

Santa Barbara City College
College Planning Council
Tuesday, February 23, 2010
3:00 pm – 4:30 pm
A218C
Minutes

PRESENT: A. Serban (Chair), I. Alarcon, O. Arellano, L. Auchincloss, P. Bishop, S. Ehrlich, R. Else, J. Friedlander, E. Charbonneau (for A. Garfinkel's place), M. Guillen, K. Monda, D. Nevins, C. Salazar, J. Sullivan,

ABSENT: T. Garey, K. Molloy,

GUESTS: K. O'Connor, A. Orosco, A. Scharper, M. Spaventa, L. Stark, L. Vasquez,

Superintendent/President Serban called the meeting to order.

Superintendent/President Serban welcomed and introduced Student Senate Member Eve Charbonneau during item 6. Charbonneau, a Criminal Justice major with a goal of becoming an attorney and an intern for Project Hope, sat in for Student Senate VP of Senate Affairs Garfinkel, who was unable to attend.

1. Approval of Minutes from the February 2, 2010 CPC Meeting (attachment)

M/S/C [Guillen/Bishop] to approve the minutes of the February 2, 2010 CPC Meeting. Consultation Group Member Salazar abstained as she was absent from the last meeting, due to illness.

Information Items/Announcements

2. Re-affirmation of our accreditation (attachment)
 - a. Superintendent/President Serban noted our successful reaffirmation of accreditation.
3. ACCJC January 2010 actions (attachment)
 - a. Superintendent/President Serban referred to the attachment, which was the list of the actions taken at the January meeting of the Accreditation Commission (ACCJC). Serban pointed out that only nine colleges received re-affirmation of accreditation without sanctions and SBCC is one of those nine colleges. It is important to see where SBCC stands in relation to other community colleges. Serban pointed out that some colleges have received a clean re-affirmation one year, and then several years later have been put on warning or probation due to one or more of the three problems: Governance, SLOs, Program Review and Planning. The attached report shows how well the College

has done and how important it is to continue to do the things that the College got commendations for and address the recommendations that the College did get.

4. Congratulations to Dr. Nick Arnold for receiving the prestigious 2009-2010 Stanback-Stroud Diversity Award of the statewide Academic Senate!
 - a. The Stanback-Stroud Diversity Award seeks to honor champions of students. It publicly acknowledges the individual who performs in an exceptional manner to advance intercultural harmony, equity, and campus diversity by making exceptional contributions to the college beyond usual obligations. Each college may nominate one faculty member to receive this prestigious honor, which includes a cash award of \$5,000. All faculty, both inside and outside of the classroom, are eligible for consideration. The award recipient will be honored at the 2010 Spring Plenary Session on April 16, 2010, in San Francisco. Academic Senate President Alarcon stated that Dr. Arnold is the College's second Stanback-Stroud Award Winner; Dr. Manou Eskandari was the 2002 Stanback-Stroud Award Winner. Alarcon continued to say that Butte College and SBCC are the only two colleges that have been awarded the Stanback-Stroud Award twice; many colleges have never received this award.

5. CCLC Commission on the Future First Meeting February 26-27, 2010 (attachment)
 - a. Superintendent/President Serban reported that she will be attending the first meeting of this newly formed Commission on the Future. This statewide Commission on the Future is charged with recommending effective policies and practices that will enable the system to increase the number of students who are able to complete degrees, certificates and transfer to four-year colleges and universities. The Commission is scheduled to meet three times in 2010, with its work culminating in a report expected in September 2010. Superintendent/President Serban stated that it is important to use this as an opportunity to make suggestions, on behalf of the college, that the Commission may want to consider. Funding sometimes emerges for initiatives produced by such commissions, so it is important to have a voice at the table. Superintendent/President Serban asked for suggestions to take to the meeting. Academic Senate Representative Monda asked what Superintendent/President Serban hoped to bring up at this meeting. Serban said that she wants to present examples of the programs and initiatives that work well at our college and examples from the work she did directing two major transfer related grants. Serban expects that with the brainpower of the thirty five plus members of this commission, that there will be ideas that will be put into action. Superintendent/President Serban and others stated some ideas: 1) Take a percentage of the membership fees paid to CCLC by all the 112 Community Colleges and use that to fund initiatives or particular efforts of some of the community colleges. 2) Academic Senate President Alarcon suggested that perhaps funding could be done through the Foundation for Community Colleges. Serban agreed and reiterated that it is something that can go back to the Colleges. 3) Executive VP Friedlander suggested allocating a certain portion of money to train trainers of best practices. CCLC can then use the results of best practices as leverage to acquire Foundation Funding, Federal Funding, and/or private funding and the money could more than pay for itself in terms of giving money back to the colleges. Support Best

Practices through a Consortium Effort. This would help the League to enhance itself in terms of being of value to us. 3) Interim PE Director O'Connor suggested that funding could go towards a concentrated, year-round PR effort in California towards sending consistent messages in the media about what the Community Colleges do, with the goal of educating the public. An educated public can have a positive impact on the California Community Colleges by starting to pressure the state legislature to send more funding to the Community Colleges. Serban stated that anytime the members have an idea to take to this commission, please e-mail or call her.

6. Enrollment update – Spring 2010 credit census - Robert Else, Winter 2010 non-credit - Ofelia Arellano
 - a. Sr. Director, Institutional Assessment, Research & Planning, Robert Else gave an enrollment update. Else reported that on February 8th the headcount was 17,778, down 1.5% from a similar point in time the previous spring, the total headcount as of today is 20,450, up compared to last year. Else continued to say that it has been up and down since the priority registration opened and on that day the count was up 40% from the year before, then it started to decline. Superintendent/President Serban stated that the college will end up with over 20,400 again when in reality we should have been down in our headcount. Academic Senate Representative Monda asked why it went up so much from the 17,000 on February 8th. Else stated that was due to the late starting classes and dual enrollment students who are entered in the system later. There was further discussion about the affect the higher headcount has on our budget and what will be done about it in the future. Executive VP Friedlander stated that for summer and spring there will be more reductions and students will be more vociferous about it. Academic Senate Representative Monda asked how much money it costs the college. Superintendent/President Serban said the cost will be tracked by payroll figures. In fall 2009, the college ended paying \$280,000 more in adjunct pay than was budgeted. Serban stated that at a very simple level, if our revenue is cut by \$2.6 million on a permanent, ongoing basis, then we should reduce our expenditures by 2.6 million. Serban said that we have not decreased expenses but rather the opposite. Academic Senate Representative Monda asked if cutting classes would help decrease expenses. Serban noted that the answer is positive if we do not pay more because of large class sizes. Executive VP Friedlander explained that to cut costs, offer fewer sections and limit the class load so that basically the college will not have to pay increased TLUs. The college aims to be sensitive in terms of having a balanced curriculum, giving students what they need without being overly aggressive in cutting sections. Friedlander reported that some colleges have become much more aggressive than our college has. The college payroll costs went up also because there were people who moved up on steps, aside from the increase in class sizes, which was a large expenditure. There was further discussion. Sr. Dir. Else is developing a report which he will bring to a future CPC meeting. Friedlander reported that changes are being made to give more time for our continuing students to get the classes they need before we open it up to the public or for dual enrollment students. VP Arellano stated that due to working on item number 7 below, she will bring her report to the next meeting.

