2011-12 CPC Dates - 1st & 3rd Tuesdays
8/30/11
9/13/11
9/20/11
10/4/11
10/18/11
11/1/11
11/15/11
12/6/11
Winter Break 12/12 - 1/18/11
2/7/12
2/21/12
3/6/12
3/20/12
4/3/12
4/17/12
5/1/12
5/15/12
6/5/12

SANTA BARBARA COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
CHANGES TENTATIVE TO ADOPTED BUDGET
2011-12

	2010-11 Unaudited Actuals @9-1-11	2011-12 Tentative Budget	1 State Apport	2 Adjust Grants	3 Adjust Expenses	4 Retired Faculty filled by Adjuncts	5 Vacant Positions Not Filled	6 Academic Salaries Best Estimate	7 Classified Salaries Best Estimate	8 Benefits Best Estimate	9 International Students	Total Changes	2011-12 Adopted Budget
REVENUES													
Federal	2,261	2,250										0	2,250
State General Revenue													
General Apportionment	74,896,194	68,628,315	455,577									455,577	69,083,892
Other State Revenue													
Part-time Faculty compensation	333,456	333,456										0	333,456
Lottery	2,126,253	2,011,000	139,000									139,000	2,150,000
Other	355,807	62,899										0	62,899
Local													
Interest	221,136	195,000										0	195,000
International Student Fees	6,660,212	6,667,500									588,000	588,000	7,255,500
Non Resident Fees	3,168,335	3,174,100										0	3,174,100
Other	2,160,768	1,976,915									5,000	5,000	1,981,915
Total Revenues	89,924,422	83,051,435	594,577	0	0	0	0	0	0	0	593,000	1,187,577	84,239,012
EXPENDITURES													
Academic Salaries													
Contract Faculty	20,068,356	20,725,229		31,794		(683,503)		(446,304)				(1,098,013)	19,627,216
Certificated Admin	2,317,908	2,766,915					(232,080)	322,500				90,420	2,857,335
Adjunct, Overload, Stipends	17,510,015	17,470,282			124,355	388,875		(90,000)			10,000	433,230	17,903,512
Academic Total	39,896,279	40,962,426	0	31,794	124,355	(294,628)	(232,080)	(213,804)	0	0	10,000	(574,363)	40,388,063
Classified Salaries													
Classified Managers	3,725,096	3,810,628					(77,052)					(77,052)	3,733,576
Classified Staff	12,871,175	13,441,052		(4,174)					(303,850)			(308,024)	13,133,028
Hourly Staff & Students	2,466,556	2,309,335			113,600							113,600	2,422,935
Classified Total	19,062,827	19,561,015	0	(4,174)	113,600	0	(77,052)	0	(303,850)	0	0	(271,476)	19,289,539
Employee Benefits	13,787,951	15,712,352		6,298	14,389	(163,698)	(91,323)	(1,362)	(71,182)	(431,983)	1,070	(737,791)	14,974,561
Supplies & Materials	2,280,602	2,455,998			41,920						1,800	43,720	2,499,718
Other Operating Expenses	6,450,152	7,216,746			202,135						120,800	322,935	7,539,681
Capital Outlay	249,384	276,022										0	276,022
Other Outgo	86,519	16,384										0	16,384
Total Expenditures	81,813,714	86,200,943	0	33,918	496,399	(458,326)	(400,455)	(215,166)	(375,032)	(431,983)	133,670	(1,216,975)	84,983,968
Net Rev & Operating Exp	**8,110,708**	**(3,149,508)**	**594,577**	**(33,918)**	**(496,399)**	**458,326**	**400,455**	**215,166**	**375,032**	**431,983**	**459,330**	**2,404,552**	**(744,956)**
Other Financing Sources (Uses) - TRANSFERS													
Intrafund In	79,938	84,000										0	84,000
Intrafund Out - Categorical Backfill	(743,161)	(825,173)										0	(825,173)
Interfund In - Auxiliary	(15,295)	0										0	0
Interfund In - Bookstore	0	0										0	0
Interfund In - Construction (Aspect)	41,000	41,000										0	41,000
Interfund In - Equip	203,850											0	0
Interfund Out - Equipment Fund	(4,900,000)	(1,500,000)										0	(1,500,000)
Interfund Out - Equip copiers	0	(155,000)										0	(155,000)
Interfund Out - Equip Banner & Moodle	0	0										0	0
Interfund Out - Construction Fund	(2,730,000)	(2,000,000)										0	(2,000,000)
Interfund Out - Constr Fund - Energy Proj		0										0	0
Interfund Out - Constr Fund - Loan Pymt	(197,065)	(197,065)										0	(197,065)
Interfund Out - Children's Center	(271,535)	(285,413)								(9,888)		(9,888)	(295,301)
	(8,532,268)	(4,837,651)	0	0	0	0	0	0	0	(9,888)	0	(9,888)	(4,847,539)
Excess of Revenues & Other Sources over (under) Expenditures & Other Uses	**(421,560)**	**(7,987,159)**	**594,577**	**(33,918)**	**(496,399)**	**458,326**	**400,455**	**215,166**	**375,032**	**422,095**	**459,330**	**2,394,664**	**(5,592,495)**

