

SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COUNCIL

February 14, 1989

M I N U T E S

PRESENT: J. Romo, Chair, M. Bobgan, G. Brady, J. Connell, J. Diaz, L. Fairly,  
T. Garey, D. Oroz, G. Smith,  
RESOURCE: B. Miller, E. Cohen, J. Friedlander, H. Pugh, D. Sloane  
GUESTS: J. Brody, P. Chavez-Nunez, T. Gilleran

APPROVAL OF MINUTES: January 17, 1989

M/S/C Fairly/Connell

To approve the minutes of January 17, 1989.

Ayes: 8 Noes: 0 Abst.: 1

M/S/C Connell/Fairly Unanimous

To approve the minutes of January 24 as corrected.

L. Fairly asked that the the request by Student Affairs for a replacement counselor position for Dr. Raymond Rosales be withdrawn due to personnel changes in Student Services.

**DCC RECOMMENDATIONS FOR NON-EXEMPT REPLACEMENT AND NEW CERTIFICATED POSITIONS, 1989-90**

The Chair gave a brief update on the status of certificated requests, 1989-90. He reported that the College Planning Council has endorsed the DCC recommendations on the exempted certificated position (5) which are being advertised during the first round of hirings. These are Accounting, Art, Marine Technology, Music, and Psychology. A position in ESL (carry-over from 1988-89) is also being advertised. The Chair told members that Jack Brashears has announced his retirement effective June, 1989, and that Tod Fortner is resigning at the end of the spring semester, 1989. It's expected that both positions will be filled on an hourly or temporary contract basis. With regard to the certificated position requested by the Physical Education/Athletics Department, the Chair reported that Rusty Fairly is still considering moving into a phased retirement program. Whether this position will be included in the second round of rankings will depend on Mr. Fairly's decision.

The Chair announced that Vince Cole, instructor in the Music Department, submitted his resignation on January 19. It was noted that this position was approved last year (replacement B. Harlow), that it meets the criteria for exempting a replacement position from the ranking process, and was approved for exemption by DCC on January 25.

M/S/C Garey/Smith Unanimous

That the Vince Cole replacement position be filled by a regular contract faculty.

Although only 6 positions will be filled from the list of non-exempt replacement and new requests at this time, the Chair recommended that all 9 positions be ranked in the event that funding from AB 1725 staff development becomes available.

Members then began their deliberations on the DCC recommendations on non-exempt replacement and new certificated positions, 1989-90, in ranked order:

1. English Composition and Literature
2. Marketing/Management/Supervision/Finance/Banking/Real Estate
3. Computer Assisted Drafting
4. Physical Education/Athletics
5. Theatre Arts (Costume)
6. Essential Skills
7. English as a Second Language
8. Computer Science
9. Theatre Arts (Management)

The chair asked that the members apply these criteria in the ranking process:

1. Maintenance of Program
2. Percent of part-time lecturers vis a vis full-time faculty.
3. Consistency with Statement of Institutional Directions.
4. Maintenance of Balance in College Programs.
5. Enhancement of Program.

During the discussions which followed members heard from representatives from English Composition and Literature, Essential Skills and ESL and reviewed statistical information submitted by departments.

Members agreed on a motion by Dr. Bobgan and seconded by Ms. Fairly that the action on positions would be by written ballot.

M/S/D      Garey/Diaz

To remove the Theatre Arts conversion position (from certificated to classified management) from the ranked list and to give it separate consideration.

Ayes: 3            Noes: 5            Abst.: 1

The results of the balloting on the DCC recommended positions as ranked by CPC are:

1. English Composition and Literature
2. Marketing/Management/Supervision
3. Essential Skills
4. English as a Second Language
5. Computer Assisted Drafting
6. Theatre Arts (Costume)
7. Physical Education
8. Theatre Arts (Management)
9. Computer Science

M/S/C      Garey/Smith

To accept the Division Chair recommendation to increase the temporary 60% contract position in Disabled Students Programs and Services to a permanent 100% (categorically funded) position.

