

The committee met on Thursday, July 19. The following are questions we developed that could be used to determine rankings for replacement classified positions. The committee has not yet assigned quantitative values to each question; however, we will discuss this step of the process in our meeting with Dr. Gaskin on Tuesday morning at 9:00 AM.. Our recommendations are:

1. The committee for ranking the positions and providing the recommendation to CPC should consist of the executive committee plus Liz Auchincloss and Dean Nevins. It was discussed that there should be a management position (non EC) as well. This can be discussed further at our next meeting.
2. CPC will determine the percentage of positions to be filled on an ongoing basis.
3. Written requests for position replacements will be limited to one page, including responses to the questions.

### **Charge**

Develop a streamlined process for prioritizing essential/critical classified staffing needs based upon recent and impending vacancies.

### **Guiding Principles**

- The college must continue to accrue on-going general fund reductions (through salary savings from vacant positions) to achieve a structurally balanced budget.
- The college recognizes that unexpected vacancies may occur in areas that are critical to the institution and compromise the ability to provide essential services if left unfilled.

### **Parameters for Process**

- not overly complex or cumbersome
- no formal in-person presentations
- transparent
- fast-tracked for urgent needs

### **Questions for Ranking of Classified Positions**

1. What are the staffing resources available to this organization?
  - a. What is the organizations hourly budget?
  - b. How many other permanent classified staff and at what level?
2. What has the duration of the vacancy been? (if vacancy is anticipated please answer accordingly)
  - a. How has work been accomplished in this time?
  - b. How has the loss of position reduced the support to students?
  - c. Who has absorbed the workload or has there been a reduction in services offered?
3. How might workload be shared within the department or shifted from/to another department?
4. How are the job responsibilities linked to the functioning and workload of other departments?
5. Is it necessary to recruit for the full term of the current position? 12 month to 10 or 11 month or full-time to part-time employees.
6. If Ed programs: What is the health of the program? Increasing or declining enrollment?
7. What has been the trend in staffing in your organization over the last few years?

Dear members of the CPC work group that was formed to develop criteria for evaluating requests to fill vacant non-faculty positions that are vacant and are in the salary model:

The following are my suggestions for criteria you can consider in preparing your recommendations to CPC for ranking requests to fill vacant positions.

1. The position is essential since its responsibilities are directly related to protect the health and safety of students and college personnel.
2. The position is essential to meet college, state, accreditation and federal reporting requirements.
3. The position supports revenue generation such as FTES from enrollments and external funding from facilities rentals, grants, and enterprise services such as Campus Food Services, the Bookstore and Community Services (rental of campus facilities).
4. The quality of instruction and/or student services provided to students would be severely compromised if the position was not replaced.
5. Not replacing the position would result in existing faculty and staff needing to divert a significant amount of their time to performing responsibilities that would prevent them from performing essential tasks for which they were hired and are uniquely able to provide.
6. Assessment of the impact on students and/or the college is not replacing the position would result in no longer being able to provide courses, programs and/or services or doing so in a very compromised manner.

Each of these criteria could be evaluated using a five point scale:

1. Not essential to replace this position at this time
2. Many of the most essential responsibilities performed by the person who was in the position could be provided in alternative ways and others could go unintended without causing a major disruption to providing core instruction, programs and services.
3. The position should be replaced at a future time when funds to pay for it become available.
4. Position is needed to meet one or more of the criteria noted above and should be considered to be filled if Proposition 30 is passed and the college's budget is

able to absorb the expense.

5. Position is essential and needs to be filled as soon as possible.

I hope some of my suggestions are of use in developing the criteria used to evaluate the vacant positions that need to be replaced.

**Jack**

[Quoted text hidden]

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Jack Friedlander

Executive Vice President, Educational Programs

Santa Barbara City College

Tel ☐ (805) 965 0581 Ext. 2540

🌐 [www.sbccc.edu](http://www.sbccc.edu)

Essential Funding Requests from 2011-12 Program Review  
 Educational Programs  
 Equipment (New & Replacement)  
 Facilities (New & Replacement)

**SAFETY requests are highlighted in yellow**

**ESSENTIAL for teaching are highlighted in teal blue**

**LEGAL MANDATE (one item) highlighted in pink**

Submitted by Kim Monda, P & R Committee Chair, per President/Superintendent Dr.  
 Lori Gaskin's request at CPC on July 17<sup>th</sup>, 2012

(In consultation with committee members Kathy O'Connor and Priscilla Butler.

