

HEALTH SERVICES REORGANIZATION PROPOSAL

NEED:

Santa Barbara City College, being an academic institution, should make certain that its health services programs are directed towards the education of students in preventing disease and encouraging life-styles which promote wellness. At present, monies are being taken from direct services to students in order to pay for our increasing malpractice insurance that is required with present health services programs. Santa Barbara City College is located in an area where there are ample medical care sources available to students.

Thus, how can we curtail this duplication of services and re-direct the monies to meeting student health care educational needs?

PRESENT STATUS

For the past five years, the health program has provided complete health care for all the common ambulatory health care needs of the students. The Health Services operates as does any other medical clinic: students are examined and given treatment as required. Appropriate treatment includes the prescribing of prescription medications through the use of Standardized Procedures. This comprehensive medical care program requires the services of a nurse practitioner with a medical doctor serving as a consultant. The Health Service was supported by a mandatory health fee which is no longer allowed.

There is a need for a campus health care facility to provide limited and supportive treatment for minor injuries and illnesses, plus emergencies. The health facility can provide referral services for more severe health problems. In addition, there is a need for expanding the educational and preventive components of the Health Services program.

PROPOSAL

The Health Advisory Committee, Student Senate, and Student Services Advisory Committee have reviewed the Health Services Program as it relates to the mission of the College, including funding and staffing, and endorses the following proposal:

Student Health Services Program be reorganized in such a way as to emphasize the concept of preventive medicine and a wellness program. This would replace the comprehensive ambulatory medical care presently being offered. Referral service will be expanded, and contractual agreements with community medical facilities will be encouraged to provide students with available information and services.

Staffing would include a full-time registered nurse reporting to the Dean, Student Development/Matriculation, whose responsibilities would include:

- First Aid/Emergency Care
- Health Assessment and Care/Referral
- Maintaining Employee Records
- Student Insurance Procedures/Follow-through
- Medical Screening and Testing
- Supervision of Health Services Clerk
- Performance of such other Related Duties as Assigned

In addition, A Wellness Laboratory Technician would be hired to coordinate the educational aspect of the Health Services Program. Reporting for this individual for educational and health information activities would be through the Dean of Student Development and Matriculation. Both of these individuals' efforts and activities would be channeled through a Wellness Promotional Team that would include various areas on campus from instruction, administration, student, and student affairs.

RECOMMENDATIONS

1. Eliminate present level of comprehensive ambulatory health care and provide limited first-aid and supportive medical care.
2. Staff the health office with a registered nurse.
3. Discontinue daily physician coverage.
4. Discontinue malpractice insurance coverage.
5. Expand hours of office coverage from 8am to 8pm Monday through Thursday and from 8am to 4:30pm on Friday to cover most classroom time. The office would be open the full-twelve months of the year.
6. Expand health education activities by hiring a Wellness Laboratory Technician.
7. Develop an expanded medical referral program.

BUDGET

	Present	<u>Proposed</u>
Nurse	\$ 35,301 (180 days)	\$25,600 (12 months)
Evening Coverage	3,000	6,000
Summer Coverage	2,619	
Clerk	13,102	13,100
Health Counselors	17,500	17,500
Doctor	7,800	
Benefits	11,654	11,010
Supplies	2,700	1,500
Insurance - Student	11,434	11,500
Miscellaneous	<u>400</u>	<u>1,300</u>
	\$105,510	<u>\$87,510</u>

Available for establishing Wellness Program: \$18,000

COLLEGE NURSE--JOB DESCRIPTION

SEPTEMBER 3, 1986

The College Nurse is responsible to the Dean, Student Development/
Matriculation for the development and administration of the College Health
Services.