Ayes: 8            Noes: 0            Abst.: 1

Subsequent to the balloting, several specific points were raised with regard to the general process taking place on certificated requests. In particular, members expressed concerns that not all departments were present to speak in support of their requests and that the absence of "equal time" may have jeopardized these positions.

It was noted by several members that the DCC representatives to CPC did not vote to support the recommended rankings from that committee. The question was raised whether DCC representatives should support DCC positions in CPC or represent the college as a whole. Most members agreed that CPC should take a college-wide perspective rather than a parochial view on issues.

#### STATEMENT OF INSTITUTIONAL DIRECTIONS

The Chair distributed copies of the latest draft of the Statement of Institutional Directions. He asked members to review it and to submit any additional changes to him by Tuesday, February 21. Also submitted for members' consideration were recommendations from the President, Continuing Education and the Student Body. Tom Garey stated that Rep Council recommended that a numerical system be used rather than the "bullets and stars" which appear in the present document. The final report will be prepared by B. Miller J. Romo and possibly a member from the English Department.

#### BUDGET

Dr. Hanson gave a brief update on budget development. On February 21, cost centers will receive materials on which to indicate changes in the 4,000 and 5,000 object accounts. Additionally, new resource requests will be distributed for any additional dollars for next year. All changes should be returned by March 27. The preliminary budget, including new resource requests, will be distributed April 10. During the month of April the CPC will rank resource requests, which will be included in the tentative budget developed in mid-May.

#### LOTTERY UPDATE

It was announced that the College is receiving \$300,000 from lottery above the monies already allocated. From these funds the President has set aside \$150,000 for the parking structure on the West Campus. Of the remaining \$150,000, 21% will be allocated to Continuing Education, \$15,000 to the International Jazz Festival sponsored by SBCC, with the remainder allocated to instructional departments.

jdm

cc: Dr. MacDougall  
Deans/Assistant Deans

Division/Department Chairs  
Mr. Miller

Mr. Pickering  
CSEA Rep

SANTA BARBARA CITY COLLEGE

BUSINESS SERVICES

MEMORANDUM - March 28, 1989

TO: College Planning Council

FROM: Charles Hanson, Business Manager

SUBJECT: 1988-89 LOTTERY - ADDITIONAL REVENUE/ALLOCATIONS



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	
Balance	\$ 283,285
B. Continuing Education (21%)	<u>( 59,490)</u>
	\$ 223,795
C. Other Allocations	\$ 223,795
Jazz Festival	10,000

CLH:ba

DIVISION CHAIR COUNCIL  
SUPPLEMENTAL LOTTERY REQUESTS 1988-89

I. COLLEGE WIDE NEEDS (Unranked)

o	Item	Est. Cost
o	Hazardous waste compliance	\$ 8,100
o	Bar code reader	<u>33,870</u>
	Total	\$ 41,970

II. ESSENTIAL ITEMS

Essential Items I (Unranked)

Dept	o	Item	Est. Cost
Instr. Support	o	Readers	\$ 13,000
Instr. Support	o	T.V. technician	8,000
Library	o	Cataloger	8,663
Art	o	Sculpture lab renovation for health and safety	3,000
Chemistry	o	Install gas valve in labs & storeroom	2,500
Academic Affairs	o	Course renumbering	4,900
Children's Center	o	Food services aide	<u>3,800</u>
		Total	\$ 44,863

Essential Items II (Ranked)

