

SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COMMITTEE

March 1, 1988

M I N U T E S

PRESENT: J. Romo, Chair, M. Bobgan, J. Diaz, L. Fairly, C. Hanson, E. Hodes,
D. Oroz, D. Ringer
ABSENT: P. Freeman
RESOURCE: E. Cohen, B. Miller

APPROVAL OF MINUTES: January 22, 1988

M/S/C/ Ringer/Oroz Unanimous

ACTION ITEMS

Decision Stage

Disabled Students Services and Early Childhood Education Certificated Request

The Chair reported that the Division Chair Council recommended approval of the requests from Disabled Students Services and Early Childhood Education to increase the percent time for three current positions. He explained that the DSS Program is asking to increase two 60% positions (Learning Disabilities Specialist and Vocational Counselor) to 100% regular certificated, with funding secured by Disabled Students Services. The Early Childhood Education Department's request is to increase from 83% to 100% its lab teacher position.

M/S/C Bobgan/Ringer

To accept the Division Chair Council recommendation to increase from 40% to 100% two temporary counseling positions in the Disabled Students Services Program.

AYES: 6 ABST.: 1

M/S/C Hodes/Fairly

To accept the Division Chair recommendation to increase the Early Childhood Education lab teacher position from 83% to 100%, contingent upon external funding.

AYES: 6 ABST.: 1

Hearing Stage

Disabled Students High Tech Matching Grant
Deferred

REPORTS

RESPONSE FROM DR. MACDOUGALL ON CERTIFICATED STAFFING RECOMMENDATIONS

The Chair reported that the President has responded to the Council's recommendations on Certificated Personnel Requests 1988-89. Decisions with regard to positions are:

- a. To fund Spanish; Finance/Investing/Real Estate; Biological Sciences; Music; Journalism; and Physical Education/Health Education (all six positions are replacements).
- b. Position #8: ADN - not funded - explore funding options with local hospitals.
- c. Position #9: Counseling/Tenure Track - accepted, with funding from Matriculation and the Counseling hourly budget.
- d. Position #10: Counseling/Temporary - further review required.
- e. Positions #7 and #11: English Composition and Literature and Essential Skills - further evaluation.
- f. Position #12: Librarian (Reference) - further evaluation.
- g. Position #13: English as a Second Language - further review.

In his memorandum the President expressed his appreciation to the Council in developing the certificated personnel requests and stated that he was available to discuss his decisions with members.

The Chair informed the Council that the President subsequently has approved the English as a Second Language position on the basis of its high enrollments and actual dollars income from foreign students.

FOLLOW UP ON PLANNING MEETING WITH DR. MACDOUGALL

A summary of the results of the CPC workshop of January 15, 1988, are outlined in Attachment 2 of the agenda. The report concluded that in general departments are doing a good job, but that steps can be taken to improve the planning process, e.g., develop consensus on achieving goals, objectives, and ways to deal with decreasing or restricted resources; and allocating more time to the planning process (consider using summer months and winter intersession for college planning). The President has requested a follow-up session, which the members agreed to place on the calendar for May 3.

REVISED CONTINUING EDUCATION LOTTERY ALLOCATIONS

Dr. Bobgan briefly outlined the revisions to the Continuing Education Lottery Allocations, 1987-88. Members noted the number of repair/replacement items, and questioned whether Continuing Education has an adequate repair budget. Dr. Hanson and Dr. Bobgan responded that this program has always operated with a very limited repair/replacement budget. It was noted that deferred maintenance funds require long range planning, and therefore can't be used for most of the day-to-day or emergency repairs/maintenance.

RESOURCE REQUESTS TIMELINE

The Chair provided the Procedures and Timeline for Resource Requests, 1988-89. He informed members that the Division Chair Council would rank and forward departmental requests to CPC for action on March 22.