7. Non-credit courses not approved by the state to be converted to fee-based starting in Spring 2010 (handouts) – Ofelia Arellano
 - a. VP Continuing Ed Arellano reported on Continuing Ed’s process of looking at what non-credit courses were not approved by the state and why they had to be converted to fee-based courses. Arellano stated that she and her staff identified 20 courses which do not have a course outline to be converted to fee-based for spring 2010. Arellano reported that the state requested that Continuing Ed look at their course offerings to make sure they have course outlines because the state is putting everything online. Arellano and the Continuing Ed staff started the task of reviewing all 2,711 courses that are in the state inventory to make sure they are current, remove those not offered in a long time, and ensuring that they have approved course outlines. There were some courses they identified that had no course outlines, so those courses are not approved by the state. Arellano went through the state requirements for approval of courses. The courses had to not only have course outlines, but they have to be over six hours. Arellano reported that they did identify a variety of courses that were not approved by the state: arts and crafts, hiking and other types of classes as well. Since those courses would not be funded by the state, there have to become fee-based to be able to continue them. There was further detailed explanation and Arellano reported that they have been meeting all last and this week with faculty, whose classes are affected, to look at associated costs, how many hours the class will be taught, how many weeks, and how many students will be expected as a minimum in the class. Arellano has been working with instructors to decide what fees to charge, since the fee also depends on the limit in terms of them agreeing to have 20, 25 or 30 students for those 20 courses only. Arellano stated that they have a lot more homework to do and the other 2,000 plus courses to evaluate. There were questions and further discussion and Superintendent/President Serban stressed that it is difficult for the community to understand two issues in funding Continuing Ed: 1) that SBCC cannot continue to subsidize courses that are not eligible for state funding; the college cannot claim them for apportionment and 2) the funding may not be available to us even if the course has been approved by the state. Serban explained that it is the same issue of the cutting FTES that needs to also be done with the credit courses. The college cannot afford to subsidize classes that it does not have money for. Serban went on to say that she and VP Arellano are proposing to the Board the maximum flexibility that any college would be ever willing to consider, and that is, a fee based on number of enrollments and number of weeks the class will be held decided in consultation with each instructor teaching in the affected classes. VP Arellano met with the 20 instructors whose 20 classes are affected and based on mutual agreement they committed to how many students can take the class and that is how the fee will be established. If the enrollment is lower than what they mutually agreed, the class needs to be cancelled. If the enrollment is higher, we have established a scholarship fund for Continuing Ed Students who cannot afford the fee. This is a fund that needs to be grown through fundraising. Serban initiated this proposal that if the enrollment exceeds the minimum required to pay for the direct cost of the course, rather than return the fee, allow this fee to go to the scholarship fund as a way to be able to fund people who will not afford this fee. If it works well in spring, this may be a model to continue in the future. The State

Chancellor's Office is not going to consider for approval new courses for at least 3 more months.

- b. VP Arellano reported that the other major change that will be seen in the schedule of classes as a result of consulting again with the Chancellor's Office is that courses for older adults need to be entitled that way, for example it needs to say ceramics for older adults. The Chancellor's Office has asked that a section in the catalogue state that it is for older adults and that the courses are open to all qualified students - meaning that the student's identification will not be checked but that the public will know that these courses are intended for this particular population and that instruction may be different. This is what the Chancellor's Office has asked VP Arellano to do to ensure that it is very clear to the public why these courses are eligible since the majority of our courses are under the category of older adult.
- c. Superintendent/President Serban commended VP Arellano for the countless hours she has spent making herself available, whether it is during the evening or weekends, to meet with Continuing Ed students and instructors.
- d. Interim Director of PE O'Connor asked what is the comparison in percentages of courses cut between credit and non – credit? VP Arellano said that in Fall 2009 about 90 class sections had been cancelled. For winter, the number of weeks that classes were held was reduced, and low enrolled courses were cancelled. For spring, the number of weeks was reduced from 8 weeks to 7 weeks and the only change will be those that are fee based, so CE will not meet their goal of reducing 300 FTES for 2009-10.
- e. Superintendent/President Serban clarified that when the State approves a course that describes the course as meeting for 30 hours, whether it is credit or non-credit, then it has to meet for 30 hours no matter in how many weeks. Cutting weeks will no longer translate in cutting FTES, in the end it is the sections that have to be canceled. The level of scrutiny and expectations from the Chancellor's Office it is a lot higher now than in years past.
- f. VP Arellano stated that she will be working on an online catalogue as soon as she is able to reduce and delete a lot of classes that have not been offered for the last six years thereby reducing the inventory plus making sure that CE is following the guidelines of the State. Interim Director of PE O'Connor stated that CurricUnet will be extremely helpful in sorting out the Continuing Ed classes and an online catalogue can be produced right out of CurricUnet.
- g. Academic Senate President Alarcon reported that the *Evening with the Stars*, the Saturday night fundraiser for Continuing Ed, was quite a success. Arellano reported that over 200 community members attended and there were about 10 – 12 different acts. The *Evening with the Stars* committee has decided that all the proceeds will go to the scholarship for lifelong learners mentioned earlier to help pay for course fees for those students who cannot afford them. Arellano reported that the staff and performers donated their time and did a great job.

Discussion Items

- 8. Budget Development for 2010-11 – continued discussion

- a. Prior to continuing the discussion on the Budget Development for 2010, Superintendent/President Serban asked if VP Sullivan would report on the budget update email from Erik Skinner, Vice Chancellor for Fiscal Policy that Serban sent out campus wide regarding the delay of the March payment to Community Colleges. VP Sullivan referred to the first bullet point which talks about the additional deferral will delay the March payment except for \$12 million system-wide. The \$12 million would be allocated to districts that show the need for it. So this is restricting cash flow to the colleges. Sullivan stated the State is projecting a cash flow that is approximately up 1.4 or 1.7 billion. In about a week, the Chancellor's Office will report where the positive cash flow is coming from and if they think it is sustainable. Sullivan stated that the college has enough reserves to get us through it, but just enough. If the state keeps deferring more payments, then it will start to impact us. Sullivan reported that some institutions are already not able to meet their cash flow requirements and do not have the ability to borrow. There are three institutions that have gone to the Chancellor's office with this problem.
- b. Updated overall amounts requested for routine and non-routine equipment by areas (handout) – VPs
 - i. Superintendent/President Serban explained how the VPs reviewed the Resource Requests identified in the program reviews. Serban explained in detail how the Facilities not Funded by Measure V Resource Request Spreadsheet evolved and items were ranked: 1, 2, and 3. Those ranked as 1 are more immediate needs, the 2-s can wait for a year and the 3-s can wait longer. Serban reported on the money the college may get from Lottery and how it can specifically be used for some of the items. Further discussion, questions, and clarification took place about ranking and how the different groups ranked their requests.