Dept	o	Item	Est. Cost	Rank
Physical Education	o	Weight room floor	\$ 15,900	1
Mathematics	o	Teaching module	800	1
Physical Education	o	Conditioning room floor	15,000	3
Biology/Chemistry	o	Cabinetry (cupboards)	6,800	4
Essential Skills	o	Opaque projectors	1,320	5
Auto Services	o	Uniforms	<u>4,500</u>	6
Communication	o	2 13" Monitors	823	6
Music	o	Vibraphone	2,200	6
Music	o	MAC SE system	8 320	
Technologies	o	Software compliance		
Technologies	o	Wall surrounding dumpster in Quad		
Communication	o	Video editing system	8,100	12
Theatre Arts	o	Guest artist	11,000	12
Essential Skills	o	Chicano Poet	1,500	14
RSSC	o	Monitor	300	15
Bio Sciences	o	Upgrade LSG 216 security	2,250	16
ADN/LVN	o	Video tapes for instruction	2,000	17
Art	o	NEC monitor and cart	960	18
Phys/Engr/Com Sci	o	Laser printer	4,000	19
Physical Education	o	Replace other half of floor in body conditioning room	15,000	20
Theatre Arts	o	Equipment for teaching stage combat techniques	2,000	21
Social Sciences	o	1 Editor control)		
(All Departments)	o	1 S-VHS Monitor )	5,500	22
	o	2 S-VHS-VCR's )		
Chemistry	o	2 Spectrometers @ 14,025 ea. Augment	28,050	23
Athletics	o	supplies budget	<u>11,000</u>	24
		Total	\$173,940	

**GRAND TOTAL**      \$259,773

SANTA BARBARA CITY COLLEGE

1988-89 LOTTERY RANKING

BUSINESS SERVICES

Priority	Item	Amount
1.	Purchasing/Fiscal Network	
	3 Terminals )	
	2 Microcomputer)--	14,300
	1 Printer )	
	Software: Keys	500
	Inventory	
	Payroll	228
	Data input labor	<u>1,500</u>
		16,528
2.	3/4 Ton Truck (replace 1979 truck)	15,000
3.	Fork Lift (old one dangerous)	12,000
4.	Vacuum - battery-operated	4,500
5.	Lateral Files, five 4-drawer	2,600
6.	Two Electric Carts (replacement)	9,000
7.	Gang Reel Mower (72")	<u>4,900</u>
	Football Field	
8.	Small Dump Truck (used)	10,000
	(replacement - 1972)	
9.	Small Equipment	
	Rotary Mowers	1,500
	Vacuum Cleaners	1,800
	Wet/Dry Vacuums	750
	Back-pack Vacuums	<u>450</u>
		4,500
10.	Pipe Locator	1,000
11.	Wall/Desk Units - new location	<u>19,800</u>
	Accounting/Payroll	
		99,828

CLH:ba - 3/10/89

cc: Business Services Managers

SANTA BARBARA CITY COLLEGE

Memorandum(lottery5.mem)  
February 28, 1989

To: Charles Hanson, Business Manager  
From: Burt Miller

Subject: President's Office Lottery Request

The President's Office, which presently uses HP150 microcomputers, has become very limited with respect to current computer technology. New software and new versions of old software are not available for the HP150, and the result is that the office is restricted to obsolete technology.

It is time to upgrade this office. It is proposed to replace the two HP150's with IBM PC/AT compatible machines, and the old LaserJet printer with a LaserJet Series II, which will provide the office with capabilities about equal to that in many other administrative offices, e.g., Business Services, Deans of Instructional Services, Planning and Research, and Accounting.

The following package is proposed:

2 IBM PC/AT or compatible microcomputers @1,800	\$3,600
2 copies of current WordStar or MS Word	400
1 LaserJet Series II printer	1,700
2 Font Cartridges	310
1 Legal paper tray and 1 extra letter size tray	75
Subtotal	\$6,082
6% Sales tax	365
Total	===== \$6,447

Note that these computers will replace the two HP150 computers now in the President's Office. Since Personnel has requested 2 HP150's to be compatible with the HP150's already in that office, the two HP150's can be used to satisfy Personnel's needs. This would be a better plan than purchasing any more HP150's.

SANTA BARBARACITY COLLEGE

Memorandum(lottery4.mem)  
February 28, 1989

To: Charles Hanson  
Business Manager

From: Burt Miller

Subject: Requests for lottery funds from President's Office

The following items have been submitted for consideration by CPC to be funded from remaining lottery funds.

