

SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COUNCIL

February 21, 1989

M I N U T E S

PRESENT: J. Romo, Chair, M. Bobgan, G. Brady, J. Connell, J. Diaz, L. Fairly,
T. Garey, P. Moorhouse, D. Oroz
RESOURCE: F. Friedlander, B. Miller, H. Pugh, D. Sloane
GUESTS: R. Dinaberg, J. Ullom

APPROVAL OF MINUTES: February 14, 1989

Deferred

INFORMATION ITEM

CONTINUING EDUCATION LOTTERY AND NEW INSTRUCTIONAL EQUIPMENT

Dr. Bobgan reported that Continuing Education has recommended that the major allocation of second round lottery be used to purchase software designed to handle registration, catalog and class scheduling. When the program has been completed and tested, it will be marketed to other community colleges. The cost of the software package is \$31,500.

The Instructors Association, Continuing Education, has made the following recommendations for new instructional equipment:

1. Two Model UST-8 KAWAI studio pianos and upgrade for two other pianos (Schott Center)	5,000
2. XT computers and lazerjet printers (Wake Center)	13,000
3. Network cards, cables, hardware to install computer networks (Wake Center)	18,000
4. Computer software (Wake Center)	10,000
5. Kiln minder for glass fusing ovens	1,800
6. Refrigerator for foods program (Wake Center)	1,000
7. One 25" TV monitor, two VHS cassette players, two carts	4,000
8. One audio cassette duplicator	600
TOTAL	53,400

Dr. Bobgan noted that these items represents a portion of the total Continuing Education allocation of \$81,501 for new equipment.

STATUS OF CERTIFICATED PERSONNEL REQUESTS, 1989-90.

The Chair reported that he met with Dr. MacDougall on certificated personnel requests. The President and Mr. Romo reviewed both the original DCC recommendations and the CPC recommendations in determining which positions would be funded. Seven positions, including the Vince Cole replacement, will be filled, in addition to the exempted positions which are currently being advertised. A position in Physical Education will be funded if Mr. Fairly moves into a phased retirement plan.

The positions recommended by the President are:

1. English Comp & Lit - Regular contract (new)
2. Marketing/Management/Supervision - Regular contract (replacement for Al Silvera)
3. Essential Skills - Regular contract (new)
4. CADD/Drafting - Temporary contract*
(The rationale for a temporary contract is based on relatively low WSCH/FTE, attrition rate and possible program and fiscal changes in some tech areas due to enrollments vis a vis job possibilities.)
5. Theatre Arts (Costume) - Temporary contract
(Rationale for temporary status: uncertainty as to direction of program and relatively low WSCH/FTE.)
7. Physical Education/Athletics - Regular contract**
(Rationale: Existence of an expensive facility which requires a full time person to support the track program for college and community use.)

Classified Management

1. Theatre Arts
(Rationale: Complex and expanded public and fiscal activities make this a necessary position. The program is working very well, as presently structured, to increase fiscal stability and ensure control.)

*Funded from savings

**Pending R. Fairly decision

The Chair reported there is a three-year commitment from local hospitals to fund an additional FTE in the nursing program. There was considerable discussion on the English as a Second Language position which is not recommended for funding at this time. The rationale for this decision, according to the Chair, is the uncertainty of future enrollments and direction of the program in community colleges.

Concern was expressed about the procedures used with regard to departmental presentations during the ranking deliberations and the issue of removing positions from departments. The Chair assured members that he was reviewing the entire certificated ranking process with Tom Garey and that the procedures would be reviewed by the Council before the next certificated ranking process.

The next meeting is on March 28, 3:00 p.m. in A218C.

jdm

cc: Dr. MacDougall
Deans/Assistant Deans
Department Chairpersons
Mr. Miller
Mr. Pickering
CSEA Representative

SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COUNCIL

March 28, 1989

M I N U T E S

PRESENT: J. Romo, M. Bobgan, G. Brady, J. Connell, J. Diaz, L. Fairly,
T. Garey, C. Hanson, D. Morrison, D. Oroz, C. Frank (student rep)
RESOURCE: E. Cohen, J. Friedlander, H. Pugh, D. Sloane

The Chair introduced Darryl Morrison, temporary DCC representative replacing Dennis Ringer who is on a Study Abroad Program.

