

SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COMMITTEE

January 12, 1988

M I N U T E S

PRESENT: J. Romo, Chair, M. Bobgan, J. Diaz, L. Fairly, P. Freeman, T. Garey,
C. Hanson, E. Hodes, D. Oroz, D. Ringer.
RESOURCE: E. Cohen, K. Hanna, B. Miller

APPROVAL OF MINUTES: January 5, 1988

M/S/C Garey/Hodes Unanimous

To approve the minutes of January 5, 1988, with the following corrections:

1. To delete para. 2, page 2, and replace with this statement:

Mr. Miller submitted a memorandum listing unmet college-wide data processing needs. He pointed out that his budget is \$19,167, but he has requests for \$106,000 worth of equipment.

2. To change the items submitted by Student Affairs from unranked to ranked.

ACTION ITEMS

Decision Stage

LOTTERY REQUESTS, 1987-88:

Dr. Hanson distributed copies of the 87-88 Lottery Recommended Allocations from Academic Affairs, Business Services, President's Office and Student Services. He reported that the vice presidents, business manager and a representative from the President's Office met on January 7 and reviewed all unit requests. The following items are recommended for CPC approval.

| <u>UNIT</u> | <u>AMOUNT</u> |
|--|---------------|
| <u>Business Services</u> | |
| <u>District Wide Needs</u> | |
| Health and Safety | 60,000 |
| Utility Requirements | 38,000 |
| Repairs | 41,000 |
| Campus/Building - Major Repairs & Improvements | 50,000 |
| TOTAL | \$189,000 |

Business Services Division

Ranked Items 1-12, 15-16 TOTAL \$ 52,830

Academic Affairs

| | | |
|-------------|---------|-----------|
| Priority #1 | 139,940 | |
| Priority #2 | 38,528 | |
| | TOTAL | \$177,745 |

President's Office

| | | |
|---|--------|-----------|
| Publications | | |
| Assistant | 17,000 | |
| Equipment | 8,000 | |
| Personnel: | | |
| HP-150 for new secretary | 2,300 | |
| Certificated advertising/ Affirmative Action | 3,600 | |
| Calculators | 150 | |
| Data Processing: | | |
| Computer, Vocational Dean | 2,400 | |
| Foundation: | | |
| Alumni Affairs | 13,500 | |
| | TOTAL | \$ 46,950 |

Student Affairs

| | |
|-------------------|-----------------------------|
| Ranked Items 1-12 | TOTAL \$ 48,250 |
| | GRAND TOTAL \$514,250 |
| | ===== |

During the discussion on Business Services requests, members referred to the #16. Houston plotter - blueprints (F&O) and questioned the need for this item since one already exists in the Theatre Arts inventory. Dr. Hanson responded that he would meet with that department to discuss the possibility of sharing the plotter.

The Chair reported that in the committee's discussions, questions were raised regarding the request by the Department of Earth and Planetary Sciences for a cargo truck. This request will be discussed further by the Vice President, Academic Affairs, Dr. Hanson and department representatives. It was also pointed out that the requests for classified and hourly (Lab) positions are recommended on a one-year-only basis. Subsequent years' funding would have to be from General Fund or other sources.

M/S/C Garey/Ringer Unanimous

To approve all of the 1987-88 Lottery Recommended Allocations submitted to the College Planning Committee.

Members expressed their satisfaction with the procedures used in the allocation of the 1987-88 lottery, noting that the process was completed efficiently and with unanimity. Dr. Hanson stated that the CPC Recommended Lottery Allocations, 1987-88, will be submitted to the President for his approval and subsequently to the Board of Trustees. Departments will be receiving guidelines from his office for requisitioning equipment purchases, and he reminded members that June 30, 1988, is the deadline for the expenditure of lottery allocations. Any unexpended funds will revert to the general fund.

ANNOUNCEMENTS

The Chair reminded members that the CPC retreat will be held on Friday, January 15, from 1:00 to 4:00 p.m. in A-218-C. The meeting will be chaired by President MacDougall. On Friday, January 22, at 2:00 p.m., the Council will convene in A-218 to review the recommendations from Academic Affairs and Student Services for 1988-89 certificated positions. The Chair recommended that the Council suspend its rules so that action can be taken at this meeting.


