

SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COUNCIL

July 25, 1991

M I N U T E S

PRESENT: J. Romo, Chair, M. Bobgan, L. Fairly, P. Georgakis, C. Hanson,  
B. Hull, C. Kuster, D. Oroz, B. Vincent  
RESOURCE: G. Gregg, F. Padilla

**APPROVAL OF MINUTES:**

May 21: M/S/C Vincent/Bobgan Unanimous

To approve the minutes as submitted

June 4: M/S/C Vincent/Hull Unanimous

To approve the minutes with the correction under College  
Computer Coordinating Committee, page 2: replace "control"  
with "shared management."

**ACTION ITEM**

Budget and Resources Report

Dr Hanson gave an update on the budget for 1991-1992. He reported that Staff Development funds have been restored, and that additional income is anticipated from Basic Skills and enrollment growth. Although the final determination of COLA allocations depends on the State, at the present time it's estimated that the college will receive approximately \$45,000. Lottery funds will be substantially reduced for 1991-1992, and half of those revenues are allocated to replacement of equipment. (It is unlikely that there will be any state equipment funding due to necessary cutbacks in the State budget.)

Dr. Hanson reported that the vice presidents met in July to prioritize college wide requests for funding of one-time only items with 90-91 budget surplus revenues. Although the specific balance will not be determined until November, it is estimated at \$400,000 to 1 million dollars. The list of One-Time-Only Recommendations includes items which were not submitted to CPC on May 21, but which are essential. Mr. Romo noted that One-time-Only items submitted by DCC have either been included in the allocation or will be funded from other sources.

Mrs. Fairly noted that the request from Student Affairs for file cabinets for \$2500 was omitted. Dr. Hanson indicated it will be added. After considerable discussion on the item, members took the following action:

M/S/C Vincent/Fairly Unanimous

To recommend approval of the Prioritized of One-time-Fund  
Recommendations as amended.

Members asked Dr. Hanson to clarify the difference between surplus over expenses and the 3.5 million which has been transferred into other budget categories. Dr. Hanson explained that these are funds which have accrued from interest, unexpended benefits, out-of-state fees and property tax savings.

During the lengthy discussion, members urged that the Council be given the opportunity to review and to add items from the CPC resource requests. if additional funding is available.

## **DISCUSSION**

The Chair reported that the HRC Advisory Committee has been reviewing departmental activities and looking at means to strengthen the program. It has recommended, and the department has endorsed, adding a full-time faculty member whose curricular responsibilities would be in the area of the culinary arts. The President concurred with the recommendation of the Vice President to grant a temporary contract for the 91-92 year. The department will request a permanent position during the certificated hiring process beginning in November.

jdm

cc: Dr. Peter R. MacDougall  
Cabinet  
Deans/Assistant Deans  
Division/Department Chairs  
Mr. Hamre  
Mr. Gregg  
Mr. Pickering  
Instructor's Association  
CSEA Representative  
CSEA Council Representative

SANTA BARBARA CITY COLLEGE  
COLLEGE PLANNING COUNCIL  
September 17, 1991

MINUTES

PRESENT: J. Romo, M. Bobgan, G. Carroll, L. Fairly, P. Georgakis, C. Hansen, B. Hull,  
H. McCarthy, D. Oroz.  
RESOURCE: J. Friedlander, F. Padilla, D. Sloane, J. Stevens

**ACTION ITEM**

Decision Stage

One-time Only Allocations

C. Hanson distributed the revised listing of One-Time-Only Allocations which were reviewed by the Council on July 25. The source of funding for these items is a the surplus over expenses from the 1990-1991 budget. The new listing reflects the addition of seven new items:

From Academic Affairs:

- #1 \$ 65,000 augmentation to Math & English for additional sections
- #13 \$100,000 for Drama lighting

The Chair noted that all items on the DCC One-Time-Only listing were included or will be funded from other sources.

From Student Affairs:

- #6 \$ 2,500 for Admissions Files (2)

This item had been inadvertently omitted from the original list.

From Cabinet:

- #22 \$ 25,000 Computer Wiring - Administration Remodel
- #23 \$ 24,000 Computer Wiring - Interdisciplinary Building
- #24 \$ 25,000 Computer Wiring - Admin Bldg Phase II
- #25 \$ 85,000 Fiber Optic Cabling - East/West Campus

Item #22 is necessary to link the entire administration wing with the data processing center which will be located on the second floor of the Administration Building.