Serban reminded everyone that this is the first time for the college to use this process and the college will become more accustomed to it. There were questions about how once all the rankings are accumulated how we will organize them. When ranking items, Serban clarified, that the actual item requested should be not be deleted from the Master Sheet, instead comments need to reflect decisions made one way or another in the comment column. Then Serban reviewed the analysis of the rankings done by the VPs and Executive Committee. There was further discussion about this and how different departments and areas did their ranking. Serban pointed out the relevance of one of the first handouts CPC looked at: The Funding Model for Equipment (2/23/10) and showed its relevance to the discussion about reserves. The spreadsheet shows the different ranking totals and subtracts that amount from the Balance of the Equipment Fund and it shows what will be left in reserves. This means the discussion at the CPC level can take place around the larger picture; we will not debating each individual item. Further discussion took place regarding how each department will go about the actual purchase of items, consequentially or not, and how to make sure the important items are purchased prior to running out of

money. Serban pointed out that it is now becoming evident that the next discussion will be about budgeting for the support and upkeep of these items.

- c. Requests for new equipment (hardware, software, non-technology) and facility improvements not currently scheduled to be funded from Measure V – prioritization from VPs and EC (handout)
- d. Current program requests for general fund support (handout) – Andreea Serban
- e. Next steps
 - i. Receive ranking from Academic Senate (including ITC and P&R), Classified Consultation Group – by March 12, 2010
 - ii. Overall CPC ranking completed at the March 23 meeting
 - iii. Recommendation on overall level of funding for the various needs identified

Superintendent/President Serban adjourned the meeting.

**Next meetings: Tuesday, March 16, 3:00-4:30pm, A218C;
Tuesday, March 23, 3:00-4:30pm, A218C**

SANTA BARBARA COMMUNITY COLLEGE DISTRICT
General Fund - Unrestricted
P1 2009-10 BUDGET ADJUSTMENTS
March 11, 2010

	2009-10 Adjusted Budget January	P1 Adjustments	2009-10 Adjusted Budget March	Difference	
REVENUES					
Federal	1,700		1,700	0	0.0%
State General Revenue					
General Apportionment	72,391,243	1,095,170	73,486,413	1,095,170	1.5%
Other State Revenue					
Part-time Faculty compensation	333,456		333,456	0	0.0%
Lottery	1,977,000		1,977,000	0	0.0%
Other	47,251	1,225	48,476	1,225	2.6%
Local					
Interest	300,000		300,000	0	0.0%
International Student Fees	6,672,700		6,672,700	0	0.0%
Non Resident Fees	3,399,400		3,399,400	0	0.0%
Other	1,712,340		1,712,340	0	0.0%
Total Revenues	86,835,090	1,096,395	87,931,485	1,096,395	1.3%
EXPENDITURES					
Academic Salaries	41,287,819		41,287,819	0	0.0%
Classified Salaries	20,012,640		20,012,640	0	0.0%
Employee Benefits	14,251,300		14,251,300	0	0.0%
Supplies & Materials	2,578,021		2,578,021	0	0.0%
Other Operating Expenses	7,829,091		7,829,091	0	0.0%
Capital Outlay	272,933		272,933	0	0.0%
Other Outgo	159,585		159,585	0	0.0%
Total Expenditures	86,391,389	0	86,391,389	0	0.0%
Excess (Deficit) Revenues	443,701	1,096,395	1,540,096	1,096,395	247.1%
Other Financing Sources (Uses)					
Intrafund Transfers - In	0		0	0	
Intrafund Transfers - Out	(378,682)		(378,682)	0	0.0%
Interfund Transfers - In	305,000		305,000	0	0.0%
Interfund Transfers - Out - Constr Fund	(640,000)		(640,000)	0	0.0%
Interfund Transfers - Out - Constr Fund	(191,846)		(191,846)	0	0.0%
Interfund Transfers - Out - Children's Ctr	(271,535)		(271,535)	0	0.0%
	(1,177,063)	0	(1,177,063)	0	0.0%
Excess (Deficit) Revenues to be taken from	(733,362)	1,096,395	363,033	1,096,395	
Beginning Fund Balance	16,483,214		16,483,214	0	0.0%
Ending Fund Balance	15,749,852	1,096,395	16,846,247	1,096,395	7.0%

From: Skinner, Erik <eskinner@CCCCO.EDU>
To: SO2CBO@LISTSERV.CCCNEXT.NET <SO2CBO@LISTSERV.CCCNEXT.NET>
Sent: Thu Mar 11 16:44:19 2010
Subject: Update: March Funding Deferral
Dear CBOs:

This afternoon I received phone calls from senior staffers involved in the crafting of ABX8 5, the recently enacted funding deferral bill that would delay the scheduled March payment to the community colleges (as well as to UC, CSU, and the trial courts). The message delivered by staffers was that, due to stronger than expected February revenue receipts, it will not be necessary to defer the March payment to community college districts. I am still waiting for official correspondence on this matter, but wanted to provide you with an early heads up.

A March 10 news release from the State Controller, provided below, describes February revenues exceeding estimates by \$480 million. This development adds credibility to the prospect that the colleges will be spared the delay of the March payment.

I will continue to monitor the situation and will provide updates as new information becomes available.

Regards,

Erik Skinner

*Vice Chancellor for Fiscal Policy
California Community Colleges,
Chancellor's Office
1102 Q Street
Sacramento, CA 95811-6549
eskinner@cccco.edu
direct line: 916-323-7007
fax: 916-323-8245*

-----Original Message-----

From: Wong-Martinusen, Collin [mailto:CWong-Martinusen@sco.ca.gov]

Sent: Wednesday, March 10, 2010 4:15 PM

Subject: Fwd: News Release: Controller Releases February Cash Update

Controller Releases February Cash Update

PR10:008

3/10/2010

**Contact: JACOB ROPER
916-445-2636**

SACRAMENTO – State Controller John Chiang today released his monthly report covering California’s cash balance, receipts and disbursements in February. The month’s receipts rose above the Governor’s 2010-11 budget estimates by \$480 million, or 8.7 percent.

“Revenues came in above projections for the third month in a row, continuing a positive trend that shows California is on the road to recovering from the recession. Given February’s numbers and recent action from the Legislature to improve the State’s cash flow, Californians should expect to receive their hard-earned tax refunds on time,” Chiang said. “While the worst may be behind us, we still face cash challenges later in the summer absent enactment of further credible and sustainable budget and cash solutions.”

Earlier this month, the Legislature enacted a package of payment deferrals – impacting largely state, local government, and school operations -- to avoid cash shortfalls projected over the next 15 months. Specifically, the bill provides up to \$5 billion of additional liquidity during the weakest points in the State’s cash position. Earlier projections showed the State’s cash position falling below safe levels on March 30. The Controller has updated his [cash-flow outlook](#) to reflect February’s receipts as well as the Legislature’s payment deferrals.

Year-to-date receipts are ahead of budget estimates by \$1.94 billion, or 3.9 percent. The State’s cash position was \$2.15 billion ahead of projected levels on February 28.

