

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
July 8, 1997**

MINUTES

PRESENT: Dr. MacDougall, J. Friedlander, L. Fairly, K. Hanna, C. Hanson, J. Lynn,
K. O'Connor, D. Oroz, J. Romo, Lana Rose
ABSENT: D. Barthelmess (excused), B. Hamre (excused)

CALL TO ORDER

The meeting was called to order by Dr. Friedlander at 3:05 p.m..

APPROVAL OF MINUTES: June 17, 1997

M/S/C To approve the minutes of June 17, 1997 as submitted (Rose/Fairly) Unanimous

INFORMATION ITEMS

Dr. MacDougall's Response to CPC's Ranking of One-Time Resource Requests

Dr. MacDougall was present to give his response to the College Planning Council's recommendations for one-time resource requests for 1997-98. The President stated that at the present time there are no firm figures on the funds available for one-time resource requests. However, based upon his preliminary review and without prior discussion with the vice presidents, Dr. MacDougall stated that his position on each item requested is as follows:

Items in Ranked Order	Funds Requested	Dr. MacDougall's Response to Items Requested
#1 Credit Card Registration (Credit & CE)*	\$4,200	Preliminary Approval
#2 Technology Mediated Instruction	\$40,000	Preliminary Approval
#3 Electronic Applications from High Schools	\$5,000	Preliminary Approval
#4 Parent-Child Workshop Project	\$10,000	Pending Discussions with the VP, Continuing Education
#5 Academic Senate Summer Projects to Update Faculty Manual	\$4,240	Preliminary Approval
#6 Cooperative Learning 1	\$20,000	Preliminary Approval
#7 Batting Cage	\$1,300	Preliminary Approval
#8 Technology Training Program	\$15,000	Preliminary Approval
#9 Development of New Budget Model	\$20,000	Pending Clarification of Outcomes with VP, Business Services
#10 Phone Instrument Changes	\$11,200	Identify Other Funding Sources (Replacement of Equipment)
#11 Recruitment (Electronic)	\$25,000	Preliminary Approval

Items in Ranked Order	Funds Requested	Dr. MacDougall's Response to Items Requested
#12 Biology Course Development	\$20,000	Pending Clarification/Discussions with the VP, Academic Affairs
#13 Pre-/Post-Orientation Options	\$7,500	Pending Discussion with the VP, Student Affairs
#14 Assessment of Institutional Effectiveness	\$10,000	Preliminary Approval
#15 Phone System for Continuing Ed	\$10,000	Identify Other Funding Sources (Replacement of Equipment)
#16 Wake Center Computer Lab	\$10,000	Identify Other Funding Sources (Replacement of Equipment)
#17 CE Mac Lab Furniture	\$10,000	Identify Other Funding Sources (Replacement of Equipment)
#18 Storage CE	\$15,000	Identify Other Funding Sources (Construction Projects Funds)
#19 CWIS Web sites	\$22,000	Preliminary Approval
#20 Convert CAD	\$5,700	Pending Discussion with the VP, Business Services
#21 Network FAX	\$24,000	Pending Discussions with the VP, Business Services
#22 Cooperative Learning 2	\$10,000	Preliminary Approval

Dr. MacDougall stated that there are unanticipated costs which need to be funded from one-time resource allocations. These include: (1) the facilities remodel/conversion in the Marine Diving Technology area (\$150,000 had been set aside for this project, but the bid came in at \$220,000, resulting in \$70,000 in additional costs to the District); and (2) the costs of moving the Small Business Development Center to the Wake Center (approximately \$10,000) resulting from Elye Pitt's reassignment to the Continuing Education Division.

Dr. Hanna and Ms. O'Connor clarified the Academic Senate's request for summer projects funding by stating that it was their intent to update the Faculty Manual and to place in on the Web. They also noted that the request for funds to develop a new budget model was a response to Goal D.2 of the College Plan: *Develop and implement a resource allocation budgeting process that builds from the College Plan.*

The District will probably have determined its allocation for one-time resource requests by the end of July.

Major Focus of CPC in 1997-98

Project Redesign

Members agreed to meet on August 19 so that Dr. MacDougall could have the opportunity to submit to CPC the master plan for the Database Conversion Project and Project Redesign. The President confirmed that he will probably dissolve the existing Technical Team and assign the responsibilities for Project Redesign to the Cabinet. As the College shifts from planning to the implementation process, it is more appropriate to integrate these operational activities into

the organizational structure of the college. It is anticipated that a major focus for CPC next year will be the implementation process.

State Budget Update

Dr. MacDougall provided an update on the 1997-98 state budget. The budget provides for significant funding for growth, technology and deferred maintenance. SBCC expects to receive approximately \$700,000 to augment its technology-base budget. The COLA is project to be almost 3 percent. The Governor is proposing that \$65 million dollars from Proposition 98 be allocated primarily to Welfare Reform items, including 35 million dollars for child care. Fifteen million dollars will be placed in a reserve account which will be used to fund Basic Skills *if* there is a demand greater than the amount we have funded for growth (which appears unlikely. If not, these funds will revert for use for child care or college work study). Fifteen million dollars would be allocated to support curriculum changes: 10 million for organizational support and \$5 million for grants to design model programs to facilitate the rapid transition of individuals from welfare to work. Serious concerns were expressed regarding the impact on community colleges created by diverting Proposition 98 funds needed to support college core functions.

Proposed Reorganization of Programs to Serve International Education Students (ELSP and ISAP)

Ms. Fairly submitted the new proposal to merge the English Language Studies Program (ELSP) and the International Student Academic Program (ISAP) into a single International Student Support Program (ISSP). Under this plan, activities for all international students (e.g., marketing, recruitment, admissions, advising, housing and other support services) would be under the purview of the ISSP. The staff would include: one full-time, 12 month director (new); one full-time clerk; one full-time SPA; one full-time clerk (conversion from existing positions); and one ESL faculty advisor -(nine TLUs from existing ELSP budget). The program would be supervised by a dean from student affairs under the purview of an International Student Steering Committee. The ISSP budget (\$220,656) will be supported from the existing ISAP and the remaining ELSP (after a portion is reallocated to ESL) budget, the new international student application fee income, and the enrollment of seven additional international students (from 500-507).

The new program will increase administrative efficiency by providing year-round leadership and services, accommodating proposed staff in a centralized location, and coordinating marketing, recruitment, admissions, advising, record keeping, and tracking systems. Mr. Zavala, the current ISAP director, was present to provide information and to answer questions. He expressed his enthusiasm for the reorganization and remarked that students and the college will benefit greatly from the services of a full-time 12 month director and staff. He will continue his responsibilities as a counselor to students in the program.

