

SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COMMITTEE

October 7, 1986

M I N U T E S

Present: J. Romo, Chair, M. Bobgan, J. Diaz, H.P. Fairly, L. Fairly,
P. Freeman, D. Oroz, R. Schiferl, B. Trotter

Guests: E. Cohen, J. Craven, B. Miller, D. Sloane

The Chair welcomed Ralph Schiferl, who was appointed as the third DCC faculty representative to the College Planning Committee for Fall 1986.

I. APPROVAL OF MINUTES: October 7, 1986

Members questioned the meaning of the phrase "20/20", on line 7 of "UPDATE ON STATE BUDGET." The chair stated that the phrase should read "50/50" and that it referred to a quote on the probability of state funding for declining enrollments. The minutes were approved with the clarification noted above.

Mr. Fairly distributed a memo from Mr. Dinaberg (Handout #1) in which he stated that the CPC minutes of August 26 were mistakenly corrected. The original minutes of July 8, 1986, stated that the \$22,025 requested by the Athletic Department was for supplies, not equipment. This statement was amended at the 8/26/86 meeting to read, "Larry Friesen stated that the \$22,025 in the Athletic Department was for equipment, not supplies." Mr. Dinaberg based his position on a California School Accounting Manual distinction between supplies and equipment. (Handout #1). The Chair stated that the definition issue was a substantive one because the equipment/supplies designation requires different allocation and purchasing procedures. Mrs. Fairly suggested that the District definition correspond to the definition in the California School Accounting Manual.

M/S/C H.P. Fairly/Trotter AYES: 7 NOES: 0 ABSTENTIONS: 1

To authorize the chair to request a clear definition of the manner in which the District defines "equipment" and "supplies".

II. ACTION ITEMS

A. APPOINTMENT OF CPC REP TO THE BUDGET DEVELOPMENT COMMITTEE

The Chair distributed copies of the May 20, 1985 CPC minutes and called the members' attention to the motion "to establish a CPC ad hoc committee for the purpose of working with Dr. Hanson in the budget building process for the 1987-88 year; also, said committee will clarify CPC's role in the college-wide planning process and procedures used by CPC for resource/request reviews." Membership has not been established and the issue was brought to CPC for action.

M/S/C Bobgan/Fairly AYES: 8 NOES: 0

To establish an ad hoc committee consisting of the Academic Senate President, the CPC Chair, a faculty representative and a member elected at large.

CPC elected Ralph Schiferl (Faculty Rep) and John Diaz (member at large) to serve on the ad hoc committee.

III. REPORTS

A. COLLEGE PLANNING

Mr. Burt Miller discussed the 1987-1993 Planning Guidelines. He emphasized that the major intent of the planning guidelines is to complete the planning process prior to the end of December. The summary drafts will be completed during January, 1987. The rationale for completing the plan before January is to allow the CPC to devote the entire Spring, 1987 semester to budget development. Mr. Miller pointed out that departments which submitted comprehensive plans for the 1985-86 year need only update them for the October 7, 1986 current planning phase. He noted that SBCC is participating in a state-wide comprehensive planning project which will require gathering data on categorical programs, student services, program planning and approval. The information will be used to develop a state-wide planning document and as a basis for funding requests.

B. LOTTERY

CRITERIA FOR THE EXPENDITURE OF LOTTERY DOLLARS

Dean Sloane distributed copies of the "Criteria for the Expenditure of Lottery Dollars" to members for their review. (Sub-committee members who developed the criteria are C.Hanson, L. Friesen, D. Fossek, L. Rose J. Diaz and G. Carroll.) In the discussion which followed, members suggested several changes: #2. Lottery Funds should be used for one-time only expenditures. Change to read: Lottery Funds should be used for one-year only expenditures. Delete the following: #3. Lottery dollars will be awarded to proposals based on the proposal's merits and not necessarily on the percent of total dollars requested. #1 was changed to read: 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 per cent of total dollars requested.

M/S/C Trotter/Diaz AYES: 6 NOES: 0

To approve the Criteria for the Expenditure of Lottery Dollars with the changes recommended by the committee.

A concern was expressed that the Representative Council had not been given the opportunity to review the criteria. Mrs. Sloane responded that two questionnaires had been distributed to all faculty in the development of criteria by the sub-committee.

M/S/C Bobgan/H.P. Fairly AYES: 6 NOES: 0

That the approved Criteria for the Expenditure of Lottery Funds to sent to Rep Council for review at the October 20th meeting.

ALLOCATION OF LOTTERY FUNDS/PROCEDURE/TIMELINE

The Chair informed the committee that approximately \$900,000 is the projected income from lottery funds and listed those items which have been approved for funding by previous CPC action.