1. Personnel

- a. Fire Proof File Cabinet \$1,000  
Currently some active employee personnel files are contained in a non-fireproof file cabinet, in non-compliance with district policy and State law.
- b. Two (2) additional microcomputers \$4,000  
Needed for Marsha Wright and Shar-Lynn Timm.
- c. Printer spooler \$ 700

To accommodate the above computers and one existing computer on the existing LaserJet Printer in Personnel.

- d. Two (2) copies of MicroPro WordStar \$ 400

Note: Items b., c., and d. go together as a package.

2. College Information

- a. Two (2) PC-AT compatible microcomputers \$4,000  
Replace two HP 150's for conversion to Desktop Publishing
- b. Two (2) copies PageMaker software \$1,200
- c. LaserJet Series II printer w/ 2MB addon memory \$2,500
- d. Printer spooler \$ 400

Note: Items a., b., c., and d. go together as a package.



LOTTERY PRIORITIES  
For Staff Meeting February 7, 1989


<u>Priority</u>	<u>Request</u>	<u>Amount</u>
1	Travel & Conference SAFERS user workshop-Financial Aid	\$ 460
2	Computerized Appointment System (Counseling)	\$3000
3	Football Helmets (18)	\$2150
4	Laserjet Printer, Wordperfect Software, Desktop Publishing and Q & A Database Network for Counseling	\$5191
5	Security Devices for New, Existing Equipment, and an Alarm System for Printshop	\$2500
6	Football - Shoulder Pads (10)	\$800
7	Hand Whirlpool for Hand, Elbow and Arm Rehabilitation	\$1850
8	Clerical - Data Entry From Counselor Tracking Forms	\$1500
9	Computer and Word Processing Equipment for Student Activities Office	\$2850
10	Design, Edit and Produce Major Sheets (Counseling)	\$ 500
11	Replace Video Cassette/Recorder in Career Center	\$ 400
12	Supplies for Faculty Advisors	\$ 500
13	Job Referral & Matching System-- IBM PC Clone, Printer and "ProSearch"	\$4775
14	Microcomputer for Cal-SOAP	\$1700
15	SYSTAT--Software to do Statistical Analysis in Counseling	\$ 550

16	Replacement for Dean, Student Dev.'s Sec'y -- IBM PC/AT, software, Disk Drive, Printer	\$2800
17	Listing in International Students Guide to American Schools	\$ 650
18	Self-Correcting Typewriter (Admissions and Records)	\$ 300
19	Training Tables (2)	\$1000
20	For Faculty Advisors, 5 File Cabinets	\$1000
21	Set of Pole Vault Standards and Pit	\$5000
22	Replacement in Transfer Center, AT Computer	\$1800
23	Chair for TAP Special Program Advisor	\$ 200
24	Cromix Timer	\$1200
25	Transcription Machine	\$ 500

(lottery/p#3)

SANTA BARBARA CITY COLLEGE

March 28, 1989

TO: College Planning Council  
FROM:  John Romo, Vice President, Academic Affairs  
RE: Division Chair Recommendations, Supplemental Lottery 1988-89  
Allocations

Attached are the Division Chair Council recommendations for funding instructional department requests from supplemental lottery 1988-89.

JR:jdm  
Attachment

DIVISION CHAIR COUNCIL  
SUPPLEMENTAL LOTTERY REQUESTS 1988-89

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Technologies	o Wall surrounding dumpster in Quad	500	11
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# 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, occupational, 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 five 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 non-credit 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.
- o Provide educational services for local employers emphasizing both specialized contract education and for-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-side objectives.
  - \* Use systematic planning procedures in institutional development.

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

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

SANTA BARBARA COMMUNITY COLLEGE DISTR  
 1989--1990 PRELIMINARY BUDGET REVENUE  
 (Without Lottery)