Item #23 will interlink the third floor with the math lab in the building. Item

#24 will provide for wiring installation for the management/data processing operations in the Administration Building.

#25 will link both the East and West campuses.

It is anticipated that funds will not be released until actual budget balance figures are known in November. Action will be taken on this item at the next meeting.

### 1991-1992 Resource Ranking - On-going Costs

Dr. Hanson submitted the list of Resource Rankings and the source of funding for each item recommended by the Vice Presidents (See attachment for a listing of items.) It was noted that these items will be considered only after the budget balance is clarified in November.

Dr. Hanson reported that the Board of Trustees will review fiscal and budget processes in a special meeting with the President and staff in late October.

## **REPORTS/DISCUSSION**

### Certificated Staffing

#### Hotel/Restaurant/Culinary

The Chair reviewed the Hotel/Restaurant/Culinary Department's request for a permanent position which was submitted to CPC during the summer. He announced that the President has reviewed and approved a temporary contract for 1991-1992. This decision is based on a recommendation by the HRC Advisory Committee to strengthen the department by adding a culinary arts component to the curriculum. The department will submit a request to CPC and DCC for a permanent position during the certificated hiring process.

#### Computer Information Systems

The CIS Department is requesting an exception from the certificated ranking process to replace John Mead who resigned during the Spring 1991 semester. A temporary contract has been approved by the President for Fall 1991. If the Division Chair Council approves the request, a search will be conducted to fill the position effective Spring 1992.

### Enrollments

Dr. Bobgan stated that enrollments in Continuing Education are very strong.

### Fall 1991 TLU Allocations

The Chair distributed copies of the *TLU Summary for Fall 1991* showing division TLU allocations for F 90 and F 91, the difference in TLUs between the two semesters, and savings accrued. The report indicates that although there has been a savings of \$86,925, the college remains \$12,759 (equivalent to approximately 17 TLUs) short of the projected goal of \$120,000.

It was noted that one of the consequences of cutbacks is impacted classes, particularly in transfer courses. Mrs. Fairly reported that the College is tightening up on academic disqualification regulations. This may help decrease the drop-out rate and stabilize enrollments in the future.

jdm

Attachment

cc: Dr. MacDougall, Deans/Assistant Deans, Academic Senate, Division/Department Chairs, Mr. Gregg, Mr. Hamre, Instructor's Association, CSEA Council, CSEA Representative, Counseling Representative, Mr. Pickering

SANTA BARBARA CITY COLLEGE  
COLLEGE PLANNING COUNCIL

October 15, 1991

**M I N U T E S**

PRESENT: J. Romo, M. Bobgan, L. Fairly, P. Georgakis, C. Kuster,  
H. McCarthy, D. Oroz  
RESOURCE: G. Gregg, B. Hamre  
GUEST: J. Peterson

**REPORTS/DISCUSSION**

**TLU Allocations**

J. Romo submitted the latest *TLU Summary Fall 1991* and *TLU Summary Spring 1991* report reflecting TLU reductions. The College has succeeded in saving about \$128,730 from departmental cutbacks and from the \$32,500 One-Time augmentation to the English and Math Departments from 1991-91 surplus revenues. The report currently reflects a surplus of \$8,730 which may be used to offset the projected Spring 1992 shortfall.

The Spring 1992 summary data on program reductions is very tentative, according to J. Romo. All divisions except Math show a reduction in TLUs, and it's anticipated that additional cuts will be made.

**Planning**

B. Hamre reported that the new planning process will continue to use the *Statement of Institutional Directions* as a focus, but it will give more flexibility to departments to develop their own planning processes while using established guidelines outlined below.

1. "Emphasis will be on the SID, accreditation plans and team recommendations, program reviews and measures of institutional effectiveness.
2. A two-year perspective should be given to plans.
3. The overall time line must be followed.
4. Planning goals should exploit college strengths and strengthen weaknesses.
5. No department should automatically assume that prior year budgets carried over as a given. Resource re-allocation may be done to accommodate the highest priority goals.
6. Institution-wide activities and plans should reflect consultation with others who participate in these activities.

7. Departments should be sufficiently explicit to justify requests for the resources needed to support them. New programs should reference the SID or other sources that gave rise to them."

The timeline identifies the planning activities and describes how department and division activities relate to resource development and college budget review.