In general, the proposal was well received. Dr. MacDougall expressed his appreciation to Ms. Spaventa, Ms. Fairly, Mr. McLellan, and Mr. Sanchez for their work on this proposal. He endorsed the reorganization and stated that it would bring year-round leadership and services to benefit both students and the College. Kathy O'Connor expressed her concern at the number of TLUs allocated for student advising (nine TLUs), noting that faculty advisors in other instructional departments receive one TLU per semester for student advising. It was suggested that the role of the ISAP faculty advisor needs to be defined to insure an equitable allocation of

TLUs to this position. Dr. Friedlander stated that he would discuss this issue with appropriate members of the reorganization committee.

Dr. Hanson raised several issues regarding the proposal: (1) since this was the first time he had seen the proposal, he could not support it without a further analysis of its budget; (2) the new classified positions could result in on-going costs to the District if the international students enrollments are not sustained; and (3) were the responsibilities of the Director in line with the Classified Management 44 position? Mr. Oroz stated for the record that the classified director position has not been officially approved, but that it appeared to meet the criteria for Classified Management. Ms. Fairly reported that, historically, the college has maintained its international student enrollments of 500 even with limited marketing activities. She predicted that despite the demand by and competition for international students, the college will probably need to *monitor* enrollments to maintain the 507 international students cap.

Mrs. Fairly indicated that the proposal would be reviewed by the Board of Trustees Study Session on July 24, and if approval were granted, the reorganization would be implemented in August. Based on the observations and comments from members, Dr. Friedlander recommended delaying the implementation of the proposal until (1) Dr. Hanson conducts a financial analysis; Mr. Oroz completes the classification study for the proposed director position; Dr. Friedlander assesses the number of TLUs assigned to the ESL Department for faculty advising; and the proposal is reviewed by the Academic Senate.

M/S/C To recommend conceptual approval to merge ELSP and ISAP pending a fiscal analysis by Business Services, approval of the classified positions, a recommendation on Faculty Advising TLUs, and a review of the proposal by the Academic Senate, after which the proposal will be brought back to CPC for action on August 19. (O'Connor/Oroz)

Ayes: 5 Nays: 1

M/S/C To adjourn the meeting at 4:40 p.m. (O'Connor/Fairly)
Unanimous

The next CPC meeting is scheduled for Tuesday, August 19 at 3:00 p.m. in A218C.

JF:jdm

cc: Cabinet, Deans, Assistant Deans, Department Chairs, Academic Senate, Instructor's Association, CSEA, Classified Council, College Information, *The Channels*, Rob Reilly, Publications

Conference Committee's Actions as of 7/25/97
SUBJECT TO BUDGET APPROVAL

BUDGET HIGHLIGHTS

1. For 1996-97
 - Property tax backfill of up to \$29.6 million (*if needed*).
 - \$77.6 million block grant for instructional equipment, technology, and library materials (includes permissive authority to use for "scheduled maintenance" qualifying as match for the regular "scheduled maintenance and special repair program"), \$20 million for scheduled maintenance (1:1 match), \$10 million for child care facility grants and \$1.841 million for prior year state mandate deficiency.
2. For 1997-98 General Apportionment
 - Full base revenue.
 - 2.97% COLA.
 - General growth of \$84.3 million (3.00%) (\$86.8 with COLA). (*Adult Population Change 1.19%*).
 - Equalization of \$8.6 million.
3. For 1997-98 Categorical Apportionment (*DSPS, EOPS, CARE, and Matriculation*)
 - 2.97% COLA.
 - 3.00% Growth.
 - Matriculation augmentation of \$7 million (*for noncredit matriculation*).
4. Instructional Equipment and Library Materials of \$40 million (3:1 match).
5. Scheduled Maintenance and Special Projects of \$39 million (1:1 match).
6. Technology (*telecommunications*) of \$19 million (augmentation of \$9.7 million).
7. Fund for Instructional Improvement augmentation of \$894,000 (total program \$1.63 million).
8. Fund for Student Success, \$11.4 million (competitive grant program to allow community colleges to implement successful model programs).
9. Economic Development augmentation of \$25 million with the amount above \$15 million being for Job Development/Creation.
10. Welfare Reform/Work Education Program (Cal-WORK) of \$65 million.
11. GAIN supplemental FTES funding (\$8 million state and \$8 million federal) being redirected to Welfare Reform for supplemental instructional and support services.
12. New Faculty Needs of \$10 million.
13. Part-Time Office Hours of \$2 million.
14. Low-Income Assistance for Health Services of \$2 million.
15. Student Senate of \$200,000.

From: Peter MacDougall
To: Cabinet
Date: 8/19/97 8:42am
Subject: State Budget

CPC
8/19/97

Alma has forwarded to you the CCLC State Budget Update which was faxed to us last evening. As you can conclude the budget is positive yet the information we have received thus far leaves a # of questions unanswered. Some comments in re. to that statement.

+ COLA & Growth - very positive (2.97% COLA and 2% growth for us while statewide it is 3%).

+ Instructional Eqpt., Techn., & Libra - first the increase, to the base of on-going un s in this area (\$464,000) is a blessing for us and begins to give us a bit more solidity in having replacement funding from other than ending balances. (We need \$1.65 m. annually thus we will have approx. 25% in hand. The lottery, to the extent we can continue to count on it provides approx. 50% more; thus the amount needed from the ending balance is in a reasonable range).

In addition to the base amount we will receive \$985,212. through a one-time block grant. For the coming year meeting our equipment replacement goals will be a given. That is also very positive.

+ Scheduled Maintenance & Special Repairs- Again there is a generous allocation in this area. These funds will be allocated based on District d-m plans that have been submitted. Special requests are sometimes allowed. If you have areas that you feel may qualify work with Dr. Hanson. We have done VERY well here in the past. We should continue to be aggressive in seeking funds.

The following areas of the budget raise questions and additional information is needed to enable us to provide clear directions:

+ \$65 million for welfare reform. I anticipate information in the near future from the Chancellor's Office. Our plan will be due by Oct. 10. Our meetings in preparation can only ensure we are better prepared.

+ 10 million matriculation for non-credit Sg. Need information. John might be worthwhile to use your n/c network to id what the intent is here and what latitude exists re. the existing regulations.

+ \$10m Econ. Devel. & \$10m Job Devel. Not certain what opportunities this funding provides for us. Again more info. is needed however, Jack, John, and Lynda need to keep alert to funding opportunities that will support directions in which we are moving.

+ \$ 8.7 m. for telecommunications infrastructure. Not certain about this and assume it follows last year's "cookie cutter" approach in which we use the funding as determined by the Chancellor's Office or we lose it. Bill please follow-up with your contacts on this one.

+ \$9.073m. Fund for Student Success Through Innovation. Again no details, however, Jack and Lynda let's stay alert for opportunities here. This funding should fit in directly with some of our initiatives.

