

RECOMMENDED CRITERIA FOR EXPENDITURES OF THE LOTTERY DOLLARS

1. Primary emphasis will be on funding activities related to the classroom environment and student matriculation (assessment, orientation, counseling, etc).
2. Institutional needs identified through the College planning process accreditation process and discussions with College staff, should be reflected in the appropriation of funds.
3. Efforts should be made to assure that the largest good is achieved for the greatest number.
4. The Non-Credit division will receive funds in accordance with the ADA produced by that division.
5. Funding of instructional equipment will be limited because special funding was received for instructional equipment during the current year (approximately \$340,000) and has been budgeted for next year (approximately \$400,000). Thus, lottery money would not be used for that purpose.
6. The new building(s) projected for Santa Barbara City College, e.g., the LRC, should include funds for equipment and other resource needs. Lottery money will not be spent for items that should be obtained via that process.
7. Activities for which deferred maintenance funds can be used will not be funded from lottery income.
8. Recommended expenditures will be limited to lottery income anticipated prior to September 1986 (1985-86 income). Criteria for allocation of lottery income received after that time will be developed.
9. Expenditures should be for "one-time only" items.

(OVER...)

Santa Barbara Community College District  
 RECOMMENDED ALLOCATION OF LOTTERY FUNDS, 1985-86

	Estimate	Recommended One-time Allocation	Total
<u>Operations</u>			
*1. Postage rate change	\$ 13,500	\$ 13,500	
*2. Schedule of Classes/Catalog	16,500	25,250	
*3. Computer maintenance contract	10,000	10,000	
4. Project assistance (defin. specs, bid)	19,000	19,000	
5. Hillside clearing (supervision)	5,500	5,500	
6. Phone changes (Instr., Pers., D/M)	8,000	8,000	
7. Books - Rdg/Stdy Skills Center	1,500	1,500	
8. Tutorial budget augmentation	3,000	3,000	
English CAI lab (\$2,000)			
ESL/Essn. Skills (\$1,000)			
9. ADH Pediatrics - faculty training	2,000	2,000	
10. Early warn. component - Stu. Serv. (hourly consultant)	20,000	12,000	
11. Faculty - 1/2 year tenured, English		17,500	
12. Library - Dialog	5,200	5,200	
13. Travel/Conference - total District	20,000	15,000	
14. Capital campaign coord.		30,000	
15. Phys. Educ. Tech.		28,000	
16. Establishment of athletic teams		15,000	
17. Transfer Center - Project Assist.		30,000	
			\$ 240,450
<u>Equipment</u>			
1. Lotus 1-2-3 - Acctg. (2)	\$ 3,500	\$ 3,500	
2. HP 2392 terminal - Math 1	1,000	1,000	
3. D-Base III - Inst/Assessment	2,600	2,600	
4. Washer, dryer - P.E.	8,000	8,000	
5. Carpet cleaners (2)	5,000	5,000	
6. Storage cabinet (flammables) - Dupl.	528	528	
7. Admin. D.P. equipment		50,000	
8. Library system (conversion to OCLC)	100,000	50,000	
9. Anchor pads - Security	3,000	3,000	
10. Vehicle sweeper (parking lots)	25,000	25,000	
11. Radio - Security	1,000	1,000	
12. Athletic equipment		10,000	
13. IBM copier, Model 60 (Dupl. Center)	28,000	28,000	
			\$187,628

\*Items 1 and 3, and \$8,750 of item 2, will have to be incorporated as expenses in the 1986-87 budget. Other items represent one-time only expenditures.

RECOMMENDED ALLOCATION OF LOTTERY FUNDS, 1985-86

	<u>Estimate</u>	<u>Recommended One-time Allocation</u>	<u>Total</u>
<u>Renovation/Improvements</u>			
1. Replace Grounds sheds	\$ 5,000	\$ 5,000	
2. Lighting improvements	35,000	10,000	
3. Mail room renovation	3,500	3,500	
4. Window shades - Humanities	8,000	8,000	
5. Classroom renovation - PS-101	20,000	20,000	
6. ESL classrooms - ventilation	25,000	25,000	
7. Classroom chalkboards	1,300	1,300	
8. Remodel R-2 - Assessment operations	1,800	1,800	
9. Art Dept. - shed	1,100	1,100	
10. Music lab - exhaust fans	800	800	
11. Faculty offices - exhaust fans	1,200	1,200	
12. Shelving - Electronic music lab, instrument storage room	1,000	1,000	
13. H-204, 220, 221 - darkening curtains	2,800	2,800	
14. West Campus entrance - right turn (LRDP)	30,000	30,000	
15. Earthquake consultant	10,000	10,000	
16. Personnel - shelving	600	600	
17. Painter - campus projects	15,000	15,000	
18. Paint/refurbish classrooms - LSG, PS	20,000	20,000	
			\$ 157,100
<u>Continuing Education</u>			
List on reverse side.		\$ 91,000	\$ 91,000
<u>Additional Considerations:</u>			
a. Matriculation - Programmer to develop software.		35,000	
b. Management Info System - Programmer to develop the system (per Accreditation report)		35,000	
c. Science Enhancement project		10,000	
d. High school relations - Faculty - Math, English		<u>60,000</u>	
			\$ 140,000
<b>GRAND TOTAL:</b>			<u>\$ 816,178</u>

PRM:mr  
2/5/86

(OVER...)

CONTINUING EDUCATION DIVISION  
SANTA BARBARA CITY COLLEGE  
310 W. Padre St.

ONE TIME ONLY REQUESTS IN PRIORITY ORDER

1. Heaters, Rooms 19 and 20 - Schott Center	\$ 5,000
2. Computer programming and/or software for database and reporting	60,000
3. Computers, printers and software for student body, main office and program planning assistants	43,000
4. Evening High School curriculum revision (hourly certificated)	1,500
5. Miscellaneous office equipment and shelving - Schott Ctr.	3,500
6. Classified hourly - microfilm and organize past student files and registration materials	1,000
7. Remodel food lab - Wake Center	3,000
8. Remodel Room 18 from lab to regular classroom - Wake Ctr.	2,000
9. Remount blackboards to adult height and replace seven damaged blackboards - Wake Center	3,000
10. Replace and/or repair backout curtains in 14 classrooms - Wake Center	6,000
11. Carpeting in administrative offices at Schott and Wake Centers	6,000
12. Remodel Rooms 5 & 6 for joint use of Computers - Wake Center	2,000
13. Padded chairs - Schott Center auditorium	2,500
14. Lighting along access road to rear parking lot at Wake Center	6,000
15. Photo copy machine - Schott Center	8,000
16. Construct storage sheds - Rooms 1, 9 and 10 - Wake Center	<u>5,000</u>
TOTAL	\$157,500

2/3/86

CALIFORNIA COMMUNITY COLLEGES

1107 NINTH STREET  
SACRAMENTO, CALIFORNIA 95814  
(916) 445-8752



FISCAL SERVICES ADMINISTRATOR MEMO 86/004

February 6, 1986

TO: Superintendents/Presidents  
District Chief Business Officers  
County Chief Business Officers

FROM: Joseph P. Keating, Assistant Chancellor  
Administration and Finance

SUBJECT: State Lottery Proceeds and Expenditures

SANTA BARBARA CITY COLLEGE  
**RECEIVED**

FEB 10 1986

**BUSINESS MANAGER**

Community college districts have received their first allocation of proceeds from the State Lottery (approximately \$51 per 1984-85 ADA including nonresidents. The purpose of this memo is to provide clarification on the revenue allocation process, revenue and expenditure accounting procedures, and 1985 Budget Act reporting requirements.