APPROVAL OF MINUTES: February 14, 1989

M/S/C Garey/Connell - Unanimous, with corrections noted below.

Record presence of Charles Hanson. There was some discussion on whether CPC allocated \$10,000 or \$15,000 to the SBCC International Jazz Festival. The Chair stated he would take the discussion under advisement and review the minutes.

STATEMENT OF INSTITUTIONAL DIRECTIONS

Dr. MacDougall distributed copies of the final Statement of Institutional Directions, 1988-89-1991-92, incorporating changes recommended by college units and departments.

The President remarked that the Statement sets forth basic institutional values, directions and objectives. He expressed the hope that it accurately reflects our finest capabilities as a college and identifies necessary steps to maintain the highest educational standards. The document should be useful as a guide in determining resource allocations and for subsequent planning processes beginning in the Fall, 1989 semester. The President reiterated that the Statement is only one facet of the comprehensive mission of the college.

INTERNATIONAL JAZZ FESTIVAL UPDATE

Dr. Charles Wood, coordinator of the SBCC International Jazz Festival, gave a brief update on festival activities. He reported that everything is progressing on schedule, and he expressed appreciation for the cooperative efforts of faculty and staff on the project. The projected cost is approximately \$29,000, to be partially offset by ticket and program sales of \$25,000. (CPC on February 14 approved allocating \$10,000 from 1988-89 Lottery to the Festival, with the corollary authorization to assume a potential worst-case liability of up to \$29,000.)

PRELIMINARY BUDGET

Charles Hanson distributed an update of recommendations for Lottery 1988-89, Additional Revenue/Allocations.

He prefaced his report by noting that no formal action has been taken on the President's recommendations to CPC (December 6, 1988) for lottery requests. Members agreed to consider this item as a second hearing and took the following action:

M/S/C	Garey/Fairly	Unanimous	
			To approve funding the items listed below from lottery, 1988-89:
			Parking structure \$100,000
			Instructional equipment & match
			Library 100,000
			Other 54,008
			Theatre deficit 14,000
			Classroom renovation 50,000
			Total \$318,008

Dr. Hanson distributed the CPC's subcommittee recommendations on college-wide allocations, Lottery 1988-89 Additional Revenues.

Additional Revenues Available	\$481,285
A. Recommended Collegewide Allocations	
Parking Structure	(100,000)
Temporary Classrooms	(98,000)
Replace 3 in Library	
Temporary use, Bookstore remodeling	
Eventual use, Schott Center - 2	
Field House - 1	
B. Continuing Education	(59,490)
C. Other Allocations	
Jazz Festival	(15,000)

The committee then began the first hearing on lottery requests from Academic Affairs, Student Services, Business Services and the President's Office. The Chair reviewed briefly the Criteria for Lottery Funds Allocation and asked members to refer to them during the ranking process. Representatives from each unit then commented briefly on each of their requests. CPC action on Lottery, 1988-89 Additional Revenues, will take place on April 18.

Dr. Hanson distributed copies of the 1989-90 preliminary budget which has been updated to reflect adjustments to the 1988-89 Adopted Budget:

Revenue	
Base includes:	
1988-89 Estimated Growth (8980 ADA to 9082 ADA)	\$ 191,943
1988-89 Estimated Equalization	137,532
4.88% COLA	1,132,523
Total Revenue Increase	\$ 1,461,998

Expenditures:

1.04% Added to all salaries and benefits	217,600
Reduction of one-time capital outlay allocation	(705,215)
Total Expenditures Reduction	\$ 487,615

Ending Balance for 1989-90

Board Operating Contingency 5% (Reserves)	\$ 1,296,036
Other Appropriations for Contingencies	1,257,472