**ADDITIONAL NOTES BASED ON OUR CONSULTATION ARE  
 IN ALL CAPS AND BOLD)**

Planning & Resources Chair note: I would like to thank CPC members for voting to fund the health and safety resource requests now rather than waiting for the November ballot initiative to pass. I hope the membership will also vote to spend an additional \$20,631 in order to support fall 2012 classes as well as \$6,500 to meet our legally mandated obligation to provide adapted classroom furniture.

### Equipment: Replacement

Division	Department	Apx Cost	General Equipment Description	Item #
Physical Education	PE/Health/Recreation	\$1,000	Incline bench Justification: replacing the existing one for safety. [P&R note: all 5 benches are old, but 1 of the 5 is missing handles, so safety hazard when have to move this 50 pound bench.]	56
Fine Arts (Media Arts Emphasis)	Film Studies/Film Production	\$5,000	Five video cameras are broken/unusable and in need of replacement. Justification: You can't shoot footage without a video camera. [P&R notes: request reduced from 5 to 2 cameras, from \$12,500 to \$5,000; critical for instruction.]	35
Educational Programs	DSPS	\$6,500	Adapted campus-wide classroom furniture Justification: To provide mandated accommodations to students with documented physical limitations and medical conditions [P&R notes: removed new equipment request; legal mandate so critical need]	23

Physical Education	PE/Health/Recreation	\$1,000	Portable training tables Justification: replacing old broken ones [P&R note: health and safety because these two tables from 2007 are old and the legs are failing – they can't hold the required 275 pounds.] <b>REMOVED BECAUSE REPAIRED.</b>	62
Physical Education	PE/Health/Recreation	\$3,500	Tackling bags Justification: Replacing old ones [P&R note: health and safety issue because they are cracked and leaking.]	59
Physical Education	PE/Health/Recreation	\$1,500	Hand bags for football Justification: Replacing old ones [P&R notes: health and safety issue because they have broken handles and ripped covers. Students can't hold them properly, and damaged handles absorb bacteria.]	58
Fine Arts (Media Arts Emphasis)	Film Studies/ Film Production	\$2,000	Tripods and grip gear broken/unusable. Justification: Students can't complete their assignments without this gear. [P&R notes: reduced from original request of \$5,000; critical for instruction.]	36
Fine Arts (Media Arts Emphasis)	Film Studies/ Film Production	\$3,000	Studio Light, Grip and Camera Battery replacement. Justification: needed for in-studio demos and assignments [P&R notes: reduced from original request of \$7,000; critical for instruction.]	37
<b>TOTALS</b>	<b>\$6,000 [SAFETY]</b>	<b>\$10,000 [ESSENTIAL FOR TEACHING]</b>	<b>\$6,500 [LEGAL MANDATE]</b>	

### Equipment: New

Division	Department	Apx Cost	General Equipment Description	Item #
Health and Human Services	Vocational Nursing	\$1,000	Doppler ultrasound (2). Justification: Students are no longer going to Cottage hospital for acute care experience, where this equipment is readily found and used. [P&R note: critical for instruction.]	55
Technologies	Construction	\$6,000	Student power tool sets Justification: Power tools necessary to teach skills required of class. [P&R notes: Technologies Division worked hard to scale down requests, and chose to support its 2 smallest Programs (see item 80 below as well); Construction has inadequate budget; critical for	77

