

SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COUNCIL

May 19, 1987

M I N U T E S

PRESENT: M. Bobgan, acting Chair, J. Diaz, L. Fairly, P. Freeman, T. Garey,  
C. Hanson, E. Hodes, D. Oroz  
ABSENT: A. Ladd, J. Romo, B. Trotter  
RESOURCE: B. Miller  
GUESTS: H.P. Fairly

APPROVAL OF MINUTES: May 5, 1987

Members requested the following corrections to the minutes:

1. Record the attendance of B. Trotter
2. M/S/C Hodes/Freeman H.P. Fairly

That \$175, 000 not be transferred from the General Fund to the District Self-Insured Reserves until any anticipated liability claims are settled.

AYES: 4 NOES: 3 ABST.: 12

3. M/S/C Hodes/H.P. Fairly Freeman

To approve the transfer of \$100,000 from the General Fund to the Renovation Fund, with the understanding that this action doesn't threaten the monies set aside in the Other Contingency category.

AYES: 7 8 NOES: 0 ABST.: 1

M/S/C Hodes/L. Fairly

To approve the minutes as corrected.

AYES: 6 NOES: 0 ABST.: 1

R. Fairly requested that several changes be made to the CPC Policies and Procedures Section 1312. Membership:

- c. Three Division Chairpersons ~~selected~~ elected by the Division Chair Council. Division Chairpersons ~~shall~~ be appointed to serve two-year, staggered terms.

M/S/C Garey/L. Fairly

M/S/C To approve the amendments to Section 1312.3 Membership

AYES: 7 NOES: 0 ABST.: 0

**RESOURCE REQUESTS - RANKED  
1987-88**

<u>Department</u>	<u>Item</u>	<u>Est. Cost</u>
1. Academic Affairs (Health/Safety/Compliance)		
Theatre Arts	Laundry room ventilation (toxic fumes)	3,000
Art	Vacuum for ceramics lab (silica dust)	700
P.E.	Women's Locker Room (security)	2,500
Early Childhood Ed.	Repairs and Improvements (comply with State regulations)	1,500
2. Student Affairs		
Matriculation:	1. Increase 1/2 time testing tech. to full-time	7,000
	2. 5 Assessment workers, 6 hrs/day, 20 days	3,600
	3. Hourly certificated Counselors	5,000
	4. 3 Additional readers for essays, \$18/hr, 30 hrs	1,620
	5. 3 Workers for Assessment table at registration 6 hrs/day, 14 days	1,512
	6. Student assistants for orientation	3,000
	7. Student Planning Guide	2,900
	8. Supplies for Assessment (scanforms, etc.)	2,500
	9. Student worker for evaluation, 200 hrs.	640
	10. LD specialists, \$18/hr., 2/40 hrs., in summer	1,440
	11. College specialist to evaluate applications for special placement tests and to monitor tests	500
3. Admissions	Admissions Clerk	21,246
4. Personnel	Secretary/Clerk	23,000
5. Accounting	Senior Account Clerk	22,000
6. Tutorial	Tutors increase	15,000
7. Library	On-going commitment for information	1,725
8. Math (Mastery Learning)	Tutor coordinators, classified hrly; testers, classified hourly	6,030
9. Student Services	Mentor Program	6,000
10. Honors	Honors budget, (supplies, P & D, consultants, field trips)	5,000
11. Personnel	Affirmative Action advertising	2,000
12. Counseling	Articulation Officer (20 hrs/wk)	15,000
13. Counseling	Printing, publication Student Planning Guide	4,000
14. Publications	15% increase in Publications production operating budget	6,000 7,027
15. Data Processing/ Business Services	.50 FTE classified to provide support to software and hardware users on campus	12,000
	.50 FTE for services in Communications	12,000

Continued ...