Revenue Allocation Process

The lottery proceeds are, by statute, to be allocated based on ADA and disbursed by the State Controller's Office on a quarterly basis. The Lottery Commission's projection of 1985-86 net lottery proceeds for public education is to be between \$537 and \$601 million. Community college districts would be entitled to between \$64 and \$72 million (approximately 12% of the total and approximately \$100 to \$115 per ADA) of this amount.

Allocation will be based on each district's prior year's reported annual ADA plus a computation of nonresident ADA (see attachment). The allocation will be adjusted in each subsequent fiscal year based on actual annual ADA figure as adjusted. Warrants will be sent to the appropriate county treasurer on behalf of the district approximately six weeks after the end of each quarter. The issue as to whether the fourth quarter payment should be accrued as of June 30, is still under discussion with the State Controllers Office. This decision would clearly affect the level of revenues accounted for in 1985-86. It is our understanding that the estimate of 1985-86 net proceeds, quoted above, is based on lottery proceeds to be collected by the State as of June 30.

Accounting Procedures

Chapter 1517, Statutes of 1985, requires a separate account for the receipt and expenditure of lottery proceeds. The funds shall be accounted for in the district's General Fund.

(over)

The revenue shall be accounted for as State Revenues: Other State Revenues (CA 8690), subordinate classification: State Lottery Proceeds.

The Expenditures shall be separately accounted for in the General Fund, Part A - Unrestricted Chapters 872 and 1052, Statutes of 1985. Expenditures from lottery proceeds are not subject to further control by the State. Use is solely at local discretion with the exception that the moneys shall be "exclusively for the education of pupils and students and [that] no funds shall be spent for acquisition of real property, construction of facilities, financing of research or any other non-instructional purposes."

Since lottery proceeds are to be available at local discretion and due to the fact that Education Code Section 84362 (50% law) affects local discretion, a conflict could exist. Therefore, expenditures from lottery proceeds (based on the above interpretation) are excluded from the Current Expense of Education as well as from the Salaries of Classroom Instructors for the purpose of determining compliance with the 50% Law (ECS 84362) and calculation of nonresident Tuition (ECS 76140).

While the use of lottery proceeds is basically at the discretion of each district, it is our belief that they may only be used for expenditures (excluding those prohibited by law) related to instructional/institutional support activities. For further information on this, we suggest that you refer to Department of Education Fiscal Management Advisory 86-01 dated January 10, 1986 (attached).

Any balance remaining in the separate account as of June 30 must continue to be separately accounted for in the next fiscal year.

#### Reporting Requirement

Control language in the 1985 Budget Act (Section 24.60) requires districts to report to the Legislature through the Chancellor, by September 1, 1986 (we are trying to amend this date to November 1, 1986, if possible). The report must contain the amount of lottery funds received and the purposes for which the funds were expended in 1985-86 and the proposed expenditures and purposes for expenditures for 1986-87.

Attached is a draft of the reporting form for your information. As currently required, all district must submit the form by August 1. As indicated above we have requested that the reporting date be changed to November 1, 1986. We will inform you of any changes in this requirement.

#### Attachments

cc: Joshua L. Smith  
Gus Guichard  
Joseph Keating  
Joseph Freitas

California Community Colleges  
Average Daily Attendance  
Annual Report - Fiscal Year 1984-85  
(For Purposes of the California Lottery)

<u>District</u>	<u>Total</u>	<u>District</u>	<u>Total</u>
Allan Hancock	5,728	Palomar	9,268
Antelope Valley	3,509	Palo Verde	335
Barstow	861	Pasadena	14,299
Butte	6,068	Peralta	15,400
Cabrillo	6,271	Rancho Santiago	15,670
Cerritos	12,121	Redwoods	4,311
Chaffey	6,630	Rio Hondo	7,524
Citrus	5,480	Riverside	7,890
Coachella Valley	3,650	Saddleback	12,859
Coast	27,332	San Bernardino	8,572
Compton	2,786	San Diego	32,301
Contra Costa	18,667	San Francisco	31,208
El Camino	14,304	San Joaquin Delta	9,798
Foothill-De Anza	22,649	San Jose	10,042
Fremont-Newark	4,562	San Luis Obispo	3,464
Gavilan	2,315	San Mateo	14,900
Glendale	7,854	Santa Barbara	<u>8,596</u>
Grossmont	9,200	Santa Clarita	1,991
Hartnell	4,188	Santa Monica	11,607
Imperial	2,312	Sequoias	4,859
Kern	9,161	Shasta-Te-Tr	4,962
Lake Tahoe	495	Sierra	5,204
Lassen	1,972	Siskiyou	1,562
Long Beach	14,829	Solano	4,650
Los Angeles	55,455	Sonoma	11,445
Los Rios	24,230	South County	9,576
Marin	6,082	Southwestern	6,990
Mendocino	1,172	State Center	11,256
Merced	5,545	Ventura	14,367
Mira Costa	4,017	Victor Valley	2,403
Monterey	5,083	West Hills	1,110
Mt. San Antonio	13,297	West Kern	710
Mt. San Jacinto	1,498	West Valley	11,929
Napa Valley	3,859	Yosemite	8,333
North Orange	24,116	Yuba	5,171
		Statewide	661,860

Source: Annual CCFS-320 Apportionment  
Attendance Report, Fiscal  
Year 1984-85

Fiscal Services      12/12/85      HS:vb  
Rev. 1/14/86      HS:vb

California Community Colleges  
 Receipt and Expenditure of Lottery Proceeds  
Community College District

Actual FY 1985-86

	Instruction Activities 0100-5900 <u>1</u>	Instruc. & Insti. Supp. Act. 6000-6800 <u>2</u>	Other* <u>3</u>	Total (Col. thru 3) <u>4</u>
1. Beginning Balance	\$ _____	\$ _____	\$ _____	\$ _____
2. State Lottery Proceeds	\$ _____	\$ _____	\$ _____	\$ _____
Expenditures:				
3. Salaries & Benefits (Obj. 1000-3000)	\$ _____	\$ _____	\$ _____	\$ _____
4. Supplies & Mater. & Other Operating Exp. & Svcs. (Obj. 4000-5000)	_____	_____	_____	_____
5. Capital Outlay				
a) Lib. Books (Obj. 6300)	_____	_____	_____	_____
b) Equip. (Obj. 6400)	_____	_____	_____	_____
6. Other (Specify):				
a) _____	_____	_____	_____	_____
b) _____	_____	_____	_____	_____
c) _____	_____	_____	_____	_____
7. Total Expenditure (Lines 3 thru 6)	\$ _____	\$ _____	\$ _____	\$ _____
8. Ending Balance (Lines 1 & 2 less 7)	\$ _____	\$ _____	\$ _____	\$ _____

\*Attach separate sheet and describe activity.