			instruction; threat to Program's existence.]	
Health and Human Services	Vocational Nursing	\$325	Finger Oximetry (1). Justification: [Same as item #55 above.]	54
Fine Arts (MediaArts Emphasis)	Multimedia Arts & Technology	\$1,776	Audio upgrade in A17 Justification: Students in the back half of the classroom can't hear audio very well . . . . Turning up the volume of the front speakers disturbs both nearby classrooms. [P&R note: critical for instruction.]	51
Fine Arts (MediaArts Emphasis)	Multimedia Arts & Technology	\$530	EDID display adaptor for A171-A172-A173 Justification: Current projectors can't properly display text or images because of incompatibilities between the computers and the projectors in these rooms. [P&R note: critical for instruction.]	49
Technologies	Environmental Horticulture	\$1,000	New and replacement plants for instructional garden Justification: The landscaping industry is constantly changing regarding the species of plants that are commonly used in landscaping. . . . Also, . . . to replace older, diseased plants that need to be removed. [P&R notes: critical for instruction; need new "water efficient" plants; see note for item 77 above as well.]	80
Fine Arts (Media Arts Emphasis)	Film Studies/ Film Production	\$2,364	External storage for lab management Justification: Essential for managing lab computers with new hardware. [P&R note: critical need for instruction, but coordinate with ITC request for same problem.] <b>NOT HIGHLIGHTED BECAUSE DID NOT SEE ITC REQUEST: MAY, HOWEVER, STILL BE ESSENTIAL FOR TEACHING.</b>	47
Mathematics	Mathematics	\$1,074	Canon IR7086 (scanner) Justification: Our scanner is about to die. Once it goes, we will have no way to get images/worksheets into electronic form. [P&R notes: (1) Current scanner is pathetic and inadequate. Need a new one that can be connected to all Math faculty computers and scan onto a computer rather than onto overhead projector transparencies. (2) Save money as transparencies are costly & Math uses a lot of them.] <b>NOT HIGHLIGHTED BECAUSE NOT BROKEN YET. THOUGH IT WOULD MUCH IMPROVE TEACHING, AND PERHAPS SAVE MONEY DUE TO COST OF TRANSPARENCIES, CAN WAIT UNTIL AFTER NOVEMBER BALLOT INITIATIVE.</b>	60
Mathematics	Mathematics	\$1,016	Two large, free-standing cabinets, one with wheels Justification: East campus classroom needs storage space for equipment, especially manipulatives. [P&R notes: (1) Health and safety issue for some faculty to transport so much teaching material, and serious inconvenience for all faculty. (2) P&R suggested the department chair check for surplus equipment, as the cabinets don't have to be new.] <b>NOT HIGHLIGHTED: WAITING TO LEARN</b>	59

			FROM DEPARTMENT CHAIR IF SURPLUS CABINETS CAN BE FOUND.	
	<b>TOTAL</b>	<b>\$10,631</b>		

### Facilities: Replacement

Division	Department	Apx Cost	Facility Description	Item #
Sciences	Biological Sciences	\$2,500	Eyewash station modifications. [P&R note: Having learned that the \$40,000 request for new sinks with running water and drainage are not feasible given the building's construction, Biological Sciences MODIFIED this request, asking for sink-based eyewash stations instead.] Justification: When building was remodeled, eye wash stations were never plumbed. [P&R note: since new plumbing cannot be installed, this new request will address the health and safety issue of needing eyewash stations in 6 labs and 4 lab prep areas.]	18
School of Modern Languages	School of Modern Languages	\$500	"Stadium" seating for ECC 21 for ASL classes taught there. [P&R note: Having learned that it is not feasible to install stadium seating in this classroom given its configuration, SofML MODIFIED their request to ask for a riser for the front of the classroom for the instructor to stand on.] Justification: Teaching and learning will be improved and, in some cases, enabled. [P&R note: critical for instruction.]	14
<b>TOTAL</b>		<b>\$3,000</b>		

### Facilities: New

Division	Department	Apx Cost	Facility Description	Item #
Sciences	Biological Sciences	\$500	Installation of a window in the door to EBS 3 <sup>rd</sup> floor prep area from the balcony. Cost is from work order 1609. Justification: Safety. This door is around the corner from the stairs and elevator. Students do not see the door when exiting elevator or stair well and are regularly hit by someone exiting through this door. The window will	36

			enable someone exiting the building to check for someone walking by before opening the door and hitting them. [P&R note: health & safety issue.]	
Technologies	Construction Technology	\$5,000	Renovation of existing facility: overhead lighting and dedicated outlets for outside work space. Justification: Certain night classes only taught in this work space (no other space available) [P&R note: safety issue – using extension cords to light the area.]	43
<b>TOTAL</b>		<b>\$5,500</b>		

Original total for all requests: \$45,085 [minus \$1,000 for item #62 because it was repaired]

**New total: \$41,631** [\$14,500 for safety; \$20,631 for essential for teaching \$6,500 for meeting legal mandate]