The State started the fiscal year with an \$11.9 billion cash deficit in the General Fund, which grew to \$22.3 billion by February 28. Those deficits are being covered with a combination of \$13.5 billion of internal borrowing from special funds and \$8.8 billion in short-term Revenue Anticipation Notes.

February 2010’s [financial statement](#) and the [summary analysis](#) can found on the Controller’s Web site at www.sco.ca.gov.

SANTA BARBARA CITY COLLEGE
2010/11 TENTATIVE BUDGET DEVELOPMENT ASSUMPTIONS
Updated March 10, 2010

GENERAL

1. These are the assumptions used to develop the tentative budget to be taken to the Board for approval in June 2010.
2. The assumptions listed below reflect the **January 8, 2010** Governor's budget proposal to accommodate the \$20 billion deficit in the state budget.
3. Ending balances will be reduced by approximately \$10.0 million due to the deferred payments proposed in the budget. This deferral is continuing from 2009-10. This deferral is not reflected in the ending balances due to the accrual method of accounting; but will be shown separately to illustrate the demand on fund balances.
4. Additional support from the general fund for categorical programs as a result of state budget cuts will be projected by program and will be shown as a transfer out of the Unrestricted General Fund.

REVENUE

1. Statewide, categorical funding was reduced by approximately 50%. An additional \$10 million has been cut from EOPS statewide, which translates to \$121,000 for the College. The federal funding (ARRA) of \$368,490 received in 2009-10 for all categorical programs will not reoccur.
2. Part-time faculty compensation was reduced by \$385,693 for 2009-10 and an additional cut of \$134,000 is proposed for 2010-11.
3. Apportionment includes an additional reduction of \$275,000 for a **0.38% reduction in COLA**. This is a reduction in our ongoing base operating general funding in addition to the \$2,546,939 reduction applied in 2009-10. In addition, the negative COLA will apply to categorical programs normally subject to COLA: EOPS, DSPS, CARE, and Matriculation (credit and non-credit).
4. The enrollment fee does not change for 2010-11. Although the governor did not recommend an increase, the LAO is proposing increasing the enrollment fee to \$40 per unit and the Community College League is countering at \$30 per unit.
5. System-wide, growth is budgeted for 2.2%. Allowable growth is 0.7% for SBCC, adjusted up to the 1% minimum. Growth is not budgeted.
6. It is assumed that there is no need for a deficit factor to cover a property tax revenue shortfall.
7. Nonresident student enrollments from international and out-of-state students will be based on 2009-10 actual. The out-of-state fees decline from \$190 to \$183/credit and international fees decline from \$205 to \$203/credit. This will have an adverse impact reducing revenues by about \$125,800 and \$73,400, respectively. Total reduction in revenues will be \$199,200.
8. Interest revenue is conservatively estimated based on declining interest rates and earning cash balances. The deferred payments have significantly reduced interest income.
9. Lottery revenue is assumed to remain flat. There was an increase in 2009-10.
10. The Physical Plant and Instructional Support Block Grant (\$10M for the system; \$466,575 for SBCC) was eliminated in 2009-10 with the funding shifted to Career Technical Education. This funding is not expected to come back.

EXPENSE

1. Base salaries and wages are budgeted for the year at pay rates that were effective January 1, 2008 except for longevity, step and column increases. The Tentative Budget assumes the following:
 - a. By agreement with the affected areas, seven regular positions and one position partially funded by non-credit matriculation were not filled during the entire fiscal year 2009-10. This resulted in \$678,586 reduction in salaries and benefits expense which helped achieve a balanced adopted budget in September 2009. We will determine whether any of these positions will be filled in 2010-11 and the amount the budget will be reduced.
 - b. Hourly expense will not change from the adopted budget for 2009-10.
 - c. Workload reduction credit of (?) sections in credit for \$xxx,xxx and (?) FTES in non-credit for \$xxx,xxx.
2. Health employer contributions will not change from 2009-10.
3. Travel will remain at the same level as 2009-10.
4. Organizational memberships will remain at the same level as 2009-10.
5. FULL-TIME FACULTY OBLIGATION – The Fall 2009 full-time faculty requirement of 6 additional faculty for Fall 2009 has been waived and deferred to Fall 2012. In addition, there were 5 positions that would have needed to be added as a result of an error made by the Chancellor’s Office in calculating the FTFO for Fall 2008. Also, 4 to 5 new faculty positions would need to be added as a result of the 2.24% growth in 2008-09. The total result is 13 or 14 new full time faculty to be hired to start in Fall 2012. However, an agreement was reached to start counting full-time faculty positions we have that are eligible to be counted, which, for unknown reasons, have not been counted in the past.
6. The increase for fixed and mandated expenses is based on actual or trends. Fixed and mandated expenses consist of increases in maintenance agreements, utilities, postage, rent etc.
7. Workers compensation insurance is projected to increase statewide. However, the increase for SBCC will be based on the experience factor, this increase will be determined prior to the tentative budget approval.
8. Sabbaticals continue to be suspended for 2010-11 resulting in savings of approximately \$303,461.
9. The CalPERS Board will be voting to increase the employer contribution rate from 9.709% for 2009/10 to 10.2% for 2010-11 which will result in an additional cost of approximately \$106,380 for SBCC in 2010-11. See chart below.

TRANSFERS

These are the transfer of funds from the General Fund Ending Balances.

1. To fully backfill the state cuts in the categorical programs, we would need to use \$876,351 without ARRA (\$376,490) and the adjustment to EOPS (\$121,179). If the mid-year DSPS additional revenue (\$188,203) is deducted, the backfill would be estimated at \$1,064,544. The actual level of backfill for categorical programs remains to be determined.
2. Transfer to the Children’s Center Fund is \$271,535 for 2009-10 and estimated to be the same for 2010-11.

3. Transfer to the Construction Fund will be at least \$640,000, the minimum for day-to-day, necessary ongoing maintenance of the campus. In normal budget years, the annual transfer to the Construction Fund has been at least \$1.5 million.
4. Transfer to the Construction Fund for loan payments to the California Energy Commission for the photovoltaic system loan is \$xxx,xxx.
5. Transfer to the equipment fund, copier replacement and energy project were eliminated in the adopted budget reducing transfers out by \$467,909. A transfer of minimum \$1.5 million will be made in 2010-11.

FUND BALANCE

1. State Mandated Operating Contingency = 5%.
2. Other Post Retirement Benefits – The District will be paying for early retiree medical insurance on a pay-as-you-go basis. The cost of medical insurance allowances for early retirees will be budgeted as an operating expense.
3. The liability for banked TLU's is estimated and reserved for approximately \$1 million.
4. Ending balances will be reduced approximately \$10.0 million due to the deferred state payments that are in place, this amount may be increased in the 2010-11 fiscal year. This is not reflected in the ending balances due to the accrual method of accounting: but are shown for illustration purposes.

