

SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COMMITTEE

November 25, 1986

M I N U T E S

Present: J. Romo, M. Bobgan, J. Diaz, L. Fairly, P. Freeman, C. Hanson,  
R. Schiferl, B. Trotter, Mathew Steen (student Rep.)

Absent: H.P. Fairly, D. Oroz

Guest: Burt Miller

**CALL TO ORDER**

The meeting was called to order at 3:08 p.m.

**APPROVAL OF MINUTES**

M/S/C Trotter/Schiferl Unanimous

To approve the October 7, 1986 meeting minutes.

**APPOINTMENT OF BYLAWS AND PROCEDURES COMMITTEE**

On October 7, 1986, CPC approved the formation of a committee to develop by-laws and procedures for the College Planning Committee. Committee member B. Trotter and resource representative B. Miller agreed to work with Chair Romo on this item.

**RESPONSE FROM DR. MACDOUGALL TO RECOMMENDED CRITERIA FOR LOTTERY FUNDS ALLOCATION**

The Chair read excerpts from Dr. MacDougall's response in which he commended the sub-committee for its work. Dr. MacDougall also stated in his letter that his position on two criteria was at variance with that of the committee:

Criteria #1: Funds will be available to both credit and non-credit programs based on the merit of individual proposals originating from each program and not necessarily the percent of total dollars requested. Although Dr. MacDougall agreed with the committee that the distribution would "not necessarily" be on a percent basis, he stated that he would be "influenced" by a statement of need by the Continuing Education unit and that initially the allocation to Continuing Education would be based on the percentage of ADA produced.

Criterion #2: Lottery funds should be used for one-year-only expenditures. Dr. MacDougall appreciated the committee's concern, but reiterated the District's commitment to making SBCC staff salaries more competitive. He indicated that consideration of lottery funds for this purpose would be made. The Chair noted that subsequent to the President's response, \$335,000 has been set aside for salaries, pending the conclusion of negotiations with certificated and classified staff.

## LOTTERY UPDATE

The Chair reported that the committee has received some requests for lottery funds from Community Services, Research and Grants, and Personnel and that these requests had been reviewed. He stated that the Division Chair Council voted at its meeting of November 19, 1986 to submit to CPC the 1986-87 lottery fund request package. He noted that the projected lottery monies (approximately \$1,000,000) could be reduced in view of the recent slow-down in lottery sales.

The Chair briefly reviewed the projected lottery expenditures. He reminded the committee that \$319,700 has already been approved for funding by prior CPC action. "On-hold" are \$335,000 for salaries and \$72,513 for Continuing Education, leaving an adjusted balance of \$272,787 for allocation.

The Chair outlined the procedure for the review by CPC of the lottery requests. He stated that division deans would be present to respond to questions. The Vice Presidents, Business Manager and Personnel Director will subsequently meet to integrate all items for review and to make recommendations prior to submitting the items to CPC for final action on December 16.

## NEW EQUIPMENT REQUESTS

The chair reported that DCC approved the allocation of \$208,987 for new equipment requested by Academic Affairs/Instructional Support.

M/S/C SCHIFERL/TROTTER

That the new equipment rankings approved by DCC for \$208,978 be endorsed by CPC.

AYES: 6 NOES: 0 ABSTENTIONS: 0

## SUPPLIES/EQUIPMENT PURCHASES

(Deferred)

## ITEMS FUNDED FROM 86-87 PRIORITIZATION: GENERAL FUND

The Chair distributed a list of CPC ranked items which have been funded from the 1986-87 General Fund.

## AD HOC PLANNING/BUDGET UPDATE

The Chair reported that the committee members of the Ad Hoc Planning/Budget Committee (J. Romo, J. Diaz, R. Schiferl, R. Fairly) met with C. Hanson to discuss the planning and budget development procedures. In the discussion on this subject, suggestions were made by committee members for improving the overall planning process:

1. Development of a timeline and rationale for the budget building/planning process, with emphasis on guidelines from the Institutional Directions Statement.
2. Formulation of an in-depth survey of how departments arrive at goals and

objectives in order to facilitate long-range planning.