+ \$10 m. Child Care Infrastructure Grant Fund. I believe this is a loan fund to provide facilities. However, if it is a grant fund we should pursue.

+ \$3m. EOPS/CARE Augmentation. I assume this is for program growth and we will be seeking to obtain our share. Lynda, please work with your staff to further our understanding of the funding and then id the course of action we should pursue.

Unfortunately, the 2 m for augmenting; student health care services was vetoed. That hurts us.

That represents my assessment as of this time. As further understandings are gained and we can see our course of action, share them this way.

prm

CC: KISTLER

TANF Funding Calendar

June 20, 1997	Intent to file an Application due in the Chancellor's Office
July, 1997	Partial funding allocated to colleges
October 10, 1997	Application for TANF Funding due in the Chancellor's Office
February 20, 1998	Allocation of TANF funding at First Principal Apportionment
March 15, 1998	Adjusted Plan (Appendix C, Part 1,2, & 3) due in the Chancellor's Office, if appropriate
March 15, 1998	Request for 1997-98 TANF Reallocation of funds due to the Chancellor's Office
March 15, 1998	Declaration of Unused 1997-98 TANF funds due to the Chancellor's Office
June 20, 1998	Reallocation of TANF funds at Second Principal Apportionment
September 12, 1998	Final Plan and Expenditure Report due in the Chancellor's Office

Appendix A TANF Allocation

DISTRICT/ COLLEGE	1995-96 AFDC Headcount	Allocation \$114.46 per student
PERALTA CCD	4,873	\$557,760
Alameda, College of	1,021	
Laney College	2,254	
Merritt College	1,285	
Vista College	313	
RANCHO SANTIAGO CCD	4,013	\$459,325
Rancho Santiago College		
REDWOODS CCD	1,012	\$115,833
Redwoods, College of the		
RIO HONDO CCD	1,363	\$156,008
Rio Hondo College		
RIVERSIDE CCD	2,246	\$257,075
Riverside College		
SADDLEBACK CCD	765	\$87,561
Irvine Valley College	310	
Saddleback College	455	
SAN BERNARDINO CCD	3,204	\$366,727
Crafton Hills College	499	
San Bernardino Valley College	2,705	
SAN DIEGO CCD	11,040	\$1,263,629
San Diego City College	8,977	
San Diego Mesa College	1,522	
San Diego Miramar College	541	
SAN FRANCISCO CCD	4,078	\$466,765
San Francisco City College		
SAN JOAQUIN DELTA CCD	2,874	\$328,956
San Joaquin Delta College		
SAN JOSE-EVERGREEN CCD	2,354	\$269,437
Evergreen Valley College	1,159	
San Jose City College	1,195	
SAN LUIS OBISPO CCD	454	\$51,964
Cuesta College		
SAN MATEO COUNTY CCD	924	\$105,760
Canada College	244	
San Mateo, College of	338	
Skylins College	342	
SANTA BARBARA CCD	792	\$90,652
Santa Barbara City College		
SANTA CLARITA CCD	230	\$26,326
College of the Canyons		
SANTA MONICA CCD	1,234	\$141,243
Santa Monica College		
SEQUOIAS CCD	1,537	\$175,924
Sequoias, College of the		
SHASTA TEHAMA TRINITY JOIN	1,752	\$200,532
Shasta College		
SIERRA JOINT CCD	824	\$94,314
Sierra College		
SISKIYOU JOINT CCD	466	\$53,338
Siskiyou, College of the		
SOLANO COUNTY CCD	965	\$110,453
Solano College		

SUBJECT TO BUDGET APPROVAL

CALIFORNIA COMMUNITY COLLEGES
INSTRUCTIONAL EQUIPMENT & LIBRARY MATERIALS
ALLOCATIONS AND REQUIRED DISTRICT MATCH
1997-98 FISCAL YEAR

DISTRICT	ON-GOING ¹ STATE ALLOCATION	REQUIRED ² DISTRICT MATCH (3:1)	BLOCK ³ GRANT WITH TAX SHORTFALL	BLOCK ⁴ GRANT WITHOUT TAX SHORTFALL
SAN JOAQUIN	601,648	200,549	1,166,486	1,610,686
SAN JOSE	562,408	187,469	1,090,407	1,505,635
SAN LUIS OBISPO	272,017	90,672	527,391	728,222
SAN MATEO	714,665	238,222	1,385,608	1,913,248
SANTA BARBARA	508,150	169,383	985,212	1,360,382
SANTA CLARITA	202,744	67,581	393,084	542,770
SANTA MONICA	674,076	224,692	1,306,913	1,804,586
SEQUOIAS	321,883	107,294	624,074	861,721
SHASTA-TE-TR	290,203	96,734	562,651	776,909
SIERRA	434,521	144,840	842,458	1,163,267
SISKIYOU	98,070	32,690	190,140	262,545
SOLANO	330,082	110,027	639,969	883,670
SONOMA	809,015	269,672	1,568,533	2,165,832
SOUTH ORANGE	842,500	280,833	1,633,456	2,255,478
SOUTHWESTERN	501,624	167,208	972,558	1,342,909
STATE CENTER	830,425	276,808	1,610,045	2,223,152
VENTURA	895,243	298,414	1,735,715	2,396,677
VICTOR VALLEY	251,531	83,844	487,672	673,378
WEST HILLS	116,120	38,707	225,135	310,867
WEST KERN	33,963	11,321	100,000	150,000
WEST VALLEY	655,486	218,495	1,270,869	1,754,817
YOSEMITE	597,269	199,090	1,157,997	1,598,964
YUBA	319,977	106,659	620,377	856,617
STATE TOTAL	\$40,000,000	\$13,333,330	\$77,637,000	\$107,237,000

Notes:

1. Based on the district's 1996-97 actual second period FTES multiplied by the allocation rate of approximately \$44.21 and is subject to a 3-to-1 match.
2. District required match for the on-going Instructional Equipment and Library Materials Allocation.
3. One-time block grant allocation assuming \$29.6 million of the appropriation is needed for backfill of the 1996-97 property tax shortfall. The allocations is based on the district's 1996-97 actual second period FTES multiplied by an allocation rate of approximately \$85.71, or a minimum of \$100,000 per district. These funds may also be used for scheduled maintenance.
4. One-time block grant allocation assuming no property tax shortfall for the 1996-97 fiscal year. The allocations is based on the district's 1996-97 actual second period FTES multiplied by an allocation rate of approximately \$118.35, or a minimum of \$150,000 per district. These funds may also be used for scheduled maintenance.

