

SANTA BARBARA CITY COLLEGE

DATE: November 26, 1980  
TO Dr. Mertes  
FROM: Pat Huglin   
SUBJECT: Recommendations Involving RARB/CLC/College Planning and Budget Review Process

I. PRIMARY RECOMMENDATIONS

Recommendation #1 - RARB be abolished..

Recommendation #2 - CLC (Augmented) should assume the responsibility for long range planning, budget review and resource allocation.

II. RATIONALE FOR PRIMARY RECOMMENDATIONS

- A. RARB...rather than belabor the subject, I believe there is near unanimity in the thought that RARB's time has come and gone.
- B. CLC (Augmented) is a representative group of the college community and as such would be in a unique position to discern college needs from a broader perspective.
- C. There is a need for single college committee to address two key issues... long range planning and budget review/resource allocation. The opportunity for such a committee to identify college values and priorities, which in turn would be followed by decisions leading to budget building and resource allocation, is at hand.

III. ADDITIONAL RECOMMENDATIONS

- A. Committee Make-Up
  - 1. Nine Cluster Leaders
  - 2. Four Administrative Deans
  - 3. One Classified Management/Burt Miller
  - 4. One Additional Classified
  - 5. Resource: John Romo  
Richard Sanchez  
Mel Elkins
- B. Committee Title: Program Policy and Budget Review Committee...PPBR (CLC or Division Chairmen when not meeting as PPBR)
- C. Miscellaneous
  - 1. Once the budget is approved by the Board of Trustees, expenditures, personnel replacements, etc. would be handled administratively\*...new unbudgeted requests would be reviewed by PPBR with a recommendation forwarded to the Superintendent-President.

\*The 4 Administrative Deans and the designated administrators in their area of responsibility.

2. Non-instructional departments should develop planning documents, something comparable to the "Three Year Educational Plans" now in existence in the Instructional Department.
3. Appeals - through the appropriate Administrative Dean to PPBR.
4. Vacated Positions - all to be reviewed by PPBR.
5. Current Documents/Procedures - are all to be reviewed and updated by PPBR, e.g., Three Year Educational Plans, new equipment formula, replacement of equipment schedule, maintenance of equipment schedules, supplies formula, etc.

IV. PROCEDURES, GUIDELINES AND CALENDAR FOR RESOURCE ALLOCATION PLANNING

.....attached is such a document that was developed for RARB. Much of the material can be adapted for PPBR. Preliminary recommendations have already been made by staff.

It is recommended that a block of time be set aside at the President's Cabinet meeting of December 5 to discuss these recommendations.

PH/ml  
Attachments

cc: Martin Bobgan (Attachment)  
Charles Hanson (Attachment)  
Dan Oroz (Attachment)  
Al Silvera (Attachment)

SANTA BARBARA CITY COLLEGE

December 8, 1980

TO: CLC Members  
FROM: John Romo  
RE: Certificated Staffing Requests for 1981-82

During the past weeks, the Instruction Office has been reviewing the staffing requests submitted by departments. Attached for your review are:

1. INSTRUCTION OFFICE RECOMMENDATIONS ON 1981-82 CERTIFICATED STAFF REQUESTS
2. AN ANALYSIS OF STAFFING REQUESTS

The first document presents a classification plan for the certificated staff requests and the Instruction Office's preliminary recommendations. The second document is our effort to condense department requests and justifications as well as information which was used in the preparation of the recommendations to the CLC.

In reviewing the data on staffing requests, we felt that it would also be extremely important to initiate discussions on the possible elimination and/or review of programs which have demonstrated a history of decreasing student interest and declining enrollment. This information and recommendations relative to these programs are included in the final sections of the recommendations.

This Wednesday's meeting will be the CLC's first in its new role as the campus-wide primary resource and policy review body. We look forward to substantive discussions on the staffing needs of our college and to the development of workable staffing recommendations.