P:\PRESIDENT\CPC\CPC Agendas and Mins\11-12 CPC\9-13-11 CPC Meeting\Att. 2 Changes Tentative to Adopted Budget
By Major Obj

9/12/2011

Program Review Resource Request Guidelines

Opening Statement:

As we begin another 3-year Program Review cycle, we are all aware that we are facing a period of sustained austerity due to the state budget crisis. As you develop your Program Review, we are asking for your creative collaboration and best thinking about how to deliver your programs with increased efficiency, while maintaining the highest quality possible. There are guidelines and instructions embedded within each Template to serve you in this process.

Overview

1. New this year: the program review templates have been redesigned to include both new and non-annual replacement requests. When you enter a resource request, you will be prompted to check whether the item is new or replacement. There is no longer a separate process for non-routine replacement requests.

2. Any purchases made from existing accounts, such as the department's supplies budget, should not be submitted on the Program Review resource requests templates.

3. All new resources needed for the coming fiscal year must appear on the Program Review resource request templates, or they will not be considered for funding.

4. Items costing less than $250 total should not appear on your Program Review templates. This minimum limit applies to single items or like aggregated items. If multiple items of one type are requested, i.e., 5 web cams at $50 each=$250, that would be listed in the Program Review as one item. Lower cost items should be purchased with the department's supplies budget.

5. If a new resource request will be needed 2-3 years later, include it in the current Program Review cycle so that the college can budget for it and be able to plan ahead more than one year. (The new templates have a drop-down menu indicating the year the request is needed.)

6. It is extremely important that the "Approximate Cost" estimate box on the Program Review form be accurate. Be certain to include <u>taxes and shipping</u> in the estimate total.

7. Items that end up being more than 10% above their entered estimate will come back for review and may need to be postponed. Funding approval from the prior year does not carry over to the next year: if they are postponed, they will need to be resubmitted on your Program Review templates and go through the ranking process again.

8. Items without a cost estimate will not be ranked.

9. Cross-departmental/divisional requests should be requested only once. However, the requesting program should include all the parties that benefit as part of the rationale for the request.

10. When considering which resource requests to include, ask for resources you REALLY need and provide sufficient rationale to support each request.

FAQs

1. Do requests for replacement faculty positions need to be entered on the "Faculty Needs" template in Program Review?
   Yes. Even though they are not new, we need to tie faculty hiring explicitly to Program Review (as per our accreditation evaluation report and recommendation received). Consideration of requests for both replacement and new faculty positions will be handled by the Senate, following our usual procedure.

2. Should requests for restoration of funds (supplies budgets, hourly workers, etc.) be included in the Program Review resource requests?
   No. Restorations will be made as funds become available in consultation with CPC and the affected areas. Restoration of funding has already started in areas that affect students directly such as counseling, tutoring, student services hours.

3. What do I need to do to augment, IF ABSOLUTELY CRITICAL, supplies or other budgets?
   Use the "Other" template included in the Program Review. However, only critical needs will be considered.

