

Master Calendar for Planning and Budgeting - Detail by Area and Month

7/8/02

	Month to be brought to CPC	Item/Person(s)
Business Services	October	Annual financial and budget report (information item) (Brian Fahnestock, Leslie Griffin)
	December	Long-range development plan - only when revisions are made (information item) (Brian Fahnestock, Alex Pittmon)
		Schedule maintenance (annual and five-year plan) (information item) (Brian Fahnestock, Alex Pittmon)
	January	Space inventory - changes from prior year (information item) (Brian Fahnestock, Alex Pittmon)
	April	Budget projections for following year (discussion item) (Brian Fahnestock, Leslie Griffin)
	May	Budget projections for following year (discussion item) (Brian Fahnestock, Leslie Griffin) Five-year construction plan with detail (discussion item) (Brian Fahnestock, Alex Pittmon)
	June	Annual college budget (discussion item) (Brian Fahnestock, Leslie Griffin)
College-wide - budgeting	July	Update state budget, implications for the college, response as needed (discussion item) (Cabinet)
	September	Budget principles - every three years (discussion item) (President, CPC)
	October	Current year's growth and implications for faculty positions (information item) (Brian Fahnestock)
		Discussion of reallocation of existing expenditures and exploration of new ways of doing business to allow for budget reallocations (discussion item) (CPC)
		Fall FY FTES estimate and implications for college budget (information item) (Andreea Serban) Review of prior's year growth (if any) and implications for classified positions (information item) (Brian Fahnestock)
	November	Discussion of reallocation of existing expenditures and exploration of new ways of doing business to allow for budget reallocations (discussion item) (CPC)
	December	Discussion of reallocation of existing expenditures and exploration of new ways of doing business to allow for budget reallocations (discussion item) (CPC)
February	Governor's budget for following year and implications for college funding (discussion item) (Brian Fahnestock)	
	P1 Attendance report for current fiscal year and implications for college budgeting (information item) (Andreea Serban) Prior fiscal year actual final FTES allocation and implications for current year funding (information item) (Andreea Serban)	
May	May revise of Governor's budget for following year and implications for college funding (information item) (CPC) P2 Attendance report for current fiscal year and implications for college budgeting (information item) (Andreea Serban)	
College-wide - planning	September	Semiannual review of college plan (discussion item) (VPs and Andreea Serban)
	October	Annual Assessment of Institutional Effectiveness (information item) (Andreea Serban)
	January	Semiannual review of college plan (discussion item) (VPs and Andreea Serban)
Educational Programs	December	Faculty hiring process and rankings (information item) (Jack Friedlander)
	TBD	Five-year educational plan (information item) (Jack Friedlander)
Human Resources	When needed	Institutional policy review (discussion item) (Sue Ehrlich) Updates on staffing (information item) (Sue Ehrlich)
Technology	September	Update on the technology component of the college plan (information item) (Bill Hamre)
	March	Update on the technology component of the college plan (information item) (Bill Hamre)
	April	Continuing Education rankings of new and replaced computers (discussion item) (Lynda Fairly)
		ITC Rankings of new and replaced computers (discussion item) (Kent Richards, Laurie Vasquez)
	May	Continuing Education rankings of new and replaced computers (discussion item) (Lynda Fairly) ITC Rankings of new and replaced computers (discussion item) (Kent Richards, Laurie Vasquez) Web development plan (information item) (Bill Hamre)

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	College-wide - planning	Semiannual review of college plan (discussion item) (VPs and Andreea Serban)
October	Technology	Update on the technology component of the college plan (information item) (Bill Hamre)
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When needed	Human Resources	Institutional policy review (discussion item) (Sue Ehrlich) Updates on staffing (information item) (Sue Ehrlich)

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

COMMUNICATIONS SERVICES COORDINATOR

DEFINITION

Under direction schedule, assign, review and provide lead direction to Telephone/Mail Services and Duplicating staff; provide basic and general support services to assist users of voice telecommunications, mail and duplicating services; assure that voice telecommunications, mail and duplicating services needs of the District, administration, faculty and staff are met in a professional and timely manner; promote support services by communicating with network administrators, program developers, and vendors; provide training to users; perform related duties as assigned.