JR/jdm

Attachments

cc: Dr. Mertes  
Administrative Deans (w/o ANALYSIS)  
Assistant Deans (w/o ANALYSIS)  
Department Chairpersons (w/o ANALYSIS)  
Representative Council (w/o ANALYSIS)

INSTRUCTION OFFICE RECOMMENDATIONS  
ON 1981-82 CERTIFICATED STAFF REQUESTS

I. REPLACEMENT OF KEY POSITIONS

<u>Department</u>	<u>Position Requested</u>	<u>Recommended</u>
Chemistry	1 FTE Chem. Instructor	Approval to fill with Contract Cert. Inst.
Ess. Skills	1 FTE Essn. Skills Dir.	"
Health Tech	1 FTE Psychiatric Nursing Instructor (ADN Program)	"
Library	1 FTE Certificated Librarian	"
Life Science	1 FTE Bio/Anatomy Instructor	"
P.E.	.50 FTE Dance Instructor	"
Music	1 FTE Instrumental Music Instructor	Consider Temporary Full-Time Replacement

II. POSITIONS -IN IMPACTED/GROWTH AREAS

<u>Department</u>	<u>Position Requested</u>	<u>Recommendation</u>
Applied Sci.	1 FTE Drafting Instructor	Consider Temporary Full-Time Replacement
Computer Sci.	2 FTE Comp. Sci. Instructors.	Approval to fill 1 FTE Contract Cert. Inst. balance covered by hrly.
Landscape Hort.	1 FTE Cert. Contract (Change current temp. position)	Approval to fill pending program evaluation.
Mktg/Mgmt/Sup.	1 FTE Instructor	Consider coordinator released time alternative.
Math.	1 FTE Instructor (Early replacement for R. Traugher)	Approval to fill with Contract Cert. Inst. (possible tie-in to computer science request)

III. OTHER/DESIRABLE (Temporary)

Department	Positions Requested	Recommendation
Art	2 FTE Drawing/Painting & Design Instructors	Approval to fill 1 FTE Cont. Cert., balance to be covered by hrly.
Health Tech	2 FTE ADN Instructors	Approval pending external funding.
Math	.5 FTE Math Instructor	Disapproval.
P.E.	1 FTE Instructor (Convert classified position to certificated)	Disapproval.
Theatre Arts	1 FTE Costume/Make-Up Instructor/Designer	Possible temporary replacement

IV. ELIMINATION OF LOW ENROLLMENT/LOW STUDENT INTEREST PROGRAM

The Instruction Office recommends that consideration be given for the elimination of the Medical Assistance Program.

V. DEPARTMENTS RECOMMENDED FOR REVIEW

Following are the programs that were identified in the Ad Hoc Committee on Contingency Planning as being low enrollment/low interest programs. Their status for the 1981-82 academic year should be reviewed:

- |                         |                            |
|-------------------------|----------------------------|
| a. Dental Assistance    | e. American Ethnic Studies |
| b. Machine Shop/Welding | f. Philosophy              |
| c. Spanish              | g. Anthropology            |
| d. Admin. of Justice    |                            |

JR/ml  
12/8/80

CLASSIFIED STAFF REQUESTS

1981-82

DEPARTMENT	POSITION	DEPARTMENT JUSTIFICATION
Electronics	1 FTE Teaching Assist	Lab now open 16 hours per week for Elect 10 students. This represents 10+ TLU's that could be used more effectively. Also, need for equipment maintenance and supervision.
Graphics/Photo	1 FTE Teaching Assist.	To supervise students in programmed instl. labs. To maximize use of equipment. Provide individual lab instruction and keep records. To do minor maintenance. To assist with Lab setup.
HRM	3 FTE Lab Teaching Assists	ADA and revenue warrant new staff. J. Dunn covers 10 hrs/day, 7 days/wk. Enrollment continues to climb. Dept. not granted original request for positions. New HRM Dining room closed because of no LTA. J. Dunn covers lab with no assistance from 5 a.m. to 3 p.m.
Machine Shop/Welding	1 FTE Lab Teaching Assist	½ position has been approved. Difficulty in finding qualified person willing to work ½ time. Due to number of labs in both areas, it is difficult for an instructor to get around to all students.
Business Admin	1 FTE Lab Teaching	To assist in monitoring Bus. Ad. courses which use computers. Student help not appropriate due to turnover. Estimated pay to be \$1,000 +fringe per month. Position could provide positive funding for college. Possibility of +hour or positive attendance.