

SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
November 19, 1991

MINUTES

PRESENT: J. Romo, M. Bobgan, L. Fairly, T. Garey, B. Hull, H. McCarthy,
ABSENT: D. Oroz (excused)
RESOURCE: B. Hamre
GUESTS: J. Craven

The Chair requested consent to change the order of business and to add two items to the agenda: E. Lottery and F. Certificated Hourly Budget.

APPROVAL OF MINUTES

July 25: M/S/C Fairly/Bobgan
Ayes: 4 Abst.: 1

September 17: M/S/C Fairly/McCarthy

Correction, Page 1:

Item #22 is necessary to link the ~~entire administration~~ accounting/payroll wing with the data processing center ...
Item #24 will provide....for the management/data processing operations ~~in the Administration Building~~ on the 1st floor (Phase II).

Ayes: 4 Abst.: 1

October 15 M/S/C Garey/Fairly Unanimous

Correction: Record Tom Garey's presence.

REPORTS/DISCUSSION

J. Minow appeared before the Council to update members on the 21st Century Capital Campaign. Six major components of Funding Needs have been identified: Faculty Enhancement (endowed chairs, professorships), Student Support, Program Endowment, Equipment Purchases, Facilities Construction and Renovation and Annual Giving. The campaign goal is \$22,666,000. As of October 30, 1991, the Foundation has raised \$8,081,148. The largest gifts to date are:

Paul and Leslie Ridley-Tree	2.0 million
James and Wilmuth Tannahill	1.8 million
Anonymous	1.3 million

The Foundation is presently in the Planning Phase of the campaign. It will formally announce the Capital Campaign in Spring or Fall of 92, and it projects an ending date of December 1995 or July 1996.

ACTION ITEM

Hearing Stage

1. EOPS Regular .50 FTE Clerk Typist

L. Fairly presented the request from EOPS for a .50 FTE clerk typist. This position will be funded from existing categorical funds.

M/S/C BOBGAN/MCCARTHY Unanimous

To waive the rules to allow action to be taken on this request.

M/S/C MCCARTHY/BOBGAN Unanimous

To approve the request for a .50 FTE clerk typist in EOPS, categorically funded with existing funds.

Decision Stage

1. Academic Senate Proposal to add Fifth Faculty Member to the College Computer Computer Coordinating Committee.

M/S/C Bobgan/McCarthy Unanimous

To recommend approval of the proposal to add a fifth faculty member to the College Computer Coordinating Committee.

REPORTS/DISCUSSION

Planning

B. Hamre submitted the College Planning Timeline (1991-1992). Departments are currently developing two-year plans and preparing budget resource requests. The College Planning Council will review resource requests in January, prioritization will take place in March, with final disposition of resource requests in May. The tentative budget will be presented to the Board in June.

CCCA Reorganization

B. Hamre reported that the District has given notice to terminate the Joint Powers Agreement with the Central Coast Computing Authority, effective July 1, 1992. All programming and information support activities will be on campus. Whether the actual computer operations will be moved from its present location at SBJH has not been determined. The new operations will be housed in the R Building and the second floor of the administration building.

The Information Systems staff is currently working with a consultant and Personnel staff to develop a new classification for present staff and 10 new positions. Job announcements will be sent out in January, with staff selection completed by March 15.

In response to queries from members, Mr. Hamre told members that there were two major factors in the decision to establish the college's separate information/computer systems operations: Staffing/productivity and budgetary considerations.

The Chair asked Mr. Hamre to keep Council informed on transitional activities.

Parking Reorganization

L. Fairly presented the request from Student Services to create a Level 3 Management Supervisor Position as a back-up to Don Seaver. Mrs. Fairly recalled that the Council had approved a new position in Security last year which was never filled. Under this proposal, an additional \$3,600 would be allocated from the Parking Fund to the original request to create the supervisor position.

Council will be asked to take action on this item at its next meeting.