The tentative budget, reflecting the Governor's budget and approved new resource allocations, 1988-89, is the next stage in budget development and will be distributed later in the spring.

jdm

cc: Dr. MacDougall
Deans/Assistant Deans
Division Chairs/Department Chairs
Mr. Miller
Mr. Pickering
CSEA representative

SANTA BARBARA CITY COLLEGE

**STATEMENT
OF INSTITUTIONAL DIRECTIONS**

1988-89 to 1991-92

Developed by:

College Planning Council
April 1989

SANTA BARBARA CITY COLLEGE

1988-89 to 1991-92

STATEMENT OF INSTITUTIONAL DIRECTIONS

FOREWORD

MISSION: The College exists to provide a comprehensive curriculum and activities which support transfer and occupational programs, development of skills essential for academic success, and general credit and non-credit programs appropriate to the needs of the South Coast community, the state and the nation.

Carrying out the College's mission is a complex and multidimensional process involving many interdependent activities. Although each segment of the College has its own internal concerns, these mesh and interact to comprise an aggregate whole which is the College.

This statement of institutional directions is not intended to highlight all that the College is doing to fulfill its mission. Many activities are already taking place that are essential to our functioning. This is a statement of specific strategies which the College community has identified as necessary to enhance its functioning and to maintain a superior level of performance. The Directions are assembled into six major areas which are seen as College-wide goals that transcend organizational structures and become institutional concerns.

In developing these strategies, the College Planning Council emphasizes the fundamental values of Santa Barbara City College:

- o To provide open and affirmative access to postsecondary education for all who can benefit from it.
- o To provide excellence in all programs of the College.
- o To create and maintain a physical and psychological environment that enhances student success, emphasizes teaching and learning, supports staff enrichment activities, and encourages the open discussion of ideas and issues.
- o To develop and sustain College governance processes that emphasize cooperative and collegial approaches in carrying out the work of the College.
- o To assure that the needs of students are the primary reference for College decision making regarding College policies and programs.
- o To establish and maintain a mutually supportive relationship between the College and all elements of the local community.

Santa Barbara City College is committed to the assurance that the quality of programs and services will encourage potential students to consider the College as their first choice for post-secondary education. To this end the College will refine, expand and support programs and individual efforts directed to increasing the number of students who will achieve academic success.

TRANSFER EDUCATION, VOCATIONAL EDUCATION, SKILLS ESSENTIAL FOR ACADEMIC SUCCESS

In its Credit Program, SBCC is committed to offering a comprehensive, balanced curriculum which provides courses and activities which are consistent with the mission of the California community colleges. Specific emphases by major programmatic area will include:

o *Transfer Education*

- * Refine the Matriculation process to identify potential transfer students early in their academic programs.
- * Increase the number and proportion of under represented students who transfer to four year institutions.
- * Develop guaranteed admissions programs with receiver colleges and universities.
- * Develop guaranteed admissions programs to impacted majors at the University of California, Santa Barbara.
- * Complete implementation of Project ASSIST, including the training of appropriate staff.
- * Develop a fully articulated UC Transfer General Education Program.

Increase the number of majors articulated with the California State University System with emphasis on Chico, Long Beach, Northridge, Sacramento, San Francisco, San Luis Obispo, Sonoma, and with the University of California, with emphasis on Berkeley, Davis, Irvine, Los Angeles, Santa Barbara, and Santa Cruz.

o *Vocational Education*

- * Develop a more systematic approach to identify educational programs which meet local public and private sector employment needs.
- * Expand coordination and articulation of vocational programs with high schools and four-year institutions.
- * Develop a comprehensive career guidance and placement service for vocational program completers.
- * Expand cooperative education opportunities to provide internship experiences for students in local business, industry and government agencies.

Develop more consistent involvement of government agency, business and industry in the refinement of vocational programs through advisory committees.

- * Develop a more systematic approach for the assessment of technical developments in vocational programs and implement actions to maintain state-of-the-art equipment and curriculum.