There was some concern expressed regarding item #5: Members asked if this guideline should be interpreted as a change in procedure. The Chair assured members that the consultative process would be used in departmental budget allocations.

### **Tenure Track Procedures & Timeline**

The Chair stated that October 15 is the deadline for faculty to announce their intent to resign or to retire. Departments which submit this information by the deadline will be included in the first round for consideration of replacement positions. A department may appear before the Council to make a special plea for a position at a later date, however, there are advantages to beginning the process as early as possible.

The hiring process would begin with departments submitting replacement requests to DCC in November and will continue with the submittal of requests for new and non-exempt replacement positions to DCC and CPC for review and prioritization. DCC will be given the timeline for these activities at the next meeting. Mr. Oroz presented the tentative timeline from Personnel:

- December 6 - List of positions for advertising to Personnel
- December 13 - Draft of job announcements to Personnel
- January 17 - Job Announcements prepared and distributed
- February 28 - Positions closed
- March 4-20 - Paper screening/interviews/final interviews
- March 24 - Three (3) finalist to Dr. MacDougall and Vice President Romo

### **Affirmative Action Report**

D. Oroz and L. Fairly presented their annual summary report on Affirmative Action and Equal Opportunities requirements.

### College Computer Coordinating Committee Report

G. Gregg reported that the CCCC has been given permanent status as a subcommittee of CPC and that it will meet on the 1st Friday of each month (also on the 3rd if necessary). He reviewed the actions taken at the first meeting:

1. Endorsement of the Academic Senate proposal to add another faculty member to the CCCC. This would establish parity between the administration and faculty.
2. Discussion of the dissolution of CCCA and restructuring of data processing services.
3. Discussion on software copyright issues and protection against the risk of being caught in violation of copyright.
4. Discussion of criteria and mechanism for the deployment of equipment.
5. Endorsement of the One-Time 1990-91 Fund Allocations for wiring the Administration Building, West Campus and the Interdisciplinary Building.

Since the CCCC is a subcommittee of CPC, members asked to receive copies of the minutes.

There was consensus that the CCCC should submit to the Council only those items which required action by the President or by the Board of Trustees.

jdm

cc: Dr. MacDougall  
Deans/Assistant Dean  
Academic Senate  
Division/Department Chairs  
Mr. Gregg  
Mr. Hamre  
Mr. Pickering  
Instructor's Association  
CSEA Council Representative  
CSEA Representative

The Foundation for SBCC  
SBCC Program Goals and Funding Needs  
Summary

1. Faculty Enhancement	
Endowed Chairs	\$2,000,000
Distinguished Professorships	\$1,875,000
2. Student Support	
Scholarship Support	\$4,000,000
Student Internships	\$1,000,000
TAP Program	\$ 500,000
3. Program Endowment	
Department Support	\$3,950,000
Campus-Wide Programs	\$1,000,000
Continuing Education	\$1,000,000
4. Equipment Purchases	
Department Support	\$ 941,000
5. Facilities Construction & Renovation	
Campus-Wide Projects	\$1,750,000
Faculty/Staff Housing	\$ 200,000
Continuing Education	\$ 450,000
6. Annual Giving	\$4,000,000
 Total	 \$22,666,000



THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE

21ST CENTURY CAMPAIGN

Gift and Pledge Progress to Date

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Planning Phase: January - December 1990

Campaign Officially Adopted by  
Foundation Board of Directors: December 1990

Campaign Gifts Counted as of July 1, 1990

Projected Announcement Date: Spring or Fall, 1992

Projected End Date: December 1995 or July 1996

Total Campaign Goal: \$22,666,000

Gifts Raised as of October 30, 1991: \$8,071,148

Percent of Goal: 35.6%

Largest Gifts to Date:

Paul and Leslie Ridley-Tree	\$2.0 million	Unitrust
James and Wilmuth Tannahill	\$1.8 million	Unitrust
Anonymous	\$1.3 million	Annuity Trust

Planning Timeline (1991-92)