COMPUTER SUPPORT TECHNICIAN FOR ADMINISTRATIVE DATA PROCESSING

Mr. Burt Miller reported on the need to increase from 5/8 time to fulltime a computer technician for administrative data processing and business services. He emphasized the need for a full-time technician to respond to computer problems/questions, and to train support staff in the use of equipment. Mr. Miller explained that this position would also be responsible for training personnel on the use of the computerized telephone system and to assist Mark Zacovic with general operations. He suggested that the additional costs could be taken from capital outlay.

During the discussion, members expressed concern regarding the use of capital outlay funds to fund personnel positions. Several members questioned combining both administrative data processing and business services functions, emphasizing that the obvious demands on the computer technician in administrative data processing entail a full-time commitment. Given the job description and proposed salary, the Council expressed doubts about drawing qualified applicants.

The Chair remarked that this item could be discussed further in Cabinet.

CLASSROOM RENOVATIONS

The Chair reported that Phase II is underway, and it's anticipated the project will be completed by September 1. This has been an extensive campus wide project, and the Chair commended the departments whose efforts have resulted in major improvements to the classroom environment.

The next meeting of the College Planning Council will be March 22, 3:00 p.m.,

A-218C.

jdm

cc: Dr. MacDougall
Deans
Department Chairs
Mr. Miller
Mr. Pickering
Dr. Ullom
CSEA Rep

SANTA BARBARA CITY COLLEGE
DIVISION CHAIR COUNCIL
RANKING OF RESOURCE REQUESTS, 1988-1989

Dept.	Item	Est. Cost	Rank
Tutorial	Augment Program	15,000	1
HT/ADN	Increase for LTA for Learning Lab to 1 FTE	13,600	2
Library	1 FTE Classified (12 mo.)	20,000	3
Art	Hrly LTA for Sculpture	5,000	4
Eng/Math	.5 FTE Reg Class Sec (10 mo.)	10,000	4
Bus Div.	.5 Class Hrly Secretary	8,000	6
Sci. Division	Augment Supplies, P & D	9,750	6
Theatre Arts	Fringe Benefits for Scene Shop and Costume Staff	14,000	8
LAC	.5 Reg Reg Class Assistant (11 mo.)	9,000	9
Soc Sci Div.	Readers	9,000	10
HT/HS & Sum Session	.5 FTE Reg Class Sec (11 mo.)	8,000	11
Essn Sks	Increase TLU's (Rel Time)	1,725	12
PE/Rec	Athletic Supplies Phase II	9,500	13
Drafting	.5 FTE Regular Class LTA	10,000	14
Essn Sks	RSSC Class Hrly	600	15
ECE	Augment Cert Hrly Salary for Staff Orientation	600	16
Bus Adm	Student Workers (General)	1,800	17
Math	LTA's Class Hrly (Math 7)	8,900	17
Comm	CWS Students (Match)	500	19
Media	Reclassify Technician	7,000	20
Sci Div.	Readers/Std Workers (Gen)	3,250	21
CAI	CWS Match (\$5,000)	1,000	22
Fac Enrich	Orientation New Faculty	5,000	23
PE/Rec	Weight Room Rubberized Flooring	12,000	24
Hist/ Geog	Increase TLU Allocations	13,225	25
Theatre Arts	TA Box Office Supervisor	<u>12,000</u>	26
TOTAL		211,450	

SANTA BARBARA CITY COLLEGE

BUSINESS SERVICES

MEMORANDUM - March 11, 1988
TO: College Planning Council
FROM: Charles L. Hanson, Business Manager
SUBJECT: 1988-89 RESOURCE REQUESTS - BUSINESS SERVICES DIVISION

Classified Personnel

Warehouse/Inventory Clerk (1.0 position) new inventory system	21,000
Computer/Telephone Technician (1.0 position)	25,000
Maintenance Mechanic (1.0 position) motor pool - maintenance repairs/ record keeping	24,000

New Equipment

Maintenance truck	12,000
District van - addition	18,000
Fork lift	16,000
Mini-van	12,000

Replacement Equipment

Maintenance truck - replacement	16,000
Tractor/mower	18,000

CLH:ba

CONTINUING EDUCATION DIVISION
SANTA BARBARA CITY COLLEGE
310 W. Padre St.

