

**SANTA BARBARA CITY COLLEGE  
HUMAN RESOURCES**

TO: Dan Oroz

FROM: Bill Benjamin, Staff Development/HR Coordinator, x 2713

DATE: October 20, 1999

RE: Wellness Committee/Program

The Wellness Program and Committee were established at the March 1985 BOT meeting. "The objective of the program is to motivate and assist employees in their physical fitness efforts. The program would include reimbursement to employees by the District of up to \$35.00 per year for completion of any SBCC physical fitness class. In addition, the program would include an ongoing health care awareness effort which would be conducted by an Employee Wellness Program Committee. The estimated annual cost of the program is \$835" (\$35 times 25 employees estimated). As a result of the proposal, a committee and budget, from HR's share of AB1725 funding were established. The committee membership is as follows:

Administrative Services Manager - Steve Lewis  
 Human Resources Coordinator - Bill Benjamin  
 Physical Fitness Lab Director - Ellen Connor (Chair)  
 Campus Nurse - Susan Broderick  
 2 Classified staff representatives  
 2 Faculty representatives  
 1 Academic Senate Liaison

The committee reports to the V.P. of Human Resources and the V.P. of Business Services. The following are highlights of the Wellness Committee's achievements:

1. First meeting held 9/15/85; five persons attended, including the Chair.
2. 1986-89: minutes from this period are missing
3. 1990: program expanded to non-credit fitness courses, smoking cessation, and weight loss; maximum reimbursement amount increased to \$100; this amount was later reduced to \$50 to allow for more participation.
4. 1992: Wellness Faire held and Employee Wellness Interest Survey conducted. Wellness session held at Faculty In-Service. Committee drafted Mission Statement. Birthday card/gift recognition program established. Honorable Mention **Excellence Award received from HealthNet for Wellness program.**

5. 1993: "In Control Weight Loss" video program purchased and evening sessions held. Open hours established in the Fitness Lab for staff. Monthly Noon Wellness Lecture Series established. Computerized health profile software program purchased. Spring Wellness Workshop and Wellness Faire held.
6. 1994: two Health Fairs and eight lectures held.
7. 1995: official Wellness Program policy approved.
8. 1996: Bone Marrow screening conducted. FEET BEAT program established. Smoke-free workplace policy approved.
9. 1997: Health Faire held. Pride-O-Gram form revised..
10. 1998: Weight Watchers on-campus program approved and conducted. Blood pressure and skin damage screenings conducted at Benefits Fair. **Cottage Health System Community Health Award received**: runnerup in large employer category.
11. 1999: Weight Watchers reimbursements approved. Health screenings conducted at Benefits Fair. Nutrition workshop held at Benefits Fair.

In the 1997-99 period during which I've administered the Wellness Program, we have reimbursed 12 employees for fitness or weight-loss programs, paid for a Nutrition Workshop and audio tapes and purchased three other audio tapes for our library. Any unused Wellness funds which do not rollover are used to fund other employee programs, such as the CPR training at the Classified In-Service.

## **SBCC EMPLOYEE WELLNESS PROGRAM**

### **ADMINISTRATIVE POLICY**

SBCC supports and encourages a wellness program for its employees in order to assist in an individual's effort towards well being and physical fitness.

### **PROGRAM**

1. An Employee Wellness Program Committee will be appointed to coordinate the program to include the administration of reimbursement of district funds for fitness/wellness programs, and to communicate information on health and fitness to SBCC employees.
2. All regular permanent District employees may be reimbursed for fees for the participation in any fitness/wellness program. These programs include District physical education classes, off-site smoking cessation, weight reduction and mental health programs. District employees will be reimbursed up to \$50.00 per year upon submission of proof of enrollment/completion of a class or program. District physical education courses will be fully reimbursed after proof of satisfactory completion of the course. All other programs will be reimbursed on a 50% basis up to a \$50.00 maximum. For example, if an employee submits a receipt for a smoking cessation program that costs \$70.00, he/she would be reimbursed \$35.00. No employee is eligible for more than \$50.00 reimbursement per fiscal year. (Change effective July 1, 1996)
3. Participating employees shall participate in wellness activities on their own time or, by permission of their supervisor, make up the time if a class occurs during the regular work day.
4. In addition to the above, the committee will conduct an on-going "health care awareness program" in coordination with the College Nurse, the Physical Education Department, the District's medical carriers, and other health care professionals.