3. Development of a uniform format for planning documents. (B. Miller, Vice Presidents)
5. Presentation of an in-service workshop on budget building (C. Hanson)

Dr. Hanson outlined briefly the steps involved in developing the annual budget. He explained that the planning budget is built upon the previous year's budget, incorporates the Board of Trustees' mandated 5% reserve, and has income based upon the projected state revenues (ADA, etc.). The preliminary and tentative stages of budget development reflect funding information available at the time of publication. The final budget is adopted by the Board of Trustees in August.

The meeting was adjourned at 4:27 p.m.

JR/jdm

cc: Deans of Instruction  
Division Chairs/Department Chairs  
Rep Council  
Ms. Harrington

Santa Barbara Community College District

December 2, 1986

To: College Planning Council

From: Charles Hanson, Business Manager

Re: 1986-87 LOTTERY FUNDS - BUSINESS SERVICES REQUESTS  
(Prioritized/Ranked Order)

1.	Telephone	Replace corroded wires	\$ 2,000
2.	Business	Five replacement chairs	1,250
3.	Payroll/Finance	Terminal	1,200
4.	Accounting	Word processing/statistical	7,400
5.	Duplicating	Mailing machine/Postage Meter	6,200
6.	Telephone	Console - supplemental	6,000
7.	Facilities	Power mower - major lawns	11,500
8.	Facilities	Word processing	7,500
9.	Facilities	Software (P.M./W.O.)	7,500
		Construction office equipment (desk, chair, blueprint table, file)	1,250
10.	Facilities	3/4 ton pickup (used)	
11.	Purchasing	Delivery pickup	8,500
12.	Facilities	Radio pager	7,000
13.	Facilities	Tractor attachment (fertilizer spreader)	1,250 1,500
14.	Business	Three replacement calculators	500
15.	Community Services	Gym bleacher tractor	5,000
16.	Business	Trash compactor system	27,500
17.	Facilities	Electric cart	4,500
18.	Community Services	50 chairs/storage truck	700
19.	Transportation	Campus van	<u>16,000</u>
		T O T A L:	\$ 123,750

CLH:mr

lot123

SANTA BARBARA CITY COLLEGE

TO: John Romo - CPC DATE: October 29, 1986  
FROM: DAN OROZ, Director of Personnel Services RE: Request for Lottery Funding

This request is submitted for consideration by CPC for the next allocation of Lottery Funding.

cc: Budget

1. Classified Personnel

Sr. Secretary Hourly \$10,000 (vs. \$20,000 for FT permanent  
(Word Processing Skills))

Rationale

Faculty Collective Bargaining  
Expanded Affirmative Action recruitment activities  
Expanded personnel benefit administration - COBRA, AB 528  
Increased numbers of employees  
Substitute funds e.g. B.Bartels

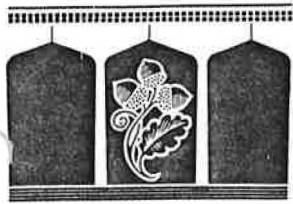
2. Affirmative Action Advertising - \$10,000

Action

3. One (1) IBM typewriter - \$1,000

Old typewriter can no longer be repaired. Needed for forms and documents which can't be handled on microcomputer.

4. One (1) HP 150 microcomputer for Stella Castellanos.



Santa Barbara Community College District  
**Santa Barbara City College**

721 Cliff Drive □ Santa Barbara, California 93109-9990 □ (805) 965-0581

Date: December 1, 1986  
To: College Planning Council  
From: Burt Miller <sup>BPM</sup>  
Re: Proposal for Use of Lottery Funds

Category: Facilities

Background and Justification - In July, 1986, Central Coast Computing Authority entered into a consulting contract with Cronan-Lewis, Inc., to evaluate our data communication system. The consultant's recommendations were received on October 17, and include a strong recommendation that our Port Selector be moved from its present location in the Administration Boiler Room to the telephone switching room next to A-155. This would provide both a better operating environment and a better working environment. It would increase the reliability and lifetime of the Port Selector and would protect it against catastrophic events such as flooding which could easily destroy the unit. It would make working on the unit more efficient as well. The College currently has over \$52,000 invested in this system.

