

SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COUNCIL

M-I-N-U-T-E-S

February 18, 1992

PRESENT: J. Romo, M. Bobgan, G. Carroll, L. Fairly, T. Garey,
C. Hanson, B. Hull, H. McCarthy, D. Oroz,
RESOURCE: G. Gregg, B. Hamre, B. Travis,
ABSENT: P. Georgakis (excused)

The Chair requested consent to add to the agenda the request from the Hotel/Restaurant/Culinary Department for a tenure track position.

APPROVAL OF MINUTES: January 7 and January 21, 1992

The minutes were approved as submitted.

RESPONSE FROM THE PRESIDENT ON TENURE TRACK POSITIONS

The Chair submitted Dr. MacDougall's response to CPC and DCC recommendations for new faculty positions, 1992-93. In his memorandum, the President noted his earlier concurrence to replace a position in Political Science (replacement for R. Casier) and a position in the Children's Center (replacement for C. Johnson). He also approved tenure track positions in these disciplines: Business Law, Early Childhood Education, Ethnic Studies and Vocational Nursing.

The President indicated that he could not support a position in Communication at this time. In his comments, Dr. MacDougall stated that a position was anticipated and given to Communication with the retirement of Barbara Crawford in 1991-1992. He has requested that the CPC and DCC reevaluate the need for a position in Psychology based on the following considerations: strong WSCH/FTE, highest number of majors, and that this is a two-person department which has not replaced a position created by the resignation of a full-time faculty member in 1980.

DCC representatives expressed their concern that they were being asked to reevaluate positions on the basis of information which was not available during deliberations. In the interest of fairness, members stated, if one position was being reevaluated, then all requests should be reviewed. Concern was also expressed over the apparent confusion on the Communication appointment as a replacement or new position.

The DCC reps reiterated that the DCC position reflected a strong endorsement for the Communication Department request, and that the Psychology request received the lowest ranking. The DCC will be receiving Dr. MacDougall's response at the February 19 meeting.

ONE-TIME EXPENDITURE ALLOCATIONS

Dr. Hanson distributed the 1991 One-Time Allocations for specific projects. Since the allocations are being made late in the year, they do not have to be expended until May 1, 1993. The One-Time Allocations are listed on the next page.

SANTA BARBARA CITY COLLEGE
 BUSINESS SERVICES

DATE: July 31, 1991
 TO: Dr. Peter R. MacDougall, Superintendent/President
 FROM: Charles Hanson, Vice President, Business Services
 SUBJECT: 1991-92 ONE-TIME FUNDS RECOMMENDED ALLOCATION

On July 23, 1991, the vice presidents met to prioritize requests by all areas for 1991-92 funding of one-time items. The following ranked list is recommended by the College Planning Council:

		ACCOUNT CODE
1. Augment English & Math budget	65,000	01-01-00-4900-0000-1320-92-8642
2. Trash compactor	35,000	01-01-00-6530-0000-6400-92-8245
3. Schott Center Parking/Painting	30,000	01-01-00-6500-0000-5640-92-6506
4. Micom - surge protection	5,800	01-01-00-6700-0000-6400-92-8400
5. Microcomputer training	14,000	01-01-00-6700-0000-5250-92-8400
6. Admissions Files (2)	2,500	01-01-00-6200-0000-6400-92-9208
7. Classroom research	20,000	01-01-00-4900-0000-1423-92-8638
8. Hazardous waste	90,000	01-01-00-4900-0000-4510-92-8638 }=\$20,000
Containment area	15,000	01-01-00-4900-0000-5220-92-8638 }
Materials handling	5,000	01-01-00-6510-0000-5623-92-8254 =\$90,000
Chemical storage (PS bldg)	70,000	
9. CCCA programming support (faculty hourly, fixed asset inventory, payroll, bar code, facility utilization)	70,000	01-01-00-6700-0000-5620-92-8400
10. Kiln (Art Department)	17,000	01-01-00-1001-0000-6448-92-0800
11. Telephone - all campus		
Cable repairs/replacement	25,000	01-01-00-6500-0000-5640-92-8290
Instruments	20,000	01-01-00-6500-0000-5640-92-8290
12. Educational technology		
Hardware	5,000	01-01-00-6700-0000-6400-92-8400
Software	6,000	01-01-00-6700-0000-6400-92-8400
13. Drama lighting	100,000	01-01-00-7100-0000-5642-92-8254
14. Wake Center - Wake Center Loading dock and entry road	140,000	01-01-00-7100-0000-6100-92-8254
15. Business Services remodel furnishings (Acctg, Payroll, Aux. Acctg, Fac., Purch.)	29,000	01-01-00-6600-0000-6400-92-8254
16. Workability	4,500	01-01-00-6110-0000-2320-92-8800
17. Campus lighting	70,000	01-01-00-7100-0000-6100-92-8245
18. Computer Science lab - furniture	25,000	01-01-00-0700-0000-6400-92-5210
19. Trencher - Grounds	8,500	01-01-00-6530-0000-6400-92-8245
20. Cafeteria chairs	45,000	01-01-00-6600-0000-6400-92-8254
21. 3/4 ton pickup with utility box	19,500	01-01-00-6500-0000-6400-92-8245
22. Computer wiring - Administration Remodel	25,000*	01-01-00-7100-0000-6200-92-8254
23. Computer wiring - Interdisciplinary Center	24,000*	01-01-00-7100-0000-6200-92-8254
24. Computer wiring - Admin. Bldg Phase II	25,000*	01-01-00-7100-0000-6200-92-8254
25. Fiber Optic Cabling - East/West Campus	85,000*	01-01-00-7100-0000-6200-92-8254
26. Faculty Enrichment	7,000	01-01-00-4900-0000-5250-92-8642
Total	1,012,800	

EQUIPMENT ALLOCATIONS

C. Hanson recalled that per Board policy, lottery funds balances will be placed into an equipment replacement fund. As a result of discussions in Cabinet, and a recommendation from the College Planning Council, the breakdown of this expenditure for 1991-1992 is: **Computers - 40%, College-wide Equipment - 10% and 5 Vice President Units - 50%**. There was considerable discussion on whether units could use their allocations for the purchase of additional computers. Several members felt that so long as there was a review by the 4 C's, units and departments should not be restricted to the college-wide 40% computer allocation. It was recalled that the impetus for the past few years has been to incorporate computer technology in the classroom, and this cannot occur if computers are not available. This issue will be clarified in Cabinet.

With regard to process and procedures, units are asked to submit their computer requests in ranked order to George Gregg by March 8. Recommendations will be based on the following criteria:

1. Technical viability
2. Congruency with the Ed Tech/Microcomputer Services Long-Range Plan
3. Standards of supportability and compatability

During the review process departments may be asked to submit supplementary information to support their requests.

Non computer equipment requests from the major units are to be submitted to C. Hanson by April 1.

DEFINITION OF COLLEGE-WIDE NEEDS

As a result of the allocation of \$40,000 to "college-wide needs", the Chair has asked for input from the Council to define what these "needs" might be. C. Hanson agreed to develop a draft of the definition of "college-wide needs" to submit for CPC review at a later date.

As a point of information, T. Garey remarked that the Division Chair Council on February 5 approved a recommendation that 15% of the college-wide allocation be distributed to the Library.

REDEPLOYED MICROCOMPUTERS

The recommendations from the Deans of Academic Affairs for the redeployment of microcomputers will be sent to G. Gregg.

BUDGET UPDATE

There will be no COLA for this year, according to C. Hanson. The Governor has emphasized funding for growth (approximately 6.9%); none of these funds can be used for salary adjustments. It is improbable that there will be ABI725 program development funding this year.

SANTA BARBARA CITY COLLEGE

TO: CPC

**FROM: Lynda Fairly, Vice President
Student Affairs**

DATE: March 17, 1992

RE: Marketing of Early Start Calendar for Fall 1992

In order to prepare our students, our community and our out-of-district students for the implementation of an early start calendar, the Early Start Implementation Committee recommends the following expenditures and activities:

I. SBCC Internal Staff Marketing Activities

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|----|--|--------|
| 1. | Summer '92 Class schedule full-page
Fall Early-Start display ad (Reilly) | \$ N/C |
| 2. | Fall '92 Class Schedule special front
and back covers/inside page promo design
treatments (Reilly) | \$ N/C |
| 3. | Early-Start theme community media
press releases (J. Williams) | \$ N/C |
| 4. | Early-Start theme radio/TV public
service announcements (PSAs) (J. Williams) | \$ N/C |