1991	Planning Kickoff (10/1/91)	College Planning Council	
Oct.	Planning Budget (10/15/91)	College Planning Council	VP Charles Hanson
Nov.	Development of Department Plans and Preparation of Budget Resource Requests		
Dec.			
1991			
1992			
Jan.	Admin. Unit Plans/ Resource Requests (2/1/92)	College Planning Council	Vice Presidents
Feb.			
March	Preliminary Budget (3/15/92)	College Planning Council	VP Charles Hanson
	Prioritized Resource	College Planning Council	Vice Presidents
April	College Plan	College Planning Council	President
	College Plan	Board of Trustees	President
May	Final Disposition of Resource Requests (5/15/92)	College Planning Council	VP John Romo
June	Tentative Budget (6/15/91)	College Planning Council Board of Trustees	VP Charles Hanson President/VP Hanson
July			
August	Final Budget (8/15/92)	Board of Trustees	President/VP Hanson

**SANTA BARBARA CITY COLLEGE  
Directions For Information Systems**

**Transition Plans**

**1. Reorganization Study**

Organization And Staffing  
Management Structure  
Future Analyses

**2. Consultant Classification And Rating Study (December 1991)**

SBCC Salary Structure  
Other Community College MIS

**3. Job Announcements (January 1992)**

Open Positions  
Focus On SBCC Systems Knowledge

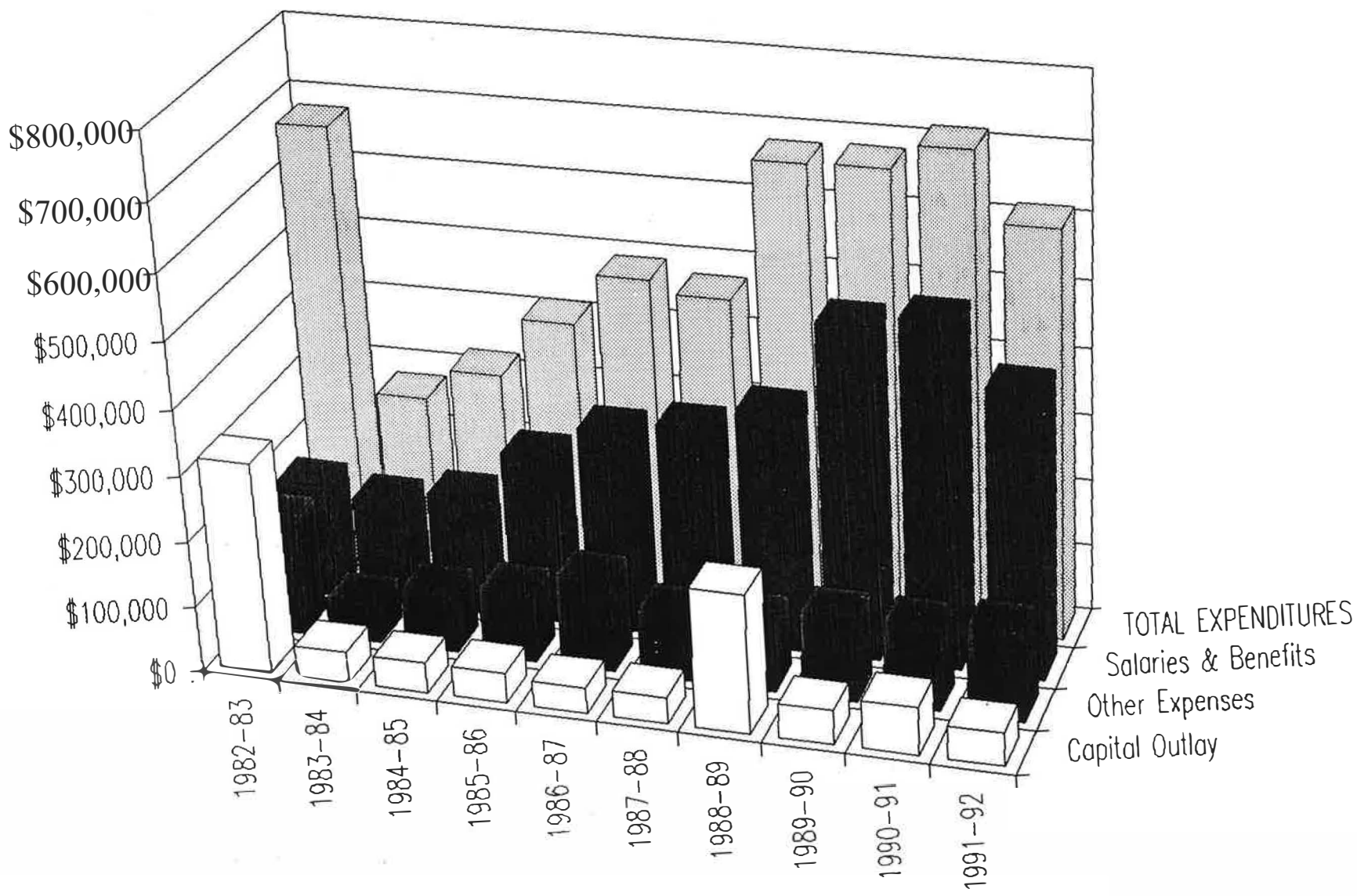
**4. Staff Selection Process (Completed March 15, 1992)**