Estimated Cost: It is difficult to pin down an exact dollar figure, because the work will be done by a number of people including our facilities crews, CCCA, and an outside electrical contractor. We are quite certain, however, that it can be done for about \$6,000.

BPM:a1

SANTA BARBARA CITY COLLEGE

Memorandum(techtrng.cpc)  
November 3, 1986

To: College Planning Committee  
From: Burt Miller *BPM*

Subject: Request for Lottery Funds - Training and Technical Support for  
Microcomputer Users

Category - Personnel Services

Background and Justification - For three and one-half years, the college has been using microcomputers in administrative offices to enhance productivity. Most of the users are very unsophisticated about these tools, and have been able only to master the fundamentals of one particular software package, usually WordStar. There is an urgent need for more depth of training in applications software, use of operating system features, and the basics of hardware. Also, many people would probably have use for other software packages if they had appropriate training. This is particularly true for Spreadsheet and Database packages.

The Data Processing Committee has looked at this problem and notes that many persons are not using their micros to anywhere near their full potential. A survey conducted by the Professional Growth Board indicates a strong desire on the part of employees for training. The committee recommended that a training program be started as soon as possible.

Training should be offered to all users in operating system fundamentals (CP/M and MS-DOS), and to selected users in Spreadsheets (Lotus 1-2-3) and relational databases (CONDOR or dBASE II/III). Also, all users need some training in how to do simple trouble-shooting when things don't work as they should. This would include how to configure their machine and how it interfaces with the data communications system and the printer.

This is not something that can be done on a one-time only basis. It is an on-going problem. However, it is proposed that we hire an hourly part-time person who can set up and deliver this instruction and who can be a roving helping hand, available on call. After one semester, we should evaluate the result and determine if we should continue this in some form or not.

Estimated Cost: We should plan on one person half-time for one semester. At \$12.00 per hour, this would be a total of \$5,200.

TO: College Planning Council Nov. 24, 1986  
FROM: Lynda Fairly *L. Fairly*  
RE: Lottery - Request - Student Affairs

1. Counseling - Career Center - testing, networking, job placement, for 4000 non-declared/undecided students \$6,000 for hourly counselor.
2. Student Activities - 20 portable tables and 50 stack chairs two portable easels - \$4,000
3. Financial Aid - publish 4,000 consumer education guides - \$4,000 Federal standards; '82 last update
4. Counseling - Career Center - Computerized guidance system; Tandy 1000 personal computer; \$2100 "Discover" software (annual lease) \$1,700 (non-students to pay \$20) Total \$3,800
5. Student Services - Minority Mentor Program - \$3,200
6. Athletics - supplies \$22,400
7. V.P. - Hourly replacement for Secretary - \$3,000
8. EOPS - Child care stipends - \$10,000
9. Transfer/Articulation - \$10,800 - hourly certificated portion
10. Security - one radio \$1,000
11. Counseling - student helpers for high school/business relations program \$2,000 (Welcome Week, tours, orientation outreach)
12. Transfer Center (5) Peer Advisors \$5,000
13. Counseling - hourly counselors to assist with advisement, IEP's on Financial Aid students, articulation, students on probation/disqualification, high school liaison - \$13,200 (non-matriculating students)
14. Financial Aid - staff training \$750 re: new Federal regulations
15. Counseling - clerical \$2,500 (for Summer months and beginning of each semester) S.S. - 8 weeks.



16. Counseling - transition and school/business relations brochures, planning guides, faculty advising manuals, student leader materials - \$4,000
17. Health Services - increase in mental health counselors on an hourly basis - \$3,400
18. Counseling/Transition program/School-Business Relations/Dean's Office - 4 terminals/printers \$5500
19. Security - devices for classrooms \$3,000
20. Counseling - mailers, consultants, video updates, and productions for Gender Equity, Transfer Center, Career Center, Job Placement and Counseling - \$6,000
21. Counseling - Faculty advising workshops \$1,000 (50 faculty)
22. Admissions - Copier machine \$5,500 or lease a machine to replace older machine
23. Counseling - Project ASSIST clerical help - \$1,800
24. Counseling - student peer leaders workshop \$500
25. Counseling travel/meals for high school articulation meetings \$800
26. Banner for Counseling (in public relations efforts) \$600
27. Health Services - carpeting \$1,300
28. Health Services Microprocessor, spirometer, liter syringe \$1,650
29. Student Activities - Think Jet printer \$500
30. Student Activities - relocate marquee \$3,000
31. Counseling - conference table, chairs \$1,800
32. Cal SOAP furniture - \$1,000