The meeting was adjourned at 4:00

jdm

cc: Dr. MacDougall
Deans
Department Chairs
Mr. Miller
Mr. Pickering
Dr. Ullom
CSEA Rep

SANTA BARBARA CITY COLLEGE

January 20, 1988

TO: College Planning Committee
FROM:  John Romo, Vice President for Academic Affairs
RE: DCC Recommendations on Certificated Personnel Requests, 1988-89

The Division Chair Council, at its January 20 meeting, recommended the following rankings of certificated personnel requests, 1988-89:

| <u>Department</u> | <u>Position</u> |
|------------------------|-------------------------|
| 1. Spanish | Replacement: J. Forsyth |
| 2. FIRE | Replacement: A. Porter |
| 3. Biological Sciences | Replacement: R. Profant |
| 4. Music | Replacement: B. Harlow |
| 5. Journalism | Replacement: R. Canton |
| 6. PE/Health Education | Replacement: M. Dekker |
| 7. English Comp & Lit | New |
| 8. ADN | New |

The Council recommended that these eight positions be considered as a unit and as the #1 Priority.

#2 Priority:

9. Essential Skills New

#3 Priority:

10. Library New Reference Librarian

#4 Priority:

11. ESL New

The Council endorsed the following recommendation:

That the council supports the principle that faculty positions for courses necessary to meet matriculation requirements be funded from matriculation to the extent possible, but in accordance with Division Chair Council rankings.

JR/jdm

cc: Dr. MacDougall
Deans
Department Chairs
Mr. Miller
Mr. Pickering
Dr. Ullom
CSEA Rep



Santa Barbara Community College District
Santa Barbara City College

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

TO: Vice President Lynda Fairly
 Vice President John Romo

FROM: Peter MacDougall *PM*

DATE: January 14, 1988

RE: CPC 1987-88 Lottery Recommendation

I have received the recommendations for 1987-88 lottery funds' allocations from the College Planning Council. I support the recommendations and intend to recommend these items to the Board for approval. That recommendation for approval to the Board of Trustees, however, will be based upon assumptions regarding the following items:

A. Personnel

| | |
|--|--------------|
| Comp/Lit half-time interdepartmental secretary | \$ 5,000 |
| Essential Skills Lab instructors | 3,240 |
| Mathematics - Two lab teaching assistants | 2,525 |
| Secretary 1/4 with English p-t | 5,000 |
| BOE LTAs | , 74 |
| Counseling - Special Program Advisers | 9,600 |
| Clerical Support | <u>5,000</u> |
| | \$33,539 |

Expenditures for these items will be approved only if it is reasonably probable that 1988-89 matriculation funding is sufficient to continue the positions. We will meet to make that determination.

B. Other Personnel Items

| | |
|------------------------------------|--------------|
| Counseling - Articulation clerk | \$ 7,000 |
| Secretarial assistance for Title V | 6,000 |
| BOE LTAs | <u>3,174</u> |
| | \$16,174 |

The articulation clerk and secretary for Title V are one-year expenditures for special projects (Title V curriculum revision and Project ASSIST). The LTAs for BOE will not be continued under lottery funding after the current year.

Vice President Lynda Fairly
Vice President John Romo
January 14, 1988
Page 2

C. Electronic Mail Implementation \$18,728

The project is approved in concept; however, implementation and approval of the expenditure will occur after the proposal has been reviewed by: ICPC, the administrative Data Processing Committee, CCCA director, and a final review with the Superintendent/President.

D. Possible Change

From: Houston Plotter - blueprints (F & O) \$ 5,000
To: Marque for entrance to the Garvin

The expenditure, if a change is proposed, will occur after a plan for a marque is proposed and reviewed by appropriate Board Subcommittees. Compliance with the City of Santa Barbara sign ordinance will also be sought.

E. Improvement of Classroom Facilities

One hundred thousand dollars (\$100,000) was proposed and \$50,000 was recommended. This is a top institutional priority. A review will be scheduled regarding progress made on previous classroom improvement proposals and further assessment on bringing all college classrooms to a minimum level of quality. This area will receive priority if the need continues to be present and additional funds are received or some funds are not expended as projected.

College departments, DCC, and CPC have done an excellent job in developing recommendations.