SANTA BARBARA CITY COLLEGE
RECEIVED

MAR 15 1988

BUSINESS MANAGER

March 14, 1988

TO: CHARLES HANSON
FROM: MB MARTIN BOBGAN
SUBJECT: 1988-89 BUDGET RESOURCE REQUESTS

The following three personnel items are additions to our present budget. The first two items are the result of Dr. MacDougall's decision to establish a Business Development Center in our division.

- | | |
|---|----------|
| 1. Director, Business Development Center | \$58,428 |
| 2. Secretary (half-time), Bus. Development Ctr. | 9,600 |
| 3. Audio Visual Technician (10 mo.- 11 mo.) | 1,500 |

MB:ad

cc: Sunny Laub
Tom Travis

BUDGET SUMMARY

July - Dec. 31, 1988

Classifications	Funds Requested	(In-Kind) Institution	Tracor (In-Kind) Private Sector	Other	Total
PERSONNEL					
<u>F/T Director's Salary</u>	24,345				24,345
Benefits @ 20%	4,869				4,869
<u>½ Secretary's Salary</u>	4,800				4,800
Benefits @ 20%	960				960
<u>Project Coordination</u>					
College Comptroller		2,000			2,000
College Accounting Supervisor		2,000			2,000
College Vice Pres. Continuing Ed.		4,000			4,000
College V.P.'s Sec.		2,000			2,000
College Academic Dean		4,000			4,000
College Cont. Ed. Dean		8,220			8,220
College Cont. Ed. Programmer		2,000			2,000
College Info. Officer		4,000			4,000
College C.E. Payroll Sec.		1,800			1,800
College C.E. Office Sec.		1,800			1,800
Tracor Hum.Res.Dir.			2,500		2,500
Tracor Trng. Dir..			2,500		2,500
<u>P/T Instructor Salaries</u>					
EBT-Instructors		10,560			10,560
BOC-Instructors		660			660
<u>Custodial Salary</u>		600			600
<u>Tracor Employees' Salaries while In Training</u>			10,000		10,000
SUPPLIES					
<u>Office Supplies</u>	1,000				1,000
<u>Instructional Supplies & Books (Student)</u>	4,725		2,000		6,725
<u>Brochures/Marketing/Media</u>	4,000				4,000
<u>Postage</u>	1,500				1,500
<u>Computer Software</u>	2,000				2,000
<u>Printed Materials/Library</u>	2,500				2,500
EQUIPMENT					
<u>Telephones & Installation</u>	1,000				1,000
<u>Office Furniture</u>	3,000				3,000
<u>Computer/Modem/Printer</u>	7,000				7,000
FACILITIES					
<u>Office Remodeling</u>	2,500				2,500
<u>Office Space</u>		1,200			1,200
<u>Classroom Space</u>		3,360			3,360
TRAVEL					
	1,000				1,000
<u>TOTAL EXPENDITURES</u>	65,199	48,200	17,000		130,399

SANTA BARBARA CITY COLLEGE

TO: College Planning Council
FROM: Lynda Fairly
Vice President, Student Affairs
DATE: March 4, 1988
RE: Recommended New Resource Requests



The Student Services Advisory Committee recommends the following items as divided into three major lists. Each group is alphabetical -- not prioritized:

A. MOST ESSENTIAL

1. Alarm Maintenance Contract - Money \$ 500
needed to cover cost of alarm maintenance in assessment area. These are newly installed.
2. Clerical support (hourly) to meet expanded coverage necessary to fully implement mandatory matriculation requirements, i.e., summer, evening and high usage periods to schedule advising appointments, do mailings for outreach and follow-up activities, and perform daily data entry (500 hours X \$6/hour). 3,000
3. Meals for athletes - increase in far away contests (\$10,000 in addition to monies being fundraised by Athletic Dept.) Currently athletes receive \$4 per day for meals if they are participating in an athletic contest farther away than Oxnard. They receive no money for any home contest or contests at Oxnard or Ventura. With the increased allocation and money fundraised, athletes will receive a realistic per diem. Depending upon the amount of time away from campus, athletes may receive up to \$12 per day for meals. 7,000
4. Microfilming of Financial Aids records - Necessary due to limited storage space and necessity to keep records in a two-hour fire rated storage area. 1,500
5. On-campus phones (4) for students - Proposed to install outside Campus Center, 540

Admissions, Garvin Theater and Library. Students will be able to call Security in case of a problem, call for an escort, or call an instructor.

- | | | |
|----|--|-----------------|
| 6. | Overtime for Trainer and Equipment Manager - Our overtime budget is currently a fixed amount. Trainer and equipment manager have received, in recent years, raises in their hourly salary which decreases the amount of hours in which they can work overtime needed to maintain programs. | 2,000 |
| 7. | Safers Maintenance Agreement
Funds necessary to cover increased costs of Safers Software Maintenance Agreement. "Safers" is the software program used by the Financial Aid Office to assist students and maintain a database for governmental reports. | 1,100 |
| 8. | Special Program Advisors to provide entry-level information regarding college services, requirements, and expectations for undecided/undeclared students at Orientation and follow-up activities. (Approximately 350 hours X \$8.50/hour). | <u>3,000</u> |
| | TOTAL: | \$18,640 |

B. ESSENTIAL

- | | | |
|----|---|----------|
| 1. | Articulation Officer - classified - 1 FTE
To perform articulation activities for the college | \$20,000 |
| 2. | Computer/Printer - Health/Wellness Office | 2,500 |
| 3. | Computer replacement - Security's (shared with Student Activities) present HP 125 has constant problems and is out for repair frequently. Staff has not been able to utilize present microcomputer for designated purposes. | 1,800 |
| 4. | Counselors - hourly to maintain Matriculation mandates (\$16/hour X 187 hours - approximate) | 3,000 |
| 5. | Faculty Advising - 10 additional
(\$1,000 X 10 Faculty Advisors) | 10,000 |
| 6. | Furniture replacement - Counseling's receptionist and secretary (Word processor tables, plus one round meeting table with six matching chairs). | 3,800 |

7.	Grants, Student Educational incentives - if grant received for Minority "Transfer Achievement Project" - 200 students X \$25/semester X 2 semesters	10,000
8.	Graduation check list (Counseling) Matriculation has \$5,000 - need additional \$8,000 to purchase existing software package.	8,000
9.	Group Study leaders for Transfer Center Project - 3 students X \$6.25/hour X 216 hours	4,000
10.	Head athletic coaches, non-contract additional stipend of \$2,000/mo. (each) SBCC's non-contract head coaches are paid well below other WSC coaches. This condition limits the pool of non-contract head coaches we can hire.	12,000
11.	Outreach and Career Center hourly counselors - Business and SBCC networking for job placement.	3,000
12.	Security heavy jackets - heavy jackets are needed for full-time security officers. Current jackets are merely windbreakers and not sufficient for cold weather such as was experienced this past winter.	500
13.	Security - half-time position (increase 1/2 PT to 1 FTE) - With more transient problems and other difficulties, it is believed that the campus would be better served by increasing this position. Additional benefit would be another full-time staff in the afternoon.	<u>10,700</u>
	TOTAL:	\$89,300

C. DESIRABLE

1.	Assistant Women's Volleyball coach-stipend Currently, assistant volleyball coach works as a professional volunteer. Number of participants are equivalent to both Men's and Women's Basketball.	\$ 2,000
2.	Career Education/Work Experience cooperation project - innovative pilot program connecting worksite to career classes.	3,000
3.	Painting file cabinets in Admissions - in anticipation of move to new student services building (and to brighten up present	2,000

environment) requesting to have metal file cabinets and other metal cabinets electrostatically finished to match desks.