California Community Colleges  
 Receipt and Expenditure of Lottery Proceeds Community  
College District

Budget FY 1986-87

	Instruction Activities 0100-5900 5	Instruc. & Insti. Supp. Act. 6000-6800 6	Other* 7	Total (Col. thru 7) 8
1. Beginning Balance	\$ _____	\$ _____	\$ _____	\$ _____
2. State Lottery Proceeds	\$ _____	\$ _____	\$ _____	\$ _____
Expenditures:				
3. Salaries & Benefits (Obj. 1000-3000)	\$ _____	\$ _____	\$ _____	\$ _____
4. Supplies & Mater. & Other Operating Exp. & Svcs. (Obj. 4000-5000)	_____	_____	_____	_____
5. Capital Outlay	_____	_____	_____	_____
a) Lib. Books (Obj. 6300)	_____	_____	_____	_____
b) Equip. (Obj. 6400)	_____	_____	_____	_____
6. Other (Specify):	_____	_____	_____	_____
a) _____	_____	_____	_____	_____
b) _____	_____	_____	_____	_____
c) _____	_____	_____	_____	_____
7. Total Expenditure (Lines 3 thru 6)	\$ _____	\$ _____	\$ _____	\$ _____
8. Ending Balance (Lines 1 & 2 less 7)	\$ _____	\$ _____	\$ _____	\$ _____

\*Attach separate sheet and describe activity.

SANTA BARBARA CITY COLLEGE  
RECEIVED

MAR 19 1986

PRESIDENT'S OFFICE

Date: 10 March 1986

To: Peter MacDougall

From: Larry Friesen



RE: Recommended Lottery Money Allocations

would like to clarify the position I took at the Sciences Division meeting on Friday 7 March regarding the proposed expenditures of California State Lottery money.

First, I believe that the people of California desperately want to support education for their children. Further, I feel that they saw the lottery as a way of circumventing the bureaucracy of disbursement and dilution of money so characteristic of a political system. I believe they felt that money going directly to the schools would be spent for education. I know that education requires the expenditure of money in areas that are quite indirect in the support of the classroom environment. But, I think that the people want the money to go directly to the educational experience--I know that my vote meant exactly this.

It is obvious from the "RECOMMENDED CRITERIA FOR EXPENDITURES OF THE LOTTERY DOLLARS" that the "primary emphasis will be on funding activities related to the classroom environment and student matriculation". And yet, the "RECOMMENDED ALLOCATION OF LOTTERY FUNDS" contains items having no relation to classroom teaching or matriculation. And, regardless of how you are able to justify them, you will not convince me that they are in the spirit of the the peoples' choice and you will certainly not convince the people who will not have access to your justifications.

This is the first disbursement of lottery money in the State. The people are going to be keenly interested in how it is spent. Do you think that the average person would look at the allocation list and be thrilled at the good work their money was doing? Or, do you think they will feel that the money went along the same bureaucratic route as if their taxes had been increased? This is not tax money--this is the hope of the people of California that their children will receive the best education in the nation. Do you think that covering a \$13,500 postage rate change will reward their expectations? phone changes at \$8,000? a parking lot sweeper at \$25,000? a new turn lane at the West Campus entrance at \$30,000? a mail room renovation for \$3,500?

Please, put considerably more money into identifiable projects that will reward the expectations of the people of California. I do not know the needs of other departments, and I don't feel that this is an appropriate forum for making a plea for my own. However, there are some allocations that I would like you to consider.

1. Award every full-time faculty member a \$500 improvement of instruction grant. (This would have the dual purpose of improving instruction and serve to boost the morale of those feeling that the faculty have been slighted during this allocation.)
2. Award a significant grant to the library for the purchase of books.
3. Establish a \$100,000 scholarship fund, the interest from which will award academic excellence. Promise that a percentage of all future lottery monies will be contributed to the principal of this fund.

4. Establish a \$100,000 housing fund, the interest from which will provide aid to economically disadvantaged students. Promise that a percentage of all future lottery money will be contributed to the principal of this fund.
5. Purchase a 5-6' diameter world globe for the library and commemorate the peoples' contribution to the future.
6. Award *Concept* a major grant.
7. Purchase stone for the sculpture classes with the idea that the sculptors of SBCC will return some of the lottery money to the parks of the people who contributed.
8. Cancel classes for one day and have an in-service day of all faculty to determine how they would like to spend \$100,000 of this money.

Santa Barbara City College Athletic Department wishes to maintain a competitive and balanced intercollegiate athletic program for men and women. The program will be based on needs and interests of students, local high school support, competition provided by colleges who are members of Western State Conference, finances, and the availability of qualified coaches will also have an effect on the programs offered.

1 Goal

Santa Barbara City College Athletic Department wishes to maintain a competitive and balanced intercollegiate Athletic program for men and women.

1A1 Objective

In the now more competitive Western State Conference we wish to finish in fourth place or higher.

1A2 Progress

After completion of the fall and winter sports, our conference finish is as follows:

Football	6th place
Men's Cross Country	6th place
Women's Cross Country	3rd place
Women's Volleyball	2nd place
Men's Basketball	1st Place tie
Women's Basketball	7th place

It would appear that we are less than competitive in our conference thus far. The new Western State Conference which begins during the 1986-87 school year should restrict our competitiveness even more.

1B1 Objective

It is our objective to hire a contract women's head coach for softball, volleyball or track and field.

1B2 Progress

No progress has been made toward this objective. The last contract coach hired was in 1978 despite retirements in men's and women's cross country, men's and women's track, women's volleyball, and men's baseball.

The athletic department has found it difficult to offer the same quality programs with fewer permanent staff.

<u>Sport</u>	<u>1978-1979 Staff</u>	<u>1985-1986 Staff</u>
Baseball	Contract Head Coach 1 assist. Consultant	Hourly Head Coach 1 assist. Consultant
Men's Basketball	Contract Head Coach 1 assist. Consultant 1 assist. volunteer	Contract Head Coach 1 assist. Consultant 1 assist. volunteer
Women's Basketball	Hourly Head Coach 1 assist. volunteer	Hourly Head Coach 1 assist. volunteer
Cross Country Men	Contract Head Coach	Hourly Head Coach
Cross Country Women	Contract Head Coach	Hourly Head Coach
Football	Contract Head Coach 2 contract assists. 2 assists. consultant 1 assist. volunteer	Contract Head Coach 2 contract assists. 2 assist. consultant 1 assist. volunteer
Golf	Contract Head Coach	Contract Head Coach
Tennis Men	Contract Head Coach	Contract Head Coach
Tennis Women	Contract Head Coach	Contract Head Coach
Track & Field Men	Contract Coach 1 assist. consultant	Hourly Head Coach
Track & Field Women	Hourly Head Coach	Hourly Head Coach
Volleyball Men	Hourly Head Coach	Hourly Head Coach
Volleyball Women	Contract Head Coach	Hourly Head Coach

1C1 Objective

Sport offerings should be re-assessed in relationship to our new athletic conference and criteria for adding and/or deleting sports at Santa Barbara City College. The 1986-87 offerings should be based on the re-assessment.