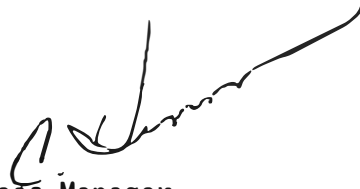
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cc: Dr. Bobgan
Dr. Hanson
Mr. Oroz

SANTA BARBARA CITY COLLEGE

BUSINESS SERVICES

MEMORANDUM - January 11, 1988
TO: College Planning Council
FROM: Charles L. Hanson, Business Manager
SUBJECT: 1987-88 LOTTERY RECOMMENDED ALLOCATIONS



On January 5, 1988, CPC received the ranked requests from divisions/ departments in the District. Following the presentations to CPC, J. Romo, L. Fairly, B. Miller and C. Hanson met on January 7 to prioritize the requests.

The summary of recommended allocations follows; refer to detail under each area using the color code.

| | | | |
|-------|-----|---------------------|---------------|
| Buff | I | - District-Wide | \$ 189,000 |
| Blue | II | - Academic Affairs | 177,745 |
| Green | III | - Business Services | 52,830 |
| Gold | IV | - President's Area | 46,950 |
| Pink | V | - Student Affairs | <u>48,250</u> |
| | | | \$ 514,775 |

CLH:ba
Attachments
cc: President's Cabinet

Santa Barbara City College

BUSINESS SERVICES

DATE: January 11, 1988
 TO: College Planning Council
 FROM: Charles Hanson
 SUBJECT: 1987-88 Lottery Requests
 Updated District-Wide Needs
 (not prioritized or ranked)

| A. Health and Safety | Request | Rec'mend | Acct Code |
|---|---------|----------|-----------|
| 1. Bleacher tractor | 5,000 | 5,000 | |
| 2. Eye-wash stations (hazardous substances) | 15,000 | 15,000 | |
| 3. Ventilation - Scene Shop | 10,000 | 10,000 | |
| 4. Building re-keying | 12,000 | 0 | |
| 5. Exterior lighting - safety | 13,500 | 13,500 | |
| 6. Exterior lighting - 120v retrofit | 5,000 | 5,000 | |
| 7. Top all trees | 12,000 | 0 | |
| 8. Repair walkways | 10,000 | 10,000 | |
| 9. Automatic door opener | 1,500 | 1,500 | |
| 10. Remove Brazilian pepper trees | 1,000 | 0 | |
| | | 60,000 | |
| B. Utility Requirements | | | |
| 1. Telephone cabling to West Campus | 20,000 | 20,000 | |
| 2. Sewer line replacement | 12,000 | 12,000 | |
| 3. Reclaimed water loop - West Campus | 78,000 | 0 | |
| 4. Energy management - power supply | 3,500 | 3,500 | |
| 5. Sprinklers - new/replacement | 7,000 | 0 | |
| 6. Sound system - Campus Center | 2,500 | 2,500 | |
| 7. Sewer line replacement | 12,000 | 0 | |
| 8. Trash compactor | 23,000 | 0 | |
| 9. Telephone system changes | 2,000 | 0 | |
| | | 38,000 | |
| C. Improvements - Long-Range Development Plan | | | |
| 1. Vista Points | 18,000 | 0 | |
| 2. Coastal access and signs | 5,000 | 0 | |
| 3. Modify entrance - West Campus | 95,000 | 0 | |
| 4. Parking - Pershing Park | 60,000 | 0 | |
| 5. Planting/erosion control - West Campus | 42,000 | 0 | |
| 6. Modify entrance - East Campus | 63,500 | 0 | |
| | | 0 | |