- | | |
|--|--------------|
| 4. Mental Health counselor hours increased for summer and evenings | 5,000 |
| 5. Peer Advisors for Transfer Center Project (Two peer advisors X \$4.47/hour X 540 hours) | 4,800 |
| 6. Secretary/Receptionist - Financial Aid Office - to provide secretarial/receptionist assistance to one of the busiest offices on campus. A tremendous need to support an understaffed office. | 20,000 |
| 7. Special Program Advisors - Transfer Center (\$9.15/hour X 720 hours) | 6,400 |
| Special Program Advisors for orientation for special target groups | 8,000 |
| 8. Supplies, follow-up/outreach materials Mailings (brochures/pamphlets), etc. for pre-admission activities; supplies for orientation and follow-up activities, i.e., workshops, seminars, early warning, probation. | <u>6 000</u> |

TOTAL: \$57,200

GRAND TOTAL: \$165,140

LFF/dmc
D-21/"RRR"

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

1988 -- 1989 PRELIMINARY BUDGET

SUMMARY (without Lottery)

	***** 1986-1987 *****			***** 1987-1988 *****				***** 1988-1989 *****	
	GENERAL FUND			GENERAL FUND				GENERAL FUND	
	ADOPTED	ADJUSTED	ACTUAL	PRELIMINARY	TENTATIVE	ADOPTION	DIFFERENCE	PLANNING	PRELIMINARY
NET BEGINNING BALANCE									
General	\$1,312,580	\$1,231,081	\$1,231,081	\$1,297,120	\$1,297,120	\$2,047,866*	\$750,746	\$ 1,244,522	\$ 1,244,522
Restricted	\$11,762	\$11,762	\$11,762	\$0	\$0	\$44,539	\$44,539	---	---
INCOME									
Federal	\$552,146	\$667,073	\$656,048	\$552,146	\$552,146	\$552,146	\$0	552,146	552,146
State	\$15,325,441	\$15,948,109	\$15,784,611	\$15,737,313	\$16,176,617	\$16,783,619	\$607,002	17,080,139	17,266,640
Local	\$6,432,732	\$6,685,648	\$6,834,214	\$6,434,727	\$6,434,727	\$6,736,847	\$302,120	6,736,847	6,736,847
TOTAL INCOME	\$22,310,319	\$23,300,830	\$23,274,873	\$22,724,186	\$23,163,490	\$24,072,612	\$909,122	\$24,369,132	\$24,555,633
INCOME & BEGINNING BALANCE	\$23,634,661	\$24,543,673	\$24,517,716	\$24,021,306	\$24,460,610	\$26,165,017	\$1,704,407	\$25,613,654	\$25,800,155
EXPENDITURES									
Certificated Salaries	\$9,959,321	\$10,071,944	\$10,080,213	\$10,841,067	\$10,868,598	\$11,666,829	\$798,231	\$11,423,776	\$11,389,195
Classified Salaries	\$4,749,858	\$5,034,189	\$4,824,812	\$5,183,363	\$5,266,782	\$5,566,566	\$299,784	5,627,489	5,635,558
Employee Benefits	\$2,663,398	\$2,799,942	\$2,665,077	\$2,930,063	\$2,980,958	\$3,180,850	\$199,892	3,235,850	3,189,400
Supplies	\$890,016	\$960,815	\$841,853	\$882,576	\$907,564	\$956,117	\$48,553	947,117	947,117
Contracted Services	\$2,742,103	\$2,836,917	\$2,776,502	\$2,715,005	\$2,766,532	\$2,775,567	\$9,035	2,766,842	2,766,842
TOTAL CURRENT EXPENSES	\$21,004,696	\$21,703,807	\$21,188,457	\$22,552,074	\$22,790,434	\$24,145,929	\$1,355,495	\$24,001,074	\$23,928,112
Capital Outlay	\$304,085	\$685,221	\$600,107	\$304,085	\$325,290	\$707,566	\$382,276	\$ 325,290	\$ 325,290
Student Financial Aid	\$100,000	\$119,403	\$86,747	\$100,000	\$67,000	\$67,000	\$0	67,000	67,000
TOTAL EXPENDITURES	\$21,408,781	\$22,508,431	\$21,875,311	\$22,956,159	\$23,182,724	\$24,920,495	\$1,737,771	\$24,393,364	\$24,320,402
Transfer to Other Funds	\$0	\$100,000	\$550,000	\$0	\$0	\$0	\$0	---	---
ENDING BALANCE									
Board Operating Contingency (5%)	\$1,070,439	\$1,063,239	\$1,093,766	\$1,065,147	\$1,159,136	\$1,244,522	\$85,386	\$ 1,220,290	\$ 1,216,020
Other Approp. for Contingencies	\$1,155,441	\$872,003	\$954,100	\$0	\$118,750	\$0	(\$118,750)	---	263,733
Restricted Funds	\$0	\$0	\$44,539	\$0	\$0	\$0	\$0	---	---
EXPENDITURES, TRANSFERS AND ENDING BALANCE	\$23,634,661	\$24,543,673	\$24,517,716	\$24,021,306	\$24,460,610	\$26,165,017	\$1,704,407	\$25,613,654	\$25,800,155