II. Paid Newspaper Display Advertising/Inserting

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|----|---|-------------|
| 1. | Santa Barbara News-Press: Five 3-column
X 4" display ads (or a half-page ad-Aug.) (\$156.20 each) | \$781.00 |
| 2. | <u>Santa Barbara Independent</u> : Three 3-column X 4"
display ads (late July-Aug. 14) (\$195.00 each) | \$ 585.00 |
| 3. | "Channels" | \$ 300.00 |
| 4. | High School newspapers | \$ 1,500.00 |

III. SBCC Print Shop "Early Start" Envelopes

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|----|-------------------------------|-----------|
| 1. | 24,000 two-color #10 envelope | \$ 690.00 |
|----|-------------------------------|-----------|


IV. Self-Adhesive Letterhead/Printed Matter Promo Decals.

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|----|--|-----------|
| 1. | 10,000 2" gold/silver foil decals (\$34.94M) | \$ 349.40 |
|----|--|-----------|

(NOTE: Vendor, Ad Pak Company, requires 15 days production time once order is placed; these decals would need to be updated for Spring '93 Early-Start Semester).

V.	<u>SBCC Print Shop 'Early-Start' Flyers/Posters.</u>	
1.	10,000 8 1/2X11" promotional flyers (Printed front and back)	\$ 1,000.00
2.	400 11X17" campus/community posters	\$ 120.00
3.	Professional poster (person)	\$ 250.00
VI.	<u>Outdoor Entrance/Building Plastic Banner Signs.</u>	
1.	Four 12'X3' Instant Sign Company outdoor plastic banner signs (\$250.00 each)	\$ 1,000.00
VII.	SBCC Color Overview Brochure, 6,000+ copies	\$ 5,500.00+
	o Hispanic Student	
	o Ocean on Front and Back	
VIII.	Cox Cable TV	
1.	Production cost	\$ 650.00
2.	TAP - Group I stations at \$20 each; 3 X 1 day for 56 days (May-Aug. 21st)	\$ 3,860.00
3.	TAP - Group 2 stations at \$10 each; 3 X 1 day for 56 days (May-Aug. 21st)	\$ 1,680.00
IX.	Radio Spots	
1.	Katie Mills, consultant fee	\$ 980.00
2.	Advertising costs - KTYD,KHTY,KLITE,KCQR	\$ 5,000.00
X.	KEYT	
1.	Package	\$ 1,500.00
XI.	Spring Advertising	\$10,000.00
XII.	Hourly assistance for Rob	\$15,000
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	TOTAL	\$50,745.40

SANTA BARBARA CITY COLLEGE
BUSINESS SERVICES

DATE: March 17, 1992
TO: College Planning Council 
FROM: Charles L. Hanson, Vice President, Business Services
SUBJECT: POSSIBLE DEFINITION OF - "COLLEGE-WIDE" ALLOCATIONS

Definition: College-wide allocations are those which affect numerous departments and has general impact on the entire college and its ability to accomplish the overall mission of the college.

Examples which ARE college-wide:

- A. Safety (i.e., hazardous waste, safety inspections, repairs and maintenance, fire alarm, energy management system, etc.)
- B. Utilities (i.e., electrical, water, gas, telephone, etc.)
- C. Parking lots and roadways
- E. Exteriors (i.e., landscaping, walkways, building, signage, lighting, grounds, roofs, painting, etc.)
- F. General service departments (i.e., Library, La Playa Track, Sports Pavilion, Mailroom, Duplicating and Printing, Information, Telephone, Campus Center)
- G. Risk Management Insurance (i.e., Workers' Compensation, Liability and Property, Employee Travel, Security-Parking-Traffic, etc.)

Examples which are NOT college-wide:

- A. Interiors (i.e., classrooms, offices, carpet, desks, chairs, etc.)
- B. Individual departments (i.e., Biology--autoclave, Garvin Theatre--lighting, P. E.--gym lockers, Computer Science Lab, Continuing Education, Accounting/Payroll, instructional departments, Student Services, Personnel, etc.)

CLH:ba