

**Santa Barbara City College**

**Committee on Non-Teaching Compensation**

**Orientation Handbook**

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# **Santa Barbara City College**

## **Committee on Non-Teaching Compensation**

### **Orientation Handbook**

#### **Purpose of the Handbook**

This handbook is written to orient new members to the Committee on Non-Teaching Compensation (NTC). In the past, new members of the committee have commented on the difficulties they had understanding the procedures, decision criteria and the various spreadsheets used by the committee. This document is intended to provide the necessary background to understand the NTC Committee's role and responsibilities and how it functions.

#### **A Brief History**

Prior to Fall 1996, faculty members who performed college duties beyond regular classroom and/or program responsibilities were paid overload (in TLUs) for such service or they were given "reassigned time" and relieved of a part of their regular faculty load. Department chairs were compensated for their duties according to the formula \$110 multiplied by (faculty head count + faculty FTE) regardless of the number of classified staff supervised, facilities they were responsible to maintain, size of the budget they oversaw, program compliance requirements or the degree to which the program was involved in the community. Payment for duties other than department chair responsibilities was negotiated on an individual basis with the Vice-President of Academic Affairs. Frequently, faculty members who were more insistent or were better negotiators received larger stipends. This led to a perceived - and often real - inequity among the faculty.

In January 1993, the Instructor's Association contract established an ad hoc Committee on Reassigned Time (predecessor of the Non-Teaching Compensation Committee) to "review, with the possibility of recommending an adjustment, five forms of on going non-teaching faculty compensation as reflected in the summary distributed in negotiations . . . ". The original committee was composed of the "Instructor' Association President or designee, the Academic Senate President or designee, and the Vice President of Academic Affairs or designee, plus two representatives from each of these three constituencies chosen by the designated leader."

The ad hoc committee worked for more than two years (Fall 1993 - Fall 1995) gathering information about each of the positions that received compensation and the types of duties performed. Based on data gathered, the committee developed a method of determining faculty compensation for non-teaching responsibilities that was based on points allocated for various categories of responsibility.

Using a spreadsheet approach, stipends for department chairs, other leadership positions and coaches (both contract and adjunct) could be compared across categories to bring equity to the process. According to the IA contract, the following positions were excluded from consideration in this process: Academic Senate TLUs, the Hotel and Restaurant Culinary (HRC) Program Coordinator, the Security Director and "extended days" for counselors.

Prior to the adoption of the recommendations of the Committee on Reassigned Time, the proposed new method of calculation stipends was presented to the faculty during plenary sessions conducted in May 1996. The new method of determining non-teaching compensation went into effect in Fall 1996. A Standing Committee to rate new positions and review appeals regarding existing positions was established by District Policy 1913. The first appeals for individual stipends were reviewed in Spring 1996.

### **Highlights of Policy 1913: Faculty Compensation for Non-Teaching Responsibilities**

This section highlights key portions of District Policy 1913. Refer to the complete policy in Appendix A for detailed information.

- 1913.1 a Stipends are calculated by points according to criteria on rating sheets.
- 1913.1 c Stipends paid directly or **may** be used to purchase TLUs.
- 1913.1 e Responsibility for position begins the day after commencement and extends through the following spring semester; A portion of stipend **may** be paid in summer.
- 1913.1 f Portions of Department Chair stipends adjust automatically each fall semester.
- 1913.1 h The EVP may pay stipend for a new leadership position for the first year. The NTC Committee will rate the position the following year.
- 1913.2 a Committee convened no later than March 1 by Academic Senate President.
- 1913.2 b Purpose of the NTC Committee described.
- 1913.2 c Requests for review of stipends may be initiated by a faculty member, department chair or supervisor or by an administrator; Appeals are due in the Office of Educational Programs no later than March 30.
- 1913.2 f NTC Committee recommendations are subject to approval by the EVP.

### **Types of Non-Teaching Compensation**

Faculty members who have responsibilities over and above those activities associated with teaching and learning are compensated by stipend. Positions are rated and stipend amounts are determined according to criteria on the spreadsheets used by the committee. Faculty members receive the stipend amount as overload pay or they may choose to convert a stipend to TLUs to purchase reassigned time. Examples of positions receiving stipends include:

- Department chairs
- Directors of programs
- Coordinators of programs
- Conductors of music programs
- Lab Coordinators
- Contract and Adjunct Coaches

### **Purpose of the NTC Committee**

The purpose of the Committee on Non-Teaching Compensation is to review and rate compensation factors for:

"Newly assigned leadership and/or non-teaching responsibilities resulting from Administrative action and approved for funding through resource allocation processes."

**or**

"Leadership and/or non-teaching positions for which a stipend is already being paid, but for which the responsibility, scope of duties, and/or nature of responsibility has *substantially changed* since that assignment was last rated." (SBCC District Policy 1913.2 b).

The Committee is convened annually in accordance with District Policy section 1913.2 a.

### **NTC Committee Membership**

The membership of the NTC Committee is as follows.