1C2 Progress

The Athletic Advisory Committee recently evaluated SBCC offerings. The Committee felt that men's volleyball could be eliminated and replaced by women's softball or men's wrestling. Michael VonAlvensleben, instructor of Marine Technology, is a qualified wrestling coach who has express an interest in becoming the coach. As a member of the present college teaching faculty, he would make a strong addition to our program.

1C3

CRITERIA ATHLETIC PROGRAM SUMMARY

	JETER	DINABERG	PETERSON	KORFAS	VON ALVENSLABEN	MOORHOUSE
Men's Volleyball	12	12	7	13	9	10
Wo. Volleyball	15	17	18	18	14	18
Men's Basketball	18	20	20	20	20	20
Wo. Basketball	18	17	16	18	11	18
Men's Track	20	17	17	17	16	17
Women's Track	18	17	16	17	13	19
Men's X-Country	12	16	15	16	13	18
Wo. X-Country	10	16	15	16	11	18
Men's Tennis	20	19	18	18	20	20
Women's Tennis	20	19	18	18	19	20
Football	20	20	20	20	20	20
Baseball	14	18	20	17	17	18
Wo. Softball	11	16	8	14	12	16
Men's Soccer	11	14	10	14	9	11
Women's Soccer	1	5	4	5	0	8
Wrestling	12	15	15	16	19	18
Men's Swim	8	11	8	8	15	13
Women's Swim	8	11	8	8	9	9
Water Polo	8	11	7	8	5	9
Golf	19	18	19	19	15	20

POINT SUMMARY

Football	120	Wrestling	95
Men's Basketball	118	Men's X-Country	88
Men's Tennis	115	Wo. X-Country	86
Women's Tennis	114	Women's Softball	77
Golf	110	Men's Soccer	69
Men's Track	104	Men's Volleyball	63
Baseball	104	Men's Swim	63
Women's Volleyball	100	Women's Swim	53
Women's Track	99	Water Polo	48
Women's Basketball	98	Women's Soccer	23

Santa Barbara City College Athletic Department wishes to establish and maintain high standards of scholarship and sportsmanship by the athletes and coaches representing our institution. Athletic activity should be incidental and not the principal feature of intercollegiate life. It is the college's and departments responsibility to create an atmosphere in which the student athlete can succeed in the classroom.

2. Goal

Santa Barbara City College's Athletic Department wishes to establish and maintain high standards of scholarship and sportsmanship by athletes and coaches representing our institution.

2A1 Objective

All student athletes will have an educational plan on file with the Athletic Director, coach, and in his/her file in the Admissions and Records office.

2A2 Progress

The Academic Quality Policy is now in effect. All returning Spring semester athletes have completed an academic contract.

2B1 Objective

All student athletes will have an appointment with a counselor during the year.

2B2 Progress

The new Academic Quality Policy should ensure that athletes see a counselor.

2C1 Objective

High school transcripts of all student athletes will be on file in the Admissions and Records Office.

2C2 Progress

The new Academic Quality Policy should ensure that athletes send for high school transcripts.

2D1 Objective

Coaches and athletes will be made aware of department policy as established in Conduct of an Athlete.

2D2 Progress

The Conduct of an Athlete policy is in the 1985-86 Athletic Department Handbook which is currently in the possession of all coaches.

The contents of that section follows:

The conduct of an athlete is closely observed in many areas of life. It is important that his or her behavior meet the standards described in the following areas:

1. On the Field

An athlete should strive to avoid profanity, or illegal tactics. Since losing is part of the contest, he would be gracious in defeat and modest in victory. Officials in a contest are there for the purpose of insuring both teams that they will receive a fair deal. Every athlete is expected to follow the rules in his sport. It is an athletic tradition that officials are treated with respect.

2. In the Classroom

An athlete, in order to be eligible, must follow the school's athletic eligibility requirements which include passing in 12 units during competition. All athletes should give respectful attention to classroom activities and show respect for fellow students and faculty members. He should have a good attendance record.

3. On Trips

On trips the athletes directly represent our community, school, and coaches. Therefore, it is expected that they use good judgement in dress behavior in these contests. The coach is responsible for the athletes until they are released.

4. Conditioning

All athletes are expected to refrain from smoking and using alcohol and drugs.

5. School Equipment

The athlete is financially responsible for all equipment checked out to him. He will treat all equipment as though it were his own personal property. He will not abuse it, and he will maintain the security of his personal gear.

Each head coach shall determine any other rules he feels are important for his squad.

It is the goal of the Santa Barbara City College Athletic Department to fund our athletic programs adequately and to have available for our athletes technically up-to-date equipment for a high level of performance and safety.

3A1 Goal

It is our goal to fund our athletic programs adequately.



3B1 Objective

A minimum funding level for athletics will be established.

3C1 Progress

The Athletic Advisory Committee is currently assessing what level of athletics is underfunded at our college. This is the second year that the Advisory Committee has addressed this problem.



Santa Barbara Community College District

BUSINESS SERVICES - THREE YEAR PLAN

1986 - 87

Program Plans

1. Construction - LRC/Library begins.
2. PPP submittals - September:
  - LRC/Library Equipment
  - Interdisciplinary Center (W/C)
  - Library Renovation (W)
3. Print shop renovation.
4. West Campus - right turn lane (LRDP).
5. Traffic study (LRDP).
6. Parking monitoring program (LRDP).
7. Parking Structure Study (LRDP).
8. Pershing Park parking renovation. (LRDP)
9. Design Vista Points (LRDP).
10. PPG Submittal:
  - Interdisciplinary Center (W/C/E).
  - Library renovation (E/E).
  - Administration Secondary Effects (W).
  - Handicapped Access, Schott Center (W/C).
11. Transportation program - MTD. (LRDP)
12. Schott Center - convert storage area to classrooms (2).
13. Wake Center - add storage area.

Personnel Needs

1. Construction/Renovation Director (3 year contract).
2. Construction Inspector (3 year contract).
3. Account Clerk Senior, Facilities. Construction Contracts Deferred Maintenance Improvement Projects
4. Communications Technician (DP, Telephone, Energy Management).
5. Assistant Purchasing/Buyer - one-half time.
6. Cashier - Senior Account Clerk.
7. Fiscal Accountability - Acctg. Accounting Supervisor Intermediate Account Clerk. Payroll Account Clerk - 1/4 time.
8. Maintenance Supervisor.
9. Intermediate Account Clerk, 1/2 time (Grants, data entry, A/P)

Equipment/Facilities Needs

1. Facilities - Construction: 2 desks, chairs. 1 file, 1 plans table.
2. Mini-computer - Facilities. Contracts, word processing, Work Orders, preventative maintenance.
3. Terminal Input - Accounting.
4. Computer Terminal Tables -
5. Telecommunications Center - desk, chairs, cabinets.
6. Assistant Purchasing/Buyer -
7. Fiscal Accountability - 2 desks, 2 chairs; files.
8. Mini-computer - Admin. Services (Community Services, Inventory Claims Management)

2/6/86

2/7/86 Revised

1987 - 88

Program Plans

1. Construction - Library/LRC continuing.
2. Construction - Interdisciplinary Center (starts).
3. PPP Submittals (September) -
  - Interdisciplinary Center (W/C/E)
  - Library Renovation (E/E).
  - Administration, Secondary Effects (W).
  - Handicapped Access (W/C).
4. PPG Submittals (February) -
  - Parking Structure (W/C).
  - Administration Secondary Effects (C/E).
  - Parking Lot, Student Services (W/C).
5. Parking - Monitoring (continuing).
6. Deferred Maintenance Projects.
7. Equipment Purchase - LRC/Library.
8. Campus Improvement Projects.
9. Painting Projects (continuing).
10. Fiscal Accountability.
11. Wake Center Renovation.
12. LRDP amended.
13. Construct Vista Points.

