

January 30, 1981

SANTA BARBARA CITY COLLEGE
CLUSTER LEADER COUNCIL

The Cluster Leader Council met on December 10, 17, 1980 and January 12, 19 and 28, 1981 for purposes of considering the Instruction Departmental requests for certificated personnel for 1981-82. Attending some or all of the meetings were the following members:

1. Dwight Anderson (Counseling)
2. Harold P. Fairly (Physical Education and Health Technology)
3. Pope Freeman (Fine Arts and Ethnic Studies)
4. Karl Halbach (Life Science, Geology and Marine Technology)
5. Myrna Harker (Business Education)
6. Elizabeth Hodes/Interim (Physical Science, Math, Chemistry and Foreign Language)
7. Maurie Ryan (Applied Science and Technology)
8. Curtis Solberg (Social Science and Library)
9. Jinny Webber (English and Journalism)
10. Pat Huglin, Chairman
11. Shirley Conklin, Mel Elkins, John Romo and Richard Sanchez (Resource)

The requests were placed in three categories:

I. Replacement Positions (Resignation, Death or Retirement)

1. Chemistry (Larsen)
2. Director, Reading & Study Skills Center (Romo)
3. Health Technology/A.D.N. (Whiting)
4. Library (Annable)
5. Life Science (Trimble)
6. Physical Education, Dance/½ (Simons)
7. Math (Traughber)
8. Music (Bowman)

II. Positions in Impacted/Growth Areas

1. Drafting
2. Computer Science
3. Computer Science
4. Landscape Horticulture
5. Mktg, Management & Supervision
6. Mathematics

III. Other/Desirable

1. Art
2. Art
3. A.D.N.
4. A.D.N.
5. Physical Education (Athletic Trainer, Conversion of trainer from classified to certificated)
6. Theatre Arts/Drama (Costume/Make-up)

IV. Data and Information Used In Consideration of Requests

1. Departmental requests and rationale for request
2. Departmental projections (Educational plan and enrollments)
3. Enrollment Data, fourth week
4. Summary of Recommendations from the Ad Hoc Committee for Contingency Planning, Spring, 1980
5. Presentations by Department Chairpersons and/or Representatives
6. Availability of qualified part-time or temporary replacements.
7. Make up (ratio) of hourly and contract personnel within a department.

The Committee determined, early on, that they would scrutinize all requests "across the board," i.e., a replacement position might not necessarily stand up to a new position in a growth area in meeting total college needs. Accordingly, in a time of diminishing resources, a new position might well be prioritized at a higher level than a replacement category. Indeed, this did occur!

V. Recommendations

- A. The Committee unanimously recommended that the following positions be forwarded to the Superintendent/President as being essential for approval in recruiting for permanent positions.

1. Computer Science/1st position (New)
2. Library (Replacement)
3. Director, Reading & Study Skills Center (Replacement)
4. A.D.N./Psychiatric Nursing (Replacement)
5. Drafting (New, but temporary contract for current year)
6. Landscape Horticulture (New, but temporary contract for current year)
7. Math (Replacement, actually 1.5 FTE....early replacement)

Note: These seven positions basically represent no increase in staffing over the current year)

- B. The Committee prioritized the remaining requests as follows:

1. Music (Replacement)
2. Chemistry (Replacement)
3. Marketing/Management/Supervision (New)
4. Theatre Arts: Costume and Make-up (New)

5. Art/1st position (New)
6. P.E.: .5 Dance (Replacement)
7. Computer Sciences/2nd position (New)
8. Life Sciences (Replacement)
9. Math/2nd position (New)
10. Art/2nd position (New)

(Note: All of the requests in the above category have merit, hopefully funding will be such that approval, at a later date, could be given to those positions in the higher priority category.)

C. Other

1. The 2 additional A.D.N. positions were "tabled" pending a possible contribution (Matching monies) from the local hospitals.
2. The Physical Education Trainer position (Conversion from classified to certificated) was "tabled" pending a study by the Instruction and Personnel Offices.

The CLC will meet next on February 25, 1981 at which time they take up the following order of business:

1. Consideration of Classified Personnel (Instruction)
2. Review of status of Instructional Departments identified as low enrollment programs by the Ad Hoc Committee on Contingency Planning.

PH/ml

cc: Dr. Mertes
Administrative Deans
Mr. Oroz
Conklin, Elkins, Romo, Sanchez
Department Chairpersons
Representative Council

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.

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DEPARTMENT	POSITION	DEPARTMENT JUSTIFICATION
Computer Science	1 FTE Programmer Assist 60 hrs per week of Lab Aides	Lab is currently open 64 hours per week. Students requesting Friday and Saturday hours. Need lab help to provide supervision and maintenance.
English	.5 FTE Lab Assist (ESL) Increase Writing Lab Sup to full-time Lab Assist position	
Art	19½ hrs Hourly Lab Teaching Assist	Began using Tutors in Art I. Effectiveness of this was significant. Subsequently, students were required to put in two hours per week in tutorial sessions (WSCH generating). Duties of tutor have expanded to point where he/she works with groups of from 10 to 47 students. Tutor now functions as teaching assistant conducting teaching sessions that last 2 hours at a time. Tutor leads groups, does demos, accompanies on field trips. Position demands a paraprofessional with extensive experience and skills.
Theatre Arts	1.0 FTE Carpenter/Shop Foreman (.30 Theatre Arts; .30 Music Drama; .30 Cont. Ed.; .10 Comm. Serv.)	Existing staffing is insufficient for workload. Also necessary for safety of students and community volunteers and security. Demands of combined theatre programs have placed great pressures on existing technical staff.

DEPARTMENT	POSITION	DEPARTMENT JUSTIFICATION
Earth Sciences	1 FTE Division Aide	Expansion of program has tripled amount of communication work in department. Need position to handle calls from industry, job placement, etc. Also need assistance in preparing budget, class schedules and materials for department meetings. Need is so critical that department is using funds from Earth Science Development Account to currently fill position on part-time basis.
	1 FTE Lab Tech (12 mo)	Past years the Lab Tech Supervisor (LTS) has been filling the Lab Tech position w/CWS. Often, however, CWS students do not fulfill requirements for Lab Tech. LTS has also had to assume much responsibility for Geo Tech program. The LTS is spread too thinly and cannot fulfill all administrative, supervisory and laboratory responsibilities. Goal is to have industry fund this position by 1982. Need college to fill for next year.
ADN	1 FTE Learning Lab Assist (increase of current position).	New program will require additional staffing of Nursing Lab.
Library	.50 FTE Clerk/Typist	Since Prop 13 there has been a decrease in library staff of 1.5 certificated and 1.0 classified positions. This has resulted in increased workload for staff and no time for planning, growth or organization. Current situation deviates significantly from the "Personnel and Materials Guidelines for Learning Resources Programs of Calif CCJ, March, 1980."