ESSENTIAL DUTIES AND FUNCTIONS

Develop, coordinate and maintain telephone/information desk functions and duplicating operations.

Maintain telephone facilities management and repair records

Perform moves, adds, changes and repairs to telephone service in the field

Perform customer level programming in various systems including telephone switch, voice mail, voice recognition, caller ID-ALI, facilities management, call accounting, and network copier management.

Train District users in the use of telephone and duplicating related services.

Train support staff in procedures and use of equipment.

Assist in the preparation of specifications for hardware and software related to voice telecommunications and duplicating services.

Maintain expense records in areas of responsibility.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to: Associate degree in business administration, business management, computer applications, computer information systems, or related fields and two years experience in a related lead customer services position.

Knowledge and Abilities:

Knowledge of:

- Microsoft Office applications including Word, Excel and Access
- Graphics and desktop publishing
- Database
- Organizational theory
- Principles of effective oral and written communication
- Basic accounting principles

Ability to:

- Provide lead direction to telephone/mail services and duplicating;
- Analyze, troubleshoot and resolve voice telecommunications and reprographics related problems;
- Analyze organizational needs and develop proactive voice communications and reprographics solutions which enhance service;
- Develop and implement user instructions and training;
- Learn new computer applications and systems;
- Maintain current knowledge of technological advances in field;
- Establish and maintain cooperative and effective working relationships with others;
- Communicate effectively in oral and written form;
- Work independently with minimum direction.

Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of community college students.

H:COMMSERVCOORD

Current and upcoming improvement projects include:

Conversion to Waterless Urinals

SBCC is in the process of converting to waterless urinals. One unit is already in use at the men's restroom in the Administration Building. Waterless urinals save approximately 45,000 gallons of water a year and have been in use for many years in schools, restaurants, theaters and other high traffic facilities. Many universities and colleges such as UCSB, UC Berkeley and Stanford have all converted to waterless urinals. In addition to reduced water consumption, advantages of converting to the waterless units include elimination of odors, better hygiene, reduced maintenance and cost savings.

Nursing Stations

In response to recently passed legislation requiring employers to provide facilities for their employees who are nursing mothers, a nursing station has been set up in the Student Services building in the staff lounge on the second floor (SS 220). A second station will be set up on the west campus in the staff lounge on the third floor of the Interdisciplinary building (IDC 332).

EBS Building Seismic Retrofit and Remodel

The renovation of the Earth and Biological Science building is complete. Work continues per approved Change Order for the installation of a new concrete sidewalk at the Occupational Education building. Once re-occupation of the EBS building is complete, portable classrooms R1-R4, located at the top of the La Playa stadium, will be removed from the campus.

La Playa Stadium Athletic Field Replacement

Earthwork operations at La Playa field are now complete. Installation of the new synthetic turf material will begin the week of July 22nd. The contract for this work was awarded to Sportsfield on 5/23/02. The project is scheduled to be complete on August 6th and is the first phase in an overall master plan to improve La Playa stadium.

Faculty Resource Center Offices

Existing classroom space in modular building R6 on the north side of the Humanities building is being converted into new office space for the Faculty Resource Center. The interior remodel will create approximately eight new workstations and will be complete by mid-August.

Security Office Relocation

The Security Office, currently located in the northeast corner of the first floor of the Student Services building, is being relocated to modular building R7 in the adjacent courtyard. As a result, the Health and Wellness Center in SS170 will undergo a remodel and expansion into Security's former area. This work is scheduled to be complete by the end of summer semester.

New Demonstration Kitchen in CC108

A new demonstration kitchen for the Hotel, Restaurant & Culinary (HRC) department is under construction in room 108 of the Campus Center. Currently, the electrical and mechanical infrastructure supporting the new kitchen equipment is being installed. This project is scheduled to be complete by the end of summer semester.

Relocation of the Print Shop

The Print Shop, currently located in OE 184, is being relocated to HT 12. The vacated space will then be remodeled for the expansion of Media Art department's photography programs. The remodel will consist mostly of electrical and communication infrastructure upgrades.