#### **Examples:**

- a. Health Net Workshops
  - b. College In-Service Speakers - Mental Health
  - c. Handouts
  - d. College Memo
  - e. An Employee Bulletin Board
5. Employee Assistance Program (E.A.P.).
    - (1) The program consists of a contract with an outside agency (S.A.V.E.) to provide counseling, referral and training services; and
    - (2) In special employee crisis circumstances, as deemed appropriate by the Superintendent-President, the Superintendent-President, in consultation with the appropriate staff, will determine whether district E.A.P. financial support for the employee could be in the best interest of the district.
  6. The Employee Wellness Program supports the efforts made by the Physical Education Department and encourages employee participation in health and fitness programs they may offer.

g:wllness:lb(update 10/95;1/96)

## REQUEST TO ESTABLISH A DEAN OF EDUCATIONAL TECHNOLOGIES POSITION

A Dean of Educational Technologies position is needed to provide the administrative leadership needed to maintain and advance the college's technology-based instructional programs. The responsibilities of the Dean of Educational Technologies would include:

- Leadership for the Online College and coordination with appropriate support services (i.e., Business Services, Human Resources, Information Resources and Student Affairs)
- Leadership for instructional technology planning for credit and non-credit programs
- Oversight for instructional technology research and evaluation (e.g., planning, lab utilization and return on investment)
- Instructional Design, Development and Delivery System Planning
- Dean responsible for the
  - FRC
  - LSS
  - Library
- Liaison to IRD, ITC, CPC/DTC and other instructional technology-related committees
- College liaison to statewide instructional technology initiatives such as the CVU and staff development centers
- Contacts with business and community for technology-related instructional program
- Grant writing to support instructional technology initiatives
- Coordination of the ICLCs
- Dean for Multimedia Arts and Technologies, Graphics and interdisciplinary technology-related instructional programs (e.g., E-commerce, Entertainment Technology, Web Master certification)

**Goal 3...***Establish mutually beneficial partnerships with other institutions of higher education, the business sector, government agencies and community organizations to enhance relationships and increase educational opportunities for students.*

**Objective 9.**

Offer new courses and programs that meet the needs of area businesses, and community and governmental agencies.

We have been receiving an increasing number of requests for online classes and other forms of technology enabled instruction courses from area businesses and governmental agencies. Without this position, we will not be able to respond to these requests. This will have an adverse affect on the college's reputation in the community as well as on its enrollments. As evidenced by the Employees' University and other in-house training programs, if the college is not responsive to meeting the needs of employers, they will contract with other providers for the educational programs they need.

**Goal 5...***Utilize alternative methods of delivering instruction to increase students' access to and successful completion of courses and programs needed to achieve their educational objectives.*

**Objective 20.**

Identify and develop courses, and certificate and degree programs to be offered in alternative instructional formats that meet the needs of targeted groups of students.

**Objective 21.**

Identify the best methods for the design, development and deployment of technology-mediated instruction that increases students' access, learning and success in their courses in a cost-effective manner.

**Objective 22.**

Enroll by fall 2001 a minimum of 20 per cent per year of al credit students in courses offered in alternative instructional formats (e.g., distance learning, self-paced, open-entry/open-exit, guided study, accelerated courses, weekend courses).

**Objective 23.**

Achieve successful course completion rates for courses offered in alternative delivery formats that are at least comparable to those obtained in more traditional instructional modes.