- * Provide regular staff development activities to assure that faculty and staff are current with technological changes in their disciplines.
- o *Skills Essential for Academic Success*
 - * Develop and evaluate alternative approaches for delivering basic skills instruction.
 - * Expand and refine English as a Second Language courses to meet the needs of the rapidly expanding limited and non-English speaking population with degree, certificate, and transfer goals.

SBCC AND COMMUNITY EDUCATION: COMPREHENSIVENESS AND QUALITY

Santa Barbara City College's Continuing Education program will continue to be the most intensive, comprehensive, and community responsive in California. Specific emphases will be to:

- o Expand the English as a Second Language and citizenship components to meet the requirements of the Immigration Reform Control Act.
- o Expand the Business Development Center, which includes providing educational services for local employers emphasizing specialized contract education and credit and non-credit offerings.
- o Provide experiences which promote civic responsibility.

STUDENT ACCESS/SUCCESS

In order to meet the needs of an increasingly diverse population, Santa Barbara City College is faced with a challenge of ensuring access to all students who can benefit from its courses and programs. The changing student population requires quality instruction and support services geared to the needs of all students, regardless of ethnic, linguistic, socio-economic background or physical/learning disabilities.

o *Student Access*

As the College prepares to serve an increasingly diverse population, it must prepare to change in the following ways:

- * Evaluate institutional procedures and policies to assure that they do not serve as barriers to student access.
- * Evaluate the process of recruiting and enrolling individuals to assure that the open access principle is communicated clearly and that appropriate instructional support services are available.

o *Recruitment*

- * Develop and implement a recruitment plan which presents the positive aspects of the College. Implement the plan through the coordinated efforts of academic divisions and administrative support services.
- * Target efforts to reach out to high achieving secondary school graduates.
- * Broaden outreach and recruitment efforts to better attract underrepresented students in order to reflect the community's and state's cultural diversity.
- * Develop community-based linkages that support underrepresented students.
- * Increase the enrollment of international students on campus.
- * Increase efforts to attract students redirected from the University of California, Santa Barbara.

Evaluate the availability and accessibility of federal and state grants for Santa Barbara City College students. Improve the timely dispersal of information about financial aid to students in order to make aid available before a semester begins.

o *Retention*

- * Increase the student course completion rates through a commitment to instructional improvement and curriculum changes.

- * Refine assessment, advisement, orientation, counseling, and follow-up services designed to increase the number of students who are academically successful.
- * Develop verifiable skill requisites for introductory courses.
- * Integrate more effectively student services with instructional activities with an emphasis on shared commitment to student access and success.
- * Develop strategies to increase the number of college work study students in on-campus jobs.
- * Develop and implement a student success course for all new students.

HUMAN RESOURCES

Santa Barbara City College is an institution which has been recognized for the excellence of its educational programs. The essence of such successful efforts is the College's faculty and staff. To assure that excellence is maintained, the College will provide programs necessary to meet the changing nature and needs of the community, faculty, staff and students. It is the institution's responsibility to provide the support for activities which enhance motivation, innovation and inspiration of the total College community. Those opportunities which encourage personal and professional growth must be maintained. In these efforts the College will:

o *Recruitment*

- * Develop competitive incentives to recruit and retain high quality faculty and staff.
- * Identify, evaluate, and implement strategies to assist faculty and staff to obtain affordable housing.

o *Affirmative Action*

- * Meet the needs of a changing population through a commitment to and implementation of the College's Affirmative Action goals.
- * Regularly evaluate and improve the Affirmative Action Plan.

o *Staff Development*

- * Develop a plan for use of faculty and staff development funds from recently enacted reform legislation.
- * Expand the activities of the Faculty Enrichment Committee with special emphasis on faculty grants for innovative instructional programs.
- * Expand staff development and involvement opportunities for part-time lecturers.
- * Provide inservice opportunities for faculty and staff to sensitize them to the needs of students from different ethnic, cultural, linguistic and socio-economic backgrounds.
- * Provide opportunities for instructors in all subject areas to develop competence in meeting the needs of the under-prepared and disabled student.
- * Provide opportunities for faculty to retrain for changes in the College's instructional program.
- * Provide opportunities for faculty and staff to develop expertise in the use of computer technology in instruction.
- * Develop additional mechanisms for providing incentives and rewards for outstanding service and teaching.