| D. Repairs and Improvements | Request | Rec'mend | Acct Code |
|--|---------|----------|-----------|
| 1. Football field renovation | 40,000 | 40,000 | |
| 2. Football field irrigation | 20,000 | 0 | |
| 3. Campus signs | 8,000 | 1,000 | |
| 4. Stadium - toilet plumbing | 8,400 | 0 | |
| 5. Blinds - Campus Center | 1,500 | 0 | |
| | | ----- | |
| | | 41,000 | |
| E. Campus/Building - Major Repairs and Improvements | | | |
| ===== | | | |
| 1. Renovation of classrooms | 100,000 | 50,000 | |
| 2. Paint - Administration Bldg | 110,000 | 0 | |
| 3. Paint - Wake Center | 125,000 | 0 | |
| 4. Paint - Library | | 0 | |
| 5. Paint - Student Services | 38,000 | 0 | |
| 6. La Playa Stadium bleachers | 58,000 | 0 | |
| 7. Replace La Playa Press Box | 75,000 | 0 | |
| 8. Add La Playa snack bar | 40,000 | 0 | |
| | | ----- | |
| | | 50,000 | |
| F. Deferred Maintenance (1988-89) | | | |
| ===== | | | |
| 1. Reroof P. E. classrooms | 15,000 | | |
| 2. Re-work ducting in Drama/Music Bldg Rooms 152, 153 and restrooms | 18,000 | | |
| 3. Waterproof Campus Center deck | 15,400 | | |
| 4. Repair broken Library sewer lines | 12,500 | | |
| 5. Irrigation water reclamation project | 65,000 | | |
| 6. Paint exterior Wake Center | 55,000 | | |
| 7. Texture coat and seal Administration Bldg | 120,000 | | |
| 8. Texture coat and seal Library | 35,000 | | |
| 9. Tear down, clean and inspect boilers | 12,000 | | |
| 10. Replace lockers in Humanities Bldg | 12,000 | | |
| 11. Video inspect all sewer and storm drains | 10,000 | | |
| G. Major Construction | | | |
| ===== | | | |
| 1. LRC/Library | | | |
| 2. Interdisciplinary Center (IDC) | | | |
| 3. Student Services Center | | | |
| 4. Secondary Effects | | | |
| | | ----- | |
| | TOTAL | 189,000 | |

CLH:ba
LOTUS:CPC87 - 1/11/87

SANTA BARBARA CITY COLLEGE

- ACADEMIC AFFAIRS

Priority I

REQUESTS FOR LOTTERY FUNDING 1987

| | Requested | Recommended | Acctg Code |
|----------------------------|-----------|-------------|------------|
| Business Education | 10,050 | 10,050 | |
| English | 9,240 | 9,240 | |
| Fine Arts | 10,640 | 10,640 | |
| Health Tech/Human Services | 8,190 | 8,190 | |
| Math/Computer Science | 10,125 | 10,125 | |
| Phys Ed/Athletics | 10,050 | 10,050 | |
| Science | 10,277 | 10,277 | |
| Social Sciences/Far Langua | 9,900 | 9,900 | |
| Technologies | 10,074 | 10,074 | |
| Instructional Support | 50,671 | 50,671 | |
| | ----- | ----- | |
| DIVISIONS TOTAL | 139,217 | 139,217 | |
| Priority II | | | |
| Handed into CPC | | 38,528 | |
| | 237,322 | | |
| | ----- | ----- | |

SANTA BARBARA CITY COLLEGE
 ACADEMIC AFFAIRS
 LOTTERY REQUESTS BY DIVISION
 1987-88

| DIV/DEPT | ITEM | REQUESTED | RECOMMENDED | ACCTG CODE |
|--------------------------|--|-----------------|-----------------|------------|
| BUSINESS ED | | | | |
| F.I/R.E. | Development of three mini courses | 1,800 | | |
| H.R.C. | POS Cash Control System | 2,250 | | |
| | Computer inventory Control hardware with linking to POS control systems | 6,000 | | |
| | HRC Total | | 8,250 | |
| BUSINESS ED TOTAL | | \$10,050 | \$10,050 | |
| ENGLISH | | | | |
| Comp/Lit | Half-time interdepartmental secretary | 5,000 | 5,000 | |
| | Comp/Lit Total | 5,000 | 5,000 | |
| Essential Skills | Lab Instructors for 10 hrs a week | 3,240 | 3,240 | |
| | Essn Skills Total | 3,240 | 3,240 | |
| E.S.L. | Software | 800 | 800 | |
| Journalism | 1 Printer | 1,000 | 1,000 | |
| ENGLISH TOTAL | | \$9,240 | \$9,240 | |

