

SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COMMITTEE

March 6, 1984

M I N U T E S

Present: P. Huglin, Chair; M. Bobgan, A. Bailon L. Fairly, P. Freeman, G. Gaston, C. Hanson, E. Jardine, J. Kay, M. Mallen, D. Oroz; Burt Miller, J. Romo, R. Sanchez, Resource

RETIREMENT: SHIRLEY CONKLIN, ASSISTANT DEAN HEALTH TECHNOLOGIES

The Chair reported that no decision has been made regarding the replacement of Shirley Conklin, Assistant Dean, Health Technologies, who will retire in June, 1984. He has asked all the Instructional assistant deans to submit proposals to him, and a recommendation will be brought to the Division Chair Council and College Planning Committee for consideration.

E. Jardine, Academic Senate President, expressed concern regarding the "secrecy" of one of the proposals and recommended more openness and communication between administration and faculty, especially since a committee is currently meeting to study the present college reorganization.

The Chair responded that the proposal was only one of four and is in the preliminary stages of development. After a decision is reached regarding the Dental Assisting Program, he will review the suggestions from all the assistant deans and present his recommendation to DCC and CPC for approval.

CONSIDERATION OF DENTAL ASSISTING PROGRAM

The Chair stated that at the request of local dentists the Dental Assisting Program is being considered for reinstatement. The reasons for reinstating the program are: good public relations in the community, support of local dentists, and Health Technologies, need for Dental Assistants, no other viable training program in the community, and the facilities and equipment for the program are already in place. The reasons against reinstating the program are: high cost program, large turnover of students, difficulty in attracting qualified students into the program, and low pay scale for graduates.

The Instruction Office recommends that the Dental Assisting Program not be reinstated and that the monies budgeted for the program be used in high demand areas of the College which will yield greater income.

M/S/ Gaston/Oroz -

To discontinue the Dental Assisting Program.

Although CPC was requested to make its recommendation at this time to meet the timeline established for making a decision on this item, members expressed difficulty in voting on the motion without having time for a more thorough review of the program.

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### Consideration of Dental Assisting Program (continued)

The Chair said that he will take up the item at the Division Chair Council meeting March 7, 4:00 p.m., to allow members more time to review the program before voting on the motion.

Note: A special combined meeting of the College Planning Committee and Division Chair Council has been scheduled for 3:00 p.m., Tuesday, March 13, in A-200, at which time a recommendation will be formulated and sent to the Superintendent/President.

### PRESENTATION OF PLANNING AND RESEARCH

Burt Miller distributed the Review/Five-Year Plan for the Planning and Research Office. He gave the background of his position and reported on the activities of the Planning and Research Department in the areas of planning, data processing, institutional research, facilities planning, accreditation, and grants.

Mr. Miller reported that because of increased responsibilities and diversity of activity in his department without any additional resources, it has been necessary to make choices regarding priorities--to meet the demands of the moment and to sometimes put off long-term projects requiring sustained effort.

Members were surprised at the number and variety of tasks Mr. Miller performs and expressed appreciation for the quality and amount of data received from his office.

### FINALIZATION OF BUDGET RESTORATIONS FOR 1983-84

Dr. Hanson distributed copies of the income/expense adjustments for the 1983-84 budget and reviewed the revised budget for CPC. With the restoration of funding due to recent legislation many items cut from the budget will be restored. Already restored by action of the Board of Trustees are six full-time contract and one temporary certificated positions hired in the fall on a temporary basis and a 2 percent one-time certificated salary adjustment. The finalized budget for 1983-84 will be presented to the Board of Trustees March 22 for approval.

### 1984-85 BUDGET SCENARIOS

Dr. Hanson presented budget projections for 1984-85 which were developed using the February 22, 1984, revenue simulation from the Chancellor's Office which uses the 1982-83 funded ADA level of 8482 and includes a 5.8 percent COLA and an equity adjustment, and three scenarios suggested by the Business Services Office: I - No ADA decline; II - 5% ADA decline; and III - 10% ADA decline.

Dr. Hanson reported that it is the recommendation of the Board of Trustees' Subcommittee on Finance that Scenario I be used for development of the 1984-85 budget and that the College actively work toward maintaining the 1982-83 ADA level. Scenario I budget projections do not allow for any additional certificated/ classified positions, replacement of equipment, or increase in operational costs. If, however, the State adds a 3.5-4 percent cost-of-living allowance to the funds available for community colleges, the

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1984-85 Budget Scenarios (continued)

Finance Subcommittee further recommends that those funds be used for salary/benefit adjustments for all SBCC employees.

The Chair asked CPC to consider the budget projections/scenarios for 1984-85 and decide which scenario they wish to support, whether or not they wish to go through the prioritization process for additional personnel/resource requests, and if they wish to review department five-year plans.

M/S/C Freeman/Bailon - Unanimous

To support Scenario I as developed by the Business Services Office in planning the 1984-85 SBCC budget.

M/S/C Freeman/Mallen - Unanimous

To table the prioritization of personnel/resource requests, because the College Planning Committee believe the first priority of money should be used for staff salary and benefits increases.

M/S/C Freeman/Mallen - Unanimous

That we as the College Planning Committee review the five-year plans as submitted.

PROPOSED REORGANIZATION FISCAL SERVICES

Dr. Hanson distributed a copy of the proposed reorganization of Fiscal Services to CPC which will add more service to the College without adding any additional costs. He stated that the reorganization is in the preliminary stage and will be presented to CPC for consideration when the plan has been finalized.

CERTIFICATED PERSONNEL REQUESTS FOR 1984-85

The Chair briefly reviewed the list of certificated staffing requests for 1984-85 which will be presented to Division Chair Council on March 7 for prioritization. He stated that there will be no new positions--only a shifting of vacant positions created by two anticipated retirements and a replacement for Jack Halloran).

Dr. Bobgan reported that Veldon Law, Assistant Dean, Continuing Education, has submitted his resignation and that he will be seeking approval from CPC for replacement of this position.

LETTER OF APPRECIATION

Dr. Hanson made a motion to send a letter of appreciation to Charles "Flash" Gordon for the job he is doing washing windows of the College. The motion was approved by acclamation.

PH:ba

cc: Dr. MacDougall  
Assistant Deans

Division/Department Chairs  
Rep. Council