*Negotiations with Instructors' Assoc.
Incomplete by 6/30/87. Salary Adjustments
retroactive to 1/1/87 will be forthcoming

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

1988 -- 1989 Preliminary Budget
General Fund

The following changes have been made to the 1988-1989 Planning Budget (Dec. 16, 1987).

INCOME

Base Revenue Adjustment - 1987-1988 Equalization	\$124,000
General Revenue	62,501
COLA increased from 4.5% to 4.79%	
8882 ADA (Same as Planning Budget) ¹	
No growth or equalization	
TOTAL INCOME INCREASE	<u>\$186,501</u>

EXPENDITURES

Salary and benefits COLA increase from 4.5% to 4.79% effective January 1, 1989.	\$ 31,038
Certificated	\$19,419
Classified	8,069
Benefits	3,550
Additional deletion - retroactive pay \$362,000 was estimated for the Planning Budget. Actual is \$416,000	(54,000)
Benefits deletion for retroactive pay	<u>(50,000)</u>
TOTAL EXPENDITURES DECREASE	<u>\$(72,962)</u>

¹. The current 1987-1988 funded ADA estimate is 8,964 but 8882 is used in the 1988-1989 calculation due to possible ADA adjustments resulting from audit findings.

baj

2/29/88

SANTA BARBARA CITY COLLEGE

Memorandum (funds88.mem)
 March 10, 1988

To; John Romo
 Charles Hanson

From: Burt Miller

Subject: Budget and Lottery Requests from President's Office

The following are budget and lottery requests submitted from Personnel, College Information, and Data Processing for 1988-89.

<u>Department/Item</u>	<u>Lottery 88</u>		<u>Budget Increase</u>	<u>Priority</u>
Personnel				
Affirmative Action Advertising	\$3,000	OR	\$3,000	2
College Information				
2- HP 150C Micros Full-time writer	\$5,000		\$30,000	
Data Processing				
Increase to maintenance contract with HP			\$2,600	1
Add telephone line from Child Care Center to CCCA			\$ 500	1
Planning and Research				
Increase Printing & Duplicating to cover printing of five-year plan			\$ 500	3
Publications				
Temporary (one-year) FT Pubs. Asst.	\$25,000	OR	\$25,000	4