Fiscal Services:7/28/97:RM
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Santa Barbara Community College District

General Fund - Unrestricted
Changes to the 1996-1997 Adopted Budget
for the 1997-1998 Adoption Budget

REVENUE

Additions

1996-1997

Base and COLA Adjustments	\$ 75,876
Regular Growth	\$ 1,820,920

Based on 1996-1997 Second Apportionment Attendance Report (P-2)

Credit	Non-Credit	Total
9391.46	2103.57	11495.03

M & O Catch Up Growth	\$ 117,368
Regular M & O Growth	\$ 98,430

1997-1998

Estimated COLA @ 2.97%	<u>\$ 999,332</u>
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Total New Revenue	\$ 3,111,926
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Deletions

Basic Skills	<u>\$ (558,839)</u>
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Total Revenue Increase (1)	<u><u>\$ 2,553,087</u></u>
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EXPENDITURES

Additions

1996-1997 Prorated Growth Funds for Salaries	\$ 397,076
1996-1997 Prorated Growth Funds for Growth Related Expense	\$ 1,077,869
Health and Welfare Increased by 1996-1997 COLA (3.06%) per contracts	\$ 59,000
1997-1998 Automatic Salary Step Increases	\$ 250,000
Proportional Share of Estimated 1997-1998 COLA for Salaries (81%)	<u>\$ 809,459</u>

Total New Expenditures	<u><u>\$ 2,593,404</u></u>
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(1)

Growth and Block Grant funding has been excluded pending budget settlement and District capacity to grow.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT
1997-1998 Adoption Budget
General Fund Summary
Unrestricted Only

	Actual			Adopted Budget			1997-98 Preliminary Budget	1997-98 Tentative Budget	1997-98 Adoption Budget		
	Unrestricted	Restricted	Lottery	Unrestricted	Restricted	Lottery	Unrestricted	Unrestricted	Unrestricted		
NET BEGINNING BALANCE											
5% Contingency	\$1,604,739	\$0	\$0	\$1,604,739	\$1,522,336	\$0	\$0	\$1,522,336	\$1,841,700	\$1,852,168	\$1,675,750
Other Approp for Contingencies	670,000	0	0	\$670,000	700,205	0	0	700,205	700,205	726,361	726,361
Committed or Restricted	570,294	363,644	225,383	\$1,159,321	894,321	349,434	212,788	1,456,543	0	0	781,000
Other	338,060	0	0	\$336,060	0	0	0	0	0	0	576,564
Salary Stability Reserve	0	0	0	\$0	1,200,000	0	0	1,200,000	1,200,000	1,200,000	1,200,000
TOTAL BEGINNING BALANCE	\$3,181,093	\$363,644	\$225,383	\$3,770,120	\$4,318,862	\$349,434	\$212,788	\$4,879,084	\$3,741,905	\$3,778,529	\$4,959,675
REVENUE											
Federal	\$1,163	\$1,347,012	\$0	\$1,348,175	0	1,062,339	0	1,062,339	0	0	0
State	20,128,637	1,955,078	1,437,788	\$23,519,503	19,806,800	1,788,171	1,100,000	22,693,979	22,126,363	22,416,811	22,358,895
Local	15,466,883	882,546	0	\$16,349,429	14,634,309	607,058	0	15,241,367	14,634,309	14,634,309	14,634,309
TOTAL REVENUE	\$35,594,683	\$4,184,636	\$1,437,788	\$41,217,107	\$34,440,117	\$3,457,568	\$1,100,000	\$38,997,685	\$36,760,672	\$37,051,120	\$36,993,204
Transfer from other Funds	\$158,288	\$0	\$0	\$156,286	\$160,345	\$0	\$0	\$150,345	\$144,713	\$144,713	\$144,713
REVENUE AND BEGINNING BALANCE	\$36,932,982	\$4,548,280	\$1,665,171	\$45,143,515	\$36,807,324	\$3,807,802	\$1,312,788	\$44,027,114	\$40,647,290	\$40,974,362	\$42,097,592
EXPENDITURES											
Certificated Salaries	\$15,262,792	\$854,992	\$341,201	\$16,458,985	\$16,999,460	\$796,084	\$341,200	\$18,136,744	\$18,079,641	\$18,243,048	\$18,827,459
Classified Salaries	7,347,177	1,556,324	127,214	\$9,030,715	8,328,593	1,307,924	127,216	9,763,733	8,934,406	8,750,154	8,967,050
Employee Benefits	4,440,391	331,851	51,585	\$4,823,827	6,032,479	235,286	51,584	5,319,349	5,352,554	5,408,911	5,196,731
Supplies	869,222	201,093	0	\$1,070,315	1,048,060	213,628	0	1,261,688	1,035,037	1,072,891	1,020,691
Contracted Services	2,876,238	544,140	0	\$3,420,378	3,887,891	905,089	0	4,572,980	3,257,530	3,393,530	3,537,895
TOTAL CURRENT EXPENSES	\$30,795,820	\$3,488,400	\$520,000	\$34,804,220	\$36,076,483	\$3,458,011	\$520,000	\$39,054,494	\$36,659,168	\$36,868,534	\$37,549,826
Capital Outlay	\$221,191	\$275,627	\$0	\$496,818	\$219,418	\$100,504	\$0	\$319,919	\$174,818	\$174,818	\$226,155
TOTAL EXPENDITURES	\$31,017,011	\$3,764,027	\$520,000	\$35,301,038	\$36,295,901	\$3,558,515	\$520,000	\$39,374,413	\$36,833,986	\$37,043,352	\$37,775,981
Student Financial Aid	\$3,108	\$332,467	\$0	\$335,575	\$0	\$248,487	\$0	\$248,487	\$0	\$0	\$0
Transfer to Other Funds	3,595,081	102,352	930,383	\$4,627,816	700,205	0	792,788	1,492,993	700,205	726,361	726,361
ENDING BALANCE											
5% Contingency	1,622,338	0	0	1,522,336	1,711,221	0	0	1,711,221	1,841,700	1,852,168	1,849,749
Other Approp for Contingencies	700,205	0	212,788	912,993	0	0	0	0	71,399	152,481	545,501
Committed or Restricted	894,321	349,434	0	1,243,755	0	0	0	0	0	0	0
Salary Stability Reserve	1,200,000	0	0	1,200,000	1,200,000	0	0	1,200,000	1,200,000	1,200,000	1,200,000
Contingency for Shortfall	0	0	0	0	0	0	0	0	0	0	0
EXPENDITURES, TRANSFERS AND ENDING BALANCE	\$38,932,982	\$4,548,280	\$1,665,171	\$45,143,515	\$36,807,324	\$3,807,802	\$1,312,788	\$44,027,114	\$40,647,290	\$40,974,362	\$42,097,592

Santa Barbara Community College District

1997-1998 Adoption Budget
 Estimated Growth Funds for
 Salaries and Associated Costs