RISKS

1. **The Governor's budget proposal will not hold! The \$6.9 billion in federal funds will not happen. The alternative cuts proposed may be considered too difficult to hold forcing the legislature to make other cuts, including more cuts to education. The legislature will move to their special interests, potentially eliminating support for some categorical programs entirely.**
2. Last year CCCs were in the same position, the cuts came later (September) in the state budgeting process.
3. The LAO has proposed to increase student fees to \$40/unit. The increase in student fees would be used to fund growth and eliminate the negative COLA. The CCLC proposes: \$30/unit with a 10 unit cap – to encourage students to go full time.
4. Growth will not survive the budget adjustments, unless the LAO's proposal is put in place. Growth, if received, must be in core areas, not in recreation.
5. PE will come up again, at least limiting repeats. Theater is the same issue as PE.
6. Non-credit – fees for classes for older adults will be on the table.
7. Suspend mandates, but go through each mandate on its own merits.
8. Cal Grants – LAO hates to see program go, but state needs revenues.

Year	PERS %	PERS Expense	Increase in PERS Expense	Cumulative Increase in PERS Expense	PERS Salaries (Assumes no increase in salaries; if salaries will increase in the future, the College additional cost for PERS will increase)
2009/10	9.709%	\$ 2,103,552			\$ 21,666,005
2010/11	10.200%	\$ 2,209,933	\$ 106,380	\$ 106,380	\$ 21,666,005
2011/12	11.600%	\$ 2,513,257	\$ 303,324	\$ 409,704	\$ 21,666,005
2012/13	13.700%	\$ 2,968,243	\$ 454,986	\$ 864,690	\$ 21,666,005
2013/14	14.000%	\$ 3,033,241	\$ 64,998	\$ 929,688	\$ 21,666,005

Unit/Department	Apx Cost	Description	Item #	Ranking
Chemistry	\$ 30,000	PS219: Organic Chemistry Lab. The ventilation in the organic chemistry lab is	53	1
Marine Diving	\$ 14,000	Work Platform - The work over platform currently in use is not compliant with OSHA,	109	1
Chemistry	\$ 30,000	PS214: General Chemistry Lab. The ventilation in PS214 is inadequate for a safe	52	2
PE/Health/Recreation	\$ 15,000	Interior wall to provide access to training room, and classrooms PE 113/114. This	37	3
PE/Health/Recreation	\$ 5,000	Replace carpeting in the womens and mens coaches locker rooms and the mens and	32	4
Marine Diving	\$ 3,500	Replace acrylic windows in facility diving tanks. Windows are over 30 years old and	108	4
Biological Sciences	\$ 8,000	The HVAC system requires modification including the second floor ICLC lab that	47	5
Environmental	\$ 40,000	New toolshed--Health & Safety: The current toolshed is over 20 years old, has floor	107	5
Construction	\$ 10,000	2 Demonstration structures needed for 3 new training modules. Rationale: Solar Pv	113	6
Earth and Planetary	\$ 5,000	New Faculty office for additional new faculty member of our department. Tentative	54	7
Biological Sciences	\$ 15,000	Lighting in lecture halls EBS 301 and EBS 309 continues to be an issue. Bulbs and	48	8
Chemistry	\$ 25,000	PS130: An 88-student lecture room. Install air conditioning.	51	9
Library	\$ 5,000	Install swinging doors in open doorway at the base of stairs on lower east end of	90	9
Automotive Service	\$ 8,000	Cabinets for OE-180 lab. We are in need of more "in lab" storage space.	100	10
PE/Health/Recreation	\$ 10,000	Additional men's team room (enclose 3 rows of existing lockers) Our existing team	34	11
Environmental	\$ 25,000	Patio installation in Lifescape GardenCritical to Program & Student Success: Currently	106	11
Chemistry	\$ 1,000	PS128: A 48-student lecture room. Remove side cabinets to increase the aisle size	49	12
PE/Health/Recreation	\$ 10,000	Refurbish PE 206 equipment room; flooring, cabinetry, ceiling tiles Flooring: We	36	13
Biological Sciences	\$ 3,500	Complete landscaping. The original plan developed with Earth Sciences was for a	45	13
Chemistry	\$ 2,000	PS130: An 88-student lecture room. Remove the unused rear projector booth so	50	13

Report to the Academic Senate Re Educational Programs' New Resource Requests
(for Facilities and Equipment)
Planning and Resources Committee
February 24, 2010

Committee Membership: Liz Auchincloss, **Lindsey Bramlett-Smith, Bonny Bryan, Priscilla Butler, Esther Frankel, Mary Gibson, Karolyn Hanna, Judy Meyer**, Kim Monda (chair), Kenley Neufeld, **Kathy O'Connor, Chris Phillips**, Alice Scharper, Cassandra Siegel (student rep.), **Geoff Thielst, Ayanna Yonemura, Sonia Zuniga-Lomeli**. (Those in bold have voting rights; Priscilla and Sonia share a ballot as they are from the same division.)

What I am presenting today are the rankings P&R voted on for requests for new facilities and equipment items from the updated Program Review Templates submitted by Department Chairs by Oct. 15th, 2009. (We were instructed not to rank new requests for faculty/staff or "other.") The item numbers are all taken from the original spreadsheets sent out by President/Superintendent Serban in November 2009.

P&R would like to note that the revised timeline for the building of the budget made it possible for divisional representatives to consult with their department chairs, a step that was essential in order for us to make informed choices when ranking requests. We hope that this year's revised CPC timeline will be the one we can adopt for next year.

For "Program Review Resource Requests for 2010-11—Facilities—Need funding; to be ranked" there were a total of 75 items (items #9, 15-60, 68, 82-86, 88-90, 95-113). P&R went over this list, analyzing which items truly needed to be ranked. We found many items that did not need to be ranked, typically because they could be addressed via work orders, because they could be funded by Measure V dollars, or because they had already been funded since the Oct. 15th deadline. P&R generated a list of questions for Jack and Joe, double-checking on our determinations and asking for clarification on some requests.

Concern: there seem to be many pressing repair issues that have not been addressed due to the budget crisis. P&R asks that when these problems are identified in Program Review, someone needs to move them to a high-priority list for ranking (presumably by Vice President Sullivan's office) and inform faculty of their status and the process that was used to rank them.

P&R ended up with 21 items to rank for facilities requests.

Division representatives checked with their Department Chairs, learning which items were highest priority and why. The representatives reported back to the committee, and then those members with voting rights ranked the requests.

For the Facilities requests we had two ballots, one on Dec. 8th, 2009. Given the many ties in the first 11 items, we voted to rerank the top 11 items, which we did at our Feb. 9th meeting. (The 11 become 10 as ESL's plumbing request had been addressed.)

Please see P&R's rankings of new facilities requests, attached.

For “Program Review Resource Requests for 2010-11—Equipment” there were a total of 82 items, # 25-106. Again P&R members analyzed this list, identifying items that seemed to belong on other lists (Tech Hardware for ITC, Staff); that could be funded from other dollars (i.e., lottery funds, supplies budgets, classroom improvement funds, old Fund 41 [now routine or non-routine replacement]); that were already funded; or that were O.K. to defer (these last two determinations were based on conversations with department chairs).