- * Modify staff evaluation policies and procedures to comply with the requirements of reform legislation and integrate staff development activities into the evaluation process.
- * Improve the efficient utilization of human resources by providing faculty and administrators adequate support staff.

FISCAL RESOURCES

Without a stable supply of funds, it is very difficult to plan effectively and to carry out plans. It is, therefore, paramount that the college make the most efficient use of the funds available to it and identify alternate sources to supplement these funds.

The focus of College activity will be to:

o *Fiscal Responsibility*

Develop more systematic procedures to establish funding priorities for the year based on realistic estimates of revenues. Explore the availability of budget simulation software suitable to SBCC needs.

- * Explore methods for effecting savings on purchases through the use of alternative purchasing approaches and suppliers.

o *Facilities and Equipment*

- * Schedule facilities to improve the efficiency of utilization.

Develop schedules for replacement of equipment and provide adequate budget support to meet such schedules.

- * Develop a more systematic way to evaluate campus security, safety, and appearance.

o *Management and Resource Development*

- * Develop more systematic means to evaluate and improve institutional efficiency and effectiveness.

Publicize ways in which community contributions to the College can be made through the Foundation for Santa Barbara City College.

- * Enhance cooperation with the Foundation for Santa Barbara City College to raise funds needed for activities which are important but cannot be funded out of College general and categorical revenues.

Commit resources to the development of grant applications that are appropriate to the goals and objectives of the College's comprehensive plan.

- * Increase efforts to develop funding sources for the development of programs to attract underrepresented students to SBCC.

COLLEGE GOVERNANCE

The College will progress only to the extent that all staff are willing to invest themselves in College-wide programs and issues. The College should exemplify a willingness to objectively and critically analyze and assess all phases of its operation, particularly its effectiveness in providing educational programs and fulfilling student academic objectives. The welfare of students and educational programs must always be the primary focus of the College governance.

- o *Systemwide Interactions*

- * Influence program and policy development at the state level to enhance the educational program in the state-wide system in general and the College.

- o *College Governance*

- * Improve the effectiveness of the College committee system, with focus on the active involvement of faculty.
- * Improve the effectiveness of internal communication to achieve timely staff awareness about developing College policies, programs, and activities.
- * Define more clearly the role of the Academic Senate in institutional decision making.
- * Increase student and staff representation on committees and overall involvement in College governance.
- * Broaden the base of College staff participation in institutional research efforts.
- * Use the accreditation self-study process to enhance the College's governance structures.
- * Assure that administrative units coordinate their efforts to achieve College-wide objectives.
- * Use systematic planning procedures in institutional development.

SANTA BARBARA CITY COLLEGE

DIVISION CHAIR COUNCIL
Lottery 1989-90 Timeline

<u>Activity</u>	<u>Deadline</u>
1. Notice to Deans	Thursday, April 27
2. Deadline to submit requests to Division Deans	Thursday, May 11
3. Division Chair Council, First Hearing	Wednesday, May 17
4. Academic Affairs Ranking	Tuesday, May 23
5. Division Chair Council, Second Hearing	Wednesday, May 24
6. College Planning Council, First Hearing	Tuesday, May 30
7. College Planning Council, Action Stage	Tuesday, June 6

JR:jdm

#2LOTT89-90TMLN
May 4, 1989

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

1989-90 TENTATIVE BUDGET

ADJUSTMENTS TO THE 1988-89 ADOPTED BUDGET

REVENUE INCREASE

Additions to the \$22,877,611 budgeted
General Revenue for 1988-89 (8982 ADA):

88-89 <u>Est.</u> growth of 100 ADA (8982 to 9082)	\$ 191,943
88-89 <u>Est.</u> equalization	137,532
89-90 COLA (4.88%)	1,132,523