| DIV/DEPT | ITEM | REQUESTED | RECOMMENDED | ACCTG CODE |
|---|--|-----------------|-----------------|------------|
| FINE ARTS | | | | |
| Music | Lease purchase of new pianos, 5 years | 2,440 | 2,440 | |
| | Music Total | 2,440 | 2,440 | |
| Theatre Arts | Theatre Outreach to High Schools Program | 3,200 | 3,200 | |
| | Chicano Theatre Project | 5,000 | 5,000 | |
| | Theatre Arts Total | 8,200 | 8,200 | |
| FINE ARTS TOTAL | | \$10,640 | \$10,640 | |
| HEALTH TECHNOLOGY & HUMAN SERVICES | | | | |
| ADN Dept | Window covering for A218 offices and conferences | 1,000 | 1,000 | |
| | Covered Bulletin Board in A218C | 1,500 | 1,500 | |
| | ADN Total | 2,500 | 2,500 | |
| Dental Assisting | Under-counter Refrigerator | 200 | 200 | |
| | Dent Asst Total | 200 | 200 | |
| Early Childhood Edu | Purchase of Hobart Sanitizing Dishwasher | 2,150 | 2,150 | |
| | Replacement of the twelve faucets | 840 | 840 | |
| | Early Childhood Ed Total | 2,990 | 2,990 | |
| Health Tech/Occ Sup. | Redesign storage area | 1,000 | 1,000 | |
| | Facilities renovations to correct safety hazards, better utilize space in the lab | 1,000 | 1,000 | |
| | Electric typewriter | 500 | 500 | |
| | Health Tech Total | 2,500 | 2,500 | |
| HEALTH TECHNOLOGY/HUMAN SERVICES TOTAL | | \$8,190 | \$8,190 | |

| DIV/DEPT | ITEM | REQUESTED | RECOMMENDED | ACCTG CODE |
|---|---|-----------------|-----------------|------------|
| MATHEMATICS & COMPUTER SCIENCE | | | | |
| Mathematics | Two Lab Teaching Assistants | 2,525 | 2,525 | |
| | Secretary (1/4 of English part time) | 5,000 | 5,000 | |
| Mathematics Total | | 7,525 | 7,525 | |
| Computer Science | Projection Screen | 200 | 200 | |
| | Projection system with overhead projector | 1,200 | 1,200 | |
| | Ethernet cards | 1,200 | 1,200 | |
| Computer Science Total | | 2,600 | 2,600 | |
| MATH/COMPUTER SCIENCE TOTAL | | \$10,125 | \$10,125 | |
| PHYSICAL EDUCATION/ATHLETICS | | | | |
| | Weight room | 6,200 | 6,200 | |
| | Pump, filter, heater | 1,000 | 1,000 | |
| | Chatillon Scale | 600 | 600 | |
| | Mounting Device for Video Monitor in PE 310 | 250 | 250 | |
| | Athletic supplies | 1,500 | 1,500 | |
| | Typewriter for Secretary | 500 | 500 | |
| PE/ATHLETICS TOTAL | | \$10,050 | \$10,050 | |
| SCIENCES | | | | |
| Engineering & Physics | Upgrade the shop Room PS122 | 2,700 | 2,700 | |
| Engineering/Physics Total | | 2,700 | 2,700 | |
| Biological Sciences | Continue renovation of LSS 216 | 7,577 | 7,577 | |
| Bio Sci Total | | 7,577 | 7,577 | |
| Earth & Planetary Sci | Cargo truck #1 (H & S) | | 10,000 | |
| DIVISION TOTAL | | 10,277 | \$10,277 | |

| DIV/DEPT | ITEM | REQUESTED | RECOMMENDED | ACCTS CODE |
|---|---|-----------------|-----------------|------------|
| SOCIAL SCIENCES/FOREIGN LANGUAGES | | | | |
| Anthropology & Soc. | Development of Anth & Sociology simulations | 8,100 | 8,100 | |
| | Establishment of soci. and anth data bases | | | |
| | Purchase of videocassettes for LAC | 850 | 850 | |
| | Anthro/Soc Total | 8,950 | 8,950 | |
| History | Basic maps for survey courses for Hist Dept | 950 | 950 | |
| | History Total | 950 | 950 | |
| SOCIAL SCIENCES/FOREIGN LANG TOTAL | | \$9,900 | \$9,900 | |
| TECHNOLOGIES | | | | |
| Automotive | Replace Lighting A109 | 4,500 | 4,500 | |
| | Auto Total | 4,500 | 4,500 | |
| Bus Office Ed | Lab teaching assistants | 3,174 | 3,174 | |
| Marine Technology | To Develop A.S. Degree/Certificate Prog | 2,400 | 2,400 | |
| | Marine Tech Total | 2,400 | 2,400 | |
| TECHNOLOGY TOTAL | | \$10,074 | \$10,074 | |
| INSTRUCTIONAL SUPPORT | | | | |
| Library | | 32,776 | 32,776 | |
| Word Processing Center | | 12,895 | 12,895 | |
| Tutorial augmentation | | 5,000 | 5,000 | |
| INSTRUCTIONAL SUPPORT TOTAL | | \$50,671 | \$50,671 | |