4. Can I request items which cost less than $250?
   No. These low cost items should be purchased out of your existing supplies budget. See above.

5. Are there still "classroom improvement funds"?
   No. Just like any other resource requests, requests for new classroom items should be entered on your Program Review templates. (Note: resource requests for non-priority classrooms should be submitted to the relevant Vice President to be listed in his/her Program Review.) Requests for non-routine replacement items should appear on the lists due in early December. If something is broken and needs immediate attention, submit a work order to Facilities and Operations, available online at http://sbcc.edu/facilities/workorders.php.

6. What is the practice on requesting technology-related equipment?

   a. For existing computers and other equipment, how can one confirm the "refresh" cycle? Are items refreshed automatically, or does the faculty member or department chair need to track when the refresh cycle is up and make a request for replacement?
      Computers are currently on a five-year refresh cycle. IT tracks this cycle, and the list of computers with their corresponding refresh cycles is available on Xythos at http://wfs.sbcc.edu:80/documentation/DTC/Refresh%202009.xlsx *(use your Pipeline login).*

b. How do I replace a computer that is not on the refresh list?
It needs to be put in the Program Review as a new resource request because this becomes an ongoing expense on a non-routine basis. This applies to computers bought from grant funds, for example.

c. How are replacement computers for faculty offices treated differently from replacement computers for classrooms or labs?
They are not. All existing technology, whether for an office, classroom, or lab, is on a five-year refresh cycle.

d. Should only **new** technology needed for instruction be entered on the Program Review resource requests?
Yes. Replacement technology is covered on the refresh cycle or through the routine and non-routine replacement requests due in early December.

7. If a department is requesting a new (not replacement) faculty position (under "Faculty Needs"), should the department also automatically request a computer for the new person (under "Hardware") and a desk and other office furniture (under "Equipment")?
No. Any approved position request automatically includes the required equipment.

8. Should software renewal fees be requested via Program Review if another funding source is not available?
No. Because these fees are needed for replacement, enter them on the routine and non-routine resource request lists due in early December.

Examples within New Resource Request Categories

The following lists provide examples of items that might typically fall within each category. On the right-hand side are examples of things that would not fit. At the top of each table is a brief description of the category type.

Equipment

Equipment is defined as items that are used within a space but are detached from the structure and do not require installation (moving only).

Examples of Items that Fit in the Equipment Category	Unsuitable Items
- 6 new food processors - tire changer with wheel lift (yes, if new) - one new dissection table - new audiometers - furniture for new faculty (do not need to request—see FAQ 7) - new document cameras for classrooms - new set of compound microscopes (yes, if not replacing existing compound microscopes)	- construction tool upgrade, both hand and power tools (belongs on non-routine replacement list) - changes to the structure of a room, such as adding or removing a wall (belongs on the Facilities template in Program Review) - carpeting or other flooring (if routine maintenance, submit to Facilities via an online work order) - new athletic apparel for teams (belongs on non-routine replacement list) - particulate filter for mobile field kitchen (belongs on non-routine replacement list) - a new video camera, estimated to cost $800 (belongs on new hardware template in Program Review)

Q: Do classroom desks, chairs, chair pads, cabinets, etc. fit in this category?
Yes, if the items requested are new. If they are replacement, see FAQ 5 above. One exception: if the cabinets will be installed permanently, they belong on your Facilities template. If the cabinets are free-standing, then they would be categorized as equipment.

New Hardware

Hardware refers to items that either connect to a network or require IT support.

Examples of Items that Fit in the Technology Hardware Category	Unsuitable Items
- new computers for a lab (not replacements) - a networked printer for a department office - a computer, a projector, and housing for bunkered unit in classroom	- an inexpensive office printer that is not on a network (list on equipment template) - software (list on software template, of course) - licensing fees (if new, list on software template; if renewal, list on routine and non-routine replacement requests due in early Dec.) - furniture (unless it is for a new computer—see question below this list)

Q: The hardware may include only a computer, but a room may need a console or piece of furniture to house the computer. Is the console listed under technology hardware or listed separately under equipment?
Even though the furniture is not hardware, list it together with the hardware as the furniture is needed to use the hardware. And do not, of course, list this same new furniture for the new hardware on your equipment template.