Total	\$1,461,998
-------	-------------

EXPENDITURE INCREASE

Additions

Utility Increases - Electricity (5.2%)	23,557
Gas (5.2%)	7,464
Telephone/Postage	10,000
Liability Insurance (ADA increase)	16,000
Property Insurance (Library)	2,000
CCCA Contract Increase	63,287
Computer Technician - Repair	30,000
VTLS License	25,000
CWS Match Increase	13,800
Other - 4000/5000 accounts COLA (4.88%)	110,230
\$2,258,816 @ 4.88%	

Total	301,338
-------	---------

Balance	\$1,160,660
5% Board operating contingency adjustment	15,067

Other appropriation for contingencies	\$1,145,593
---------------------------------------	-------------

DLP/ba:5/9/89
DP:Budget89.90

SANTA BARBARA COMMUNITY COLLEGE DISTR
 1989-1990 TENTATIVE BUDGET DRAFT SUMMARY
 (Without Lottery)

	1988-1989 ***** GENERAL FUND *****			1989-1990 ***** GENERAL FUND *****			
	ADOPTED	ADJUSTED	ACTUAL	PLANNING	PRELIMINARY	TENTATIVE DRAFT	ADOPTION
NET BEGINNING BALANCE							
8982 ADA				8982 ADA	9082 ADA	9082 ADA	
General	\$2,009,785	\$2,009,785		\$1,306,840	\$1,306,840	\$1,306,840	
Restricted	\$210,000	\$210,000		\$210,000	\$210,000	\$0	
REVENUE							
Federal	\$558,852	\$558,852		\$558,852	\$558,852	\$558,852	
State	\$17,914,635	\$17,914,635		\$17,914,635	\$19,376,633	\$19,376,633	
Local	\$7,231,905	\$7,231,905		\$7,231,905	\$7,231,905	\$7,231,905	
TOTAL REVENUE	\$25,705,392	\$25,705,392	\$0	\$25,705,392	\$27,167,390	\$27,167,390	\$0
REVENUE & BEGINNING BALANCE	\$27,925,177	\$27,925,177	\$0	\$27,222,232	\$28,684,230	\$28,474,230	\$0
EXPENDITURES							
Certificated Salaries	\$11,910,725	\$11,910,725		\$11,910,725	\$12,034,597	\$11,910,725	
Classified Salaries	\$5,810,055	\$5,810,055		\$5,810,055	\$5,870,480	\$5,885,855	
Employee Benefits	\$3,202,194	\$3,202,194		\$3,202,194	\$3,235,497	\$3,202,194	
Supplies	\$1,019,245	\$1,019,245		\$1,019,245	\$1,019,245	\$1,049,245	
Contracted Services	\$2,737,048	\$2,737,048		\$2,737,048	\$2,737,048	\$2,884,356	
TOTAL CURRENT EXPENSES	\$24,679,267	\$24,679,267	\$0	\$24,679,267	\$24,896,867	\$24,932,375	\$0
Capital Outlay	\$1,662,070	\$1,662,070		\$956,855	\$956,855	\$956,855	
Student Financial Aid	\$67,000	\$67,000		\$67,000	\$67,000	\$67,000	
TOTAL EXPENDITURES	\$26,408,337	\$26,408,337	\$0	\$25,703,122	\$25,920,722	\$25,956,230	\$0
ENDING BALANCE							
Board Operating Contingency (5%)	\$1,306,840	\$1,306,840		\$1,285,156	\$1,296,036	\$1,297,812	
Other Approp.for Contingencies	\$0	\$0		\$23,954	\$1,257,472	\$1,220,188	
Restricted Funds	\$210,000	\$210,000		\$210,000	\$210,000	\$0	
EXPENDITURES, TRANSFERS AND ENDING BALANCE	\$27,925,177	\$27,925,177	\$0	\$27,222,232	\$28,684,230	\$28,474,230	\$0