	*****	1988-1989	*****	*****	1989-1990	*****	
		GENERAL FUND			GENERAL FUND		
	ADOPTED	ADJUSTED	ACTUAL	PLANNING	PRELIMINARY	TENTATIVE	ADOPTION
NET BEGINNING BALANCE							
General	\$2,009,785	\$2,009,785		\$1,306,840	\$1,306,840		
Restricted	\$210,000	\$210,000		\$210,000	\$210,000		
8100-8310 FEDERAL REVENUE:							
8120 Veterans Education	\$0	\$0		\$0	\$0		
8123 VCIP	\$6,706	\$6,706		\$6,706	\$6,706		
8150 JTPA	\$0	\$0		\$0	\$0		
8154 Workability II	\$0	\$0		\$0	\$0		
8181 College Work Study	\$338,173	\$338,173		\$338,173	\$338,173		
8187 PELL	\$0	\$0		\$0	\$0		
8188 Child Development Grant	\$0	\$0		\$0	\$0		
8191 VEA	\$213,973	\$213,973		\$213,973	\$213,973		
TOTAL FEDERAL REVENUE	\$558,852	\$558,852	\$0	\$558,852	\$558,852	\$0	\$0
8600 STATE REVENUE:							
8611 Principal Apportionment	\$16,865,222	\$16,865,222		\$16,865,222	\$18,327,220		
8611 Apprenticeship	\$40,000	\$40,000		\$40,000	\$40,000		
8621 Disabled	\$142,873	\$142,873		\$142,873	\$142,873		
8622 EOPS	\$284,422	\$284,422		\$284,422	\$284,422		
8623 CAL-SOAP Grant	\$72,838	\$72,838		\$72,838	\$72,838		
8625 Foster Parent Trng Grnt	\$11,814	\$11,814		\$11,814	\$11,814		
8651 MIS Grant	\$70,000	\$70,000		\$70,000	\$70,000		
8652 Employer Based Trng	\$65,199	\$65,199		\$65,199	\$65,199		
8655 Transfer Center	\$91,800	\$91,800		\$91,800	\$91,800		
8656 Project Assist	\$45,847	\$45,847		\$45,847	\$45,847		
8657 Matriculation Grant	\$47,474	\$47,474		\$47,474	\$47,474		
8658 ECE\ESP Grant	\$7,300	\$7,300		\$7,300	\$7,300		
8672 Homeowners Exempt	\$142,246	\$142,246		\$142,246	\$142,246		
8690 Mandated	\$15,000	\$15,000		\$15,000	\$15,000		
8691 Trailer Coach Fees	\$12,600	\$12,600		\$12,600	\$12,600		
TOTAL STATE REVENUE	\$17,914,635	\$17,914,635	\$0	\$17,914,635	\$19,376,633	\$0	\$0

SANTA BARBARA COMMUNITY COLLEGE DISTR  
 1989--199D PRELIMINARY BUDGET REVENUE  
 (Without Lottery)

	1988-1989 ***** GENERAL FUND *****			1989-1990 ***** GENERAL FUND *****			
	ADOPTED	ADJUSTED	ACTUAL	PLANNING	PRELIMINARY	TENTATIVE	ADOPTION
8800 LOCAL REVENUE							
8811 Secured Taxes	\$4,536,000	\$4,536,000		\$4,536,000	\$4,536,000		
8812 Unsecured Taxes	\$330,343	\$330,343		\$330,343	\$330,343		
8813 Prior Year Taxes	\$226,800	\$226,800		\$226,800	\$226,800		
8830 Off Campus CWS	\$52,554	\$52,554		\$52,554	\$52,554		
8831 Contract Education	\$29,000	\$29,000		\$29,000	\$29,000		
8840 Sales							
8842 Sales of Surplus	\$0	\$0		\$0	\$0		
8845 Catalogs	\$5,000	\$5,000		\$5,000	\$5,000		
8850 Rents & Leases	\$7,650	\$7,650		\$7,650	\$7,650		
8860 Interest	\$230,000	\$230,000		\$230,000	\$230,000		
8870 Fees							
8871 Continuing Education	\$95,000	\$95,000		\$95,000	\$95,000		
8872 Nonresident Student	\$658,000	\$658,000		\$658,000	\$658,000		
8873 Enrollment Fees(98%)	\$764,400	\$764,400		\$764,400	\$764,400		
8873 Enrollment (2%)	\$15,600	\$15,600		\$15,600	\$15,600		
8876 Health Fees	\$116,058	\$116,058		\$116,058	\$116,058		
8877 Parking	\$105,500	\$105,500		\$105,500	\$105,500		
8878 Late Registration	\$0	\$0		\$0	\$0		
8878 Fines	\$0	\$0		\$0	\$0		
8878 Drop	\$0	\$0		\$0	\$0		
8890 Other							
8890 Other	\$35,000	\$35,000		\$35,000	\$35,000		
8891 Parking Fines	\$25,000	\$25,000		\$25,000	\$25,000		
8891 CAL SOAP	\$0	\$0		\$0	\$0		
TOTAL LOCAL REVENUE	\$7,231,905	\$7,231,905	\$0	\$7,231,905	\$7,231,905	\$0	\$0
TOTAL REVENUE	\$25,705,392	\$25,705,392	\$0	\$25,705,392	\$27,167,390	\$0	\$0
REVENUE AND BEGINNING BALANCE	\$27,925,177	\$27,925,177		\$27,222,232	\$28,474,230	\$0	\$0