- Four (4) Faculty Members:
  - ~President of the Academic Senate or designee
  - ~One faculty member appointed by the President of the Academic Senate
  - ~President of the Instructors' Association or designee
  - ~One faculty member appointed by the President of the Instructor's Association
- Four (4) Administrative Deans appointed by the Executive Vice President, Educational Programs

### **Initiation of the Appeal Cycle**

The Academic Senate President initiates the appeals cycle no later than March 1 each spring by convening the NTC Committee. Following District Policy 1913, the President of the Academic Senate and the President of the IA have the option of either serving on the committee or designating another faculty member to serve in their place. In addition, each of the above appoints one (1) other faculty member to the NTC Committee. The four (4) academic deans are automatically members of the committee by virtue of their positions. If an issue before the committee involves a faculty member from another area (e.g. Counseling), the appropriate dean is also invited to serve as a resource to the committee.

The chair of the committee notifies faculty and administrators of the opportunity to submit appeals for changes to existing stipends or to request review of new positions for rating potential stipends. A copy of a letter inviting appeals is included as Appendix B.

Faculty members who inquire about submitting an appeal are provided with a copy of the current rating for the position, information describing the rating factors for the appropriate type position and directions on how to prepare an appeal. They are reminded that the burden of proof related to the merit of an appeal rests with the individual(s) submitting it. Copies of the documents provided in response to inquires are in Appendix C.

### **Review of Appeals by NT Committee Members**

Members of the NTC Committee review and discuss each appeal and the data presented. When an adjustment in a stipend is determined to have merit, the committee re-rates the position according to the factor(s) on the appropriate stipend spreadsheet. In an effort to maintain parity, cross-comparisons are made between similar positions across the campus. In general, the committee works by consensus; however, if consensus cannot be reached, a majority vote may be taken.

Members of the Non-Teaching Compensation Committee **do not serve as advocates** for any of the positions reviewed. No promises are to be made to faculty members submitting appeals and committee members are expected to refrain from discussing deliberations or recommended changes in stipend amounts outside committee meetings, until such recommendations have been approved.

Occasionally, the committee may direct the chair or another committee member to obtain additional information and report back to the committee as a part of the review process. However, during fact-finding, committee members are expected to remain neutral.

### **The NTC Committee's Five Spreadsheets**

Integral to the work of the committee are the spreadsheets that are used to determine stipend amounts. There are five spreadsheets, each with a series of factors and columns for rating the degree to which each factor is relevant to an individual position. The factors on four of the five spreadsheets are the same. The Department chair spreadsheet differs because of the nature of that position. The factors on these spreadsheets and types of activity for which credit may be given are explained in two documents: "Description of Factors for Assignment of Ratings on the Department Chair Stipend Worksheet" and "Description of Factors for Assignment of Ratings on the Faculty Stipend Worksheet." Copies of these documents are in Appendix C-2 and C-3.

These five spreadsheets are:

- Department Chair Stipend Spreadsheet (Appendix D-1)
- Department Supplemental Stipend Spreadsheet (Appendix D-2)
- Leadership Stipend Spreadsheet (Appendix D-3)
- Coaches Leadership Stipend Spreadsheet - In-Season (Appendix D-4)
- Coaches Leadership Stipend Spreadsheet - Off-Season (Appendix D-5)

### **Committee Use of the Spreadsheets**

At the top of each spreadsheet the department and name of the position is listed. Then there are three columns labeled "number," "weight," and "sum." As the committee discusses a position, a number is entered into the first column and is multiplied by the "weight" in the second column to determine the "sum" in the third column. The sum for all relevant factors is totaled at the bottom of that column and multiplied by the compensation factor to obtain the dollar value for the stipend. The compensation factor is adjusted when salary changes are negotiated by the Instructors' Association or when COLA increases are implemented.

The "weight" for each factor varies from 0.50 to 3.00 depending on the workload associated with the factor. The rating options in the "number" column are limited to values of 0, 1, 3, 7 and 10. These numbers correspond with the following descriptive terms: "none", "minimal", "moderate", "high", and "very high". It bears pointing out that the weight for each factor is consistent across the forms for the Department Chair Supplemental Stipend Spreadsheet, the Leadership Stipend Spreadsheet, the Coaches Leadership Stipend Spreadsheet - In-Season and the Coaches Leadership Stipend Spreadsheet - Off-Season.

The first page of each spreadsheet (with the associated rating factors) is included in Appendix D-1 through D-5. The five spreadsheets are briefly discussed in the next section..

## **Department Chair Stipend Spreadsheet**

The Department Chair Stipend Spreadsheet (Appendix D-1) is used to determine compensation for department chairs. On this spreadsheet, the numbers used in the "number" column for the first three factors related to personnel are whole numbers. The number for department TLUs is divided by 15 and multiplied by the weight of 1. This factor was derived from the formula used under the old system of calculating faculty department chair stipends (explained in the history section of this handbook). For factors 5, 6, 7 and 10, a number of 1 is placed in the appropriate line depending on whether the degree of responsibility is determined to be "minimum," "moderate" or "heavy". For factors 8 and 9 the department chair either does or does not have this responsibility and a corresponding value of zero (0) or one (1) is entered.

