SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COUNCIL
December 3, 1991

M I N U T E S

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

APPROVAL OF MINUTES: November 19, 1991

      M/S/C   Garey/McCarthy

             Ayes: 7   Abst.: 1

ACTION ITEMS

Hearing Stage

Software Copyright Policy

Members received copies of the Microcomputer Software Copyright Policy submitted by Educational Technology and Microcomputing Services delineating general policy and specific rules and regulations regarding the use of computer software.

The policy is intended to comply with U.S. Copyright Law which imposes severe civil damages and criminal penalties for the illegal reproduction of software. All software purchased by the college will be registered in the name of the college. The Chair reported that the Division Chair Council endorsed the policy and asked that CPC members review it with their constituents prior to CPC action on December 17.

Decision Stage

Parking Reorganization

L. Fairly addressed the request from Student Services for a Level 3 Management Security Supervisor position. This request, an upgrade for a position which was recommended by the CPC last year but which was never filled, would be a back-up person for Don Seaver. The position would be funded from parking fees.

      M/S/C   Garey/McCarthy   Unanimous

             To approve the position of Security Supervisor to be funded from Parking Fees.

Lottery Allocations

Council reviewed the Cabinet proposal for the allocation of 1991-92 lottery. The recommended formula for allocating funds is:

      10%--New Equipment (College-wide)
      40%--Computer Technology (College-wide)
      50%--To the five major units for replacement equipment (non-computers)

Members expressed concerns that the proposal "locks in lottery receipts"and would decrease or eliminate the support for special projects and programs which have been supported by lottery in the past. T. Garey strongly recommended that the guideline for 50% allocation to units for replacement equipment be revised to include language which would retain the option to fund special projects.

Members concurred with the suggestion to append to the 50% Unit Allocation guideline the clause which appears in italics below:

M/S/ Garey/Fairly

To accept the l0%/40%/50% distribution of lottery funds for 1991-92 (funds not set aside for salaries) and to add to the 50% Allocation to five major units for replacement equipment (non-computers) *such other special one-time only projects and programs that the units deem appropriate.*

During the discussion it was agreed that the term "Computer Technology" needs to be defined in order to distinguish between computer and other related equipment. As an example, Mr. Garey cited the lighting for the Garvin Theatre (a current resource request) which is electrical output equipment essentially built around computers. It was agreed that there are many such items for which a precise definition is required in order to implement the guidelines. G. Gregg suggested that computers be defined according to their general purpose use. He also requested, and members concurred, that action be deferred until the College Computing Coordinating Committee has reviewed the proposal.

Upon a motion by M. Bobgan, the item was tabled until December 17.

Mr. Gregg was asked specifically to bring back to the Council a definition of computers and any appropriate recommendations from the Four C's.

REPORTS

Budget Planning 1991-1992

Dr. Hanson distributed copies of the 1992-1993 Planning Budget (Without Lottery) which reflects the projected revenue and expenditures for 92-93. Assuming no major cuts (and this is problematic due to the state economy), there will be approximately $l50,000 for resource allocations. The current planning budget doesnot include any funding for raises. Dr. Hanson emphasized the the preliminary budget be finalized after the 1st of January, when there is more information on current year ending balances and the state fiscal situation.

It was noted that although SBCC's financial situation is better than some community colleges, the District anticipates increasingly tight budgets.

Budget Status: 1991-1992

J. Romo will report on the Certificated Hourly Deficit, which current figures project at $693,000, at the next meeting on December 17. At that time recommendations will be proposed to deal with the on-going deficit.

cc: Dr. MacDougall, Deans/Assistant Deans, Deans/Assistant Deans, Conseling Academic Senate, Counseling,Division/Department Chairs, Mr. Gregg, Mr. Hamre Mr. Pickering, Instructor's Association, Classified Council Representative, CSEA Representative

SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COUNCIL

December 17, 1991

M I N U T E S

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

The Chair requested consent to change the order of business and to add to the agenda a report from L. Fairly on the college calendar.

MINUTES: December 3, 1991

Deferred

REPORTS

College Calendar

Mrs. Fairly reported that the Board of Trustees endorsed on a permanent basis the early start calendar for the college. Calendar options will be presented to Dr. MacDougall and his recommendation could be presented to the Board in late January. Mrs. Fairly stated that it appears now that the college will accept a calendar in which the Fall 91 semester is scheduled from August 23 through December 23 and the Spring 92 would begin January 11 through May 28. Summer Sessions dates are undecided due to ADA funding implications.

It was noted that the early calendar has received wide support from faculty, staff and students. Mrs. Fairly expressed confidence that it will be successfully implemented.

ACTION ITEMS

Decision Stage

Lottery Equipment Replacement Allocations

The College Computer Coordinating Committee submitted its response to the recommendation from Cabinet to allocate lottery funds to New and Replacement Equipment (funds not set aside for salaries) based on the following formula: 10% to New Equipment (College-wide); 40% to Computer Equipment (College-wide) and 50% to the five major units for Replacement Equipment (non-computer). The CCCC report addressed specifically the recommendation for the 40% allocation to Computer Equipment. Although the report endorsed the proposal, it outlined four concerns expressed by committee members:

1.   That developing well-planned computer technology depends on predictable and stable funding which should be provided by district funds. Lottery funding is too unpredictable.