We also had to add some items from the “Equipment Tech Hardware” spreadsheet that was sent to ITC: these items have an “i” to signal that they came from ITC’s list. They are items 20i, 21i, 22i, 23i, 46i, 47i, 55i, 57i, 61i, and 97i. (ITC sent us these items. They also wanted to send 25i, 29i, 30i, and 31i, but that did not happen in time for our ranking: see below.)

We ended up with 29 items to rank for equipment requests.

Again, Division representatives checked with Department Chairs to learn which items were highest priority and why. The representatives reported back to the committee, and then those members with voting rights ranked the requests at our Feb. 16th meeting.

Again, please see P&R’s rankings of new equipment requests, attached.

TWO MODIFICATIONS to the original spreadsheets:

1. For Associate Degree Nursing (from the equipment spreadsheet)

Item #33: originally had no cost and read, “As grant funds expire in the future, equipment needs for the Allied Health Lab will be requested. Equipment changes and updates are imperative for the health care students.”

REVISED Item #33: \$2,500 for 3 pulse oximeters @ approximately \$600 each = \$1800 and 2 temporal artery thermometers @ approximately \$350 each = \$700. These electronic devices are used for patient care monitoring at SB Cottage and Goleta Valley Cottage Hospitals. At present we do not have either type of device in the Allied Health & Nursing Lab, which means students are not able to practice and learn these monitoring methods.

2. For Journalism (from the tech hardware spreadsheet sent to ITC): these items really belong on P&R’s equipment ballot, but we did not hear from ITC in time for us to rank them. We are concerned that these items will not be ranked by faculty, and have asked ITC to rank them this year. (Of course, for next year we hope to provide more specific instructions to department chairs so that we do not have such a cumbersome and time-consuming process simply to get items onto the right spreadsheet.)

Item #30: same cost, \$1,000, but change from two video cameras to one high definition video camera; we need a better, higher definition, video camera (as opposed to the lower quality cameras we are now using). This item and the revised item #31, the 4 lighting accessories, are our most pressing needs.

Item #31: revise cost down from \$2,000 to \$700, cut 2 digital cameras with accessories and substitute lighting, specifically two Canon Speedlight 550EXs and two PocketWizard radio remotes; a new class, “Channels Lab for Artists,” has led to many more photographers. These students have a pressing need for better lighting for low-light conditions.

A note about this year’s Program Review process: these two modifications of equipment requests (from ADN and Journalism) illustrate at least three lessons we will take away from this process (and present, among others, in P&R’s end-of-the-year report):

1. It was difficult this year for Department Chairs to know where to put some of their requests: this year items on the tech hardware spreadsheet that goes to ITC actually belonged on the new equipment spreadsheet that goes to P&R);
2. We may need a better way to evaluate and fund small requests for new items, as in the case of Journalism, whose needs changed from October 2009 to February 2010;
3. We need a way to, in rare cases when a department’s needs change or emerge, to revise the spreadsheets after the Oct. 15th deadline as P&R did this year. Perhaps our process this year is one we can adopt: small changes may be made in consultation with constituent groups, as happened with ADN and Journalism.

P&R Recommendation regarding Reader and OIA funding:

Concern: restoration of Reader funds (\$150,000) and Online Instructional Aids (\$130,000) **might be** [or **should be**—choose one] a priority over new facilities and equipment requests. For many divisions the support provided by Readers and Online Instructional Aids is essential for instructors to continue to design courses with **the number and kinds of assignments** [or **more qualitative assignments rather than a preponderance of multiple choice exams**—again, choose one] that truly support student success in their discipline.

Recommendation: the Senate pass a resolution asking that \$150,000 for Readers and \$130,000 for OIAs be included in discussions for the 2010-11 budget.

POSSIBLE SENATE ACTION:

1. Endorse P&R’s rankings of facilities requests
2. Endorse P&R’s rankings of equipment requests (with or without revised item #33)
3. Endorse/revise P&R’s recommendation about Reader and OIA funding

Update to Report to the Academic Senate Re Educational Programs' New Resource Requests
(for Facilities and Equipment)
Planning and Resources Committee
March 10, 2010

- 1) For Equipment Final Rankings: REMOVE ITEM #33 (which was ranked 2nd).
- 2) For the Facilities Final Ranking: item #47 (the HVAC system for Biological Sciences): P&R views it as a top priority (EC ranked it as a #3)—see note below.
- 3) Reader and OIA resolution wording—see revised version below.
- 4) P&R also recommends that the Senate ask that the \$20,000 requested by the Reassigned Time Committee be added to the budget deliberations this year

More detail about Facilities Item #47:

HVAC is a high priority based on health and safety (criteria 1) and the need to improve efficiency and effectiveness of the unit (criteria 6): improper functioning of the HVAC system has led to great discomfort for students, faculty, and staff with temperatures over 80 degrees or under 50 degrees, as well as to damage to live material that needs to be maintained in a reasonably consistent temperature environment. Due to how overburdened Facilities is, as well as having to wait for replacement parts to arrive, response time for adjusting the HVAC system has been slow (often at least a week), leading to problems with live material as well as hardship for all who must work in such uncomfortably high or low temperatures.

P&R Recommendation regarding Reader and OIA funding:

Concern: Restoration of Reader and Online Instructional Aides funds should be a priority over some new facilities and equipment requests. For many divisions the support provided by Readers and Online Instructional Aides is essential for instructors to continue to design courses with the number and types of assignments that support student success in their discipline.

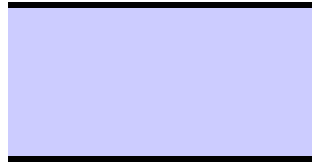
ITC Ballot - 2010-2011 Program Review Requests for Ed. Programs - Technology Hardware
 Feb. 26, 2010

Unit/Dept.	Cost	Description	Item #	ITC RANK
Chemistry	\$ 35,000.00	13 computers w/interface system.	69	1
PE/Health/Recreation	\$ 6,000.00	<u>5 Computers</u> for our adjunct coaches.	42	2
Environmental Horticulture	\$ 1,200.00	Desktop computer for Lifescape Garden Complex:	103	2
PE/Health/Recreation	\$ 2,400.00	<u>Two computers</u> for the Life Fitness Center.	40	3
Math	\$ 8,000.00	document cameras in priority rooms of which we currently have eight.	38	3
Art	\$ 2,000.00	2 computers	18	4
(HIT)/Cancer Information Management (CIM)	\$ 1,500.00	<u>laptop</u> for new CIM Faculty. Position is remote,	33	4
Office of Educational	\$ 175,000.00	Replace out-dated media equipment with appropriate media-	10	5
PE/Health/Recreation	\$ 4,800.00	<u>4 computers</u> for adjunct office area.	41	6
Kinkos center	\$ 1,500.00	desktop computer	32	7
EOPS/CARE	\$ 9,600.00	8 computers	78	7
Environmental Horticulture	\$ 2,400.00	2 Computer workstations in EH classroom--Student Success: E	104	7
Film Studies/Film Production	\$ 6,000.00	<u>Two Macpro laptops</u>	24	8
Construction	\$ 9,000.00	class laptops(6)	105	8
Journalism	\$ 3,000.00	<u>Two digital cameras</u> with accessories (lenses, cases, batteries, memory cards)	31	9
School of Modern Languages	\$ 9,600.00	<u>8 computers</u> in Room H-300 1	51	9
PE/Health/Recreation	\$ 2,400.00	<u>2 computers</u> in our Academic Achievement Zone for Student Athletes.	39	10
SBCC Online	\$ 10,000.00	<u>Streaming Media Server</u> Upgrades. .	48	11
Learning Resource Center	\$ 8,000.00	4 computers w/video cards.	88	11
Drafting, CAD, Interior Design	\$ 33,000.00	New 24" Computer Monitors in CAD Lab, OE12 (30 units) + New RAM Modules to upgrade existing computers memory to 12GB min	102	11
Journalism	\$ 1,000.00	<u>Two video cameras</u> with accessories (cases, batteries, memory cards)	30	12
Journalism	\$ 500.00	<u>Two audio recorders</u> with accessories (headphones, memory cards, cases and batteries.)	29	13
Drafting, CAD, Interior Design	\$ 7,000.00	Back up Power Units for CAD Lab Computers: 26 UPS Units. Needed to Save Data during Power Blackouts	101	14
Ed. Programs	40,000	clickers	15, 35, 36,	15

