

SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COUNCIL

December 3, 1991

MINUTES

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 10%/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 \$150,000 for resource allocations. The current planning budget does not include any funding for raises. Dr. Hanson emphasized that 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, Counseling Academic Senate, Counseling, Division/Department Chairs, Mr. Gregg, Mr. Hamre, Mr. Pickering, Instructor's Association, Classified Council Representative, CSEA Representative

*Revised by Cabinet 8/5/91

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:

- | | |
|--|---------|
| 1. Augment English & Math budget | 65,000 |
| 2. Trash compactor | 35,000 |
| 3. Schott Center Parking/Painting | 30,000 |
| 4. Micom - surge protection | 5,800 |
| 5. Microcomputer training | 14,000 |
| 6. Admissions Files (2) | 2,500 |
| 7. Classroom research | 20,000 |
| 8. Hazardous waste | 90,000 |
| Containment area | 15,000 |
| Materials handling | 5,000 |
| Chemical storage (PS bldg) | 70,000 |
| 9. CCCA programming support
(faculty hourly, fixed asset inventory,
payroll, bar code, facility utilization) | 70,000 |
| 10. Kiln (Art Department) | 17,000 |
| 11. Telephone - all campus | |
| Cable repairs/replacement | 25,000 |
| Instruments | 20,000 |
| 12. Educational technology | |
| Hardware | 5,000 |
| Software | 6,000 |
| 13. Drama lighting | 100,000 |
| 14. Wake Center - Wake Center
Loading dock and entry road | 140,000 |
| 15. Business Services remodel furnishings
(Acctg, Payroll, Aux. Acctg, Fac., Purch.) | 29,000 |
| 16. Academic Skills Center
More study locations | 13,200 |
| 17. Campus lighting | 70,000 |
| 18. Computer Science lab - furniture | 25,000 |
| 19. Trencher - Grounds | 8,500 |
| 20. Cafeteria chairs | 45,000 |
| 21. 3/4 ton pickup with utility box | 19,500 |
| 22. Computer wiring - Administration Remodel | 25,000* |
| 23. Computer wiring - Interdisciplinary Center | 24,000* |
| 24. Computer wiring - Admin. Bldg Phase II | 25,000* |
| 25. Fiber Optic Cabling - East/West Campus | 85,000* |

College Computer Coordinating Committee
Report to CPC -- Proposed Use of Lottery Funds 1991-92
December 6, 1991

The CCCC endorses the proposal that the 1991-92 lottery funds not set aside for salaries should be allocated with 40% dedicated for computer technology. The committee welcomes the principle of a funding commitment by the College for computer technology as an identified area of need. However, the CCCC would like to register a number of concerns.

First, the use of unpredictable funds such as lottery is not the best way to provide for the well-managed development of computer technology at the College. The CCCC envisions a future where a stable and reliable funding source underwrites a dynamic technology development plan. This means district funds.

The planning activity, which occupied this committee intensely in June, is currently bearing fruit in the form of several projects (IDC computer wiring, fiber optics survey, Administrative Building computer wiring) which will be components of the eventual campus-wide network. However, these developments have been funded, not by plan, but by the fortuitous availability of some one-time funds. Relying on unpredictable or fortuitous funding sources is a less than satisfactory way for the College to advance its computer technology since it does not allow for a systematic and controlled implementation of a well defined plan.

A second and related concern is that this proposal will continue the practice of focusing attention on the purchase of more and more hardware and software, without making provision for on-going support costs, especially support staff.

A third concern that will need to be addressed is the problem of defining which sorts of items should be treated as computer technology. The CCCC recommends that software should be included, as well as computer peripherals such as printers, modems, etc. Some items, such as data projectors and CD-ROM players, fall in the grey area between media equipment and computer equipment. The appropriate treatment of these will have to be decided in consultation with the Media Unit.

Since many different kinds of equipment contain microcomputers these days, but would not appropriate to be treated as computer technology for the purposes of this allocation method, there will be a need to draw a line. The CCCC recommends that the determining criterion should be whether the hardware or software is general purpose, as opposed to special purpose.

A fourth concern of the CCCC is that the allocation of only 40% for computer equipment (both new and replacement) is too little. This proportion will have the effect of actually reducing the amount

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available for computers, compared to previous years' allocation methods. For example, the relative level of need for new computer equipment is illustrated by the bids for new equipment in 1990-91. The DCC minutes for March 6, 1991 show that of the \$118,788 approved for new equipment within Academic Affairs, 60% (\$71,539) was for computer equipment and software.

The need for replacement equipment is a similar story, because a very large proportion of the computers, as well as the software, owned by the College is obsolete and/or no longer adequate for the needs of the owning department. Bill Hamre recently analyzed the official College inventory report and found that approximately 25% of the dollar value of the inventory shown on the report is computer equipment. The true figure is certainly higher. We know that the inventory systematically under-reports the value of computer technology because software too often has not been logged, but rather treated as supplies.

Assuming that the viable life span of computer equipment and software is less than half that of the other sorts of equipment, furniture, etc. on the inventory, then the proportion of funds allocated for replacement of computer equipment should be at least 50% of the total, simply to maintain the status quo. If there is an intention to make a strategic decision to boost computing, then the proportion should be more like 60%.