Lottery

The Chair reported that there will be a substantial reduction in Lottery for 1991-1992. ADA per pupil has been reduced to \$76 and the total projected allocation is approximately \$740,000, a portion of which is set aside for salaries. Cabinet has proposed the following allocation of remaining funds:

10% allocation	New Equipment (College wide)
40% allocation	Computer Technology (College wide [New & Replacement Equipment to be ranked separately])
50% allocation	To the five major units for Replacement Equipment (non-computer)

There was consensus to take this item as a First Hearing. During the discussion members expressed concern that the proposal would shift decision-making responsibilities regarding computer purchases from academic departments to the Educational Technology Support Services. It was strongly recommended that any computer requests be submitted to DCC for ranking prior to submittal to the CPC. T. Garey also asked that Council be provided with the rationale for the proposed lottery allocations outlined above.

It was noted that approximately \$470,000 will be allocated to salaries and that 50% of remaining funds will be set aside for replacement equipment.

Certificated Hourly Budget

The Chair reported that the Business Services Department projects a deficit in the certificated hourly account in excess of \$800,000 for the 1991-1992 year. Although the deficit has been on-going for several years, it has increased significantly the last two years. The President has appointed a committee to identify means to reduce the deficit and to submit its recommendations by December 2. The Chair commented that one option which is being considered is a reduction in Summer Session 1991 offerings.

Members remarked that the assumption can be made that past deficits have been covered because the District has always ended with a surplus balance. The deficit problems could be resolved if more funds were allocated to this account when the budget is being developed. The Chair emphasized that it is necessary to review expenditures in this area in light of the state budget crisis and the uncertainty surrounding one-time only dollars. He reiterated that the College can no longer rely on the infusion of additional state dollars.

A report on this matter will be presented to DCC in December.

College Calendar

Mrs. Fairly reported that she is continuing to survey the college community on new calendar proposals. Her report will be submitted to the President.

JDM

cc: Dr. Peter R. MacDougall
Academic Senate
Counseling
Division/Department Chairs
Mr. Gregg
Mr. Hamre
Mr. Pickering
Instructor's Association
Classified Council
CSEA Representative

2600 MICROCOMPUTER SOFTWARE COPYRIGHT POLICY

2601 GENERAL POLICY

- 2601.1 The District licenses the use of computer software from various companies. The District does not own this software or its related documentation. According to U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of \$50,000 or more and criminal penalties including fines and imprisonment. It is the intent of the District to adhere to the provisions of software copyright laws. In an effort to discourage violations of copyright laws, the following policies are implemented.
- 2601.2 All software purchased by the college will be registered in the name of the college. The Department of Educational Technology and Microcomputer Services will have responsibility for registering software and for maintaining college-owned software licenses on file.

2602 RULES AND REGULATIONS FOR ALL DISTRICT PERSONNEL

- 2602.1 All District employees using computer resources will be made aware of this software copyright policy through appropriate employee orientation programs and manuals.
- 2602.2 All faculty who use computer software for instructional purposes shall inform students of the District Microcomputer Software Copyright Policy. The policy will be posted in all instructional computer labs. Students who violate any provision of this policy will be denied further use of the District computing resources, pursuant to the District Student Conduct Code.
- 2602.3 Copyrighted software may be used on District equipment only if the user or the college owns a valid software license agreement and only within the provisions of that agreement.
- 2602.4 District employees and students are strictly prohibited from making, acquiring, or using unauthorized copies of computer software on District computers.
- 2602.5 One archival copy of each legally purchased

single-user diskette set may be made; either that copy or the original may then be used, while the other is stored. The software may be installed on a hard disk on a single computer, in which case neither the original or the diskette copy may be used on any other computer.

- 2602.6 Copyrighted software installed on shared-disk systems ("networks") will be secured from unauthorized copying to the maximum degree possible, and will be licensed for use on each computer that executes the software unless the terms of the licensing agreement provide for alternate arrangements, in which case the terms of that agreement will be binding and will supersede this clause.
- 2602.7 Multiple backup copies of software may be made as part of a normal backup procedure, but no use may be made of these backup copies other than restoring in the event of damage to the normally used copy.
- 2602.8 For those software licenses requiring a signed agreement, the Director of Educational Technology and Microcomputer Services will be designated by the District as the individual who may sign software licenses for instructional and administrative use.
- 2602.9 Persons who violate any provision of this policy will be referred to the appropriate college Vice President for corrective action. The College Computer Coordinating Committee will act as an advisory group to assist the Vice President in helping to rectify the situation.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

1992--1993 Planning Budget
(Without Lottery)