Lottery Requests - 1987-88

BUSINESS SERVICES DIVISION

| Priority Ranking | Item (Department) | Request | Rec'mend | Acct Code |
|------------------|--|---------|----------|-----------|
| 1 | Half-ton truck w/utility box (F&O) | 18,000 | 18,000 | |
| 2 | Furniture/equipment, new positions | 4,000 | 4,000 | |
| 3 | Microcomputer, AT clone (Auxiliary) | 2,000 | 2,000 | |
| 4 | Secretarial/side chairs (4 ea) (Admin. Serv.) | 1,000 | 1,000 | |
| 5 | Radios - (3 Security, 6 Custodial) | 4,050 | 4,050 | |
| 6 | Electric cart (F&O) | 2,500 | 2,500 | |
| 7 | Cash register, 15-key, repl Stu. Fi., (Aux.) | 1,800 | 1,800 | |
| 8 | Small Equipment I (F&O) | 4,000 | 4,000 | |
| 9 | Terminal (Acctg) | 1,200 | 1,200 | |
| | | | ===== | |
| | | | 38,550 | |
| 10 | Replacement office equip. (Acctg/Admin Serv) | 1,340 | 1,340 | |
| 11 | File cabinet repl., 4-dr. lat. (3) (Acctg) | 1,440 | 1,440 | |
| 12 | Small Equipment II (F&O) | 4,000 | 4,000 | |
| | | | ===== | |
| | | | 6,780 | |
| 13 | Electric cart (F&O) | 2,500 | 0 | |
| 14 | Mini-blinds, Duplicating/Warehouse security (Admin. Serv.) | 1,000 | 0 | |
| 15 | Cash register, 30-key, repl Cashier's (Aux.) | 2,500 | 2,500 | |
| 16 | Houston plotter--blueprints (F&O) | 5,000 | 5,000 | |
| | | | ===== | |
| | | | 7,500 | |
| 17 | Software (F&O) | 870 | 0 | |
| 18 | Table-top copier (F&O) | 1,500 | 0 | |
| 19 | Printer for Student Finance terminal (Acctg) | 2,000 | 0 | |
| | | | ===== | |
| | | 60,700 | 52,830 | |

CLH:ba
 LOTUS:Prioritized Lottery - 1/11/87

Lottery Requests - 1987-88

PRESIDENT'S AREA

| Priority Ranking | Item (Department) | Request | Rec'mend | Acct Code |
|------------------|--|-----------------------|-----------------------|-----------|
| 1 | Publications: Assistant Equipment | 25,000 | 17,000 8,000 | |
| 2 | Personnel: HP-150 for new secretary Certificated advertising/ Affirmative Action Calculators | 2,300 3,600 150 | 2,300 3,600 150 | |
| 3 | Data Processing: 2nd bay to Port Selector Computer, Vocational Dean | 5,000 | 0 2,400 | |
| 4 | Foundation for SBCC: Alumni Affairs Telemarketing | 13,500 62,400 | 13,500 0 | |
| | | | ===== | |
| | | | 46,950 | |