Despite these reservations, the College Computer Coordinating Committee views the proposed use of lottery funds as a positive step in the on-going process of establishing an effective mechanism for funding computing at the College. It creates the opportunity to establish and test out an allocation procedure in which computer technology is given a recognized status, rather than subsumed in the general scramble for equipment funds. The allocation procedure that eventuates will undoubtedly use the computer development plan to guide the decisions. This will be a significant improvement in how the College controls and manages the increased use of computers coming on the campus. It will make planning worth the effort.

SANTA BARBARA CITY COLLEGE

BUSINESS SERVICES

DATE: December 12, 1991
 TO: Dr. Peter MacDougall, Superintendent/President
 FROM: Charles Hanson, Vice President, Business Services
 SUBJECT: CREDIT CERTIFICATED HOURLY EXPENSES

Since 1987-88 enrollment ADA has grown as follows:

		<u>Funded</u>	<u>Actual</u>	<u>Unfunded ADA</u>	<u>Est FTE Non-Res</u>	<u>Credit Total</u>
1987-88	Cr	6,961	7,163	202	293	7,456
	NCr	2,000	2,098	98		
1988-89	Cr	7,105	7,412	307	302	7,714
	NCr	2,047	2,459	412		
1989-90	Cr	7,294	7,756	462	407	8,163
	NCr	2,071	2,300	229		
1990-91	Cr	7,349	7,997	648	362	8,359
	NCr	2,118	2,241	123		
1991-92*	Cr	7,449	7,920	471	359	8,279
	NCr	2,118	2,118	Ø		

* Projected

During the same time period, non-resident tuition income increased dramatically-- adding to revenue but also adding to credit hourly costs.

	<u>Adopted Budget</u>	<u>Est FTE Non-Res</u>	<u>Non-Res Cost/Unit</u>	<u>Actual Income</u>
1987-88	\$ 308,000	293	\$ 88	\$ 774,204
1988-89	658,000	302	91	824,609
1989-90	658,000	407	94	1,148,461
1990-91	658,000	362	96	1,044,361
1991-92*	858,000	359	102	1,100,000

* Projected Income

To accommodate the increase in ADA, additional class sections were added which increased the credit hourly budget, adjusted midyear. These increased costs for hourly instruction were covered in the past by various revenue sources such as: growth and equity funding increases, additional ending balances revenue from non-resident tuition, IRCA funding, AB 1725 augmentations, and various other funding (i.e., Basic Skills, GAIN, etc.) Utilizing these sources of revenues the District has been able to grow in enrollment without full State funding of growth ADA. Further, through conservative income projections and prudent budgeting for future cost increases, we were able to stay abreast of expenses. Non-resident tuition is not included for

State ADA apportionment, the revenue is labeled "local," and the District is able to utilize the revenue wherever it is needed. Providing additional classes for the non-resident student enrollment further escalated the hourly certificated costs in the credit program.

Below is the history of credit hourly certificated salary for 1988-89 through 1990-91 and a projection of 1991-92 expenses.

Credit Hourly Certificated Salaries

	<u>Adopted Budget</u>	<u>Actual Expense</u>	<u>Adopted Less Actual</u>
1987-88	\$1,342,126	\$1,981,108	\$ 638,982
1988-89	1,394,791	2,225,674	830,883
1989-90	1,702,792	2,453,274	750,482
1990-91	1,731,697	2,387,291	655,594
1991-92*	1,602,530	2,377,159	774,629

* Estimated expenses

Since January 1990 the growth funding of the increased ADA (\$215,000±) by agreement has been shared with the employee groups (82± percent) to increase the salary schedules. The equity funding of \$150,000± is no longer available too SBCC. The large infusion of IRCA funds in 1989-90 (\$650,000±) and 1990-91 (\$600,000±) is now projected at only \$130,000± for 1991-92. The AB1725 funds received in 1989-90 (\$1,100,000±) and 1990-91 (\$960,000±) for program improvements have now been incorporated into the ongoing budget and allocated in the required 19 categories (including 22 full-time faculty positions), and there will be no additional infusion of program improvement funds in the foreseeable future.

1991-92

In a year where there has been no COLA, there have been estimated increases in costs to the District general fund in the following areas:

Social Security Mandate	\$ 375,000
Utilities - rate/utilities increase	85,000
Dissolution costs of CCCA	100,000
Transfer Center grant lost	91,800
1% salary transferred from Lottery	<u>200,000</u>
	\$ 851,800

The credit hourly salaries have been calculated and projected for 1991-92. Due to many of the above factors, an over-expenditure of \$775,000± above the adopted 1991-92 budget is projected.

Additional revenue or reduced expenses from the following sources has been identified to cover these expenses for 1991-92.

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	<u>75,000</u>
	\$753,000

The 1992-93 budget requires further analysis to determine if budgeted increases in health benefits, Social Security, Medicare, and fixed costs (i.e., utilities, insurance, etc.) are accurate. Tentative adjustments to existing expenses are projected in the following areas:

Support accounts COLA (90-91)	\$ 45,000
Support accounts COLA (91-92)	50,000
✓ Reduce credit summer session	123,000
✓ Reduce credit class offerings	220,000
✓ Reduce non-credit class offerings (Transfer to credit)	150,000
Additional non-resident tuition	150,000
Social Security reduction	<u>35,000</u>
	\$ 773,000

CLH:ba
c Cabinet
D. Pickering