

SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
October 17, 1989

M I N U T E S

PRESENT: P. MacDougall, J. Romo, M. Bobgan, J. Diaz, L. Fairly, K. Hanna,
P. Moorhouse, M. Nichols, D. Oroz, D. Ringer, W. Vincent
RESOURCE: J. Friedlander, B. Miller
GUESTS: M. Nelson

APPROVAL OF MINUTES: September 19, 1989

The minutes were approved as submitted.

ACCREDITATION

Dr. MacDougall was present to discuss the organization and timeline (attached) for the conduct of the Accreditation Self-Study for renewal of accreditation during the 1989-90 academic year. Committees have been appointed to address the nine major standards included in the self-study component of the accreditation process. Each committee is charged with developing a written plan which will be submitted to the Steering Committee. (This Steering Committee consists of the Chairs of the Standards, Dr. Joe Dobbs, President of the Board of Trustees, Ms. Karolyn Hanna, President of the Academic Senate, Mr. Burt Miller, Administrative Assistant to the President, Mr. Nat Palmer, President of the Associated Study Body, Mr. Peter Rasche, Representative, Classified Professional Growth Council, and Dr. Peter MacDougall, President and Chair of the Committee.) The College Planning Council has been assigned the responsibility for Standard One: Goals and Objectives and Standard Eight: Fiscal Resources. Members discussed the components of Standard One and selected Jack Friedlander to oversee the development of the written report.

LOTTERY ALLOCATIONS 1988-89 LOTTERY BALANCE

The Chair reviewed the recommended lottery allocations from the 1988-89 balance (from ranked lottery items submitted to CPC in July, 1989). The items total \$219,780 and are listed on the attachment to the minutes.

INSTITUTIONAL RESEARCH

Dr. Friedlander gave a brief report on the proposed Institutional Research projects for 1989-90 and the implications of the research studies conducted last year.

jdm

Attachment

cc: Dr. MacDougall
Deans/Assistant Deans
Department Chairpersons
Mr. Miller
Mr. Pickering

SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
October 24, 1989

M I N U T E S

PRESENT: J. Romo, Chair, M. Bobgan, J. Diaz, K. Hanna, P. Moorhouse,
D. Oroz, D. Ringer, W. Vincent
RESOURCE: B. Miller
GUESTS: J. Minow

ACCREDITATION STANDARD 8: FISCAL RESOURCES

The Council was convened by Charles Hanson as the Accreditation Standard 8: Fiscal Resources Committee.

The College is preparing for accreditation in Spring, 1990, and one of the components of the process is a college wide self-study in which committees are appointed to address nine major standards.

Dr. Hanson, Business Manager, gave a brief overview of the responsibilities of the Fiscal Resources Committee and procedures for preparing the written draft, which he expects will be ready for committee review after the Thanksgiving holiday. The final report will be submitted to the Steering Committee for review. J. Diaz was selected to Chair the committee and to be its representative to the Steering Committee.

The next meeting of the College Planning Council will be on November 21, 3:00, A218C.

jdm

cc: Dr. MacDougall
Deans/Assistant Deans
Division/Department Chairpersons
Mr. Miller
Mr. Pickering
CSEA Representative

SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
November 21, 1989

CERTIFICATED PERSONNEL REQUESTS 1990-91

I. RECOMMENDED EXEMPTIONS

<u>Department</u>	<u>Replacing</u>
Associate Degree Nursing	Nan Metz
Biology	James Campbell
English Composition & Literature	Hazel Stewart
French	Norma Thompson
Graphic Communications	Jack Brashears
Mathematics	Byron Culbertson
Philosophy	Peter Angeles
Theatre Arts	Tod Fortner