<u>Department</u>	<u>Item</u>	<u>Est. Cost</u>
16. Math/English	1 FTE Regular classified secretary	20,000
17. Financial Aids	Staff development and computer training	2,250
18. Student Services	Consultant Contract Education/Business Liaison - George Gregory	35,000
19. Transfer Center	Minority Transition Program Peer Advisor (5) 5,000	5,000
20. Theatre Arts	General student hourly for Technical Theatre program	8,000
21. Athletics	Substance Abuse	500
23. 22. Dental Assisting	Supplies	1,000
22. 23. Academic Affairs	Readers increase	9,000
24. Faculty Enrichment	New faculty orientation	3,100
25. Counseling	Clerical hourly support	2,600
26. P.E.	General student hrly (Wellness/Training/P.E. gym cage)	4,000
27. Academic Affairs	Program evaluation costs (P & D, class. hrly, consultant, mileage, cert. hrly)	4,180
28. Disbld. Studts. Serv.	Office renovation for computer equipment	500
39. Student Activities	Hourly assistant	4,000
30. College Information	.50 FTE Writer (increased workload related to early schedule development	13,000
31. Counseling	Hrly counselor for non-matriculated students (1,200 hrs)	18,000
32. Counseling	Work station for secretary's desk	1,500
33. College Information	.50 FTE Writer (increased workload on schedule due to expanded programs	13,000
34. Publications	Increased production costs	5,000
	<b>TOTAL</b>	<del>338,043</del> 16,851 350,921

DCC: RESREQ.RANKED  
 May 18, 1987  
 REVISED: May 19, 1987

SANTA BARBARA CITY COLLEGE  
POLICIES AND PROCEDURES

1312 COLLEGE PLANNING COUNCIL POLICIES AND PROCEDURES

1312.1 Functions

The College Planning Council is an administrative college committee which acts in an advisory capacity to the President. It is composed of certificated, classified and administrative staff and a student representative. Purposes and functions of the Council are to:

- a. Coordinate the development of the College Mission and Institutional Priorities documents.
- b. Plan and develop long range goals and objectives of the college.
- c. Participate in the development of the college budget.
- d. Review department/program Five Year Plans and ranks resource requests.
- e. Advise the President on college policies. Policies shall be considered as routine and non-routine. Routine policy revisions shall be submitted the Council as information items; non-routine revisions shall be submitted as action items. The Chair and Vice-Chair shall determine the routine/non-routine status of policy proposals.
- f. Serve as the Steering Committee for Accreditation.
- g. Establish ad hoc committees as needed.

1312.2 Council Governing Structure

The College Planning Council shall follow Robert's Rules of Order during all formal meetings.

1312.3 Membership

The voting members of the College Planning Council shall be:

- a. The members of the President's Cabinet (Vice President of Academic Affairs, Vice President of Continuing Education, Vice President of Student Affairs, Personnel Director and Business Manager).
- b. The President of the Academic Senate.

1312.3 Membership

- c. Three Division Chairpersons selected by the Division Chair Council. Division Chairpersons will be appointed to two-year, staggered terms.
- d. One classified employee selected by the President of the college (one year term).
- e. One student member selected by the Student Senate with the approval of the Superintendent/President (one year term).

1312.4 Chairing of the Council

- a. The Vice President of Academic Affairs shall be the chairperson of the Council.
- b. A Vice Chairperson shall be elected by a majority of the membership each year as the first order of business during the first meeting of the new college year. Duties will include:
  - (1) Assisting the Vice President, Academic Affairs in the preparation of the agenda.
  - (2) Chairing of Council meetings in the absence of Vice President, Academic Affairs.

1312.5 Quorum

- a. Six or more voting members present at a meeting shall constitute a quorum.

1312.6 Meetings

- a. Regular meetings of the Council shall be held on the first and third Tuesdays of the month.
- b. Special meetings shall be called by the Chairperson as needed.
- c. Notice of meetings shall be announced no later than three college days prior to the meeting by distribution of the Agenda. For major Action items (as determined by the Chair and the Vice-Chair), attachments to accompany the agenda shall be requested.

1312.7 Council Actions

Action items before the Council shall be presented in two stages. The first presentation shall be a hearing of the proposed item with final Council action occurring at the subsequent meeting. Action items announced in the agenda shall be designated as "Hearing" or "Action."

1312.8 Minutes

- a. Minutes of each meeting shall be kept and approved by the Council and will become historical records of the institution filed in the Office of Academic Affairs.
- b. Minutes will not be discarded unless approved by the Council. Minutes shall be distributed to: members, CSEA President, Student Senate President, Deans, Assistant Deans, Assistant to the President, Division Chairpersons, Department Chairpersons, College Information Officer, Continuing Education Instructor's Association, President, Credit Instructors' Association President.

1312.9 Revisions to Policies and Procedures

These policies and procedures may be revised by an affirmative vote of two-thirds of the total membership.

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