User Interview Panel  
Technical Problem Solving  
President / Director Interview

**5. Facilities**

R Building Renovation  
Administration Building - Second Floor

# CCCA EXPENDITURES - SBCC FUNDS



Santa Barbara City College  
Information Resources Division  
- Draft Reorganization -

Draft - For Discussion  
11/12/91

Associate Vice President  
Information Resources  
William Hamre

Division Secretary  
Vacant

Director, Educational Technology  
And Computer Support  
George Gregg

Academic Computing  
(ICPC, CAI, Labs)

Administrative Services Liasion  
(Telephone, FAX, Repro)

Senior Information Systems Analyst  
Vacant

Senior User Services Analyst  
Vacant

Senior Technical Services Analyst  
Vacant

Information Systems Analyst  
Vacant

User Services Analyst  
Liz Auchincloss

Computer Repair Technician  
Kent Richards

Network Administrator  
Eric Sweet

Information Systems Analyst  
(Matriculation)  
Vacant

User Services Analyst  
Vacant

Computer Repair Assistant  
Jason Thornell  
(1/2 Time To Full Time)

Instructional Computer Lab  
Coordinator  
Frank Bessig

Operations Programmer  
Vacant

Research Technician  
Kris Barquist

Technical Services Analyst  
Vacant

Research Assistant  
John Haskins

Technical Services Analyst  
Vacant

TO: V.P. Fairly  
FROM: Jane Craven/Don Seaver  
RE: Campus Security Reorganization  
DATE: November 18, 1991

Since the creation of the Campus Security Office in 1979, the duties and responsibilities of those in the department have expanded so tremendously that a reorganization of the department would serve the college in a much better way.

Prior to the creation of the Campus Security Office, security officers worked in the capacity of parking attendants (Range 21) whose only responsibilities included admitting authorized drivers to campus and securing buildings at night.

Once the Campus Security Office was developed, security officers started to perform routine patrol duties and issue parking citations.

Out of necessity, the increasingly complex nature and size of the college and its students, the tasks for security officers continued to expand. Presently, both full and part time security officers perform a wide range of duties including:

1. Handle medical emergencies.
2. Handle psychologically disabled and other disruptive students and nonstudents on campus.
3. Consults with departments pertaining to the purchasing of security devices.
4. Taking crime reports.
5. Transports injured students/staff.
6. Provides security for special events.
7. Parking enforcement, including issuing citations.
8. Provide evening escort service to students.
9. Vehicle/foot patrol.

The resultant increase in these complex duties has necessitated the need for extensive training to enable security officers to perform their duties in the safest, most effective way possible. Each fall, all officers undergo training which covers the following topics:

- Laws of Arrest
- Emergency Procedures
- CPR
- First Aid
- Mace
- Parking Enforcement
- Sexual Assaults

In addition, the fulltime security officers attend a 32 hour class entitled, Responding to Emergencies, offered by the Red Cross, cosponsored through Continuing Education.

In order to reflect the security needs of the campus, a reorganization of the Campus Security Department to include a supervising security officer during daytime hours is necessary. It is proposed that Security be expanded to include three levels of Security officers as follows:

1. Parking Attendant.....Range 21 (current)
2. Security Officer II.....Range 29 (current)
3. Supervisor, Security M/S/C....Range 31 (proposed)

Currently, a fulltime day position opening exists. Funds to cover the additional cost (\$3600) to increase this position to Supervisor Security, are available from the hourly security budget. This individual would assist the current 60% Director of Security by taking responsibility under direction for a wide range of specific duties vital to the functioning of the department. A description of these specific duties is attached.

## SUPERVISOR, SECURITY

### **DEFINITION**

Under direction, responsible for the supervision of a wide range of specific duties related to parking and security; supervises subordinate personnel; responds to parking complaints and concerns; does related duties as assigned.