Personnel Needs

1. Delivery/Warehouseman.
2. Head Custodian/Lead.
3. Groundskeeper.

Equipment/Facilities Needs

1. Administrative Services office.

BUSINESS SERVICES -- THREE YEAR PLAN

5.

1989 - 90

Program Plans

1. Interdisciplinary Center - complete, move in.
2. Library Remodeling completed - move in.
3. Administration Secondary Effects.
4. Temporary buildings removed.
5. Construction - parking structure.
6. Construction - Student Services parking.
7. West Campus landscaping - Phase II (LRDP).
8. Deferred Maintenance.
9. Improvement Projects.
10. Access roads.

Personnel Needs

1. Groundskeeper
2. Construction Personnel deleted -
  - Director
  - Inspector
  - Account Clerk (1/2)
3. Maintenance Technician.

Equipment/Facilities Needs

1. Secondary Effects equipment.

CLH:mr

2/6/86

2/7/86 Revised

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

FIVE YEAR PLAN (1986-87)

I OVERVIEW

- A. The Personnel Department will continue to be flexible in its response to developing human resource needs of the college. Personnel activities are expected to be maintained at a high level with renewed emphasis in faculty and staff development, centralized planning efforts and changes in federal affirmative action law. The personnel function underwent a successful self evaluation during the 1985 accreditation review and visit. Based upon input received to date, the personnel department is providing a responsive, and well organized professional human resources management program.
- B. The Personnel Office has been successful in meeting its prior planning goals and objectives. A comprehensive report was provided to the Superintendent-President.
- C. Progress on the current year's objectives (1985-86) continues satisfactorily as scheduled. Appropriate action has been taken to accomodate the action items listed for 1985-86.
- D. During this five year period, it will be the objective of the Personnel Office to provide a professional personnel management program and to meet the changing legal and peronnel needs of the District. Achieving this objective will require a responsive and knowledgeable personnel staff and the ability to increase its productivity. Essential to this process will be data processing services, adequate Personnel Office staffing and a commensurate budget to operate the office at a professional level. Increased activity and responsibility will be seen primarily in the following areas:
  - 1. COLLECTIVE BARGAINING

During this period, one multi-year contract and two salary/benefit "openers" will be negotiated. Attention will be given to these areas: Negotiations and preparation for negotiations; unfair labor practices; impasse procedures, training; PERB decisions regarding scope of respresentation, organizational security; positive communication with CSEA.
  - 2. LEGAL

Litigation (writ of mandate)  
Superior Court  
Disciplinary actions (certificated and classified)  
Workers' compensation (hearings, preparation, litigation)

3. LAYOFF/REDUCTION IN-FORCE

Legal review  
Preparation of accurate and legal layoff/seniority lists  
Hearings/legal representation  
PERB and court decisions

4. DATA PROCESSING

Implementation of Pertaine Personnel Data Base system  
On-line access and input  
Training  
New equipment, i.e., HP150  
Report Programming

5. AFFIRMATIVE ACTION

- a.) Implementation of District Affirmative Action Program Plan (On file in Chancellor's Office).
- b.) Increase in discrimination complaints as a result of reduction-in-force and limited job opportunity.
- c.) Development of utilization and work force analysis and new update of affirmative action goals and timetables in accordance with Chancellor's Office requirements (On file in Chancellor's Office)
- d.) Investigation of discrimination complaints in accordance with AB803 requirements and development of appropriate procedures.
- e.) Development of affirmative action District statistics and revision of hiring policies.
- f.) Submission of data in accordance with centralized state planning efforts.

6. SALARY AND BENEFIT NEGOTIATIONS

Committee recommendtions  
Staff survey support and analysis  
Open enrollment  
Training

7. ACCREDITATION

Follow-up action and reports on needed staff development

8. TRAINING EFFORTS

Supervisory training (collective bargaining/legal/EEO/Management Breakfast)  
Data processing  
High technology  
Classified Professional Growth Committee and Program  
Management Retreat and Management Development Program

9. JOB CLASSIFICATION STUDIES

Organizational change

10. OTHER ITEMS

In response to legal needs of the District

II EVALUATION SECTION

A. Personnel Services will be required to meet the needs of a large and continually changing faculty and staff (e.g., hiring, processing, disciplinary actions, grievances, data processing.) This workforce and related statistics are attached.

B. The personnel office successfully met its objectives for 1984-85. Several significant objectives and activities were accomplished including:

Reviewed and updated District's affirmative action goals and timetables using new Chancellor's Office guidelines.

Provided coordination for accreditation study and report

Refer to the attached End of Year Report for detailed comprehensive report on accomplishments and activities undertaken in response to the goals and objectives for 1984-85.

Refer to the attached Affirmative Action Report to the Board of Trustees on efforts to meet the objectives of the District's Affirmative Action Program Plan and goals and timetables



## OBJECTIVES

### A. 1986-87

1. Negotiate multi-year CSEA salary and benefit agreement. Handle all related matters such as unfair labor practice charges, impasse procedures, etc.
2. Plan and coordinate with committee the annual Management Retreat in July 1986.
3. Coordinate legal actions for District.
4. Update seniority lists for classified and certificated employees.
5. Continue implementation of Personnel Data Base System and installation of additional HP 150. Provide in-service training to Personnel staff as needed. Work with CCCA to restore several reports, e.g., AA Workforce Analysis, classified job class and salary listing, classified employee seniority listing (hours worked). Assist in development of total hours worked report for certificated part-time employees.
6. Coordinate all layoffs and reduction-in-force actions initiated by the District: legal counsel, procedure, preparation of documents, hearings.
7. Provide staff assistance to Superintendent-President in annual faculty and staff salary and benefit discussions.
8. Prepare for and coordinate District's Open Enrollment Personnel Benefits period. Advise on changes to Personnel Benefits Program and implement adopted changes. Provide in-service staff training as appropriate.
9. Administer Affirmative Action Program Recruitment and Selection program: advertising, committee procedures, EEO, etc. Continue to pursue its AA goals/timetables for underrepresented minorities/females as documented in the Chancellor's Office approved District AA Goals and Timetables on file in Chancellor's Office.
10. Coordinate Management Training Program ~~and~~ Management Breakfasts
11. Coordinate classified employee in-service training program (Fall/Spring) working with Professional Growth Committee, including outstanding classified employee award. Administer Professional Growth Program bonus program.
12. Special studies/projects for Superintendent-President, e.g., Hourly Salary Schedule revisions.
13. Study, recommend and implement as appropriate major personnel program changes, e.g., AB528 Retirees benefits, "Employee Pick-up" of STRS, and STRS contributions.

