipment to expand student work stations
- o Graphics Production
  - New equipment including state-of-the-art laser printer
  - Lab technician for Photo lab
  - Curriculum development

Continued over...

o Metals Fabrication

Computer software to be used to establish a CAD/CAM instructional strand

TITLE III, Subpart B

\$4,193

o Consumer and Homemaking Education

Outreach and recruitment services

Bilingual lab teaching assistants for Parenting/ESL class (NC)

TOTAL \$224,691

GENVOCFUND102087

**CONTINUING EDUCATION DIVISION  
1987-88 LOTTERY ITEMS**

1. Completion of software program for registration and administration purposes	\$25,000
2. Repair roof and ceiling, Rm. 19, Schott Center	3,000
3. Classroom heaters, Wake Center	10,000
4. Security fencing, Wake Center	7,200
5. Replace auditorium, drapes, Schott Center	10,500
6. Painting, Wake Center	2,000
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	500
10. Blackout blinds, Rm. 3, Schott Center	1,500
11. Maps for Rm. 19, Schott Center	200
12. Two typewriters, front office, Schott Center	1,000
13. Paint the exterior of Rms. 19 and 20, Schott Center	2,000
14. Restripe parking lot, Schott Center	1,200
15. Office equipment, Wake Center	1,500
16. Tables on patio by snack shop, Schott Center	2,000
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.	10,000

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	<u>650</u>
TOTAL	\$110,000

9/18/87

(Lot87-88, WSI,aw)