II. RECOMMENDED RANKINGS

1. English Composition & Literature (#1)
2. English as a Second Language
3. Mathematics
4. Art (Sculpture/Drawing) (#1)
5. Accounting
6. Drafting/CADD
7. Business Office Education
8. Early Childhood Education
9. Theatre Arts
10. Communication
11. Associate Degree Nursing
12. Spanish
13. Mathematics (#2)
14. English Composition & Literature (#2)
15. History
16. Drafting/CADD (#2)
17. Psychology
18. Philosophy
19. Earth Sciences
20. Electronics/Computer Technology
21. FIRE
22. Biology
23. English (#3)
24. Computer Science
25. English (#4)
26. Art (#2)
27. Political Science
28. Ethnic Studies
29. Art (#3)
30. Journalism

SANTA BARBARA CITY COLLEGE
COUNSELING DEPARTMENT

FULL TIME CERTIFICATED ARTICULATION OFFICER/
UCSB TRANSITION PROGRAM COORDINATOR
EFFECTIVE 1990-91

The Counseling Department is requesting one new full-time certificated Articulation Officer/UCSB Transition Program Coordinator for the 1990-91 fiscal year. This request reflects a need for increased articulation development to meet the need of matriculating transfer students and an on-going need to provide a focused set of services and advising to the large number of students preparing for transfer to UCSB.

UCSB has notified SBCC that they will no longer be able to support a .5 FTE contribution to the jointly funded full-time SBCC/UCSB Transition Program Coordinator effective Fall 1990. However, SBCC will need to continue its .5 FTE efforts in this area. There is also a need for .5 FTE certificated leadership to develop and maintain articulation with four-year institutions. This position would combine the SBCC portion of the SBCC/UCSB Transition Program position with Articulation Officer responsibilities as a new full-time position.

BUDGET

Fifty percent of the budget for this proposed position will come from SBCC's current allocation to the SBCC/UCSB Transition Program. New .5 FTE district contribution for an Articulation Officer would provide the remaining 50% for a full-time position.

The projected maximum budget of \$49,370 for this position is based on the 1989 maximum new full-time employee entry level of Step 8 Class V with related payroll expenses:

Maximum Estimate

	Present SBCC/UCSB Transition Program Resources	New District Contribution
Base Salary:	\$18,637	\$18,638
Additional twenty days	\$ 2,105	\$ 2,105
Benefits - Base Plus 20 days	\$ 2,593	\$ 2,592
Medical	<u>\$ 1,350</u>	<u>\$ 1,350</u>
	\$24,685	\$24,685

Maximum Entry Level Total \$49,370

The maximum potential salary for this position at Step 15, Class V would be \$45,515.

SANTA BARBARA CITY COLLEGE
COUNSELING DEPARTMENT
Request for
FULL TIME CERTIFICATED MATRICULATION SPECIALIST COUNSELOR
EFFECTIVE 1990-91

The Counseling Department is requesting one full-time certificated Matriculation Specialist Counselor beginning the 1990-91 fiscal year. This request follows a review of student demand for knowledgeable counselors, evaluation of Matriculation needs and priorities by counselors, and recommendations of the 1987 Counseling Department's Program Review.

Implementation of Matriculation requires full-time counseling faculty who take ownership and are committed to providing efficient and accurate advising. Specifically, this full-time matriculation specialist counseling position is needed to address the following needs:

Provide counseling to new and continuing matriculation students.

Provide a focused effort to develop a more comprehensive and effective new student orientation program and to develop a training program in orientation/group presentation delivery for other counselors and Special Program Advisors.

Develop pre- and post-counseling resources materials and mechanisms to more actively involve students in their own decision-making and educational planning activities.

Provide focused coordination, training, and supervision of Special Program Advisors.

Develop training resource materials and coordinate training and in-service for part-time counselors, special program advisors, faculty and front desk staff.

Coordinate computer-based counseling and data-based counseling support services.

MINIMUM QUALIFICATIONS

Education:

Masters Degree from an accredited institution with an emphasis in Counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, education counseling, social work, or career development.

Extended Assignment:

This position will, at the direction of the Dean, require a total of 20 extra days to be worked beyond the normal working schedule during each year for a total of 197 contract days.