14. Continue to work on efforts to simplify the certificated hourly payroll process.
15. Work with the Assistant to the Superintendent in providing required personnel and affirmative action planning input to the Chancellor's Office as part of the pilot comprehensive planning program carried out at the state level.
16. Submit a request to CPC and the Superintendent-President documenting the need to augment the affirmative action's hourly budget by \$4,000 to expand its affirmative action recruiting program (expanded applicant pool.)
17. Continue to develop employee Wellness Program providing information to employees and administering tuition reimbursement for physical fitness activities. Coordinate with P.E. Department, physical fitness lab program if determined to be feasible.

Update Classified District Personnel Policies, e.g., FLSA.

RESOURCE REQUESTS:

Management Breakfast	\$ 300
1 IBM Typewriter	1,000
Classified Hourly Funds for affirmative action recruitment effort	<u>4,000</u>
TOTAL	\$5,300

B. 1987-88

1. Negotiate CSEA contract opener. Handle all related matters such as unfair labor practice changes, impasse procedures, etc.
2. Coordinate District's legal actions and issues.
3. Continue implementation of Personnel Data Base System. Provide in-service training to Personnel staff as needed.
4. Coordinate all layoffs and reduction-in-force actions initiated by the District.
5. Provide staff assistance to Superintendent-President in annual faculty and staff salary and benefit discussions.
6. Prepare for and coordinate District's Open Enrollment Benefits period. Advise on changes and implement adopted changes. Provide staff training as appropriate.

## BUDGET STUDY

### I PAST ORGANIZATION (1970) STAFFING FOR CERTIFICATED PERSONNEL/BENEFITS

FTE

1	Naomi Aiches	6 Hours	Credentials Clerk
1	Eve Mooore	8 Hours	Certificated Personnel Clerk
1/4	Payroll Office		Insurance Benefits
1/4	Consultant (Professional)		Insurance Benefits

2.5

### II CURRENT (1985) STAFFING FOR CERTIFICATED PERSONNEL/BENEFITS

FTE

.62	Shar-Lynn Timm	5 hours	Credentials Clerk
1	Betty Bartels	8 hours	Certifiated Personnel Technician

1.62

#### A. Added duties to Personnel Tech. w/o increase in staffing

##### 1. Affirmative Action:

Case files, statistics, reports, applicant flow reports, selection committees, questions, rating forms, litigation, AA Committee minutes and reports.

Title 9

504 Regulations

Goals/Timetables/Chacellor's Office REgulations

##### 2. Personnel Benefits:

Administration

Assistance to employees

Open enrollment

STRS/PERS, questions

Gil Bishop consultations coordination

Income protection claims

Death claims

Number of plans administered, increased:

**1 Medical to 3 Medical (Possible 4)**

BLUE CROSS FOUNDATION  
BLUE CROSS HEALTH NET  
PRUDENT BUYER  
(MAXICARE HEALTH PLAN)

**0 Dental to 2 Dental (Possible 3)**

BLUE CROSS GROUP PRACTICE DENTAL  
BLUE CROSS UCR DENTAL  
(GOLDEN WEST DENTAL)

**1 Income Protection**

CROWN INSURANCE

**1 Life Insurance**(3 different companies; changes each time the premium is increased, include complete re-enrollment of ALL employees.)

CROWN INSURANCE

**TSA's** (Current listing - Approx. 50 companies/agents with address/phone contacts)

**3. Salary Administration**

Secretarial assistance regarding proposals, analysis, schedule preparations, salary surveys, etc.

4. **Data Processing**

File Development  
Data Entry  
Pertaine Development/Trouble Shooting  
Schedule update/development  
Wordstar  
Contracts (Info and printing)  
Information/statistical reports and update

5. **Other (Examples)**

District Policies - Update and Distribution  
Organization Charts  
Secretarial Support to Director

1970

1985

145 Certificated Contracts  
110 Classified Regular  
37 Certificated Hourly Credit

190  
192  
276

# SANTA BARBARA CITY COLLEGE

## STUDENT SERVICES SUMMARY OF FIVE-YEAR PLANS FOR 1986 -1992

### I. OVERVIEW

The Student Affairs department will be addressing the issues identified in the "Statement of Institutional Directions" which directly relates to Student Services. Three of the six issues will be specifically addressed as to their impact on Student Affairs and how they interrelate with the instructional component of the college.

### II. SPECIFIC PROGRAM PLANS FOR 1986-87

The three "Institutional Directions" statements which will be addressed are:

- 1.) Recruitment/Advisement/Retention Efforts
- 2.) College Readiness/Services for Underprepared
- 3.) Liaison with Community

Each of these issues will have a different impact on the various services. The plan will be explicit to the resources needed and relationship to the college.

#### A. Recruitment/Advisement/Retention Efforts

The College must address recruitment from a broad-based plan which is interrelated throughout all departments. New efforts need to be made within the Relations with Schools Committee which extend to the junior high schools and community agencies. Specific needs of the program are:

1. One full-time counselor who would be responsible for "Relations with Schools/Community" activities. The individual would be responsible for:
  - a. Coordination of faculty and counselors within the local schools -- presentations, career days, orientations, PTA and business presentations, etc.
  - b. Information dissemination to the media, local schools, community agencies
  - c. Creation of new brochures and media presentations
  - d. Directly relate with faculty to develop innovative techniques for contacting new students
  - e. Increase communication regarding the "Advanced Student" program
  - f. Implementation of the "High School Articulation Council" with the Santa Barbara City Schools District

Costs to be covered:

Counselor - \$30,000 (Lottery money)  
Printing/Postage - \$1,200  
Activities/Publicity - \$5,000

2. Development of a multi-faceted approach to orientation which would involve faculty, counselors and staff. The program would be a part of the matriculation process.
3. EOPS staff will coordinate their efforts directly with other departments and community agencies. There will be intensified efforts within the local junior high and senior high schools. These efforts will be assisted by the Cal-SOAP staff, EOPS Special Program Advisers and community agency staff members. The EOPS staff will need to educate the SBCC faculty and staff about their efforts, accomplishments and goals in order for them to be positive recruiters in their activities. An enlarged Summer Bridge Program will include a component to assist high school juniors who participate.

A faculty mentor program for the "visibly ethnic" (Dr. Cheek's term) needs to be developed and coordinated by the EOPS staff.

Costs:

In-service training      \$3,000  
Materials                      \$ 500

4. The Financial Aids Office will coordinate their distribution of financial assistance with the EOPS Office in order to assist the EOPS students in the most beneficial manner. In order to assist the EOPS students and their other clients in an efficient manner, they will need:
  - a. A full-time statistical clerk for the Financial Aids Office and for the Dean of Student Services. A half-time position in the Financial Aids Office would be abandoned. A new job with increased and new responsibilities is needed. Additional resources to create the position will come from AB 602. (Approximately \$15,500 per year).
  - b. In-service training for new computer software applications.
  - c. Updating of existing financial aids software package which adjusts to the new Federal and State reporting mandates.
  - d. Acquire a Laser-jet printer to produce award letters (present printer has not been made operable).