	Estimates 11/12/96	Board Approved Spring Semester 12/14/96	Preliminary Budget 1997-1998	Tentative Budget 1997-1998	Adoption Budget 1997-1998
81% of Estimated Growth Funds			\$ 1,363,899	\$ 1,526,940	\$ 1,474,945
Less Associated Costs:					
Tutors	\$ 9,843	\$ 9,843	\$ 9,843	\$ 9,843	\$ 9,843
Object 4000 Accounts	\$ 27,854	\$ -	\$ 27,854	\$ 27,854	\$ 27,854
Readers	\$ 3,395	\$ 3,395	\$ 3,395	\$ 3,395	\$ 3,395
Learning Support Services LTA	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Multimedia Arts & Tech - Hrly Class	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Multimedia Arts & Tech - Supplies	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Certificated Hourly Salaries (579 FTES)	\$ 378,641	\$ 378,641	\$ 378,641	\$ 378,641	\$ 378,641
Utilities - 18 Saturdays	\$ 36,000	\$ -	\$ 36,000	\$ 36,000	\$ 36,000
Counselor .5 FTES	\$ 31,500	\$ -	\$ 31,500	\$ 31,500	\$ 31,500
Cost of Opening Registration on Six Saturdays:					
Security	\$ 210	\$ 210	\$ 420	\$ 420	\$ 420
Learning Support Service Class Hrly	\$ 2,000	\$ 2,000	\$ 4,000	\$ 4,000	\$ 4,000
Admissions/Reg Class Hrly	\$ 1,116	\$ 1,116	\$ 2,232	\$ 2,232	\$ 2,232
Info Resources Dev Class Hrly	\$ 850	\$ 850	\$ 1,700	\$ 1,700	\$ 1,700
DSPS Counseling	\$ 910	\$ 910	\$ 1,820	\$ 1,820	\$ 1,820
Counseling Class Hrly	\$ 910	\$ 910	\$ 1,820	\$ 1,820	\$ 1,820
Cashiering Class Hrly	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
11 Positions @ \$55,000	\$ 605,000	\$ -	\$ 605,000	\$ 605,000	\$ 605,000
Less Hrly Reduction					
\$742 x 30 x 11	\$ (244,860)	\$ -	\$ -	\$ -	\$ -
\$779 x 30 x 11	\$ -	\$ -	\$ (257,070)	\$ (257,070)	\$ (257,070)
Health & Welfare - 11 Positions	\$ -	\$ -	\$ 54,714	\$ 54,714	\$ 54,714
Publications (Enlarged Spring Schedule)	\$ -	\$ 4,300	\$ -	\$ -	\$ -
Schedule Upgrading	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ 40,000
Marketing Costs	\$ -	\$ -	\$ 60,000	\$ 60,000	\$ 60,000
Total Associated Costs	\$ 929,369	\$ 477,175	\$ 1,077,869	\$ 1,077,869	\$ 1,077,869
Balance Available			\$ 286,030	\$ 449,071	\$ 397,076

Equipment Replacement Fund
Budget Status as of 8/6/97

	1996-97 <u>Adopted</u>	1996-97 <u>Adjustments</u>	1996-97 <u>Adjusted</u>	1997-98 <u>Estimate</u>
Beginning Balance	\$4,017,226		\$4,017,226	\$2,424,839
Income				
Interest	\$60,000	\$151,462	\$211,462	\$60,000
Interfund Transfers				
Instructional Equipment - Ongoing		\$148,632	\$148,632 1.	\$464,150 1.
Instructional Equipment - One Time		\$986,880	\$986,880	\$985,212
Mid year		\$150,000	\$150,000	
Mid year - Data Base Conversion		\$300,000 3.	\$300,000	
Data Base Conversion		\$800,000 3.	\$800,000	
Lottery	\$792,788		\$792,788	\$750,000
Total Income	\$852,788	\$2,536,974	\$3,389,762	\$2,259,362
Total Beginning Balance & Income	\$4,870,014	\$2,536,974	\$7,406,988	\$4,684,201
Expenditures				
Equipment Replacement (non-Tech)				
Carry Forward	\$742,351		\$742,351	
Target Allocation	\$480,000	\$320,000	\$800,000	\$800,000
Total Non-Tech	\$1,222,351	\$320,000	\$1,542,351	\$800,000
Technology Replacement				
Carry Forward	\$919,798	(\$80,000) 3.	\$839,798	
Allocation	\$320,000	(\$320,000) 3.	0	
Target Allocation	\$250,000 2.	\$600,000	\$850,000	\$850,000
Total Technology	\$1,489,798	\$200,000	\$1,689,798	\$850,000
Redesign Implementation				
Carry Forward	\$250,000		\$250,000	
Allocation				?
Data Base Conversion		\$1,500,000	\$1,500,000	?
Total Expenditures	\$2,962,149	\$2,020,000	\$4,982,149	\$1,650,000
Appropriation for Contingencies	\$1,907,865	\$516,974	\$2,424,839	\$3,034,201
Total Expenditures & Appropriation for Contingencies	\$4,870,014	\$2,536,974	\$7,406,988	\$4,684,201

1. These amounts are \$44,000 less than the State allocations since that amount was left in the General Fund for Library needs. The on-going allocation requires a 25% District match.

2. 96-97 new initiatives allocation was used as part of \$850,000 target amount.

3. Sources of funds for \$1,500,000 data base conversion budget

California Community Colleges
Full-Time Faculty Obligation for
Purposes of California Code of Regulations
Title 5, Section 51025 and 53300 ff

Projected/Subject to Budget Approval

District	* Fall 1998	District	* Fall 1998
Allan Hancock Joint	108.7	North Orange Co.	470.6
Antelope Valley	107.0	Palo Verde	13.0
Barstow	25.5	Palomar	254.8
Butte	126.9	Pasadena Area	315.1
Cabrillo	163.9	Peralta	261.0
Cerritos	243.2	Rancho Santiago	242.3
Chabot-Las Positas	228.8	Redwoods	100.6
Chaffey	148.2	Rio Hondo	173.3
Citrus	141.7	Riverside	204.9
Coast	507.1	San Bernardino	187.8
Compton	88.4	San Diego	436.8
Contra Costa	438.2	San Francisco	378.0
Desert	88.7	San Joaquin Delta	213.3
El Camino	301.5	San Jose/Evergreen	243.4
Feather River	18.1	San Luis Obispo	105.4
Foothill-DeAnza	414.7	Co. San Mateo Co.	362.7
Fremont-Newark	119.0	Santa Barbara	176.7
Gavilan	50.1	Santa Clarita	71.0
Glendale	168.4	Santa Monica	268.9
Grossmont-Cuyamaca	209.7	Sequoia	150.9
Hartnell	82.3	Shasta-Teh.-Tri.	117.1
Imperial	71.3	Sierra Joint	143.3
Kern	272.9	Siskiyou Joint	41.1
Lake Tahoe	21.2	Solano Co.	144.6
Lassen	47.6	Sonoma Co.	266.4
Long Beach	274.7	South Orange County	273.9
Los Angeles	1407.7	Southwestern	187.6
Los Rios	612.3	State Center	342.5
Marin	112.3	Ventura Co.	283.6
Mendocino-Lake	36.5	Victor Valley	72.3
Merced	128.2	West Hills	68.1
MiraCosta	85.2	West Kern	25.6
Monterey Peninsula	100.8	West Valley-Mission	282.8
Mt. San Antonio	276.6	Yosemite	276.7
Mt. San Jacinto	58.8	Yuba	99.9
Napa Valley	87.8		
		Statewide	14630.0

Fall 1998 = 1997 Obligation adjusted for the percentage change in funded credit FTES which was based on the projection of growth revenues to be received.