For department chairs, the first four factors on the spreadsheet - "number of full-time faculty," "number of part-time faculty," "classified personnel (FTEC)" and "department TLUs" - are adjusted each year, at the beginning of the fall semester, by the Office of Educational Programs and do not need to be appealed. The remaining factors are changed only through the appeal process.

## **Department Supplemental Stipend Spreadsheet**

In the process of developing spreadsheets and rating factors, it was recognized that several department chairs had responsibilities beyond what the regular Department Chair Stipend Spreadsheet would accommodate. Therefore, a supplemental spreadsheet, patterned after the Leadership Stipend Spreadsheet, was instituted to compensate department chairs for these activities.

## **Leadership Stipend Spreadsheet**

This spreadsheet is used to determine stipends for coordinators, directors, conductors and lab directors for these responsibilities. It contains fifteen factors that are weighted from 0 to 3.0 depending on the workload associated with each factor (as described above in the section titled "Committee Use of Spreadsheets").

## **Coaches Leadership Stipend Spreadsheet, In-Season and Off-Season**

The in-season and off-season Coaches Spreadsheets also include the same factors as the Leadership Stipend Spreadsheet and the Department Chair Supplemental Stipend Spreadsheet. They are used to determine compensation for the in-season and off-season responsibilities associated with running specific athletic programs that are over and above actual coaching duties. Note that there is a different compensation multiplier for contract coaches and hourly coaches.

## **Submission of Recommendations to Executive Vice President, Educational Programs**

Following completion of the NTC Committee's review, the chair of the committee meets with the Executive Vice President, Educational Programs to discuss the nature of the stipend appeals and the committee's recommendations. In advance of the meeting, the committee chair prepares a memo outlining proposed stipend changes and a brief statement of the rationale for the committee's recommendations.

Following the meeting, the EVP may consult with the appropriate dean or faculty member to obtain additional information before making a decision. The EVP then communicates the decision to the committee chair.

## **Reconvening of the NTC Committee**

The NTC Committee **may** be reconvened to discuss the response of the Executive Vice President to the committee's recommendations. The committee may either agree with and accept the EVP's recommendations or direct the chair to further discuss the position with the Executive Vice President.

## **NTC Committee Follow-up**

Following completion of the entire review process, the chair of the NTC Committee notifies faculty members who submitted appeals regarding the final decision. See Appendix E for a copy of the memo. The chair of the NTC Committee also prepares a memo to the Administrative Secretary in the Office of the Executive Vice President, Educational Programs indicating the approved changes to stipends to be entered on the Faculty Leadership Stipend Summary Spreadsheet. The Faculty Leadership Stipend Summary Spreadsheet is described in the following section.

## **Faculty Leadership Stipend Summary Spreadsheet**

A spreadsheet that summarizes the data from all five spreadsheets used by the NTC Committee is maintained by the Administrative Secretary in the Office of the Executive Vice President, Educational Programs. Data on this sheet is arranged in two sections. The first half of the spreadsheet calculates the stipends received by the position and the second half of the spreadsheet lists the names and stipend amounts received by specific faculty members. A copy of the first page of the Faculty Leadership Stipend Summary Spreadsheet is included as Appendix F.

## **Annual Update of Faculty Leadership Stipend Summary Spreadsheet**

The Department Chair section of the spreadsheet is updated annually to reflect changes in the number of faculty, classified staff and department TLUs. At the beginning of the fall semester the Administrative Secretary in the Office of the Executive Vice President, Educational Programs, sends a questionnaire to department chairs requesting current data on the number of full-time faculty, number of part-time faculty, number of classified personnel and departmental TLUs.

After the fall semester adjustments have been made to the Faculty Leadership Stipend Summary Spreadsheet, the chair of the NTC Committee also adjusts the Department Chair Stipend Spreadsheets maintained by the committee. The two sets of spreadsheets are crosschecked to ensure accuracy of the information. The Administrative Secretary in the Office of the Executive Vice President then submits information regarding payment of stipends to the Payroll Department.

This completes the stipend appeals process.



### 1913 Faculty Compensation for Non-Teaching Responsibilities

Faculty with duties over and above assigned instructional responsibilities (department chairs, directors of programs, laboratory coordinators, coaches, chairs of certain committees, and other leadership positions) shall be compensated by stipends. Faculty positions for which program leadership and coordination is the primary responsibility, as delineated in the position description, additional stipends are not paid.