The College Nurse:

1. Is available to students and staff for:
 - a. First aid in emergencies.
 - b. Health counseling including personal problems.
 - c. Other similar services.
2. Develops a medical referral procedure for students to obtain an appropriate level of medical care within the community.
3. Surveys community regarding referral availabilities for students and staff, and prepares materials describing such.
4. Provides for the establishment and maintenance of a Health Service Advisory Committee comprised of students, staff, administration, and community representatives of health services.
5. Assists in the provision of in-service training programs related to health matters for certificated and classified staff, i.e., cardio-pulmonary resuscitation, first aid skills, recognition of overt emotional problems, and procedures for referral.
6. Assists and coordinates activities with other campus departments for the development and maintenance of a Wellness Program which emphasizes health education, health promotion and prevention of disease.
7. Maintains records of all injuries which occur on campus.
8. Maintains student and employee health records.
9. Completes insurance forms for students covered by student accident insurance.
10. Develops and maintains a student and faculty handbook for first aid measures in common illnesses or injuries.
11. Provides on-campus publicity regarding College Health Services.
12. Provides and maintains first aid kits in appropriate locations on campus.
13. Maintains statistical files as appropriate.
14. Performs such other duties as may be assigned.

COLLEGE NURSE

DESCRIPTION OF POSITION: Effective September 3, 1986, a full-time position available as College Nurse. The College Nurse is responsible to the Dean of Student Development for the development and administration of College Health Services. (See job description on reverse side.)

MINIMUM REQUIREMENTS:

Credential: Possession of or eligibility for a California Community College Health Services Credential.

Other: A valid license, certificate or registration as is appropriate for a Registered Nurse issued by the California agency authorized by law to license persons to practice nursing in California.

DESIRABLE QUALIFICATIONS:

Education: Preference will be given to those applicants with a Degree in Nursing.

Experience: Preference will be given to those applicants who have experience in school or public health/nursing.

Other: Experience working with students with widely varying social, economic and educational backgrounds.

SALARY AND PERSONNEL BENEFITS: In addition to annual salary () \$250.00 per month is provided each full-time employee for participation in the District personnel benefits program.

APPLICATION PROCEDURE: In order for you to be considered for this position, the following information must be received by the deadline:

- 1) Resume of educational background/experience
- 2) District application form

PLEASE SEND TO: Mr. Daniel Oroz APPLICATION DEADLINE:
Director of Personnel August 15, 1986
Santa Barbara City College

SELECTION PROCEDURE: Applications will be initially reviewed by a screening committee who will recommend candidates for personal interview at Santa Barbara City College. The interview committee will then recommend the top candidates to the Superintendent-President who will present one of them for approval by the Board of Trustees.

SANTA BARBARA CITY COLLEGE
STATEMENT OF INSTITUTIONAL PRIORITIES
1986-87

I. BALANCED QUALITY EDUCATIONAL PROGRAM

To fulfill the commitment of the college's mission statement, support must be given to providing transfer, vocational, remedial, and continuing education programs. Furthermore, efforts must be made to enhance the quality of our educational programs and to articulate student services which facilitate achieving educational goals. These programs should prepare students for success in specific occupational and academic endeavors as well as to prepare them to function as informed and self-fulfilled citizens in the community. The college's commitment will be to:

1. Assure that instructional programs reflect a broad-based general education experience.
2. Assure that programs are offered in a variety of formats, sequences and locations in recognition of the diversity of student needs.
3. Develop, maintain, and expand non-credit and community services' programs which will be flexible, diverse, stimulating, and continually innovative to serve the learning needs of adults of all ages, abilities, and economic and educational backgrounds in the community.
4. Explore new academic and support programs which enhance international understanding such as faculty/student exchange programs, curriculum development, study-abroad programs, and activities to encourage a greater foreign student presence on campus.

5. Maintain the college's commitment to the community to offer programs which contribute to civic literacy, increase awareness of our multi-cultural base, and improve the quality of life.
6. Assure that departments provide for individualization of instruction through the use of tutorial and learning assistance services and the latest advances in educational technology.
7. Assure that remedial education offerings are sufficient to meet the needs of students as a result of placement from the college-wide assessment program.
8. Implement the comprehensive program evaluation procedure.
9. Improve the articulation of efforts between community service and academic departments.

II. RECRUITMENT

While the population of the community college district has stabilized at 170,000 people, our service area is populated by a diverse citizenry with varying educational needs. Due to this, the recruitment efforts must be aimed at the local secondary school population, the high school drop-outs, adults employed in industrial settings, and adult part-timers. The population of minorities in the community has increased to approximately percent. As this trend is expected to continue, there is a need for new and expanded support services and increased recruitment efforts. These efforts will include a commitment to:

1. Reaffirm our commitment of open access by demonstrated outreach activities, attitudes and practices.
2. Recruit more students with the aim of meeting their educational/employment goals emphasizing transfer and occupational

programs.