CLH:ba
 LOTUS:Lottery, President - 1/11/87

Lottery Requests - 1987-88

STUDENT AFFAIRS DIVISION

| Priority Ranking | Item (Department) | Request | Rec'mend | Acct Code |
|------------------|--|---------|----------|-----------|
| 1 | Articulation clerk (Couns) | 7,000 | 7,000 | |
| 2 | Software maintenance agreement (Fi Aids) | 850 | | |
| 3 | Special Program Advisors (Couns) | 9,600 | 9,600 | |
| 4 | Scannable drop rosters (Admissions) (Form/Software Development) | 3,500 | 3,500 | |
| 5 | Training (Fi Aids) | 2,500 | 2,500 | |
| 6 | Clerical support (Couns) | 5,000 | 5,000 | |
| 7 | Microfilming (Fi Aids) | 1,500 | 1,500 | |
| | | | ===== | |
| | | | 29,950 | |
| 8 | Micros and printers, 4 (Couns) | 10,000 | 10,000 | |
| 9 | Security devices (Security) | 2,000 | 2,000 | |
| 10 | SBCC computerized grad check (Couns) | 5,000 | 5,000 | |
| 11 | Outreach materials (Couns) | 200 | 200 | |
| 12 | Software maintenance agreement (Fi Aids) | 1,100 | 1,100 | |
| | | | ===== | |
| | | | 18,300 | |
| TOTAL | | | 48,250 | |
| 13 | Health Services computer (Couns) | 2,500 | | |
| 14 | Hourly counselors (Couns) | 3,000 | | |
| 15 | Equipment/Supplies (Athletics) | 12,000 | | |
| 16 | Articulation Officer (Couns) | 15,000 | | |
| 17 | IBM AT Clone/printer (Student Activities) | 2,500 | | |
| 18 | Mini blinds (Stu Serv/Fi Aids/EOPS) | 800 | | |
| 19 | SBCC Table Banners for Outreach (Couns) | 125 | | |
| 20 | Equipment/Supplies (Athletics) | 12,000 | | |
| 21 | LaserJet Printer (Cal-SOAP) | 2,400 | | |
| 22 | Equipment/Supplies (Athletics) | 10,750 | | |
| 23 | Study rooms (Student Senate) | 5,000 | | |
| 24 | Digital sign board (Student Senate) | 20,000 | | |
| 25 | Career Ed Identification/Work Experience Networking (Couns) | 3,000 | | |

SANTA BARBARA CITY COLLEGE
 DIVISION CHAIR COUNCIL
 ACADEMIC AFFAIRS, PRIORITY II
Second Round of Lottery Requests, 1987-88

| <u>Department</u> | <u>Item</u> | <u>Request</u> | <u>Recommended</u> | <u>Acctg Code</u> |
|---|---|----------------|--------------------|-------------------|
| Instructional Support Academic Affairs | Secretarial assistance for Title V | 6,000 | 6,000 | |
| Instructional Support CAI | Electronic mail implementation and Telecom. training | 18,728 | 18,728 | |
| Instructional Support Library | Augmentation for computerized literature search | 5,000 | 5,000 | |
| | OCLC cataloging project | 2,500 | 2,500 | |
| Sciences | Truck augmentation | 5,000 | 5,000 | |
| English Communication | Data Analysis and Record Keeping Software | <u>1,300</u> | <u>1,300</u> | |
| | TOTAL | 38,528 | 38,528 | |
| Fine Arts Theatre Arts | Marquee for entrance to Garvin Theatre complex | 5,000 | | |
| Science Chemistry | Two gas chromatographs | 8,000 | | |
| Business HRC | POS Cash Control System | 7,000 | | |
| Instructional Support CAI | Scanner | 12,000 | | |
| Instructional Support Faculty Enrichment | Funds for Classroom Research | 5,000 | | |
| Computer Science | Purchase and install PC computer moniter system | 5,500 | | |
| Physical Ed/Athletics Physical Ed | Underwater weight machine | 5,000 | | |
| Instructional Support Faculty Enrichment | Consultants for Divisional Workshops | 4,500 | | |
| Sciences | Renovation of LSG 216 | <u>7,577</u> | | |
| | TOTAL | 98,105 | | |

RECEIVED
JAN 19 1988
ACADEMIC AFFAIRS

SANTA BARBARA CITY COLLEGE
COUNSELING STAFF REQUEST - 1988/89

REQUESTING FROM CPC PERMISSION TO HIRE TWO FULL-TIME COUNSELING POSITIONS (FTE REGULAR/FTE TEMPORARY). FUNDING WILL BE A COMBINATION OF EXISTING HOURLY MONIES, HALF-TIME POSITION LEFT FROM FULL-TIME RESIGNATION LAST SPRING, AND MATRICULATION ALLOCATION.