#### 1913.1 Determination of Stipends

- a. Stipend amounts are determined by the Committee on Non-Teaching Compensation and recommended to the Executive Vice President, Educational Programs, according to points allocated to specific rating factors on the Department Chair Stipend Worksheet, Supplemental Stipend Worksheet and the Faculty Leadership Stipend Worksheet. See Appendix D for positions rated to receive stipends.
- b. Excluded from compensation by stipend under this policy section are institutional leadership positions for which a “base load” has been assigned and the Academic Senate leadership as listed in Appendix D.
- c. Stipends may be used to purchase TLUs to reduce teaching loads at the prevailing average hourly instructor TLU cost, exclusive of fund #3000 costs (staff benefits).
- d. Per District Policy #1914 c., the maximum load that may be assigned to a faculty member in one semester is 21 TLUs. For the purposes of this policy, the equivalent TLU load of a faculty stipend, when added to the faculty member's teaching load, must not exceed a total of 21 TLUs without the consent of the instructor, department chair, area dean, and the Executive Vice President, Educational Programs. The equivalent TLU load of a faculty stipend is calculated by dividing the dollar amount of that stipend by the prevailing hourly instructor cost.
- e. Responsibilities for positions that receive stipends begin the day after commencement and continue through commencement, the following spring semester. Stipends are normally paid only in the fall and spring semesters. However, when a portion of a stipend is for Non-Standard Work Schedules (summer) the individual, in consultation with the area dean and with approval of the Executive Vice President, may request that portion of the stipend be paid in the summer. That amount will not be calculated against a fall or spring semester load.
- f. An adjustment to Department Chair stipends will be made automatically in the Fall semester by the Office of Educational Programs if any of the following factors change:
  1. Number of full- and/or part-time faculty in a department;
  2. Number of classified personnel in a department; or
  3. Number of department TLUs.

Adjustment for changes in position responsibilities will be handled through the Appeals process described in Section 1913.2. Adjustments to all stipends are made in accordance with contract changes or COLA increases.

- g. If an individual holding a position for which a stipend is paid, is not able to serve in that position during the summer (e.g. maternity leave, prior planned absence, etc.), s/he, in consultation with the area dean, will determine a portion of the stipend to be set aside for the individual who will perform those duties during the summer.
- h. New leadership positions, for which a stipend has not been determined, may be compensated by the Executive Vice President, Educational Programs for the first year. In the following year, that position shall be brought to the Committee on Non-Teaching Compensation for review and rating. If duties for the new position have not been established completely, the committee may recommend deferral of rating for one additional year.

### 1913.2 Appeals for Review of Stipends

- a. No later than March 1 of each academic year, the Committee on Non-Teaching Compensation shall be convened by the President of the Academic Senate. This committee shall be composed of the following:
  - President of the Academic Senate, or designee,
  - President of the Instructors' Association, or designee,
  - Two faculty (one appointed by the President of the Academic Senate and the other appointed by the President of the Instructor's Association),
  - Four Administrative Deans appointed by the Executive Vice President, Educational Programs.

When a matter before the committee involves a faculty member from an area other than those represented by the deans serving on the committee, the appropriate dean shall be invited to work with the committee in a resource capacity.

- b. The purpose of the Committee on Non-Teaching Compensation shall be to review and rate, using the Department Chair Stipend Worksheet and/or Faculty Leadership Stipend Worksheet, compensation factors for:
  - Newly assigned leadership and/or non-teaching responsibilities resulting from administrative action and approved for funding through resource allocation processes.
  - Leadership and/or non-teaching positions for which a stipend is already being paid, but for which the responsibility, scope of duties, and/or nature of responsibility has *substantially changed* since that assignment was last rated.
- c. Requests for review and rating of positions, by the committee, may be initiated by the faculty member affected, the responsible department chair or supervisor, or an appropriate administrator. Such requests shall be made in a form prescribed by the committee and must be submitted to the Office of Educational Programs no later than March 30 of each year.
- d. The responsibility for demonstrating that a new assignment warrants review and rating, or that an existing assignment has *changed substantially* enough to warrant reconsideration shall rest with the individual submitting the request.

**SANTA BARBARA CITY COLLEGE**

**Committee on Non-Teaching Compensation**

To: All Faculty Who Receive Non-Teaching Compensation

From: Gary Carroll and Karolyn Hanna  
Co-Chairs, Committee on Non-Teaching Compensation

Re: Appeals for Review of Non-Teaching Compensation for Assignments  
That Are New or Have Substantially Changed

Date: February 27, 2006

According to District Policy 1913, Faculty Compensation for Non-Teaching Responsibilities, faculty who receive non-teaching compensation (department chairs, directors, coordinators, coaches, etc.) may submit an appeal to review their stipend **if a change has occurred** due to:

"Newly assigned leadership and/or non-teaching responsibilities resulting from administrative action or approved for funding through resource allocation processes."

**or**

"Leadership and/or non-teaching positions for which a stipend is already being paid but for which the responsibility, scope of duties, and/or nature of responsibility has **substantially changed** since that assignment was last rated."

Adjustments in the multiplier for calculating actual stipends change automatically when salary increases go into effect. Appeals submitted at this time should focus on new or substantially changed assignments or responsibilities not considered when the last ranking was done. Department chairs please note that changes in stipends based on full-time faculty, part-time faculty, classified personnel and department TLUs are adjusted automatically in the fall semester and need not be appealed.