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COST ANALYSIS - TEMPORARY BUILDINGS

	<i>Lease for 3 years</i>	<i>Purchase</i>
4 classrooms, 24 x 40, with Library floors	\$112,340	\$157,704
Dismantle & remove	10,320	10,320
Total for 4 classrooms	\$122,660	\$168,024
3 classrooms, 36 x 40	\$120,495	\$176,802
Dismantle & remove	11,010	11,010
Total for 3 classrooms	\$131,505	\$187,812
Grand Total for 7 classrooms	\$254,165	\$355,836
Assumption: sell purchased unit based on an estimated 30% residual value, (does not include dismantle & remove costs which are static)		\$100,352
Grand Total to Lease/Buy	\$254,165	\$255,484

Recommendation: This is substantially a break-even point for a 3 year lease. If we need the units for substantially more than 3 years, I'd recommend buying them. If not, my recommendation is to lease them because we may not be able to dispose of them readily. This lowest quote was from Brandall Modular and is not on a state contract so would have to be legally bid. This may delay receipt of the units after our need date.

**California Community Colleges
Full-Time Faculty Obligation for
Purposes of California Code of Regulations
Title 5, Section 51025 and 53300 ff**

CPC 8/19/97
Attachment 7

Final

District	* Fall 1997	District	* Fall 1997
Allan Hancock Joint	103.7	North Orange Co.	457.6
Antelope Valley	94.0	Palo Verde	12.0
Barstow	24.5	Palomar	241.8
Butte	122.9	Pasadena Area	308.1
Cabrillo	156.9	Peralta	256.0
Cerritos	237.2	Rancho Santiago	229.3
Chabot-Las Positas	217.8	Redwoods	95.6
Chaffey	140.2	Rio Hondo	169.3
Citrus	136.7	Riverside	198.9
Coast	497.1	Saddleback	267.9
Compton	85.4	San Bernardino	181.8
Contra Costa	426.2	San Diego	424.8
Desert	86.7	San Francisco	363.0
El Camino	289.5	San Joaquin Delta	207.3
Feather River	17.1	San Jose/Evergreen	235.4
Foothill-DeAnza	403.7	San Luis Obispo Co.	98.4
Fremont-Newark	114.0	San Mateo Co.	352.7
Gavilan	48.1	Santa Barbara	171.7
Glendale	147.4	Santa Clarita	61.0
Grossmont-Cuyamaca	203.7	Santa Monica	239.9
Hartnell	79.3	Sequoia	143.9
Imperial	65.3	Shasta-Teh.-Tri.	113.1
Kern	261.9	Sierra Joint	132.3
Lake Tahoe	20.2	Siskiyou Joint	39.1
Lassen	44.6	Solano Co.	135.6
Long Beach	269.7	Sonoma Co.	260.4
Los Angeles	1350.7	Southwestern	183.6
Los Rios	593.3	State Center	323.5
Marin	110.3	Ventura Co.	274.6
Mendocino-Lake	34.5	Victor Valley	67.3
Merced	120.2	West Hills	65.1
MiraCosta	83.2	West Kern	22.6
Monterey Peninsula	98.8	West Valley-Mission	275.8
Mt. San Antonio	267.6	Yosemite	266.7
Mt. San Jacinto	55.8	Yuba	96.9
Napa Valley	84.8		
		Statewide	14066.0

* Fall 1997 = 1996 Obligation adjusted for the percentage change in funded credit FTES after applying the general apportionment deficit for 1996-97. The funded credit FTES was based on the actual funded growth determined at the Second Principal Apportionment.

CPC
8/19/97

CONVERSION PROJECT PLAN

Rev 08/13/97

CPPlan

1 9 9 7
1 9 9 8
 May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Strategy Formulation