Sum of Cost \$ 378,900.00

ITC Ballot - 2010-2011 Program Review Requests for Ed. Programs - Technology Hardware
Feb. 26, 2010

--	--	--



--	--	--



To: Academic Senate President, Ignacio Alarcon
Date: March 9, 2010
From: Laurie Vasquez, Chair of Instructional Technology
Committee

ITC Members: Kathy O'Connor (Senate liaison) Dan Vasey, Pete Diamond, Jim Kruidenier, Jane Meitu, Jim Mooy, Eric Heider, Eric Bullock, Jared Hersh, Christopher Johnston, Margaret Prothero, Jerry Pike, Collette Barr, Stan Bursten, Barry Tanowitz, Kenley Neufeld, Stephanie Dotson, David Wong, Jason Walker, Jason Thornell, Liz Auchincloss, Jim Clark, Doug Hersh (Dean, Educational Programs)

- ITC was given a spreadsheet in November listing 101 equipment technology hardware items for Ed. Programs, which included additional items from Information Technology and the President's office. Those items were removed.
- Items which were removed and/or re-categorized from the spreadsheet include:
 - Clickers
 - Items sent to P&R
 - Student services
 - Media-enhanced classrooms
 - Supplies
 - Items removed from list per ITC rep. review
 - DTC
 - Refresh
 - Routine replacement
 - IT repair
- ITC reviewed and reduced the list over two meetings and finalized the list on the third meeting,
- Any remaining questions on the spreadsheet were followed up by the division rep and ITC Chair for clarification.
- Voting was conducted on February 26, 2010
- Wopat method was used to determine ranking
- One member per division had voting rights. If more than one person was present from the same division, both members worked together before the voting member ranked the ballot.
- Number of items on final ranked list = 24
- **Final ranked items totaled = \$378, 900.00**

Issues and Recommendations for the next program review request cycle:

1. Beginning the review process in the Fall and completing ranking in the Spring, allows more time for discussion.
2. The computer provisioning procedure from I.T. was being discussed at the same time we needed to rank. Putting this procedure in play had an impact on whether we would allow a computer purchase for an off-campus online faculty member. In other words, we were working on guidelines for purchase at the same time we were deciding how to rank a department need which delayed decision-making. This issue is still in discussion.
3. Computer standards were also being finalized during this time, so there was not a reference point for faculty to go to when requesting computers. Dollar amounts were being determined and changed at our last meeting.

4. One critical need is to create additional categories in the program review template for the following:
 - a. Separate technology pages need to be developed in the program review template.
 - b. Software should also be a separate category.
 - c. A place for internal ranking of department requests should also be included.
 - d. Smaller items – digital cameras, webcams, flip cameras, microphones, and printers may need their own category. Some or all of these might be considered supplies. This might require a larger discussion at CPC.
5. Clarify what requires repair or ongoing maintenance in support of a particular area.
 - a. For example – “ongoing maintenance” is what one department required for upkeep (Wake Center) but request was seen as that department not calling the help desk to request repair.
6. Need refresh budget for media-enhanced classrooms.
7. Define third party applications required for instructional use in the classroom. Some requests included computers to run software or software to computers. One example listed half of a project that needed to be completed. It was more difficult to determine need because request didn't fall into one or the other category.

Recommendations for Senate action:

We recommend that the Senate accept our technology items as they were ranked by the committee and make recommendations to CPC to modify the program review template in order to allow for more accurate and complete information to be submitted. We also would like to review the above stated issues and submit further recommendations to the Senate and DTC.

MEMORANDUM

TO: Ignacio Alarcon, Academic Senate
FROM: Committee on Teaching and Learning
DATE: 9 March 2010
RE: Reader Guidelines Updated and Recommendation

In early September 2009, the Senate President charged CTL with the following task:

CPC faculty representatives had a meeting with the President of the college, who said this would be a good time to examine how reader funds have been allocated. In the event that there is funding for readers, it would be good to have some guidelines for their allocation. Namely, what are the thresholds that would trigger that a specific faculty member can have readers for a class (type of class, number of students, number of assignments, ... other?). The idea is that CTL would only develop guidelines that the Senate can then discuss and put forward.

During the fall and early winter of 2009-10, the CTL discussed the Reader program extensively, did research on past guidelines and use of Readers, consulted with Division members, and conducted distributed a survey of to past users of Readers. The Department Chair Handbook provides existing Reader guidelines, last updated in 2008 [attachment available].

Background:

The Reader budget was modified in Fall 2000 by a faculty committee chaired by former dean, Jack Ullom. The committee's charge was to create an objective and fair process for allocating reader funds to faculty who assign essay exams or papers in their classes and who encourage students to develop their critical thinking skills at the higher domains of Bloom's Taxonomy. A goal of all faculty using Readers has been to encourage "writing across the curriculum," but also to sharpen critical thinking skills through repeated writing assignments, beyond rote memorization and recitation of factual information. Additionally, a number of faculty members in Math, Biology, and Chemistry received a Reader reader allocation to assist with grading and reviewing written and quantitative assignments, labs, and reports. During the 2008-2009 academic year, approximately 100 faculty across 27 departments hired and used Readers. The budget of **\$150K** has stayed unchanged since 2000 and has been sufficient for Reader requests [details available]. Some years there is a small balance which has been rolled into the next year budget.

Findings:

The survey of faculty who have previously used Readers (57 respondents of 99 surveys sent) provided data, including narrative answers [survey results available]. Highlights of the data are:

- 66.7% of responded that the loss of a Reader reader changed the nature of assignments [e.g. feedback-rich to Scantron-socred]
- 58.8% of respondents reported that the loss of a Reader reduced the number of assignments
- 82.4 % of respondents reported the loss of a Reader delayed return of assignments

Further, the narrative answers in the survey described a cascading set of problems:

- With fewer, shorter or less complex assignments or papers, students have fewer opportunities to practice or master content and skills.
- Students are receiving less detailed feedback, particularly on work that requires significant qualitative review
- Student success is adversely and directly affected when there is diminished analysis and feedback, and protracted turn-around time for return of work.