2. That the proposal doesn't address the need for on-going support costs, e.g. staff.

3. That there is a problem of defining which items are computer technology and which are Media.

4. That the 40% allocation is insufficient compared to prior years' allocations.

   C. Hanson cautioned against making a percentage-based allocation commitment to Computer Technology until the College completes its inventory which will classify equipment by type rather than by cost center as in the past. He noted that other college equipment will need to be replaced over the years. At the conclusion of the discussion there was consensus to add three conditions to the 40% lottery allocation to computers:

   1. That the authorization include purchasing software, monitors, printers, modums and other peripheral equipment;

   2. That computers purchased from lottery would be in the general purpose category and would not apply to dedicated computers;

   3. That the ETMSS Department consult with Media Services to determine the treatment of items which fall into the gray area between Media equipment and computer equipment.

After a lengthy discussion, T. Garey submitted an amendment to the original motion (Garey/Fairly, 12/3/91):

Amendment: The College Planning Council shall evaluate the percentage of allocation on a yearly basis.

M/S/C   To accept the formula for the distribution of 1991-1992 lottery funds (funds not set aside for salaries) for equipment purchase delineated below:

   10% - To New Equipment (College-wide)
   40% - To Computer Equipment (College-wide)
   50% - To the five major units for Replacement Equipment (non-computer) and to such other special one-time only projects and programs that the units deem appropriate. The College Planning Council shall evaluate the percentage of allocation on a yearly basis.

   Ayes: 6   Noes: 0   Abst.: 0

The Chair reported that he would be reporting back to the Council on the Cabinet recommendations for the 50% allocation to units.

REPORT

Certificated Hourly Budget

C. Hanson presented a report by the Cabinet subcommittee (Hanson, Romo, Pickering) on the on-going certificated hourly budget deficit. The report provided data which shows that increased unfunded ADA (from 202 ADA in 1987-88 to 471 ADA in 1991-92 [projected]) has been the primary cause of the deficit in the hourly budget.

This increased ADA has been handled by adding sections and the costs have been covered by revenue sources such as growth, IRCA funding, AB 1725 augmentation, and ending year balance from non-resident tuition. This year, due to an $800,000 estimated increase in expenses and the reduction or elimination of some sources of funding (e.g. AB 1725) the District anticipates a shortfall of $744,000 in the certificated hourly budget. The Additional revenue or reduced expenses from the following sources has been identified to cover these expenses for 1991-1992:

Increased non-resident tuition	125,000
Support accounts (COLA) 90-91	45,000
Unused benefits budget	133,000
Unallocated ongoing funds	250,000
Growth (50% - six months)	125,000
Social Security allocation reduction	75,000
TOTAl	753,000

Mr. Romo reported that Academic Affairs reduced TLU allocations by 3% in 1991-1992 and that a reduction of 4.5% is planned for 1992-1993. It was noted, however, that the 4.5 % reduction was partly in anticipation of decreased enrollment as a result of implementation of the early calendar. Although the summer school schedule has not been finalized, it's anticipated that there will be an 1/3 reduction in TLUs.

The chair asked for consent to take the Certificated Hourly Budget Report as a Hearing Stage Action item. Council agreed to take the report back to their constituents for input prior to final action on January 7.

jdm

cc: Dr. MacDougall
       Academic Senate
       Counseling
       Deans/Assistant Deans
       Division/Department Chairs
       Instructor's Association
       Classified Council
       CSEA Representative
       Mr. Gregg
       Mr. Hamre
       Mr. Pickering

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SANTA BARBARA CITY COLLEGE

MEMORANDUM

DATE: January 7, 1992

TO: College Planning Council

FROM: John Romo, Vice President for Academic Affairs

SUBJECT: Division Chair Council Recommendations: Tenure Track Positions, 1992-1993

The Division Chair Council has made its recommendations on tenure track positions for 1992-1993. On December 3, the Council voted to recommend filling two replacement positions (exempted from rankings):

> Political Science (replacing Robert Casier)
> Children's Center (replacing Clevonease Johnson)

On December 18, the Council voted to recommend submitting to the College Planning Council and recommending to the President five tenure track (non-exempt) positions.

The recommended tenure track positions, in ranked order, are:

> Early Childhood Education
> Communication
> Business Administration
> Licensed Vocational Nursing
> Ethnic Studies

JR:jdm

DCCCERT1792

SANTA BARBARA CITY COLLEGE

DIVISION CHAIR COUNCIL
DEPARTMENTS REQUESTING TENURE TRCK POSITIONS
1992–1993

I. **REPLACEMENT POSITION REQUESTS**

Department	Replacing
Business Law	Robert Hilgerman
Children's Center	Clevonease Johnson
Communication	Barbara Crawford
Political Science	Robert Casier
Vocational Nursing	Marilyn Van Donge

II. **TEMPORARY CONTRACTS (91–92)**

Department

English as a Second Language
Psychology

III. **NEW POSITION REQUESTS**

Department	No. of Positions
American Ethnic Studies	1
Art	1
Associate Degree Nursing	2
Early Childhood Education	1
English Composition & Literature	1
English as a Second Language	1
Marine Technology	1
Mathematics	2
Political Science/Economicis	1
Psychology	1
Spanish	2

W.92-93TTREQUESTS