PROJECTED FUNDS AVAILABLE 900,000

Items approved for Funding (CPC action)

Capital Campaign	80,000
La Playa	50,000
Equipment matching	125,000
Part-time coaches	6,000
Matriculation	18,700
Articulation	15,000*
Publications Assistance	25,000
TOTAL	319,700

PROJECTED BALANCE 580,300

The Chair explained the procedures for the allocation of 1986-87 lottery funds.

1. Vice Presidents and the Business Manager will submit requests from their units using the criteria approved by the CPC.
2. The Office of Academic Affairs/Instructional Support will submit its requests to DCC for ranking. The finalized list will then be submitted to CPC.
3. All units' requests will be submitted to CPC for ranking. The chair recommended that after submittal to CPC for first review, ranked items would then be reviewed by Vice Presidents, Dr. Hanson and Mr. Oroz. A recommended institutional ranking compiled by this group would then be submitted to CPC. The final recommendations will be submitted to Dr. MacDougall.

There was some discussion regarding the submittal of lottery requests by organizations outside the unit structure. The Chair suggested that a notice be placed in the College Memorandum that individuals or organizations wishing lottery allocations should submit requests to John Romo. Diana Sloane (Resource Member) was appointed to work with the Chair in reviewing and ranking these items.

A concern was raised by a committee member that the College Planning Committee does not have a vice chairperson. It was suggested that one of the responsibilities of this position would be to assist the chair in the preparation of agenda items and chairing the committee in the absence of the chair. Since this item was not on the agenda, no action was taken.

*To a maximum of \$15,000 if the Santa Barbara High School District commitment is increased. At the present time \$5,000 has been approved by the Santa Barbara School District Board of Education.

JR/jdm

cc: Dr. MacDougall
Division Deans
Dept./Div. Chairs
Rep Council
Ms. Harrington



Santa Barbara Community College District
Santa Barbara City College

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

Date: October 22, 1986

To: Vice President John Romo, Chairman
College Planning Council

From: Peter MacDougall 

Re: Criteria for Lottery Funds Allocation

I appreciate the good work of CPC's Subcommittee on the Criteria. The results demonstrate a thoughtful process and one sensitive to many facets of the College.

In formulating my recommendation to the Board of Trustees, I anticipate that CPC's recommendations, based on the criteria provided, will be the significant basis for my actions.

There are two criteria that deserve mention, because my position is at variance with the CPC.

Criterion #1 - I start from the assumption of entitlement for an allocation to the non-credit program based upon the percentage of ADA produced by that division of the College. Though I agree the distribution will "not necessarily" be on a percent, I will be influenced by Vice President Bobgan's statement of need.

Criterion #2 - It is an area that will be "considered" contrary to the Committee's recommendations. The Committee is well aware of the Board of Trustees' and my commitment to having SBCC staff salaries more competitive. Consideration will be made of lottery dollars and the Committee's position.

Please extend my thanks to the Committee for their good work. I anticipate the recommendations for expenditures and the "creative and innovative projects" they will spur.

PRM:a1

Santa Barbara City College
LOTTERY FUNDS ALLOCATION
1986-87

PREAMBLE

The College Planning Council's Subcommittee on "Criteria for Expenditure of Lottery Dollars" recommends the following criteria with the philosophical position that lottery dollars be treated separately from money in the District's General Fund. Lottery funds should continue to be seen as a grant and as extra income which allows us to accomplish creative and innovative projects.

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.
2. Lottery funds should be used for one-year-only expenditures.
3. Priority should be given to projects for which matching funds are available, providing they are consistent with other criteria established for the use of lottery dollars.
4. Priority should be given to projects that hold significant promise of obtaining additional money for the district.
5. Priority should be given to proposals identified in five year plans.
6. Priority should be given to projects that have a positive effect on student success.
7. Creative and innovative proposals should be given consideration in the use of lottery dollars.
8. College-initiated proposals that jointly benefit the college and the community should be given consideration in the use of lottery dollars.
9. Compensation of personnel on a one-time-only basis, such as a bonus, hourly, or temporary contracts, has equal advantage to any other proposal in application for lottery dollars.
10. Activities for which deferred maintenance funds, equipment funds or other specially earmarked funds are available, will receive low priority in the allocation of lottery funds.
11. On-going salary or personnel costs should not be addressed through lottery dollars, as they should be built into the college budget.

(Continued, over ...)