### **EXAMPLES OF DUTIES**

Trains, supervises, and coordinates Security Officer positions; coordinates the Federal Crime Reporting regulations; coordinates annual parking survey; resolves staff/student parking concerns, complaints and problems; promotes and coordinates student carpool program; attends district wide departmental meetings to address security and parking issues and determine security and parking needs; conducts inspection of physical sites, including parking lots and bike corrals in order to make appropriate recommendations that would make the areas more secure; provides consultation for departments purchasing security devices; transports injured as necessary; interfaces with Santa Barbara Police Department when necessary; as needed, will direct motor vehicles to appropriate parking lots; issues citations; patrols campus parking lot on foot or in vehicle to maintain safety and security; maintains a patrol or incident log; and other duties assigned.

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Requires any combination equivalent to an A.S. Degree and two years of progressively responsible security experience.

**Knowledge and Abilities:** Ability to learn applicable District rules, regulations policies, and procedures; possesses good communication skills; ability to analyze situations likely to be encountered on patrols; ability to observe and retain names faces, and details of occurrences; ability to follow written and oral instructions; ability to understand and correct emergency alarm systems; ability to work cooperatively with others. Individual must have the ability to work in a supervisory capacity to include directing the work of others, employee evaluations, staff training, and the ability to work independently.

**License or Other Requirement:** Possession of a valid operator's license issued by the State Department of Motor Vehicles is required. First Aid, CPR, MACE certificates desirable.

11/01



## Security Officer II

### DEFINITION

Enforce campus parking and traffic regulations; patrol the campus to maintain security, safety, and order; supervise subordinate personnel; makes independent decisions regarding safety of the campus and do related work as required.

### EXAMPLES OF DUTIES

Trains and supervises subordinate personnel; coordinates campus security needs; makes immediate security decisions; uses independent judgment in making health and safety decisions concerning the campus and individuals on campus; interfaces with Santa Barbara Police Department when necessary; directs motor vehicle drivers to appropriate parking lots; admits to campus only authorized drivers and visitors; issues citations to those who disobey parking and traffic rules; patrols campus buildings and premises, on foot or in vehicle to maintain security; may maintain a patrol or incident log; responds to requests for assistance or reports of crimes by going to the scene; reports information to designated authorities; prepares crime reports; gives directions to campus visitors seeking specific departments or areas; corrects emergency alarm systems when necessary; provides escort services for students; handles medical and other emergencies when necessary; handles psychologically disabled and other disruptive students and nonstudents on campus; transports injured students/staff to hospital or other medical facility; and other duties as required.

### EMPLOYMENT STANDARDS

**Education and Experience** Any combination equivalent to graduation from high school. Criminal Justice courses/Mace/Emergency Medical Training, CPR/First Aid desirable.

**Knowledge and Abilities:** Ability to learn applicable District rules, regulations, policies, and procedures; ability to deal tactfully and effectively with students, staff and the public; ability to analyze situations likely to be encountered on patrol; ability to observe and retain names, faces, and details of occurrences; ability to follow written and oral instructions; ability to understand and correct emergency alarm systems; ability to work cooperatively with others. Individual must have the ability to work in a lead capacity to include directing the work of others, staff training, and the ability to work independently.

**License and Other Requirement:** Possession of a valid operator's license issued by the State Department of Motor Vehicles is required. First Aid, CPR, MACE certificates desirable.

## Parking Attendant I

### DEFINITION

Under supervision, enforces campus parking and traffic regulations; performs routine patrol duties; and does related work as required.

### EXAMPLES OF DUTIES

Directs motor vehicle drivers to appropriate parking lots; admits to campus only authorized drivers and visitors; issues citations to those who disobey parking and traffic rules; patrols campus buildings and premises; may maintain a patrol or incident log; gives directions to campus visitors seeking specific departments or areas.

### EMPLOYMENT STANDARDS

**Education and Experience:** Any combination equivalent to graduation from high school.

**Knowledge and Abilities:** Ability to learn applicable District rules, regulations, policies, and procedures; ability to deal tactfully and effectively with students, staff and the public; ability to analyze situations likely to be encountered on patrols; ability to observe and retain names, faces, and details of occurrences; ability to follow written and oral instructions; ability to work cooperatively with others.

**License or Other Requirement:** Possession of a valid operator's license issued by the State Department of Motor Vehicles is required.