Plans Formulation



Training



Hardware/Network Plan Implementation



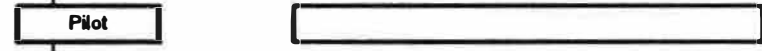
SIS

STUDENT SYSTEM

Development & Testing



Implementation



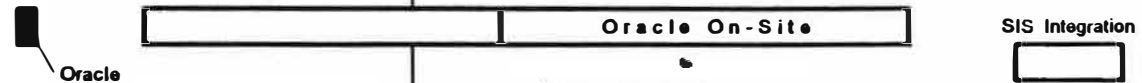
MILESTONES



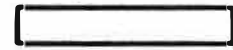
FINANCE

FINANCE SYSTEM

Implementation



Budget Development



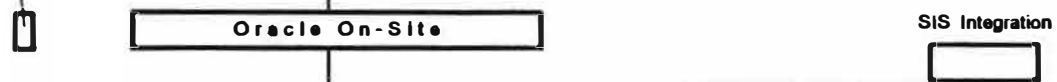
MILESTONES



HR

HR SYSTEMS

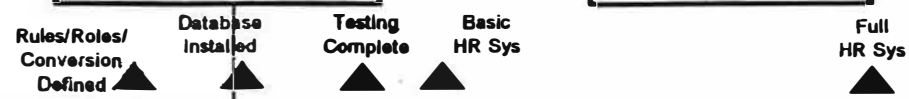
Implementation



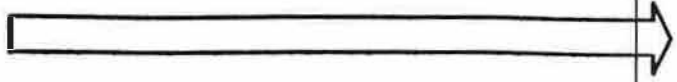
Co-Development of Salary Schedule



MILESTONES



On-Going Support



PRELIMINARY PROJECT DEVELOPMENT PLAN

Orig. 01/16/97
Rev. 08/13/97

Project Redesign Implementation Team
██████████ Impact of Conversion Project

#	PROJECT TITLE	1ST YEAR 1998	2ND YEAR 1999	3RD YEAR 2000	4TH YEAR 2001
1	SAIL I Student Acces to Info		██████████		
2	SAIL II Include New Data/Doc. Images			██████████	
3	SAIL III Add Kiosks				██████████
4	SAIL IV Telephone Access to Info		Phase I ██████████	Phase II ██████████	
5	Electronic Filing/Retrieval System <i>(Doc Imaging)</i>	██████████			
6	Electronic Document Transfer	██████████			
7	7x24 Registration by Multiple Means		Telephone ██████████	Other Means ██████████	
8	EZ App Application by Multiple Means	Investigation ██████████	Web & Diskette ██████████	Screens ██████████	
9	Auto Application and Stating		██████████		
10	Fee Payment by Multiple Means		██████████		
11	One-Stop Registration & Fee Payment			██████████	
12	Automatic Refunds	██████████			
13	Integrated Departments Fee Functions			██████████	
15	Computer Acquisition	Investigation ██████████	Inventory ██████████	Acquisition System ██████████	
16	Network Fax	Prototype ██████████	██████████		
17	Direct Fed Aid Application & Inhancements	██████████			
19	Student Electronic Mail		██████████		
22	Credit Scheduling			██████████	
24	Access to College Decision Support Info	Prototype ██████████	Instructional ██████████	Financial ██████████	Student ██████████
25	Payment of Claims	██████████			
26	Electronic Forms	Prototype ██████████	██████████	██████████	

IRD Resources (Number of ETC's)	2.92	5.78	6.38	1.71
Accomplished with CP	1.59	3.43	2.25	.52
Remaining to be Accomplished	1.33	2.35	4.13	1.29

Delta SIS Design Evaluation
Evaluation Purpose And Methodology Rev. 08/13/97

Purpose

To evaluate the San Joaquin Delta Student Information System 2000 to determine the degree to which its design can be used as a basic framework for the development of an Oracle environment SIS for SBCC. During this evaluation process, the SBCC User Requirements Documentation will be completed. This will be a first step for each SIS subsystem functional area in the further refinement of each system's project plan. For those systems that incorporate a third-party software alternative, this evaluation and the resulting User Requirements Documentation will serve as the basis for reviewing the software product's specifications.

Scope

The existing Delta system will be evaluated for its design as a basis for converting it to primarily an Oracle environment. This will include the database, screens, business rules and possibly reports or queries. All of the current SBCC systems processes will be documented including enhancements identified in Project Redesign, IRD Work Requests and appropriate initiatives in the College Plan. Additional requirements for the integration to Oracle's Human Resources and Finance Systems will be incorporated as a separate and later analysis.

Time Frame

The evaluation and the completion of the SBCC User Requirements Documentation should be accomplished by October 17, 1997.

Methodology

Each User-led subsystem or System Team will conduct the Evaluation. Four sources of information will form the basis for the Evaluation (refer to Attachment A for the Evaluation Process Flow diagram):

1. The list of SBCC's Major SIS Process Elements (Attachment B) expanded to a lower level of detail to isolate the process elements that are, for the most part, self-contained (having one process flow output or result). Examples of this level can be better understood by reviewing the process elements that were identified at the initial User Requirements Documentation process of the Exeter Feasibility Study (Attachment C).
2. Delta's System 2000 documentation composed of 19 Modules with User Manuals (Attachment D, List of Delta System 2000 Modules) and a database schema.
3. Delta's System 2000 operating test system at SBCC. The Delta system has been loaded onto an SBCC server and is available for the System Teams to fully evaluate its functionality.
4. SBCC's User Requirements Documentation that was prepared for many of the lower level process elements in the Exeter Feasibility Study. These Documents are available in the Project Manager's office.

The first step of the Evaluation process will be to review SBCC's SIS major and 2nd-level process elements list and identify the next lower levels as appropriate. From this expanded list, any process flow diagrams not documented previously will need to be developed. After these two steps are accomplished, the Delta System 2000 documentation will be assessed to determine the process elements steps that are contained in the product, those that are questionable and those that are missing. From this assessment, as appropriate, the Delta System 2000 test environment will be used to validate the results. From this validation against the SBCC's User Requirements, the additional User Requirements Documentation will be identified and completed.

Study Goal

The primary goal is to identify and complete the missing SBCC User Requirements Documentation necessary to convert the Delta System 2000 design into a complete SBCC Oracle System 2000.

Steps Prior to Evaluation

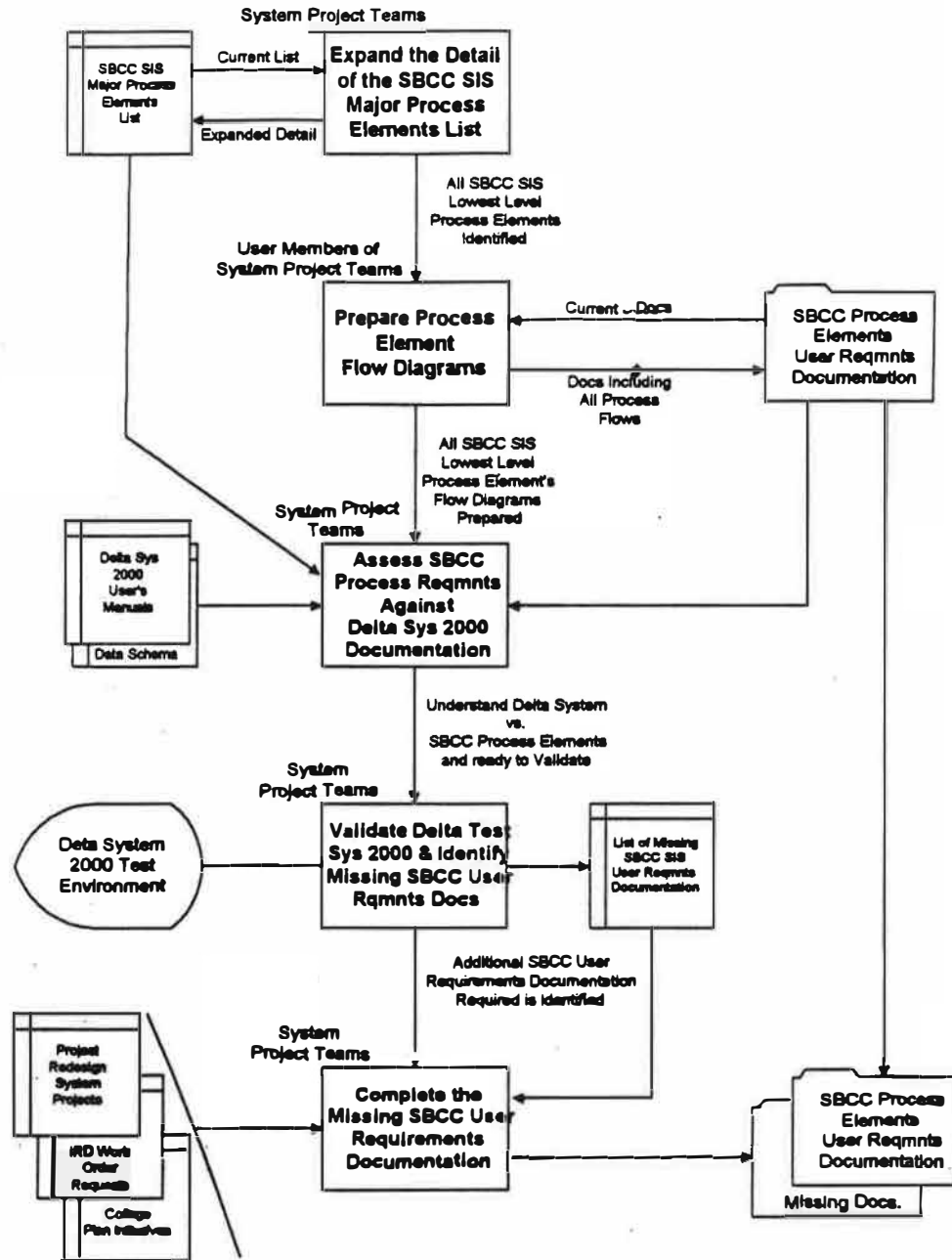
1. Identify the members of each System Team. Those members of the Team appropriate to the Evaluation Process will be further identified.
2. Update the outstanding IRD Work Order Requests to exclude those items that have already been incorporated in the current HP SIS or identify those that are new or have been incorporated since the Exeter Feasibility Study and therefore, may not have been included in the current User Requirements Documentation.

