

SANTA BARBARA CITY COLLEGE

September 2, 1981

TO: CLC/CPC Committee*

FROM: Pat Huglin, Administrative Dean, Instruction

SUBJECT: Special Meeting ... Wednesday, September 9 - 3:00-4:30 P.M. -
Health Occupations Conference Room (A 218-c)

AGENDA:

1. Status of Classified Personnel Requests for 1981-82 (Attachment #1)
2. Status of Lab Teaching Assistant Position, Graphics/Photo (Attachment #2)
3. Status of Student Services Position (Proposed), Community Services and Administrative Services Supervisor (Attachment #3)
4. Update on the Conversion of Not-for-Credit Courses to Credit

*Robert Christensen

Harold Fairly

Pope Freeman

Jack Halloran

Raymond Rosales

Maury Ryan

Jinny Webber

TBA

TBA

Pat Huglin

Resource

Charles Hanson

Martin Bobgan

Lynda Rodrigues

Lana Rose

Charlotte Ley

Resource: Burt Miller, Dan Oroz

SANTA BARBARA CITY COLLEGE
CLUSTER LEADER COUNCIL
COLLEGE PLANNING COMMITTEE
SEPTEMBER 9, 1981
MINUTES

MEMBERS PRESENT: John Kay, H. P. Fairly, Maury Ryan,
Klaus Wills, Lana Rose, Martin Bobgan,
Dwight Anderson (substituting for
Ray Rosales), Lynda Rodrigues,
Jack Halloran, Charles Hanson,
Pat Huglin (Chairperson)

MEMBERS ABSENT: Robert Christensen, Pope Freeman,
Jinny Webber, Charlotte Ley

RESOURCE MEMBERS
PRESENT: Mel Elkins, Burt Miller, John Romo,
Dick Sanchez

RESOURCE MEMBERS
ABSENT: Dan Oroz

GUESTS: Barbara Lindemann, Cal Reynolds

The meeting opened at 3:05 p.m. with Pat Huglin presiding. Mr. Huglin distributed a handout pertaining to the purpose and functions, membership rules, etc., of the CLC,* Mr. Huglin also distributed an organizational chart which illustrates how all the instructional programs and departments tie into the Instruction Office.

I. STATUS OF CLASSIFIED PERSONNEL REQUESTS FOR 1981-82

Mr. Huglin stated that Dr. Mertes had approved Item #1 in Category I prior to his leaving; Mr. Huglin went on to state that Items #2-7 in Category I were approved by Dr. MacDougall. Item #8 in Category I will be met by funds currently in that department's budget.

II. STATUS OF LAB TEACHING ASSISTANT POSITION, GRAPHICS/PHOTO

Mr. Huglin stated that, in light of new information, the Graphics/Photo position should be reviewed as well as the entire Category II list.

*To be developed the duties and responsibilities of the combined CLC/CPC.

O V E R

Mr. Elkins stated that there are 18 enrollments in the cold-type composition class with an expected capacity of 24 enrollments; he also stated that there has been \$22,000 invested (V.E.A.) in cold-type composition equipment. Mr. Elkins passed out a handout which listed several justifications for the position.

Mr. Elkins stated that the requested position is a 3/4 time, ten-month temporary Graphics/Photo LTA position (which would supplant the full time Graphics/Photo position in Category II) and would necessitate \$12,831 of funding.

The Committee was informed that if the position were approved, and since it is a temporary position, Mr. Elkins would report back to the Committee during Spring, 1982 on the success of the LTA and of the cold-type composition class.

John Romo spoke in support of the requested LTA position; however, he did question the legalities of 3/4 time classified position. Mr. Elkins responded that he had checked with Dan Oroz and it had been all right; Mr. Elkins stated that he would check again.

M/S/C

Move that the first four items in Category II be reprioritized thereby making the 3/4 time Graphics/Photo position number #1, the Machine Shop/Welding position number #2, the Theatre Arts position number #3, and the HRM position number #4.

III. STATUS OF PROPOSED STUDENT SERVICES POSITION, COMMUNITY SERVICES AND ADMINISTRATIVE SERVICES SUPERVISOR

This proposed position involves the realigning some of the responsibilities of Community Services and Transportation from Student Services (Reynold's responsibilities) to the Business Services Division.

Charles Hanson distributed a handout which illustrated the justifications and the estimated work load of the position.

Mr. Hanson stated that the Personnel Department had reviewed the requested position and had categorized the position as a classified position at Range 40 with an annual salary of \$20,000.

The estimated work load of the position would consist of Community Services, Telephone/Switchboard, Mail Services, Transportation, Risk Management, Duplicating and other minor responsibilities.

Several Committee members questioned the exact duties comprising "Community Services" and "Risk Management." Mr. Reynolds stated the "Community Services" could be, for example, readying La Playa Stadium for a public event. Mr. Hanson stated that "Risk Management" involves managing various forms of insurance claims, workman's compensation; lawsuits and understanding insurance aspects.

Mr. Hanson stated that if the proposed position were implemented, it would be anticipated that the position of Assistant Dean, Student Activities would be abandoned although certain job functions would remain and would have to be incorporated either in the Student Services area or in the Business Services area. There would remain a savings of some \$20,000 which could be used to accomplish a total reorganization of Student Services.

To approve the position of Administrative Services Supervisor with a recommendation to the Superintendent/President that the savings of \$20,000 from the Assistant Dean position be used to accomplish a reorganization of Student Services.

IV. UPDATE ON THE CONVERSION OF NOT-FOR-CREDIT COURSES TO CREDIT

Mr. Huglin stated that this item was covered at In-Service Day on September 8, 1981.

A Committee member asked that a list of those non-credit courses that were converted to credit for the Fall, 1981 semester be distributed to CLC/CPC members.

Mr. Huglin briefed the Committee on the formation of a special committee to set up guidelines for the non-credit courses to credit. The special committee will be comprised of Pat Huglin, Dick Sanchez, Barbara Lindemann, Martin Bobgan, and representatives from CAC (Guy Smith) and CLC/CPC (Pope Freeman). This special committee will address any additional changes in conversion that need to be made as the semester continues.

Mr. Huglin thanked everyone present for attending the first meeting of the school year; especially since it was held on the first day of classes.

The next CLC/CPC meeting will be on October 14, 1981 from 3:00-4:30 p.m. in Health Occupations Conference Room.

NOTE: Agenda and Minutes will be routed to members of the Representative Council and all Department Chairpersons ... in the interest of reducing the paper deluge, will the latter please route to department colleagues

PH:bk/lp

September 14, 1981

cc: Dr. MacDougall
Administrative Deans
Assistant Deans, Instruction
Department Chairpersons
Representative Council