Work Schedule

This position will also, at the direction of the Dean, work the month of July as part of the regular contract year with a flexible calendar of twenty days off during the academic year.

DESIRABLE QUALIFICATIONS

1. Ability to counsel students with diverse/varying cultural, social, economic and educational backgrounds.
2. Ability to communicate clearly/concisely both orally and written.
3. Familiarity with the California Education Code and Community College programs and policies/duties, particularly matriculation requirements.
4. Familiarity with computers.
5. Minimum three years full-time equivalent experience at a 4-year or community college in counseling or related position.

BUDGET

The projected maximum budget of \$49,370 for this position is based on the 1989 maximum new full-time employee entry level of Step 8 Class V with related payroll expenses:

Base Salary	\$37,275
Additional twenty days	\$ 4,210
Benefits - base 20 days	\$ 5,185
Medical	<u>\$ 2,900</u>
Maximum Total	\$49,570

Budget for this position would come from a reduction in counseling part-time allocations (50% of total expenses) and from matriculation resources (50% of total expenses).

Maximum Estimate

	<u>Part-Time Counselor Reduction</u>	<u>Matriculation</u>
Base salary:	\$18,637	\$18,638
Additional 20 days	\$ 2,105	\$ 2,105
Benefits - base plus 20 days	\$ 2,593	\$ 2,592
Medical	<u>\$ 1,450</u>	<u>\$ 1,450</u>
	\$24,785	\$24,785

The maximum potential salary for this position at Step 15, Class V would be \$45,515.

**SANTA BARBARA CITY COLLEGE
EXTENDED OPPORTUNITY PROGRAMS AND SERVICES**

**FULL TIME CERTIFICATED COUNSELOR REQUEST
EFFECTIVE 1990-91**

The EOPS Department is requesting a full time permanent counselor's position to begin Fall, 1990. The following information is in support of this request.

PERSONNEL RESOURCE REQUEST 1989-90

The reinstatement of a full time Academic Counselor has been recognized as a "top priority" resource item by the 1984 Operational Program Review (OPR), the 1989 Student Services Program Review (SSPR) and yearly recommendations of the EOPS/Financial Aid Advisory Committee.

EOPS at SBCC is known for the high caliber of services we provide to students. Our student population has increased 9% over the past five years, therefore it is imperative that we meet the increasing demand on our services with additional counseling capability if we are to maintain and improve the quality of services we provide.

Presently the EOPS program employs (2) hourly counselors. Our proposal is to increase one half-time position to full-time and maintain the other half-time position. This will allow EOPS to provide each EOPS student with the following services:

The desired outcome is to make the counseling component more accessible and beneficial to students by:

- o providing at least three contact sessions per term
- o interpreting assessment results and preparing student educational plans
- o monitoring standard progress to ensure that the student is succeeding adequately in their respective program(s)
- o assessing effectively the level of services being provided to the student
- o planning educational, personal or social changes as needed to enhance student success

- o conducting program exit or term-end exit contact sessions to assess the success of objectives reached that term; success of program/services provided; prepare the student for the next term.

Additionally, the reinstatement of the academic counselor position will bring us into compliance with Title V Regulations. These regulations (Section 56236 - Counseling & Advisement\ Section 56264 - Counseling Qualifications) call for specific counseling standards for EOPS programs.

BUDGET

Using EOP categorical funding, the following is an estimated cost analysis for the Academic Counselor (full-time/tenure track) position. By using categorical funding, there should be little or no cost to the District.

1989-90	1990-91
(2) hourly counselors	(1) hourly counselor
\$30,958 salary	\$12,400 salary
<u>3,177 (STRS)</u>	1,347 (STRS)
Total \$34,135	* (1) FTE Counselor
	\$37,275 base salary
	4,210 Addnl. 20 days
	5,186 benefits (base
	+ 20 days)
	<u>2,900 medical</u>
	\$49,571

*Maximum anticipated cost based upon entry of FTE counselor at top Step 8/Class 5 salary level.