Costs:

Increase to full-time clerk - \$7,500  
In-service training - \$500  
Update software - \$2,000  
Laser-jet printer - \$2,500  
(or letter-quality)

5. The athletic department will place a greater emphasis on student recruitment through closer coordination with local school and more direct contact with prospective athletes. Additional efforts will be made to assist athletes to be aware of the EOPS program and their application for Financial Aid. The department will encourage students to use the CASHE-3000 program to identify additional sources of financial aid.
6. The Cal-SOAP program will expand their Learning Centers into two additional high schools. These centers provide a structured environment for identified targeted high school students. These students will receive tutors, peer advisors, opportunities to participate in career workshops, specific college information and campus visitations.
7. Student government will try to recruit on local campuses in coordination with visitations and EOPS activities. Minority students will be actively recruited in order to achieve better representation.

**B. College Readiness/Services for Underprepared**

The college has identified Matriculation as its number one priority. This concept is a college-wide endeavor which will be coordinated by the Dean, Student Development and Matriculation. The plan includes pre-enrollment activities, admissions, assessment, advisement, placement, follow-up and evaluation. The goal is to be as effective and efficient as possible. In order to reach that goal, each instructional department must coordinate with the Counseling department.

**1. Pre-enrollment activities will include:**

- a. Increased visitation and career experiences at the local schools
- b. Early assessment of local students on their high school campus - possibly assess in 10th, 11th and 12th grade
- c. Pre-registration activities
- d. New "Program Planning Guide" which coordinates instructional and counseling information and general information about the college



- e. To assist students to identify academic goals and match with available resources, enhanced articulation activities in the areas of assessment, instruction, curriculum and support services will be implemented
- f. Regularly updated articulation agreements will be reviewed and distributed

## **2. Admissions**

- a. Develop an early registration system which is coordinated with college departments and services
- b. Develop a new priority registration system
- c. Develop a system to update a student's goal and major at each registration
- d. Create a new application form which collects additional information on goals, services needed and academic needs
- e. Additional in-service training for staff in working with diverse student populations

## **3. Assessment**

- a. Early assessment at local schools with feedback to the students and teachers about areas of strengths and weaknesses
- b. Evaluate appropriate timing for communication about program and testing dates

## **4. Advisement**

- a. Expand the advising program in the use of para-professionals and/or faculty
- b. Develop additional and explicit articulation agreements
- c. Implement a computerized articulation/graduation evaluation system
- d. Enlarge the Career Center activities in relation to the students with undeclared majors
- e. Fully implement the "Early Warning System" for all students
- f. Provide counseling for students who have been disqualified and who are on probation. Closer relationships with individual academic departments will be developed.
- g. Increase opportunities to develop appropriate life-style plans. Counseling staff will design and encourage programs which provide encouragement and develop an understanding of a wide-range of alternative choices.

## 5. Placement

- a. Career Center would develop a closer relationship with local business leaders, instructors in vocational areas, and faculty liaison with business.
- b. Increased student experiences in the business workplace through new grants which provides additional resources.
- c. Evaluation of placement on a more systematized manner.

## 6. Follow-Up

- a. Counseling should be provided for students identified through the Early Warning system, students without goals and majors, students on probation and those who have been disqualified.
- b. Additional mental health counseling is needed due to increase in requests and students identified by staff.
- c. Develop a more accurate system of informing faculty of contacts with their students.
- d. Explore the possibility of combining the Transfer Center activities with those of the Career Center.

## 7. Costs:

The costs for the items listed above are so interrelated and overlap into one another that they will be listed without identifying which specific sub-component they are related to.

- a. Hourly counselors - \$30,000
- b. Programming/Publicity - \$1,500
- c. Early Warning materials - \$7,000 (Lottery money)
- d. Program Planning Guide - \$2,500 (in addition to cost of present publications)
- e. Data Processing hardware: (Lottery money)
  - Terminals for counselors - 8 HP 2392's - \$10,150
  - Terminals and Thinkjet printers for EOPS -
    - 4 HP 2392's - \$6,588
  - Terminals for Admissions & Records Office - 3 HP 2392's and Thinkjet printers - \$4,968
- f. Training for use of software - \$2,500
- g. Publications - \$1,800
- h. Project ASSIST - \$40,000 (Lottery money)
- i. Scannable college application - \$5,000
- j. Software for EOPS - \$2,000
- k. Clerical staff - Admissions Office - hourly - \$3,000
- l. Printing and mailing - \$4,000
- m. Full-time Admissions & Records clerk - \$13,000

**C. Liaison with the Community**

The college needs a Community Relations coordinator who will articulate all of the activities of the college. Numerous departments conduct activities without sharing with others of their efforts. The High School Relations counselor is coordinating the activities on the local campuses and will continue to do this next year. New activities will include:

1. Increased involvement with the business community
2. Additional contact through the EOPS advisors in relating to the minority and disadvantaged student
3. Increased participation at the junior high school level with faculty and counselor contacts
4. Increased publicity through contacts with local radio and television stations before an activity happens
5. Student clubs will become more involved with related private businesses in Santa Barbara.

Cost:

Community relations coordinator	\$30,000
Supplies, postage	\$ 5,000
High School Articulation Council activities	\$ 500

**D. Additional Goals for Student Affairs Department**

**1. Health Services**

- a. To explore expanding inter-departmental cooperation for conducting educational days, health fair, and staffing
- b. To expand health education activities

**2. Admissions and Records**

- a. To develop an internal calendar for the generation of short course rosters
- b. To microfilm all permanent record cards
- c. To update, clean-up and maintain the History Records system - one full-time clerk - \$13,000

**3. Financial Aids**

- a. To microfilm prior year's financial aid files - \$1,500
- b. To publish the required Financial Aid Consumer Education manual (required by Federal and State regulatory mandates) - \$1,000

#### **4. Cal-SOAP**

- a. To co-sponsor with SBCC's Continuing Education a series for parents to assist them to become acquainted with the opportunities of higher education

#### **5. Athletics**

- a. To fund our athletic programs adequately and to have available for our athletes technically up-to-date equipment for a high level of performance and safety. (Resources: \$46,362)
- b. To develop a fundraising plan for the department to finance non-essential items.
- c. To develop for each athlete an educational plan which is reviewed each semester by a counselor
- d. To re-evaluate the program and adjust to meet the needs of the community

#### **6. Bookstore**

- a. To complete plans for adding a module to the office for a warehouse, stockholding area and an area for student buy-back
- b. To add a disc drive to the HP-150 to enter inventory and accounts payable
- c. To research a new record system in the supply ordering system

#### **7. Security**

- a. To explore the possibility of implementing a transportation fee through MTD
- b. To coordinate the implementation of security systems in each department as needed
- c. To assist in the development of a long-range plan for parking

#### **8. Student Activities**

- a. To encourage additional faculty to become involved with clubs and student government
- b. To further develop the Personal Leadership class to include more instructional activities, better awareness of college governance, and methods of influencing college decision making.