The Committee recognizes that qualitative feedback and guidance has a significant impact on the development of higher-order thinking skills; when this feedback is missing, learning can be significantly diminished. In courses where practice on material must be continual and cumulative, fewer or shorter assignments offer less practice. Students are poorly prepared for transfer when they receive less challenging coursework.

Recommendations:

The loss of Readers has already, in the first semester, impacted the quality of instruction, especially in courses with larger class sizes as a result of fewer sections offered. To enhance, improve and support student success, as well as to maintain the College's commitment to ISLOs, the ACCJC standards for improving institutional effectiveness, the philosophy of General Education, the College Mission Statement, writing across the curriculum initiatives, and verifiable best practices in teaching and learning, the CTL recommends that Reader funds be restored forthwith. Additionally, members of the committee expressed concern about how budget cuts have affected other support staff--tutoring, DSPS, EOPS, lab assistants, and OIAs.

Guidelines and processes for Readers allocations have been reviewed and, modified from 2008 version, are attached.

Respectfully submitted,
Committee on Teaching and Learning

The following examples, criteria and formula are consistent with existing SBCC Reader Application Forms and allocation formula provided by Dean of Education.

Examples of Meeting and Not Meeting the Reader Allocation Threshold:

Assignment Reader Time Requirement	# of assignments that quality	# of classes or sections	total # of students	Reader minutes/hours	Reader hours
15 minutes	2	2	75	2250 or 37.5 hours	27.5 approved
5	3	3	300	4500 or 75 hours	65 (60 approved, maximum)
7	2	1	40	560 or 9.3 hours	0.0 approved (under 10 hours)
5	10	2	125	6250 or 104 hours	94 (60 approved, maximum)
10	1	3	250	2500 or 41.5	31.5 approved
2	15	3	120	3600 or 60 hours	0.0 approved (under 5 minimum)

**Committee on Non-Teaching Compensation
Recommendations Submitted to Dr. Jack Friedlander
Spring 2009 (Revised 3/5/2010)**

1. New Requests Received in Spring 2009:

Honors Program Director

- a. Honors Program has grown tremendously since stipend was rated (number of students grew by 160 during 2008-09 academic year). Application process has been expanded to include an academic writing sample which needs to be evaluated. Previously, Pat Canning provided assistance; however with her retirement, that support has not been available.
- b. Committee recommends adding 5 points for Skills Assessment and increasing Materials Management from 1 to 3; Net increase recommended is 7 points, with a cost of \$1363.88.

CIM Program Director

- a. Requested creation of a separate stipend for CIM Program Director. Because the activities associated with this position had previously been included with the HIT Dept Chair position, both positions were reviewed.
- b. Committee recommends a new stipend for CIM Program Director rated at 11 points and a cost of \$2,143.24; simultaneously, a reduction of nine (9) points in the HIT Dept. Chair stipend is proposed (on the Dept. Supplemental Stipend form) which amounts to a reduction of \$1753.56 for that position.
- c. Net effect will be an increase of \$389.68 in leadership costs for the program.

Great Books Curriculum Coordinator

- a. Development of this curriculum, initiated through a grant project has expanded beyond the English Department. Request was to formalize the position.
- b. The individual requesting the stipend has great passion for the project; however the committee does not see this as a college priority at this time. Therefore no stipend was recommended.

Proposed New Costs for 2009

Honors Program Director	\$1363.88
CIM Program Director	<u>\$389.68</u>
Total New Costs for 2009:	\$1753.56

2. Follow-up on Unfunded 2008 Committee Recommendations

Director of Creative Writing Project

- a. Request focused on addition of Creative Writing Project to the English Department. Leadership for the program includes supervision of student workers (interns and volunteers), fund raising, program publicity and overall program coordination. In addition there is coordination of the Emmons Poetry and Raab Non-fiction awards which involves review of approximately 450 applicant submissions.
- b. The committee recommended creating a stipend for the Creative Writing Director with a rating of 15 points.
- c. Projected additional cost: \$2,878.35 annually (no change since 2008)

SCAHM Hospitality Program Coordinator

- a. Request submitted in response to deletion of the 1 TLU/semester that had previously been allocated for leadership of the Hospitality Management Program. Specific activities cited in the request included working with the program's Professional Advisory Committee and coordination of off-site educational experiences.
- b. Committee recommended creation of a Hospitality Program Coordinator position rated in at 9 points. See attached sheet.
- c. Additional Cost: \$1727.01 annually (no change since 2008)

2. Follow-up on Unfunded 2007 Committee Recommendations

MAT Department Chair

- a. The MAT Dept Chair appeal focused on the increased responsibilities related to frequent curriculum revision, coordinating dual enrollment classes & faculty for over twenty (20) classes at five area high schools. In addition to scheduling course offerings, department chairs provide guidance on using WebCT and meet regularly with faculty to ensure quality of the curriculum.
- b. Discussed the overall impact of dual enrollment classes on several department chairs and that the present document for rating department chairs doesn't include a measure for acknowledging those responsibilities. Recommended that until a factor for dual enrollment is added, that this be coded as "off site program coordination" on the Department Chair Supplemental Sheet and that the MAT Chair be rated at "moderate" which is weighted at 3 for a total of 9 points.
- c. Additional Cost: ~~\$1511.28~~ 2008 Adjusted Cost: \$1727.01 (no change since 2008)

Radiographic Technology & Imaging Sciences Department Chair

- a. Request focused on program expansion and the addition of the DMS Program which requires additional program leadership and accreditation (which will have ongoing reporting requirements) plus additional equipment and materials needs.
- b. Committee recommended increases on the Dept. Chair Supplemental Sheet for items 5 and 6 (equipment and materials) from 1 to 3; increase item 8 (program leadership and coordination) from moderate (6 pts) to high (14 pts). This amounts to a total increase in 12 points.
- c. Additional Cost: ~~\$2015.04~~ annually. 2008 Adjusted Cost: \$2302.68 (no change since 2008)

SoMA/ Communications Event Coordinator (Meet the Pros)

- a. Position was previously funded through SoMA grant. Responsibilities include planning, scheduling, coordinating and marketing the annual "Meet the Pros" event. Event involves working with multiple faculty and staff, securing participants (the Pros), supervising student interns and college staff, coordinating publicity and other activities associated with conducting the event.
- b. Committee rated position at 12 points on the Leadership Stipend Spreadsheet.
- c. New Costs: ~~\$2,015.04~~. 2008 Adjusted Cost: \$2302.68 (no change since 2008)

Communications Event Coordinator (Lancaster Speech Coordinator)

- a. Position similar to SOMA request with less magnitude. Activity has been in existence at SBCC for past 23 years. Appeal included a timeline of activities scheduled over a four-month period.
- b. Committee rated position at 9 points on the Leadership Stipend Sheet.
- c. New Costs: ~~\$1,511.28~~. 2008 Adjusted Cost: \$1727.01 (no change since 2008)