This position is essential to enabling the college to utilize alternative methods of delivering instruction to increase students' access to and successful completion of courses and programs needed to achieve their educational objectives. As evidenced in the responsibilities listed for the Dean of Educational Technologies, the person in this

position will provide the administrative leadership required to achieve the objectives for Goal 5.

**Goal 10...*Develop a technology-based infrastructure to allow students, faculty and staff to conveniently access course and college-related information and resources from on and off campus.***

This position is a critical component for providing the technology-based infrastructure needed to allow students to conveniently access course and college-related information and resources from on and off campus. The Dean of Educational Technologies will serve as the liaison between each of the major divisions of the college to ensure that the services needed to support technology enabled instruction are in place.

## **Funds Requested**

The salary and benefits for this position is \$94,080.

**Funds Requested from Partnership for Excellence: \$47,040.** The remaining \$47,040 will come from existing budgets.

**College Computer Coordinating Committee****Time:** TBD**Responsible to:** Superintendent/President**Membership:**

- 1 Director of ETMS, Chair
- 4 Vice–Presidents (selected by cabinet)
- 4 Faculty:
  - Academic Senate President (or designee)
  - CAC Representative
  - ICPC or CAI Chair
  - Academic Senate Representative
- 1 Student
- 2 Classified Council Representatives
- Resources (non-voting)
  - 1 Asst. to Supt./Pres. for Planning
  - 1 Computer Science Dept. Chair
  - 1 Library Representative

**Functions and Responsibilities:**

- Recommends policies related to acquisition, user maintenance and support of computer hardware and software, data communications, computer agreements, and consulting services.
- Submits long–range computer development plan.
- Makes recommendations regarding allocation of computer resources.

**Employee Wellness Committee****Time:** 1st/3rd T, 1:30–2:30 p.m.**Responsible to:** Vice–President, Human Resources**Membership:**

- 1 Physical Fitness Lab Director
- 1 Campus Nurse
- 2 Faculty
  - Personnel Specialist
  - Facility Operations Director
- 1 Director, Administrative Services
- 2 Classified (one from Classified Council)

**Functions and Responsibilities**

- Reviews Campus Employment Wellness Programs.
- Develops Employee Wellness Program.
- Implements Employee Wellness Program.
- Makes recommendations to Superintendent/President

**Facilities Planning, Security and Safety**

**Time:** TBD

**Membership:**

- 1 Assistant to Superintendent/President
- 1 Vice-President, Academic Affairs
- 1 Vice-President, Student Affairs
- 1 Vice-President, Business Services
- 1 Continuing Education Representative
- 1 Director, Facilities and Operations
- 3 Faculty
- 2 Classified Representatives (one from CSEA)
- 1 Student
- 1 Administrative Services
- 1 Director Security
- 1 L TA, Biological Sciences

**Responsible to:** Vice-President, Business Services

**Functions and Responsibilities:**

- Reviews and makes recommendations regarding campus Master Plan changes.
- Reviews and makes recommendations regarding new facilities.
- Reviews and makes recommendations regarding space utilization and rearrangement.
- Reviews priorities for College's deferred maintenance program.
- Receives and reviews reports from specialized or ad hoc facilities development committees and makes additional recommendations.
- Makes recommendations regarding parking and traffic control.
- Advises and assists College Safety Officer in the development of policies and procedures to maintain safe conditions on campus.
- Prepares annual update of Civil Defense Disturbance and Disaster Plan.

**Institutional Research**

**Time:** 1st/3rd W, 3:00 p.m.

**Membership:**

- 2 Deans, Academic Affairs
- 1 Dean, Student Development
- 1 Assistant Dean, Admissions and Records
- 1 Assistant to the Superintendent/President
- 3 Faculty

**Responsible to:** Superintendent/President

**Functions and Responsibilities:**

- Identifies priorities for Institutional Research.
- Designs and conducts specific research projects.
- Evaluates research projects.