SANTA BARBARA COMMUNITY COLLEGE DISTR  
 1989--1990 PRELIMINARY BUDGET EXPENDITURES  
 (Without Lottery)

	***** 1988-1989 GENERAL FUND		*****		***** 1989-1990 GENERAL FUND			*****
	ADOPTED	ADJUSTED	ACTUAL	PLANNING	PRELIMINARY	TENTATIVE	ADOPTION	
1100 CERTIFICATED SALARIES								
1100 Tech., Reg. School	\$6,818,743	\$6,818,743		\$6,818,743	\$6,889,658			
1200 Non Tech Reg. School	\$1,479,608	\$1,479,608		\$1,479,608	\$1,494,996			
1300 Tech., Other	\$3,406,661	\$3,406,661		\$3,406,661	\$3,442,090			
1400 Non Tech., Other	\$205,713	\$205,713		\$205,713	\$207,853			
TOTAL 1000	\$11,910,725	\$11,910,725	\$0	\$11,910,725	\$12,034,597	\$0	\$0	
2000 CLASSIFIED SALARIES								
2100 Non Instr., Reg.	\$3,679,376	\$3,679,376		\$3,679,376	\$3,717,641			
2200 Instr. Aid Reg.	\$831,210	\$831,210		\$831,210	\$839,855			
2300 Non Instr., Other	\$693,740	\$693,740		\$693,740	\$700,955			
2400 Instr. Aid Other	\$605,729	\$605,729		\$605,729	\$612,029			
TOTAL 2000	\$5,810,055	\$5,810,055	\$0	\$5,810,055	\$5,870,480	\$0	\$0	
3000 STAFF BENEFITS								
3100 State Tech. Retrmt.	\$663,337	\$663,337		\$663,337	\$670,236			
3200 Public Empl. Retrmt	\$476,849	\$476,849		\$476,849	\$481,808			
3300 OASDHI	\$594,016	\$594,016		\$594,016	\$600,194			
3400 Health & Welfare	\$1,028,397	\$1,028,397		\$1,028,397	\$1,039,092			
3500 Unemploy. Insurance	\$60,975	\$60,975		\$60,975	\$61,609			
3600 Workers Comp.	\$378,620	\$378,620		\$378,620	\$382,558			
TOTAL 3000	\$3,202,194	\$3,202,194	\$0	\$3,202,194	\$3,235,497	\$0	\$0	
4000 SUPPLIES								
4000 86-87 5% Increase	\$4,620	\$4,620		\$4,620	\$4,620			
4300 Instructional	\$619,915	\$619,915		\$619,915	\$619,915			
4500 Support Services	\$341,821	\$341,821		\$341,821	\$341,821			
4600 Other	\$52,889	\$52,889		\$52,889	\$52,889			
TOTAL 4000	\$1,019,245	\$1,019,245	\$0	\$1,019,245	\$1,019,245	\$0	\$0	



SANTA BARBARA COMMUNITY COLLEGE DISTR  
 1989--1990 PRELIMINARY BUDGET EXPENDITURES  
 (Without Lottery) (cont'd)