A. NEED

In order to implement annually the mandatory requirements of Matriculation for Orientation (2040 hours/3650 students), Advisement (8650 hours/14,750 students--group/individual), and Follow-up (6800 hours), we will need at least 17,490 hours of certificated counseling time. At present, SBCC has time from full-time regular and hourly counselors and from the Faculty Advisors which totals 12,400 hours available to meet this need.

B. SOLUTION

The regular full-time and hourly counselors will devote more hours to group activities of undecided/undeclared, probationary, pre-collegiate, and ESL non-exempt matriculating students. We also recommend that the Faculty Advising Program be continued and expanded to help meet the advising needs of the students who have declared a major. In addition, we are requesting two full-time counselors.

1. One counselor will be a regular tenured track position who will be bilingual (to meet the changing demographics of our student populations), as well as having experience in working with under-prepared and undecided students.

SOURCES - \$22,500 Half-time position from Spring '87 resignation
 \$22,500 Matriculation Allocation for 1988-89
* \$45,000 Total

2. The other temporary position will be knowledgeable in computer usage for advising students and will be expected to carry a caseload for a specific major in addition to working closely with undecided/undeclared, probationary and pre-collegiate skill level non-exempt students.

SOURCES - \$20,000 Hourly monies presently in budget
 \$20,000 Matriculation Allocation for 1988-89
* \$40,000 Total

*Highest possible placement on Salary Schedule for Regular and Temporary positions.

SANTA BARBARA CITY COLLEGE

ANNOUNCEMENT OF POSITION

COUNSELOR

DESCRIPTION OF POSITION: Effective _____, a full-time tenured track counselor position will be available in the Counseling Department. Position will be under the administrative supervision of the Dean, Student Development. Duties include: liaison activities regarding pre-admission, orientation, assessment, advisement and instructional support services; responsibilities include providing current academic/career counseling for under-represented students and re-entry adults; maintains effective relationships with faculty, particularly the ESL department; serves on committees as assigned; participates in departmental meetings and performs other duties and responsibilities as assigned by Dean of Student Development. This position will require 20 extra work days outside of the regular working schedule.

MINIMUM REQUIREMENTS:

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| <u>Education:</u> | Master's Degree in Counseling or related area. |
| <u>Credential:</u> | Hold or be eligible for a California Community College Counseling Credential. |
| <u>Experience:</u> | Minimum one year of full-time experience at a California Community College in a counseling position. |

DESIRABLE QUALIFICATIONS:

1. Bi-lingual ability (Spanish/English).
2. Ability to counsel students with diverse/varying cultural, social, economic, educational backgrounds.
3. Ability to communicate clearly/concisely both orally and written.
4. Familiarity with the California Education Code and Community College counseling programs and policies/duties, particularly Matriculation Requirements.
5. Familiarity with computers and skills in evaluation/research methods.

SANTA BARBARA CITY COLLEGE

ANNOUNCEMENT OF POSITION

COUNSELOR (TEMPORARY)

DESCRIPTION OF POSITION: Effective _____, a full-time temporary counselor position will be available in the Counseling area. Responsibilities include providing current academic and career/vocational counseling for students and re-entry adults, designing and coordinating, under the matriculation plan, a career counseling delivery system to undeclared/undecided students (this includes classes, workshops, and individual counseling appointments); assisting in counseling students for early warning, probation and disqualification; assisting in student recruitment, orientation and registration process; performing in-depth life planning counseling; serving on committees as assigned; participating in departmental meetings and performing other duties and responsibilities as assigned by the Dean of Student Development.

MINIMUM REQUIREMENTS:

Education: Master's Degree in Counseling required.

Credential: Hold or be eligible for a California Community College Counseling Credential.

Experience: Minimum one year full-time counseling experience at a California Community College level.

DESIRABLE QUALIFICATIONS:

1. Experience with career and vocational assessment instruments.
2. Ability to communicate effectively with students from diverse backgrounds.
3. Ability to write and speak effectively.
4. Ability to develop, organize and evaluate student counseling programs.
5. Familiarity with computers and evaluation/research methods.

EXTENDED ASSIGNMENT: This position will, at the direction of the Dean, require a total of 20 extra days to be worked beyond the normal working schedule during each school year.