### **III. SPECIFIC PLANS**

#### **B. 1987-88 Objectives**

## 1. Student Development and Matriculation

a.) To continue to explore, research and share assessment trends regarding cost, predictability, performance and evaluation. This is on-going and necessary if we are to have a curriculum-wide eligibility system. (Resources: Equipment - \$1,800; Conversion NCHEMS to HP - \$5,000).

b.) To strive toward implementation of a college-wide advisory system. This includes advising by majors and within departments by faculty members. Explore possibility of

including para-professionals in advising program. (Resources: Training - \$2,000; Publications - \$3,000; Staffing - \$6,000).

c.) To explore the possibility of integrating the Transfer Center into the Career Center. The transfer function is a specialized service to assist the student in achieving career goals. Thus it makes good sense to have it as a part of the Career Center to curtail duplication yet expand information and services. (Resources: Equipment - \$6,000).

d.) Continue to stress the importance for the instructional and counseling staffs to co-emphasize learning skills in their activities. Develop a Counseling Guidebook that illustrates expectations to students and can be used by faculty in advising. Expand on intervention activities to enhance cooperative programs between instructional/counseling areas. Encourage more evaluation activities concerning assessment, support services, performance arts, scheduling, etc. Explore ways of expanding on advising continuing/new students before the last month of the semester. (Resources: Publications - \$750; Staffing \$1,600; Program Development for letters, identification - \$3,000).

e.) Provide career counseling with specialized attention to those who are changing careers, increase on-the-job experiences utilizing local personnel and organizational resources (closer working relationship with vocational dean), increase available up-to-date information on the job market, increase network opportunities by providing apprenticeship sites, i.e., pursue senior citizens/retirees for involvement. (Resources: Printing - \$800; Staffing - \$1,800; Equipment - \$1,400; Test/Inventories - \$1,500)..

f.) To increase the opportunities for students to understand the relationships between study and other aspects of life so that they in turn can develop the ability to cope with the demands of SBCC's environment. Increased support services in the form of workshops, seminars, presentations, etc. on stress, study skills, time management, tutoring, referrals to reading, writing or math labs. Introduce study teams to re-assess Health Services in terms of SBCC goals. Evaluate assessment instruments

regarding prediction and student performance. (Resources: Computerized Schedule - \$35,000; Scantron Application - \$4,000; 2 HP 2225 Thinkjet printers - \$1,200).

## **2. Admissions and Records**

a. To explore ways to further maintain student records in an efficient manner.

b. To continue in-service training program for the Admissions staff.

c. To obtain additional terminals for registration usage.

d. To continue working with CCCA to further refine and improve the registration system.

e. To use and evaluate the new application for admission.

f. To evaluate the on-line transcript system.

g. To evaluate and refine registration procedures.

## **3. Financial Aids**

Total automation of the financial aid operation should be accomplished within the timeframe identified. Total automation, however, will eventually require the acquisition of one additional computer terminal (approximate cost would be \$3,200) for use by the College Work Study Technician.

### **C. 1988-92**

#### **1. Student Development and Matriculation**

a.) To develop a School Relations Program that builds on articulation activities which are targeted to specific groups and which would result in better coordination/utilization of existing resources.

b.) To develop a mandatory Orientation, Assessment, Advising and Placement Program that is credit-producing and therefore ADA supported. It will be based on goal identification vs. number of credits enrolled.

c.) To expand the advising process regarding majors, careers, requirements to serve and enhance students' success by including faculty, departments, para-professionals in the system.

d.) To establish a procedure for helping undeclared students choose careers/majors while attending SBCC so that their chances for commitment will be increased.

e.) To introduce an intervention program that directs energies/competencies to output areas of the Matriculation Plan so that more students succeed in achieving realistic goals, i.e., follow-up Early Warning, goal changes, probation/disqualification.

f.) To develop articulation agreements with feeder high schools in Math, English, assessment and vocational areas and transfer function of SBCC.

g.) To have all counselor offices connected to main database with individual terminals, printers, etc. to insure accuracy regarding assessment, eligibility, graduation, G.E. requirements, etc.

h.) To develop articulation agreements with SBCC Continuing Education programs in areas of potential cross-over, i.e., expectations and possibilities for non-credit degree bearing.

i.) To develop a Career Placement Center that includes job developer, apprenticeships, Cooperative Education; Contract Learning coordination for SBCC graduates.

j.) To develop an Assessment Center that is accessible and staffed properly to meet expanded needs of potential/enrolled students.

## **2. Admissions and Records**

a.) To move Admissions and Records to the new Student Services Building.

b.) To arrange new Admissions area to allow for a terminal on each staff persons's desk.

c.) To plan for all registraion activities in the Student Services Building.

d.) To complete stated goals from previous two years.

## **3. Financial Aids**

Providing efficient and timely response to financial aid applicants within the parameters of regulatory guidelines and constraints remains a long-range goal of this department.

The following resources will be needed annually to accomplish these goals:

- Microfilming of Financial Aid files \$1,500
- Training of staff \$ 500
- Updating Financial Aid software \$2,000

LFF/dmm  
DISC 7  
"5-YEAR"



**SANTA BARBARA CITY COLLEGE**

**TO:** College Planning Council  
**FROM:** Lynda Fairly  
Vice President, Student Affairs  
**DATE:** March 12, 1986  
**RE:** Student Affairs Summary of Needs for 1986-87

The following items have been evaluated and prioritized by the Student Affairs staff. They reflect the college priorities of:

- Matriculation
- Better articulation with high schools, post-secondary institutions and the local business community
- Expansion of recruitment and retention activities

**1.) Certificated Staff**

a. The Dean, Student Development and Matriculation is developing a plan with his staff which incorporates the two full-time positions in Counseling, the hourly budget and the Lottery allocation for a "Relations with Schools/Community" counselor.

b.) Athletics - hire a coach for either Women's Softball, men's soccer or wrestling - \$15,000 or use dollars to fund the presently underfunded athletic teams.

**2.) Classified Staff**

a.) Full-time Admissions and Records clerk. An additional clerk is needed due to the increased workload for the new matriculation "Early Warning System," the change to an early registration process for matriculated students, the data entry of 14,000 applications each year and all student data changes, grade and scholastic changes, and to update and maintain the new History Records system.

b.) Full-time statistical clerk for the Financial Aids Office and for the Dean of Student Services.

A half-time position in the Financial Aids Office would be abandoned. A new job with increased and new responsibilities is needed. Additional resources of \$7,500 are provided through AB 602.

c.) Hourly clerical for Admissions & Records Office - \$3,000.

### 3.) Equipment

- a.) Laser-jet printer - Financial Aids - \$2,500
- b.) Financial Aids software update - \$2,000
- c.) EOPS software - \$2,000
- d.) The two software updates (b and c) can be purchased in a package for \$2,800

### 4.) Additional Needs

- a.) Visibly ethnic mentor program:
  - In-service training of volunteers - \$3,000
  - Materials, supplies, mailings - \$500
- b.) Matriculation:
  - Publicity - \$1,500
- c.) In-service training of Financial Aids staff - ~~\$500~~
- d.) New Program Planning Guide (combination of Student Handbook and Counseling Guide) - \$2,500
- e.) New "Scannable" college application - \$5,000

LF/dmm  
DISC 8  
"CPC"