	***** 1988-1989 GENERAL FUND			***** 1989-1990 GENERAL FUND			
	ADOPTED	ADJUSTED	ACTUAL	PLANNING	PRELIMINARY	TENTATIVE	ADOPTION
5000 OTHER OPERATING EXPENSES & SERVICES							
5000 Other Operating Expense	\$90,282	\$90,282		\$90,282	\$90,282		
5100 Cntr. Persl. Serv.	\$164,795	\$164,795		\$164,795	\$164,795		
5200 Trav/Conf/MIge/In Serv	\$120,197	\$120,197		\$120,197	\$120,197		
5300 Dues & Memberships	\$37,868	\$37,868		\$37,868	\$37,868		
5400 Insurance	\$189,493	\$189,493		\$189,493	\$189,493		
5500 Utilities	\$857,984	\$857,984		\$857,984	\$857,984		
5600 Contract,Rent & Lease	\$1,003,455	\$1,003,455		\$1,003,455	\$1,003,455		
5700 Legal, Elect.Audit	\$130,125	\$130,125		\$130,125	\$130,125		
5800 Other Services	\$142,849	\$142,849		\$142,849	\$142,849		
TOTAL 5000	\$2,737,048	\$2,737,048	\$0	\$2,737,048	\$2,737,048	\$0	\$0
6000 CAPITAL OUTLAY							
6200 Buildings	\$1,290,215	\$1,290,215		\$585,000	\$585,000		
6300 Library Books	\$43,950	\$43,950		\$43,950	\$43,950		
6400 Equipment - New	\$159,125	\$159,125		\$159,125	\$159,125		
6448 Equipment - Replace	\$168,780	\$168,780		\$168,780	\$168,780		
6400 Equipment - St. Fund	\$0	\$0		\$0	\$0		
TOTAL 6000	\$1,662,070	\$1,662,070	\$0	\$956,855	\$956,855	\$0	\$0
7000 OTHER OUTGO							
7500 Student Aid	\$67,000	\$67,000		\$67,000	\$67,000		
TOTAL 7500-7600	\$67,000	\$67,000		\$67,000	\$67,000	\$0	\$0
TOTAL EXPENDITURES	\$26,408,337	\$26,408,337	\$0	\$25,703,122	\$25,920,722	\$0	\$0

SANTA BARBARA COMMUNITY COLLEGE DISTR  
 1989--1990 PRELIMINARY BUDGET - EXPENDITURES  
 (Without Lottery) (cont'd)

	1988-1989 GENERAL FUND			1989-1990 GENERAL FUND			
	ADOPTED	ADJUSTED	ACTUAL	PLANNING	PRELIMINARY	TENTATIVE	ADOPTION
ENDING BALANCE							
Board Operating Contingency (5%)	\$1,306,840	\$1,306,840		\$1,285,156	\$1,296,036		
Other Approp. for Contingencies	\$0	\$0		\$23,954	\$1,257,472		
Restricted	\$210,000	\$210,000		\$210,000	\$210,000		
EXPENDITURES, TRANSFERS & ENDING BALANCE	\$27,925,177	\$27,925,177	\$0	\$27,222,232	\$28,684,230	\$0	\$0

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

General Fund  
Adjustments to the 1988-1989 Adopted Budget for the  
1989-1990 Preliminary Budget

Revenue

Base Includes

1988-1989 Estimated Growth (8980 ADA to 9082 ADA)	\$ 191,943
1988-1989 Estimated Equalization	137,532
4.88% COLA	<u>1,132,523</u>
Total Revenue Increase	\$1,461,998