If you believe your situation merits review by this committee or if you have questions regarding non-teaching compensation, please contact Gary Carroll, Ext 2310 or [carroll@sbcc.edu](mailto:carroll@sbcc.edu). Specific directions for filing an appeal will be forwarded to you on request. The deadline for submitting an appeal this year is **Tuesday, March 28, 2006**.

c: H. Arrington, R. Baker, P. Buckelew, E. Endrijonas, J. Friedlander, T. Garey,  
K. McLellan, K. Molloy, K. O'Connor, M. Spaventa, J. Ullom

**SANTA BARBARA CITY COLLEGE**

**Committee on Non-Teaching Compensation**

**To: Faculty Who are Appealing Ratings for Non-Teaching Compensation**

**From: Gary Carroll and Karolyn Hanna,  
Co-Chairs, Committee on Non-Teaching Compensation**

**Re: Preparation of Appeals to Ratings for Non-Teaching Faculty Compensation**

**Date: February 27, 2006**

It is the goal of the Committee to compensate leadership positions equitably at SBCC. To achieve this objective it is essential that the Committee understand how the responsibilities of the position appealed are not accurately reflected by the current numerical ratings of the workload factors on either the Department Chair Stipend Worksheet or on the Faculty Leadership Stipend Worksheet. To assist the Committee in its deliberations, please provide the following information:

1. Your name
2. The position appealed
3. The specific workload factor(s) on the Department Chair Stipend Worksheet or on the Faculty Leadership Stipend Worksheet that requires a review

To assist in the preparation of your appeal, we have included a copy of the current rating for this position and a description of the factors that determine the rating. Please refer to the explanation of Factors 1 through 11 for the Department Chair Stipend Worksheet or Factors 1 through 15 for the Faculty Leadership Stipend Worksheet as a guide in writing your appeal. Copies of stipend rankings for similar positions can be made available upon request.

There is a need to be clear on who has responsibility for what. For instance, if a department chair receives compensation for facilities management of a lab it is not reasonable for a lab coordinator to receive compensation for the same facility. In reviewing appeals, the Committee evaluates the rating factors for all individuals receiving stipends connected with the activity. This may result in an adjustment of compensation for any of these individuals.

**This appeal is due by Tuesday March 28, 2006** in the Office of Educational Programs (Attn: Beverly Schwamm). You may be asked to meet with the Committee to respond to questions regarding your appeal. The Committee will consider your appeal and, if appropriate, make a recommendation to the Executive Vice-President, Educational Programs prior to the end of the Spring semester. You will be notified, in writing, of the result of this appeal.

If you have questions regarding the appeals process please feel free to contact Gary Carroll

(Ext. 2310 or by e-mail at [Carroll@sbcc.edu](mailto:Carroll@sbcc.edu)). We will attempt to answer your questions as soon as possible.

**SANTA BARBARA CITY COLLEGE**

**Committee on Non-Teaching Compensation**

**Description of Factors for Assignment of Ratings on the  
Department Chair Stipend Worksheet**

**Factors 1 through 4, Number of Full-Time Faculty, Number of Part-Time Faculty, Classified Personnel (FTEC), and Department TLUs/15 (FTEF).** These will be calculated early each Fall semester by the Administrative Secretary for the Office of Educational Programs and verified by the department chair.

**Factor 5, Curriculum.** This factor is based on the degree of involvement of the department chair with the Curriculum Advisory Committee (CAC). Most departments do not regularly submit changes of their curriculum to the CAC and therefore receive a 1 in the number column next to the Minimum change unit. Some departments have the need to submit changes in some of their courses to the CAC on a regular basis and as such have a 1 by Moderate change. A few departments need to submit to CAC changes in major portions of their curriculum annually to keep up with the changing nature of their fields. They would have the number 1 placed in the Heavy change unit column. This factor has to do with the involvement by the department chair with the Curriculum Advisory Committee on an on-going basis. Department chairs that change their curriculum once in response to a redesign process do not receive credit for that one-time activity.

**Factor 6, Assigned Facilities.** Points assigned to this factor reflect the involvement of the department chair in the maintenance of specialized facilities managed by that department. Department chairs, at the very least, have some minimum involvement in maintaining facilities. Many department chairs have a moderate-sized facility that needs constant attention and some department chairs have a large facility to manage. If a department chair receives credit for supervising classified employees and if these employees assist in the management of the assigned facility, this lessens the department chair's role in the maintenance of the facility and lowers the number assigned to the department chair for this factor.

**Factor 7, Complexity of Department Budget.** Points assigned to this factor reflect the involvement of the department chair in the budget. The rating is dependent on the complexity of the budget and on the actual involvement in managing the budget. If the department has a classified assistance who helps track the budget, then the department chair has a smaller role even if the budget is larger.

**Factor 8, Program Advisory Committee.** Any department that has a formally established Program Advisory Committee and whose meetings and activities are coordinated by the department chair receives a 1 in the number column. If there is no program advisory committee, the number 0 is recorded.

**Factor 9, Program Accreditation/Certification.** A small number of departments have mandatory accreditation or certification to maintain compliance with existing laws or board regulations. If such a requirement exists, the department chair receives a 1 in the number column; if not the number 0 is recorded.