PROCESS

1. Project proposals should be accepted from all segments of the college, including, but not limited to academic departments, student services, administrative support services, college committees, classified staff, and certificated staff.
2. Lottery funds should be kept separate from district funds in the college budget.
3. Lottery dollars should be allocated using a college-wide review process.

10/2/86
disc7:lot-crit.gui

RESOURCE REQUEST ITEMS FUNDED 1986-87

General

<u>Item</u>	<u>Allocation</u>
Certificated positions (3) and benefits	\$ 93,390
Biology - classified hourly, Microbiology	2,357
Biology - general student hourly	500
Student Services - Admissions Clerk, hourly	4,000
Essential Skills - books	1,000
Athletics - part-time coaches	6,000
Library - 10 days summer certificated	2,100
English - CAI software/supplies	2,500
LAC - classified hourly, evenings	6,000
Library Periodicals (carry-over)	2,000

Funded from 1986-87 Lottery

<u>Item</u>	<u>Allocation</u>
1. Capital Campaign	\$ 80,000
2. LaPlaya Track	50,000
3. Equipment Match	125,000
4. Certificated Hourly	105,000
5. Matriculation	
a. Assessment Technicians (1/2)	\$ 10,000
b. Counselors (Assessment)	5,500
c. Orientation Brochure	2,000
d. Classified Hourly	<u>1,200</u>
	18,700

To Be Considered for Funding from Existing Budgets

<u>Item</u>	<u>Amount</u>	<u>Source</u>
Matriculation: Tutors	\$ 17,000	Matsui savings
Auto: Replace lights	4,000	Facilities
Library: Periodicals	1,800	COLA
Art: Exhaust fans	1,200	Facilities
Instruction: Chalkboards	2,000	Facilities

JR:ba - 9/17/86
Office of Academic Affairs
DCC:Funded.Res

SANTA BARBARA CITY COLLEGE

LOTTERY PROJECTIONS
1986-87

Projected Income 1,000,000

Items approved for funding (CPC Action)

a.	Capital Campaign	80,000
b.	La Playa	50,000
c.	Equipment Match	6,000
d.	Part-time Coaches	125,000
e.	Matriculation	18,700
f.	Articulation	15,000
g.	Publications Assist.	25,000
	TOTAL	<u>319,700</u>

Projected Balance 680,300

Hold for Salaries	335,000
Hold CE (21% after salary adjustments and funded items)	72,513

Adjusted Balance 272,787

November 19, 1986

SANTA BARBARA CITY COLLEGE
OFFICE OF ACADEMIC AFFAIRS

DATE: November 19, 1986
TO: College Planning Committee
FROM: John Romo, Vice President, Academic Affairs
SUBJECT: PRIORITIZATION OF LOTTERY REQUESTS

Submitted herewith are the lists of Division Chair Council requests in priority order recommended for funding as follows:

	<u>Amount</u>
Matriculation (Essential Items)	\$ 50,788
Health/Safety	4,375
Priority #1 Items	97,430
Chalkboards (Math/English)	2,500
Schedule Conversion	<u>43,000</u>
TOTAL:	<u>\$198,093</u>

If funds are available to support other items from credit instructional departments, the Division Chair Council recommends following the order reflected in the Priority #2 rankings.

The Council asked that in the event of insufficient funding to cover all items requested, the College Planning Committee will return the lists to Division Chair Council for ranking.

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Attachments

SANTA BARBARA CITY COLLEGE
 COLLEGE PLANNING COMMITTEE
 LOTTERY REQUESTS - 1986/87

	<u>Item</u>	<u>Est. Cost</u>
ACADEMIC AFFAIRS	Matriculation (Essential)	50,788
	Health and Safety	4,375
	Department Priority 1 Items	97,430
	Chalkboards (Math/English)	2,500
	Schedule Conversion	43,000
	Department Priority 2 Items	<u>89,025</u>
	TOTAL ACADEMIC AFFAIRS	287,118
STUDENT AFFAIRS	Ranked Items 1-32	133,000
RESEARCH OFFICE	Training and Technical Support for Micro Users	5,200
	Move Port Selector	<u>6,000</u>
	TOTAL RESEARCH & GRANTS	11,200
PERSONNEL	Ranked Items 1-4	14,000
BUSINESS SERVICES	Ranked Items 1-19	123,750
DISTRICT-WIDE NEED (Not Ranked)	Campus Building Repairs/Improvements	327,687
	Major Maintenance	792,000
	Major Building/Grounds	2,873,500
	Deferred Maintenance	408,469
	TOTAL DISTRICT NEEDS	<u>4,401,656</u>
	GRAND TOTAL	4,970,724

