

SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COMMITTEE

November 25, 1986

M I N U T E S

Present: J. Romo, M. Bobgan, J. Diaz, L. Fairly, P. Freeman, C. Hanson,  
R. Schiferl, B. Trotter, Mathew Steen (student Rep.)

Absent: H.P. Fairly, D. Oroz

Guest: Burt Miller

**CALL TO ORDER**

The meeting was called to order at 3:08 p.m.

**APPROVAL OF MINUTES**

M/S/C Trotter/Schiferl Unanimous

To approve the October 7, 1986 meeting minutes.

**APPOINTMENT OF BYLAWS AND PROCEDURES COMMITTEE**

On October 7, 1986, CPC approved the formation of a committee to develop by-laws and procedures for the College Planning Committee. Committee member B. Trotter and resource representative B. Miller agreed to work with Chair Romo on this item.

**RESPONSE FROM DR. MACDOUGALL TO RECOMMENDED CRITERIA FOR LOTTERY FUNDS ALLOCATION**

The Chair read excerpts from Dr. MacDougall's response in which he commended the sub-committee for its work. Dr. MacDougall also stated in his letter that his position on two criteria was at variance with that of the committee:

Criteria #1: Funds will be available to both credit and non-credit programs based on the merit of individual proposals originating from each program and not necessarily the percent of total dollars requested. Although Dr. MacDougall agreed with the committee that the distribution would "not necessarily" be on a percent basis, he stated that he would be "influenced" by a statement of need by the Continuing Education unit and that initially the allocation to Continuing Education would be based on the percentage of ADA produced.

Criterion #2: Lottery funds should be used for one-year-only expenditures. Dr. MacDougall appreciated the committee's concern, but reiterated the District's commitment to making SBCC staff salaries more competitive. He indicated that consideration of lottery funds for this purpose would be made. The Chair noted that subsequent to the President's response, \$335,000 has been set aside for salaries, pending the conclusion of negotiations with certificated and classified staff.

## LOTTERY UPDATE

The Chair reported that the committee has received some requests for lottery funds from Community Services, Research and Grants, and Personnel and that these requests had been reviewed. He stated that the Division Chair Council voted at its meeting of November 19, 1986 to submit to CPC the 1986-87 lottery fund request package. He noted that the projected lottery monies (approximately \$1,000,000) could be reduced in view of the recent slow-down in lottery sales.

The Chair briefly reviewed the projected lottery expenditures. He reminded the committee that \$319,700 has already been approved for funding by prior CPC action. "On-hold" are \$335,000 for salaries and \$72,513 for Continuing Education, leaving an adjusted balance of \$272,787 for allocation.

The Chair outlined the procedure for the review by CPC of the lottery requests. He stated that division deans would be present to respond to questions. The Vice Presidents, Business Manager and Personnel Director will subsequently meet to integrate all items for review and to make recommendations prior to submitting the items to CPC for final action on December 16.

## NEW EQUIPMENT REQUESTS

The chair reported that DCC approved the allocation of \$208,987 for new equipment requested by Academic Affairs/Instructional Support.

M/S/C SCHIFERL/TROTTER

That the new equipment rankings approved by DCC for \$208,978 be endorsed by CPC.

AYES: 6 NOES: 0 ABSTENTIONS: 0

## SUPPLIES/EQUIPMENT PURCHASES

(Deferred)

## ITEMS FUNDED FROM 86-87 PRIORITIZATION: GENERAL FUND

The Chair distributed a list of CPC ranked items which have been funded from the 1986-87 General Fund.

## AD HOC PLANNING/BUDGET UPDATE

The Chair reported that the committee members of the Ad Hoc Planning/Budget Committee (J. Romo, J. Diaz, R. Schiferl, R. Fairly) met with C. Hanson to discuss the planning and budget development procedures. In the discussion on this subject, suggestions were made by committee members for improving the overall planning process:

1. Development of a timeline and rationale for the budget building/planning process, with emphasis on guidelines from the Institutional Directions Statement.
2. Formulation of an in-depth survey of how departments arrive at goals and

objectives in order to facilitate long-range planning.

3. Development of a uniform format for planning documents. (B. Miller, Vice Presidents)
5. Presentation of an in-service workshop on budget building (C. Hanson)

Dr. Hanson outlined briefly the steps involved in developing the annual budget. He explained that the planning budget is built upon the previous year's budget, incorporates the Board of Trustees' mandated 5% reserve, and has income based upon the projected state revenues (ADA, etc.). The preliminary and tentative stages of budget development reflect funding information available at the time of publication. The final budget is adopted by the Board of Trustees in August.

The meeting was adjourned at 4:27 p.m.

JR/jdm

cc: Deans of Instruction  
Division Chairs/Department Chairs  
Rep Council  
Ms. Harrington