Next Steps After Evaluation

1. Review the completed SBCC User Requirements Documentation and modify the System Plans to meet the Conversion Project schedule.
2. Modify the resource requirements costs and commitments as specified in the Systems Plans.

ATTACHMENT A Delta Systems 2000 Evaluation Process Flow

Rev. 08/14/97



ATTACHMENT B
Delta System 2000 Design Evaluation as of 7/14/97
SBCC Major Process Elements List

Academic **Catalog Management (Curriculum Management)**
 Course Information
 Prerequisites, repeats
 Scheduling
 Faculty Access
 Faculty Load
 Office Hours Appointments
 Hourly Payroll Accounting
 Schedule, Catalog Publication
 Instructor Evaluation
 Certificate, Degree Audit
 Special Programs (ESL, Study Abroad,
 Vocational Ed, Essential Skills)
 Facilities Management (Room Availability)
 Research (Student Tracking)

Student **Admissions**
Processing **Recruiting (Prospective Student Tracking)**
 Application
 Information Changes
 Orientation
 Assessment (Testing, Level Assignments,
 Level Updates)
 Matriculation (Higher Institution Transfer)
Registration
 Residency Determination
 Appointment Processing
 Course Selecting, Adds/Drops
 Optional fees, Optional Info Processing
 Fee Payment / Class Schedule / ID Card
Other
 Attendance Accounting
 Rosters
 Documents Handling
 Grades Processing
 Class Attendance
 Honors, Probation, Disqualification Processing
 Transcripts
 Fees / Waivers / Collection / Refunds / Holds

Student Services	Student Access Counselor Appointment System Student Service Utilization Counseling Tracking System Transfer Center Career Center Library Integration Bookstore Integration Special Services Program (EOPS, DSPS, Athletics, ESL, Honors, Vocational Ed, VETS, Child Care, Housing, Re-Entry)
Financial Aid	Application Loan Processing Verification Funds Disbursement Progress Tracking
Continuing Education	Curriculum Management / Programming Schedule Publication Registration, Attendance Student Accounting Financial Payroll (Instructor Hours Reporting)
MIS State Reporting	College Calendar Basic Student Info & Enrollment Curriculum & Class Schedule Matriculation & Special Programs Student Assessment, Financial Aid & Program Award Employee Census Continuing Education

Note: A functionality that may fall under the **Student Services** section list if desired, Delta System 2000 has a **Student Education Plan** process.

ATTACHMENT C
Delta System 2000 Design Evaluation as of 7/14/97
List of Documented SBCC Process Elements
 (As a result of the Exeter Feasibility Study)

ACADEMIC

1	Curriculum Mngmt - New Course
2	- Course Modification
3	- Course Info Maint.
4	- New Program
5	- Program Modification
6	Schedule Mngmt - Schedule Build
7	- Schedule Change
8	Catalog Management
9	Academic VP Office - Check Pay Type
10	- Instructor Office Hours
11	- Teacher Load
12	Assessment

STUDENT PROCESSING

1	Application
2	Matriculation
3	Athletic Eligibility (This is a report)
4	Global SSN
5	Appointment Cards
6	Registration
7	Fee Processing
8	Rosters
9	Positive Attendance
10	Class Withdrawals
11	Refunds
12	Grade Processing/Changes
13	Disqualification/Honors
14	Transcript System - Outgoing Transcripts
15	Reports/Screens Requests (Samples)
16	Student Data Changes
17	Attendance Accounting

STUDENT SERVICES

1	Counseling Appointment System
2	Counseling Ad Hoc Report System
3	Degree Audit - User Process (Overview)
4	- Staff Maintenance (Overview)
5	Student Services Utilization Tracking
6	Counselor/Advisor Student Records Lookup
7	Special Services Program (Data Elements)
8	Student Access System (Overview)
9	Prospective Students Tracking (Topic)
10	Applicant Tracking (Topic)
	Student Access Info Link - SAIL (Topic)

FINANCIAL AID

	BOGW Application & Approval
	Fin Aid Approval
	FWS
	Student Payroll
	Scholarships
	Direct Loans
	Check Production
	Check Cancellation
	FISAP

CONTINUING EDUCATION

1	Create Calendar & New Term
2	Master Course Approvals Course
3	Create Instructor
4	Class Scheduling
5	Attendance Recording
6	Student Registration
7	Pay Instructors - Time Reporting

ATTACHMENT D
Delta System 2000 Design Evaluation as of 8/13/97
Delta System 2000 Modules by SBCC System

SBCC System / Delta System 2000 Module Name (User Docs. File name in s2k Folder)

Academic

- Curriculum (Curric)
- Prerequisite Specification Language (Preq)
- Scheduling (Schedule)
- Faculty (Faculty)
- Faculty Load Reporting (FacLoad)
- Human Resource and Payroll (Payroll)
- Program Requirement Language (PrgAudits)

Student Processing

- Admissions (Admiss11)
- Advertisement (Advisemt)
- Social Security Number Editor (idEditor)
- Assessment System (Asmt)
- Registration (Register)
- Fees System (FeeSyst)
- Attendance (Attend)

Student Services

- Student Education Plan (SEP)
- Veteran Services (VetSer10)

Financial Aid

- Financial Aid (FinAid10)

Continuing Education

MIS State Reporting

Note: The following modules apply across several Systems and is not categorized in any one of the above:

- Articulation (Artic)
- Security Procedures (security)