New Software

Examples of Items that Fit in the Technology Software Category	Unsuitable Items
- new software that cannot be purchased out of your supplies budget - Adobe Acrobat for an entire lab (as opposed to one user)	- license renewal fees - single-use, inexpensive software that will not require license renewal fees (if it can be purchased out of your supplies budget)

Facilities

Facilities requests are defined as items that affect the structure and accessories of the building. These may include construction requests (such as built-in cabinets) or requests for extra space (such as a new room or lab).

Examples of Items that Fit in the Facilities Category	Unsuitable Items
- built-in units requiring attachment to walls - lighting - reconfiguration of room; wall torn down or added - new dedicated lab space or classroom space - additional office space - new windows (for a windowless room) - locker room expansion - installation of swinging doors - landscaping	- carpeting or flooring (if replacement, submit an online work order to Facilities and Operations) - replacement of damaged ceiling tiles (submit an online work order to Facilities and Operations) - classroom or office furniture - storage cabinets (if they are free-standing) - whiteboards

Q: How should basic facilities needs be met for clocks, staplers, display boards, bulletin boards, etc.?
See FAQ 5.

Q: If a department needs equipment and other items moved from one building to another, where should this be listed, if at all?
Do not include a request this small in your Program Review. Instead, submit an online work order to Facilities and Operations.

P:\PRESIDENT\1PRESIDENT'S OFFICE JF\EC\9-12-11

Program Review Timelines for 2011-12
September 12, 2011

August 23, 2011 - fall semester begins

Monday, September 19, 2011 – Program Review materials to be distributed to department units.

Friday, November 4, 2011 - Program Reviews need to be completed by all departments/units. Since this is the fourth year of the planning cycle, all program reviews need to be re-written to correspond to draft of the goals and objectives in the College Plan: 2012 – 14 and the District Technologies Plan: 2012 - 14.

All areas of the program review need to be updated, as needed and new information added, as applicable. The completion of the program reviews includes:
- New resource requests (if needed)
- Update on the status of goals and objectives for 2009-10
- New/revised goals and objectives for 2010-11
- Update information in program reviews submitted in 2009-10

The information included in the 2010-11 program reviews for each unit/department with a completed program review was rolled over into the 2011-12 templates as a starting point in writing new program reviews.

Monday, November 28, 2011: Preliminary review of Resource Requests by a group comprised of the following individuals: Robert Else (will chair the review meeting), Vice Presidents Arellano, Bishop, Ehrlich, Spaventa, Sullivan, Classified Consultation Group (CCG) Chair Liz Auchincloss, Instructional Technology Committee (ITC) Chair Laurie Vasquez, and Planning and Resource Committee (P&R) Chair Kim Monda. The resulting changes, if needed, will be discussed by Robert Else with responsible department chairs and managers who will make the actual changes in their program reviews.

December 11, 2011: Revised resource requests reports will be distributed to EC, CPC, CCG, DTC, ITC, P&R, Academic Senate and Student Senate (SS).

February 17, 2012: Academic Senate rankings (reflecting the rankings from ITC and P&R), Classified Consultation Group rankings, and Student Senate rankings (if the Student Senate wants to provide such rankings) to Acting Superintendent/President Friedlander.

Academic Senate, ITC and P&R rank resource requests from instructional program reviews and faculty-led student services program reviews; not operational programs reviews.

February 24, 2012: CPC receives rankings from Executive Committee (EC), Academic Senate, (CCG and SS (if they want to provide any).

March 20, 2012: Resource requests and rankings discussed at CPC.

April 17, 2012: Resource requests and rankings discussed at CPC.

May 1, 2012: CPC completes rankings and provides recommendations regarding amount of money to be allocated for 2012-13.