**Factor 10, Performance/Community Programs.** As part of the operation of the department some chairs have responsibility for organizing performances or community programs. This is a responsibility outside of the regular classroom teaching assignment. A number 1 is recorded in the number column that reflects the level of involvement by the department chair.



## SANTA BARBARA CITY COLLEGE

### Committee on Non-Teaching Compensation

#### Description of Factors for Assignment of Ratings on the Faculty Stipend Worksheet

The Faculty Stipend Worksheet is used to rate leadership responsibilities on three separate spreadsheets - Department Supplementary Stipend Spreadsheet, Leadership Stipend Spreadsheet, and Coaches Stipend Spreadsheet. As such, this worksheet has factors that are not all applicable to all areas. The numbers used in the number column are limited to 0, 1, 3, 7 and 10.

**Factor 1, Faculty/Staff Supervision.** This factor is to compensate faculty who are not department chairs but who have responsibility for supervising faculty or staff in that particular assignment.

**Factor 2, Student Supervision.** A faculty member who supervises students (paid or unpaid) as part of a responsibility outside of a classroom load will receive credit for this task.

**Factor 3, Skills Assessment.** If skills assessment is part of this management task and the assessment is outside a classroom assignment and not shared equally with other faculty in the department, then the individual will receive credit for skills assessment.

**Factor 4, Facilities Management.** This factor serves two purposes. The first is to further compensate department chairs responsible for managing a very large facility who have received maximum facilities credit on the Department Chair Stipend Spreadsheet and are not adequately compensated for the task. The second purpose is to compensate faculty who are not department chairs and who have sole responsibility (no assistance from classified employees) for a facility. If credit is given to an individual, the department chair will not be compensated for managing this facility.

**Factor 5, Equipment Management.** Any position that requires the purchase, inventory or repair of equipment will receive credit for this job. Credit for this responsibility is reduced if classified employee or student assistance exists.

**Factor 6, Materials Management.** Any position that has materials to manage (e.g. large inventory of supplies to support department classes) will receive credit here. Credit for this responsibility is reduced if classified employee or student assistance exists.

**Factor 7, Budget Supervision.** Any faculty member in a leadership position who is not a department chair who has responsibility for budget management will receive credit for this task. Credit for this responsibility is reduced if classified employee or student assistance exists. If credit is given to an individual then the department chair is not to be compensated for the portion of this budget responsibility on the Department Chair Stipend Spreadsheet.

**Factor 8, Program Leadership/Coordination.** This factor is recognition of the various responsibilities involved in directing a program outside a department chair's assignment. This factor covers a wide variety of activities needed to be done by the faculty member to ensure success of the program.

**Factor 9, Offsite Program Coordination.** A few programs require classes or activities to be scheduled somewhere other than on SBCC property. The task involves arranging to have students use facilities and/or equipment at these locations. This factor is for responsibilities outside a regular class load.

**Factor 10, Compliance (licensing/accreditation).** Any faculty member who has responsibility for preparing documentation needed to meet state and/or federal licensing/accreditation requirements (e.g. ADN, VN programs, student athlete requirements) and does not have classified employee assistance will receive credit for this responsibility.

**Factor 11, Negotiate Vendor, Services, Supply Contracts.** If the management position requires the faculty member to meet with and/or write contracts on an on-going basis to ensure the timely arrival of materials or maintenance of equipment, they will receive compensation for this task. The credit will be reduced if classified employee assistance is received.

**Factor 12, Fund Raising/Grant Writing.** Credit for this factor is given if the leadership position requires fund raising and/or grant writing on an on-going basis to ensure the success of the program.

**Factor 13, Research.** Any responsibility that requires research on an on-going basis will receive credit for this task. The research must be required of the position and must not be compensated in any other fashion.

**Factor 14, Non-Routine Tasks.** This factor includes responsibilities that the person in the leadership position is required to perform outside of their regular courses that are not taken into account in the Department Chair Stipend worksheet or the Faculty Stipend Worksheet.

**Factor 15, Non-Standard Work Schedules.** Faculty who must perform the assigned responsibility during the evening or winter, spring or summer breaks will receive credit under this category. In a few instances, the level of responsibility required of a position is of such a level that a separate classification has been created. In such instances, no additional rating is included under factor 15.