LOTTERY FUND REQUESTS

Division Chair Council

MATRICULATION

ESSENTIAL

Cert:	Hrly couns, assmt/prob/disq	6,800	
Cert:	Fi Aids hrly couns, IEPs, Orien, Advising	2,550	
	Disab Stu hrly couns increase	510	
	Writing assessment, hrly readers	1,020	10,880
Class:	Assessment assistance	3,600	
	Add'l assessment at registration	1,008	
	Couns appts assistance	2,400	
	Probation/Disqualification IEPs	5,000	12,008
Students:	Tutors, Early Warning, remed/assessment	12,000	
	Student peer helpers, orien, tours, etc	2,500	
	Student helpers, evaluation activities	2,500	17,000
Equip/Sup:	Add'l Student Planning Guides	3,500	
	Eight megabyte disks, Assessment	4,200	
	Scantron forms/office supplies, Assessment	1,500	
	Power supply, Assessment equip	800	
	Ten removable disks, Assessment	900	10,900
			<u>10,900</u>
	TOTAL ESSENTIAL		50,788

NEEDED

Class:	*Clerical 1/2-time, math/Eng/Essn Sks/ESL		6,000
Equip/Sup:	*Career Center/Couns, two terminals/printers	1,750	
	*ESL scanner/computer/printer	10,000	
			11,750
* To Priority #2	TOTAL NEEDED		17,750

DESIRABLE

Cert:	Enabler/Coun, Physically Disab	15,000	
Class:	Clerical help for DSS	2,340	
Equip/Sup:	Student tracking system development	10,000	
	TOTAL DESIRABLE		<u>27,340</u>

TOTAL MATRICULATION 95,878

ACADEMIC

	Schedule/Catalog conversion	40,000	
	Classified hrly, early Schedule	<u>3,000</u>	
	TOTAL ACADEMIC AFFAIRS		<u>43,000</u>

GRAND TOTAL 138,878

LOTTERY FUND REQUESTS
Division Chair Council
HEALTH AND SAFETY

DEPT	ITEM	EST COST
Auto	Asbestos vacuum cleane	1,650
ESL	External door to CC-225	2,000
Art	Air cleaner	725
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	TOTAL	<u>4,375</u>

DCC/ba:11/19/86
LOTUS:Health.Prn

LOTTERY FUND REQUESTS

Division Chair Council

PRIORITY #1

DEPT	ITEM	EST COST
BOE	Carpeting A-202	5,800
ECE	Child Care Center struc. changes	4,000
English	Refurbish H-102	3,750
Comp Sci	Carrels	5,200
Eng Comp/Lit	CONCEPT augmentation	2,000
Art	Gallery reinstatement	10,080
Comm	Speech contest	500
Chemistry	Organic chem to micro scale	8,000
Biology	Renovate LG-216	8,000
Dental Asstg	Operatory upgrade	15,000
Library	OCLC conversion	8,000
Library	Dialog, telecom. charges	800
Media	Software	300
Tutorial	Micro, printer, software	3,000
Ac Affairs	Research hard/software, stu. asst	9,500
Ac Affairs	Fifty tablet armchairs	2,500
Fac Enr Com	New faculty orientation	5,000
Ac Affairs	Travel & Conf., Articulation	3,000
Honors	Budget	3,000
	TOTAL	<u>97,430</u>

DCC/ba:11/19/86
 LOTUS:PriOne.Prn

LOTTERY FUND REQUESTS

Division Chair Council

PRIORITY #2

DEPT	ITEM	EST COST	POINTS
Music	Electronic music lab match	7,000	19
Ac Affairs	Grants Development	2,000	15
Theatre Arts	High School Outreach	3,000	14
Ac Affairs	Tablet armchairs	2,500	14
Physics	Upgrade physics shop	3,075	12
Comp Sci	Remodel H-240, H-241	4,000	12
Media	Training for video technician	1,500	12
Media	Test equipment	8,800	12
Theatre Arts	Creation of office space	1,900	11
Ac Affairs	Business outreach	800	11
Fac Enr Com	Increase in division travel	8,000	10
P. E.	Renovate weight room	10,000	9
*Career Center	Two terminals/printers	1,750	9
*ESL	Scanner/computer/printer	10,000	9
*Math/Eng Div	Clerical 1/2-time	6,000	8
Math	Copy machine	3,000	8
ESL	Copy machine	3,000	7
+ Math/Eng	Chalkboards (R-4,2, L-221,222,223)	2,500	7
Social Sci	Readers	1,000	7
Theatre Arts	Handrails (Garvin Th)	3,000	7
Theatre Arts	Safety edges on steps (Garvin Th)	200	7
Comm	Cart and tables	400	7
Foreign Lang	Conversion H-302 lab to classroom	2,000	6
Music	Instrument cabinets	2,500	5
Fine Arts	Signs & maps for DM	500	3
Health Tech	Shelving for HP150	600	2
TOTAL		<u>89,025</u>	