Expenditures

1.04% Added to All Salaries and Benefits	\$ 217,600
Reduction of One-Time Capital Outlay Allocation	<u>(705,215)</u>
Total Expenditures Reduction	\$ 487,615

dk

SBCJ JAZZ FESTIVAL  
WEEKLY REPORT  
13 MARCH

1. The SBCJ Logo is now at the print shop. Using this, we can now print:
  - A. Festival Posters
  - B. Festival Flyers(which can also be mailed)
  - C. Festival Stationery
  - D. Festival Adjudication forms
2. Contacted Nick Rail Music. Nick Rail will organize and handle all solicitation for trophy sponsorships. A copy of the letter and the awards categories sheet is attached. Thanks Nick!
3. Received contract from Arlington Theatre for review. Will forward to Dr. Charles Hanson for his signature. The quoted amounts match the original proposal with the discount given us by Mr. James Dragoo.
4. Completed the application form and edited tape for the Disney World Jazz Band competition. Jeff Barnes was a key figure in the TV Production..hire him fulltime!
5. Press release for 27 March JAZZ CONCERT is complete and is in the mail. Also announced the press party scheduled for same evening at 6 PM. Regular Co-curricular funds will be used to cover the light buffet meal for press and bandsmen who will play two shows. We will prepare a press packet with
  - A. Artist bio and photo
  - B. Festival organization and schedule
  - C. Information of SBCJ Jazz ProgramThe Buffet for the entire concert Band (50 members) was only \$135. Expect to feed approx 65 so the tariff should not be much more than \$160.
6. Arranged for purchase of a Brother Model EM 601 Typewriter for use by entire music department. This model is the same recently purchased by our own business office. The \$600+ item will be delivered at cost of \$286.00
7. Wood and Raschke are developing a budget accounting system compatible with all Apple hardware we have. We can then enter all budgeted/actual costs for comparison and future planning.
8. Dr. Wood's nephew, Mr. George Barrett is employed by the Remo Drum Company of LA. Mr. Barrett, who now has moved into management has arranged for the Remo Drum Company to supply all needed jazz drum sets for Festival use in return for advertising space in our Festival Program.

3/11/89

Dr. Charles Wood  
Santa Barbara City College  
721 Cliff Drive  
Santa Barbara, CA 93109-2394

Nick Rail  
Nick Rail Music  
2904 De La Vina  
Santa Barbara, CA 93105

Dear Nick;

Thank you for arranging sponsorships for the awards for the upcoming Santa Barbara Jazz Festival. Enclosed is a list of the awards that we will need, and following is the estimated cost of each:

Individual Soloist plaque (one each for trumpet, sax, bone, bass, guitar, drums, and keyboard in each div.)	\$5.00
Outstanding Soloist (one for each division)	\$20.00
Division Places	
Third place	\$15.00
Second Place	\$20.00
First Place	\$25.00
Sweepstakes	\$35.00

The donors will receive advertising space in the program in return for sponsoring these trophies and plaques. They will get a 1/4 page for each \$25 spent.

We greatly appreciate your assistance in this matter, and please feel free to call if you have any questions.

Sincerely,



Dr. Charles Wood  
Jazz Festival Director

## TROPHY LIST

DIVISION	AWARD	SPONSOR
I Middle School	First Second Third Outstanding Solo Individual Solo Tpt Sax Bone Keyboard Bass Guitar Drums	
II Junior High	Sweepstakes First Second Third Out. Solo Ind. Solo Tpt Sax Bone Keyboard Bass Guitar Drums	
III High Schools Novice	Sweepstakes First Second Third Out. Solo Ind. Solo Tpt Sax Bone Keyboard Bass Guitar Drums	Chas. Wood
Advanced	First Second Third	

Out. Solo  
Ind. Solo  
Tpt  
Sax  
Bone  
Keybd  
Bass  
Guitar  
Drums

Open

First  
Second  
Third  
Out Solo  
Ind Solo  
Tpt  
Sax  
Bone  
Keybd  
Bass  
Guitar  
Drums

IV Colleges and Universities Sweepstakes AdvcdMusic

Community Colleges

First  
Second  
Third  
Out Solo  
Ind. Solo  
Tpt  
Sax  
Bone  
Keybd  
Bass  
Guitar  
Drums

State Cols & Universities

First  
Second  
Third  
Out Solo  
Ind Solo  
Tpt  
Sax  
Bone  
Keybd  
Bass  
Guitar  
Drums