DEPARTMENT CHAIR STIPEND SPREADSHEET

FACTOR	UNIT	NUMBER	WEIGHT	SUM	Accounting		ADC	
					NO.	SUM	NO.	SUM
1. Number of Full-Time Faculty	Per person		1.00		2	2	0	0
2. Number of Part-Time Faculty	Per person		1.00		4	4	12	12
3. Classified Personnel (FTEC)	Per person		0.25		0	0	0	0
4. Department TLUs/15 (FTEF)	FTEF		1.00		61.00	4.07	28.00	1.87
5. Curriculum	Minimum change		0.00		1	0		0
	Moderate change		0.50			0	1	0.5
	Heavy change		1.00			0		0
6. Assigned Facilities	Minimum facilities		0.50		1	0.5	1	0.5
	Moderate facilities		3.00			0		0
	Heavy facilities		5.00			0		0
7. Complexity of Dept. Budget	Minimum complexity		0.50		1	0.5	1	0.5
	Moderate complexity		3.00			0		0
	Heavy complexity		5.00			0		0
8. Program Advisory Committee	No = 0; Yes = 1		0.50		1	0.5	1	0.5
9. Program Accreditation/Certification	No = 0; Yes = 1		1.00		0	0	1	1
10. Performance/Community Programs	No programs		0.00		1	0	1	0
	Minimum programs		0.50			0		0
	Moderate programs		3.00			0		0
	Heavy programs		5.00			0		0
			Total =			11.57		16.87
Department Chair								
Stipend = \$167.92 x Total = \$				\$167.92		\$1,942.27		\$2,832.25

Department Chair Supplemental Stipend Spreadsheet

FACTOR	NUMBER (none = 0, min = 1, mod = 3, high = 7, very high = 10)	WEIGHT	SUM	ADC		ADN		Auto Service	
				NO.	SUM	NO.	SUM	NO.	SUM
1. Faculty/Staff Supervision		0.50		0	0	0	0	0	0
2. Student Supervision		1.00		0	0	0	0	0	0
3. Skills Assessment		0.50		0	0	0	0	0	0
4. Facilities Management		1.50		0	0	0	0	0	0
5. Equipment Management		1.00		0	0	0	0	0	0
6. Materials Management		1.00		0	0	0	0	0	0
7. Budget Supervision		1.50		0	0	0	0	0	0
8. Program Leadership/Coordination		2.00		3	6	1	2	3	6
9. Offsite Program Coordination		3.00		0	0	1	3	0	0
10. Compliance (licensing/accreditation)		3.00		0	0	0	0	1	3
11. Negotiate Vendor, Services, Supply Contracts		1.00		0	0	0	0	0	0
12. Fund Raising/Grant Writing		1.00		0	0	0	0	3	3
13. Research		1.00		0	0	3	3	0	0
14. Non-Routine Tasks (specify)		1.00		0	0	0	0	0	0
15. Non-Standard Work Schedules (specify)		2.00		0	0	0	0	0	0
		Total =			6		8		12
Faculty Member Stipend = \$167.92 x Total = \$		\$167.92			\$1,007.52		\$1,343.36		\$2,015.04

Leadership Stipend Spreadsheet

FACTOR	NUMBER (none = 0, min = 1, mod = 3, high = 7, very high = 10)	WEIGHT	SUM	ADN		Art		Art		Art	
				Coordinator		Director		Lab Coordinator		Coordinator	
				Summer		Art Gallery		Ceramics		Slide Library	
				NO.	SUM	NO.	SUM	NO.	SUM	NO.	SUM
1. Faculty/Staff Supervision		0.50		0	0	1	0.5	1	0.5	1	0.5
2. Student Supervision		1.00		0	0	0	0	0	0	0	0
3. Skills Assessment		0.50		0	0	0	0	0	0	0	0
4. Facilities Management		1.50		0	0	1	1.5	7	10.5	0	0
5. Equipment Management		1.00		0	0	0	0	7	7	1	1
6. Materials Management		1.00		0	0	1	1	3	3	3	3
7. Budget Supervision		1.50		0	0	1	1.5	1	1.5	0	0
8. Program Leadership/Coordination		2.00		0	0	3	6	0	0	0	0
9. Offsite Program Coordination		3.00		0	0	0	0	0	0	0	0
10. Compliance (licensing/accreditation)		3.00		0	0	0	0	0	0	0	0
11. Negotiate Vendor, Services, Supply Contracts		1.00		0	0	1	1	3	3	0	0
12. Fund Raising/Grant Writing		1.00		0	0	0	0	0	0	0	0
13. Research		1.00		0	0	0	0	0	0	3	3
14. Non-Routine Tasks (specify)		1.00		0	0	1	1	0	0	3	3
15. Non-Standard Work Schedules (specify)		2.00		7	14	1	2	0	0	0	0
		Total =			14		14.5		25.5		10.5
Faculty Member Stipend = \$167.92 x Total = \$		\$167.92			\$2,350.88		\$2,434.84		\$4,281.96		\$1,763.16