From: Jack Friedlander
To: Monda, Kimberly; Neufeld, Kenley; Vasquez, Laurie
CC: Alarcon, Ignacio; Nevins, Dean; Schwamm, Beverly
Date: 6/9/2011 8:18 AM
Subject: Resource Requests Spreadsheets

Kim, Laurie and Kenley:

I spoke to Paul Bishop about the questions we had on whether a few of the program review resource requests that involved media-related equipment should be classified as General Equipment or as Hardware. Paul said that each of the items in question should be considered General Equipment since the items would not be part of the technology refresh cycle, even if they were approved as hardware. I deleted the comment for these items in the master spreadsheets that stated the request should be moved to Hardware. I sent the master spreadsheets, with the changes we agreed to make, to Andreea yesterday afternoon. Beverly will send you the master spreadsheets today since I am not able to do so from my computer (I guess it is time for it to be replaced).

Once again, I appreciate all the extra time and careful attention each of you and members of P&R and ITC have devoted to reviewing, ranking, and then checking the accuracy of the resource requests.

Regards,

Jack

Dr. Jack Friedlander
Executive Vice President
Educational Programs
Santa BarbaraCity College
Santa Barbara, CA 93109-2394
Tel (805) 965 0581   Ext. 2579
8www.sbcc.edu (http://www.sbcc.edu/)

Santa Barbara City College
College Planning Council
PRIORITIES – 2011-12

Draft of CPC Priorities for 2011-12

1. Complete College Plan: 2012 – 15 and update College Mission Statement

2. Complete District Technology Plan: 2012 – 15

3. Assessment of the attainment of the goals and objectives in the College Plan: 2008-11 and the District Technologies Plan: 2008 – 11.

4. Complete Program Review Cycle for 2011-12

5. Conduct Student Engagement Learning and Satisfaction Survey in spring 2012.

6. Complete mid-term Accreditation Report (Due October 1, 2012)

7. Review Preliminary Budget for 2012-13.

8. Complete the Educational Master Plan which informs the college's Long-Range Development Plan.

9. Monitor the attainment of the budget reductions in the Adopted Budget for 2011-12 (Scenario 5).

Express to Degree/Transfer
YEAR ONE PLANNING: Fall 2011 through Summer 2012
TIMETABLE and BUDGET

Participants	Tasks and Implementation	Timeframe	Costs
Coordination Team: Tina K., Ignacio A., Marilynn S., Alice S., Laura C., Kathie A., Angela W., Diane H.	Two Fall 2011 meetings to plan for scope and strategy of 3-day working session over Winter 2011-12 Break	9/11-10/11	None
Coord Team, Counseling and Academic and Counseling Faculty Leads, Deans	Develop the SS 101 course, Science 101 course, initial curriculum pathways in STEM, Social Sciences and Business majors	12/11 or 1/12	**One-Time Funds** Tina: $1,500 Faculty Stipends: (20 faculty @ $200/day): $12,000
Tina Kistler, Ignacio Alarcon	Oversee careful integration of academic curriculum pathways and new Intro courses with Kathie Adams and staff in Transfer Center, (both TAP and Transfer Academy); Integrate counseling and intake with Transfer Center	Spring 2012	**One-Time Funds** 25% Reassigned Time (2 faculty): $35,000
Tina K., Ignacio A., faculty	Courses into Curricunet; presentation(s) at CAC	January 2012	Included in Program Loaded TLU
Transfer center counselors: 2 additional hourly SPA	Ed Plan, integration of counseling services to maximize smooth transition from ESP Basic Skills to Express to Transfer	March ~ May 2012	**Ongoing Funds** $50,000
Develop Pathways to Success Plans on tasks student need to complete after completing 15, 30, 45 and 60+ units	Develop Pathway to Success Plans for students in each of the following categories: Transfer, Degree, Career Technical Certificate or Degree, and Undecided/Undeclared	March ~ May 2012	**One-Time Funds** 25% Counseling Faculty Reassigned Time (2 Faculty): $35,000
Directors of Marketing, Transfer Center, TAP Coordinator	Design and implement the marketing campaign to promote transfer (e.g. events, web, posters, e-mail, blogs, video, print, class assignments and recognition events).	April ~ May 2012	**One-Time Funds** $2,000 Marketing Materials
		Estimated Total	**One-Time: $85,500** **Ongoing: $50,000**

Note: Possible $50,000 ongoing funding source(s) ~ MacDougall Excellence Funds; Bookstore, SBCC Foundation