* From Matriculation "Needed"

DCC/ba:11/19/86
 LOTUS: PriTwo.Prn

SANTA BARBARA CITY COLLEGE

NEW EQUIPMENT 1986-87

DIVISION SUMMARY

DIVISION	REQUESTED	RECOMMENDED
APPLIED SCIENCES	232,630	36,720
BUSINESS EDUCATION	32,438	17,438
ENGLISH	4,750	5,450
FINE ARTS/COMMUNICATIONS	39,543	21,125
HEALTH TECHNOLOGY	10,575	2,000
MATH/COMPUTER SCIENCE	68,400	48,200
PHYSICAL EDUCATION/REC	64,300	11,100
SCIENCES	441,734	24,920
SOCIAL SCIENCES/ FOREIGN LANGUAGES	24,395	20,900
INSTRUCTIONAL SUPPORT	40,905	21,125
TOTAL	959,670	<u>208,978</u>

SANTA BARBARA CITY COLLEGE

NEW EQUIPMENT RANKINGS
1986-87

MR. MEL ELKINS

<u>Department</u>	<u>Item</u>	<u>Est. Cost</u>
Graphics	Laser printer to network w/ 20 stations	30,000
Electronics	Logic analyzer	4,000
M/M/S	1 IBM network system	5,400
Drafting	VEMCO machines	1,000
Electronics	5 Micro processor stations	1,500
Drafting	Portable marker board	220
Bus. Adm.	Networking system (Acctg)	<u>12,038</u>
	TOTAL	<u>54,158</u>

New Equipment Rankings, 1986-87
 Page 2

DR. JACK FRIENDLANDER

<u>Department</u>	<u>Item</u>	<u>Est. Cost</u>
Soc Science	8 monitors and cabinets	8,000
Music	Yamaha instruments	7,400
Art	Design studio equipment	5,000
Communications	Micor computer system w/ hard disk	3,500
Communications	Video System	1,300
History	3 Video programs	1,150
Psychology	Bio feedback micro lab	350
CAI	2 IBM systems	5,000
Political Science	VHS recorder/player	400
Theatre Arts	3 Industrial clothing racks	900
Communications	25" monitor w/stand	1,100
Psychology	Micro system	2,500
Am Eth. Studies	Software	500
History	6 Maps	500
Music	Vibraphone	1,200
History	Microsystem	2,300
Psychology	Brain model	400
Art	Ball mill	500
Art	Pneumatic stone carver	225
German/Ital	German tapes	2,100
Foreign Languages	Monitor & VCR	2,700
	TOTAL	47,025

DR. ELAINE COHEN

<u>Department</u>	<u>Item</u>	<u>Est. Cost</u>
Math	CAI software	2,000
Computer Science	9 IBM PC's	18,000
Essential Skills	IBM system/printer	4,000
LAC	Microcomputer system w/printer & stand	2,300
Math	2 Microcomputer systems w/printer & stand	4,600
Computer Science	Projection system and screen	4,600
Honors	Micro w/printer	2,300
LAC	Monitor	800
Essential Skills	Camelot software	1,000
Computer Science	10 Data base software packages	4,000
Math	25" monitor	1,200
Honors	VCR	1,425
Computer Science	2 DOT matrix printers	1,500
Math	Microcomputer system w/ printer & stand	2,300
Computer Science	Network system	<u>10,000</u>
	TOTAL	<u>61,725</u>

MRS. SLOANE

<u>Department</u>		<u>Est. Cost</u>
Disabled Students	IBM system	4,000
Media	4 Overhead projectors	1,600
Health Tech	2 Overhead projectors	800
Earth Science	KROY Lettering machine	2,800
Chemistry	Microsystem w/table	2,900
Biology	Microscope	7,000
Physics/Engr.	Pulse height analyzer	3,200
Physical Ed	Video equipment	8,000
Physical Ed	5 Bicycle exercisers	1,100
Physics/Engr.	10 Frequency counters	2,600
Media	Portable Beta camcorder & Monitor	2,000
Health Tech	Anatomical torso	1,200
Physics/Engr.	Video camera	320
Earth Science	Films	500
Physical Ed	Knee machine	2,000
Biology	VCR and monitor	3,200
Physics/Engr.	Speed of light apparatus	2,400
	TOTAL	45,620