Coaches Leadership Stipend Spreadsheet - In-Season

FACTOR	NUMBER (none = 0, min = 1, mod = 3, high = 7, very high = 10)	WEIGHT	SUM	Head Coach		Head Coach		Head Coach		Cheerleading	
				Baseball		Basketball - Men's		Basketball - Women's		Cheerleading	
				NO.	SUM	NO.	SUM	NO.	SUM	NO.	SUM
1. Faculty/Staff Supervision		0.50		1	0.5	1	0.5	1	0.5	0	0
2. Student Supervision		1.00		1	1	1	1	1	1	1	1
3. Skills Assessment		0.50		0	0	0	0	0	0	0	0
4. Facilities Management		1.50		3	4.5	1	1.5	1	1.5	0	0
5. Equipment Management		1.00		1	1	1	1	1	1	1	1
6. Materials Management		1.00		0	0	0	0	0	0	0	0
7. Budget Supervision		1.50		0	0	0	0	0	0	0	0
8. Program Leadership/Coordination		2.00		7	14	10	20	10	20	3	6
9. Offsite Program Coordination		3.00		0	0	0	0	0	0	0	0
10. Compliance (licensing/accreditation)		3.00		1	3	1	3	1	3	0	0
11. Negotiate Vendor, Services, Supply Contracts		1.00		0	0	0	0	0	0	0	0
12. Fund Raising/Grant Writing		1.00		1	1	3	3	3	3	3	3
13. Research		1.00		0	0	0	0	0	0	0	0
14. Non-Routine Tasks (specify)		1.00		0	0	0	0	0	0	0	0
15. Non-Standard Work Schedules (specify)		2.00		1	2	10	20	10	20	3	6
		Total =			27		50		50		17
Hourly Coach Stipend = \$115.09 x Total = \$		\$115.09			\$3,107.43						\$1,956.53
Contract Coach Stipend = \$167.92 x Total = \$		\$167.92					\$8,396.00		\$8,396.00		



FACTOR	NUMBER (none = 0, min = 1, mod = 3, high = 7, very high = 10)	WEIGHT	SUM	Head Coach		Head Coach		Head Coach
				Baseball		Basketball - Men's		Basketball
				NO.	SUM	NO.	SUM	NO.
1. Faculty/Staff Supervision		0.50		0	0	0	0	0
2. Student Supervision		1.00		7	7	3	3	3
3. Skills Assessment		0.50		0	0	0	0	0
4. Facilities Management		1.50		0	0	0	0	0
5. Equipment Management		1.00		0	0	0	0	0
6. Materials Management		1.00		0	0	0	0	0
7. Budget Supervision		1.50		0	0	0	0	0
8. Program Leadership/Coordination		2.00		3	6	1	2	1
9. Offsite Program Coordination		3.00		0	0	0	0	0
10. Compliance (licensing/accreditation)		3.00		0	0	0	0	0
11. Negotiate Vendor, Services, Supply Contracts		1.00		0	0	0	0	0
12. Fund Raising/Grant Writing		1.00		0	0	0	0	0
13. Research		1.00		0	0	0	0	0
14. Non-Routine Tasks (specify)		1.00		3	3	3	3	3
15. Non-Standard Work Schedules (specify)		2.00		3	6	3	6	3
			Total =		22		14	
Hourly Coach Stipend = \$115.09 x Total = \$		\$115.09			\$2,531.98			
Contract Coach Stipend = \$167.92 x Total = \$		\$167.92					\$2,350.88	
<b>Funded at 90% for 2005-06</b>					<b>\$2,278.78</b>		<b>\$2,115.79</b>	

	h
	- Women's
	SUM
FACTOR	
1. Faculty/Staff Supervision	0
2. Student Supervision	3
3. Skills Assessment	0
4. Facilities Management	0
5. Equipment Management	0
6. Materials Management	0
7. Budget Supervision	0
8. Program Leadership/Coordination	2
9. Offsite Program Coordination	0
10. Compliance (licensing/accreditation)	0
11. Negotiate Vendor, Services, Supply Contracts	0
12. Fund Raising/Grant Writing	0
13. Research	0
14. Non-Routine Tasks (specify)	3
15. Non-Standard Work Schedules (specify)	6
	14
Hourly Coach Stipend = \$115.09 x Total = \$	
Contract Coach Stipend = \$167.92 x Total = \$	\$2,350.88
<b>Funded at 90% for 2005-06</b>	<b>\$2,115.79</b>

# MEMO

**TO:**

**FROM:** Gary Carroll & Karolyn Hanna  
Co-Chairs, Committee on Non-Teaching Compensation

**DATE:**

The Committee on Non-Teaching Compensation reviewed your request for change in the stipend for

and has recommended the following changes in “fixed” factors:

Dr. Jack Friedlander has approved this proposed change, which will go into effect for the 2006-2007 academic year.

A copy of the revised rating sheet is attached. Please note that on Department Chair stipends those items that relate to faculty and classified staff head count and department TLUs will be adjusted at the beginning of the fall semester.

Also please note that as a result of recent contract changes, the compensation multiplier has been increased to \$167.92. For those of you who use your stipend to purchase reassigned time, you can calculate the TLUs by dividing the stipend amount by the current TLU conversion factor, which is \$1150.57.

If you have questions, feel free to contact either of us.

CC: Deans

- e. The committee will review and rate stipends according to categories of activities delineated on the worksheets. All decisions of the committee will be based on majority vote.
- f. Recommendations for new, additional, or reduced compensation shall be forwarded to the Executive Vice President, Educational Programs for action. Following administrative approval, individuals will be notified of the outcome of the appeal.

\* Revised Board of Trustees, July 25, 1996; May 20, 1999; Revised & approved, Academic Senate, March 23, 2005.