LF/mg  
 Disk 14  
 "Requests"

Santa Barbara Community College District

December 4, 1986

To: College Planning Council  
 From: Charles Hanson, Business Manager  
 Re: DISTRICT WIDE NEEDS (NOT PRIORITIZED OR RANKED)

A. CAMPUS/BUILDING REPAIRS/IMPROVEMENTS		
Phys. Educ.	Repair gym bleachers	\$ 3,500
All campus	Painting (interior)	40,000
West Campus	Retrofit exterior lights to 120v	5,000
La Playa	New ticket booths	8,000
La Playa	Resurface upper asphalt	6,600
All campus	Replace deteriorating campus steam lines	18,000
La Playa	Replace Press Box	20,000
Print Shop	Air condition - classroom	9,000
All campus	Entrance directional signs	9,000
Some classrooms	Full spectrum lighting	40,000
CC-225	External door/window (SE side)	5,000
CC-202	Carpet Computer Lab	5,000
Childrens' Center	<u>Modifications</u>	4,000
H-102	Carpet chairs	3,750
Campus Point	Overlook Park	27,000
216	Carpet/chalkboards	8,000
Garvin Theatre	Replace carpet	40,000
All campus	Chalkboards	5,000
H-302	Drapes/chalkboards	2,000
Health Tech	Carpet Conference Room and offices	3,000
Schott Center	Gutters	1,000
Phys. Educ.	Gutters	2,000
All campus	Top trees	15,070
All campus	Plant trees	15,000
	Erosion control	
Bridge	Resurface decking	<u>32,767</u>
T O T A L:		\$ 327,687
B. MAJOR MAINTENANCE		
West Campus	Erosion control	\$ 90,000
Wake Center	Painting	40,000
Phys. Science	Seal/color coat	60,000
Campus Center	Seal/color coat	40,000
Administration	Seal/color coat	200,000
Occ. Educ.	Seal/color coat	40,000
Library	Seal/color coat	30,000
LSG	Seal/color coat	90,000
SC/SS	Painting	28,000
Tennis Courts	Resurfacing	24,000
Walkways	Repair/replace	<u>150,000</u>
T O T A L:		\$ 792,000

DISTRICT WIDE NEEDS (NOT PRIORITIZED OR RANKED)

C. MAJOR BUILDINGS/GROUNDS

Warehouse/storage area		\$ 300,000
Insulation removal		450,000
West Campus	Landscaping/erosion control	150,000
Library	Secondary effects	1,450,000
Pershing Park	Parking lot	192,000
La Playa	Remodel/replace restrooms	65,000
La Playa	Replace bleacher seats (aluminum)	88,000
La Playa	Snack Bar	40,000
West Campus	Entrance modifications	75,000
East Campus	Entrance modifications	63,500
T O T A L:		<u>\$ 2,873,500</u>

D. DEFERRED MAINTENANCE (Submitted - not Approved)

Bridge	Repair/resurface deck	\$ 32,767
Campus	Top trees	15,070
Childrens' Center	Reroof	12,400
Light poles	Replace salt-air-corroded poles	23,700
R building	Reroof	14,400
Campus Center	Reroof Tutorial	28,245
L.S.G.	Resurface second floor walkway	12,200
L.S.G.	Reroof	52,370
Replace condensate motor pumps		10,000
ESL Classrooms	Improve Ventilation	25,000
Drama, Music bldg.	Water seal	72,557
Occ. Educ.	Recontrol HVAC	12,200
L.S.G.	Recontrol HVAC	11,500
Occ. Educ.	Texture coat and seal	35,095
Paint offices and classrooms		<u>50,165</u>
T O T A L:		\$ 408,469

G R A N D T O T A L: \$ 4,401,656

CLH:mr  
reprs  
cc: CPC