	1990-1991			1991-1992			1992--1993	
	***** ADOPTED	GENERAL FUND ADJUSTED	***** ACTUAL	***** PRELIMINARY	GENERAL FUND TENTATIVE	***** ADOPTION	*** General Fund *** Planning Budget	
	9357 ADA	9357 ADA	9467 ADA	9470 ADA	9470 ADA	9467 ADA	9567	ASSUMPTIONS:
NET BEGINNING BALANCE								Revenue -
General	\$2,094,638	\$2,128,420	\$2,711,739	\$1,583,553	\$1,583,553	\$1,990,669	\$ 1,762,111	1991-92 Growth Revenue Received \$259,000
Restricted	\$1,137,077	\$1,137,077	\$1,137,077	\$590,730	\$590,730	\$206,338	\$ -0-	Cost of Living Adjustment -0-
REVENUE								Reduction in State General Revenue -0-
Federal	\$558,852	\$751,485	\$744,334	\$558,852	\$558,852	\$558,852	\$ 558,852	TOTAL INCREASE \$259,000
State	\$20,668,409	\$23,015,490	\$23,220,288	\$21,878,908	\$21,639,215	\$21,006,692	\$21,265,692	
Local	\$9,029,580	\$10,072,675	\$9,984,259	\$9,029,580	\$9,229,580	\$10,435,940	\$10,435,940	
TOTAL REVENUE	\$30,256,841	\$33,839,650	\$33,948,881	\$31,467,340	\$31,427,647	\$32,001,484	\$32,260,484	Expenditures and Transfers
REVENUE & BEGINNING BALANCE	\$33,488,556	\$37,105,147	\$37,797,697	\$33,641,623	\$33,601,930	\$34,198,491	\$34,022,595	Increases
EXPENDITURES								1991-1992 Growth Revenue Distributed
Certificated Salaries	\$14,088,976	\$15,507,026	\$14,971,576	\$14,698,723	\$14,197,297	\$14,449,368	\$14,571,368	Salaries and Benefits per Agreements (Approx. 80%) \$207,000
Classified Salaries	\$7,091,513	\$7,662,170	\$7,139,537	\$7,477,550	\$7,447,573	\$7,683,014	\$ 7,748,014	Support Accounts 52,000
Employee Benefits	\$3,829,307	\$4,107,347	\$3,659,711	\$4,382,648	\$4,369,891	\$4,179,499	\$ 4,199,499	Decreases
Supplies	\$1,055,748	\$1,261,888	\$1,169,495	\$1,105,572	\$1,104,234	\$1,340,250	\$ 1,392,250	Elimination of Two 1991-92 One Time Costs
Contracted Services	\$3,156,057	\$3,536,789	\$3,215,716	\$3,346,130	\$3,215,197	\$3,420,575	\$ 3,360,575	CCCA Dissolution Costs (100,000)
TOTAL CURRENT EXPENSES	\$29,221,601	\$32,075,220	\$30,156,035	\$31,010,623	\$30,334,192	\$31,072,706	\$31,271,706	Interfund Transfer (129,000)
Capital Outlay	\$2,025,672	\$1,632,104	\$1,377,472	\$963,010	\$963,010	\$961,336	\$ 921,336	TOTAL INCREASE \$ 30,000
Student Financial Aid	\$67,000	\$80,405	\$120,596	\$67,000	\$67,000	\$67,000	\$ 67,000	
TOTAL EXPENDITURES	\$31,314,273	\$33,787,729	\$31,654,103	\$32,040,633	\$31,364,202	\$32,101,042	\$32,260,042	
Transfer to Other Funds		\$2,676,587	\$3,946,587	\$0	\$0	\$129,000	\$ -0-	
ENDING BALANCE								
Board Operating Contingency	\$1,583,553	\$640,831	\$1,582,705	\$1,602,032	\$1,568,210	\$1,605,052	\$ 1,613,002	
Other Approp. for Contingencies	\$0	\$0	\$407,964	(\$591,772)	\$78,788	\$157,059	\$ 149,551	
Restricted Funds	\$590,730	\$0	\$206,338	\$590,730	\$590,730	\$206,338	\$ -0-	
EXPENDITURES, TRANSFERS AND ENDING BALANCE	\$33,488,556	\$37,105,147	\$37,797,697	\$33,641,623	\$33,601,930	\$34,198,491	\$34,022,595	