3. Educate the community to post-secondary opportunities available to students of all backgrounds.
4. Expand recruitment efforts and support services for those who are in need of post-secondary educational opportunities but are under-represented in our current population (e.g. EOPS, Career Center, programs for re-entry adults, C.A.R.E., Minority Transition, Cal-S.O.A.P., Transfer Center).
5. Expand, in coordination with local post-secondary institutions, the recruitment programs aimed at minority students in the secondary schools with the emphasis on identifying and encouraging potential transfer students among them.
6. Begin an active effort to communicate to high achieving high school students that SBCC is an excellent first choice institution for completion of lower division studies.

Educate young adults, particularly high school students and high school dropouts, of the consequences of a lack of education in today's society and encourage them to consider SBCC.
7. Increase enrollment of advanced high school and foreign students.

III. MATRICULATION

Recent years have seen some very significant changes in enrollment patterns at SBCC. There are more minority students, part-time students, returning women, students seeking self-enrichment, occupational students, developmental students, older students, and students with advanced education. These changes suggest that there may be

implications with respect to many of the programs and services of the college to serve a more diverse clientele. In order to meet the needs of an increasingly diverse student population, the college must provide effective services to assure proper course placement and instructional support. To achieve this objective, the college will:

1. Implement and fund the Matriculation Program which will provide coordinated assessment, guidance and placement for all matriculating students.
2. Encourage the participation of instructional departments in the total matriculation effort.
4. Assure that necessary instructional and student support services resulting from the matriculation program are provided.
5. Evaluate the implementation of all the components of the Matriculation program.

IV. FACULTY ENRICHMENT AND STAFF DEVELOPMENT

Santa Barbara City College is an institution which has been recognized for the excellence of its educational programs. The lifeblood of these efforts, however, is faculty and staff, and it is the institution's responsibility to provide the support for activities which enhance motivation, innovation and inspiration of the total college community. The opportunities which encourage personal and professional growth must be maintained. In these efforts the college will:

1. Maintain a commitment to the activities of the Faculty Enrichment committee with special emphasis on faculty grants for innovative instructional program.

2. Maintain a commitment to the offering of faculty sabbaticals for more in depth research, reinvigoration and program development.
3. Expand staff development and involvement opportunities for part-time lecturers.
4. Support the emeritus contract program.
5. Encourage greater visibility of faculty in the community.
6. Encourage and facilitate greater exchange opportunities for faculty.
7. Provide educational opportunities for instructors in all subject areas to deal with the potential regional, local and college changes in demography.
8. Provide opportunities for instructors in all subject areas to develop competence in meeting the needs of the under-prepared student.
9. Provide opportunities for faculty to retrain for changes in the instructional program.
10. Develop methods for providing incentives and rewards for outstanding service.

V. PLANNING AND MANAGEMENT

All resources of the college -- staff, equipment, and buildings -- must be used in the most effective manner possible to achieve the goals and objectives outlined in the College Mission Statement. Conserving our resources implies finding ways to assure staff vitality and innovation by bringing in people with fresh ideas and approaches. It also means maintaining job satisfaction and adequate compensation so as not to lose the best people to employment in other sectors.

It is necessary to define priorities and to find ways of providing the equipment and facilities needed to support a modern and diverse instructional program. The college is committed to:

1. Implementing methods for increasing productivity through efficient use of staff and facilities.
2. Reallocating existing resources in order to direct them to more effective programs and to those which are most responsive to the district's mission.
3. Working to achieve an appropriate mix of regular and part-time faculty, classified support personnel and administrative/management staff.
4. Developing policies which reinforce participative governance and particularly broad-based involvement in the college planning process.
5. Exploring ways to provide staff support services which may be necessary in order to make it possible for new staff to work and live in the Santa Barbara area.

VI. ADVANCES IN TECHNOLOGY

At a very rapid pace our society is being permeated by a variety of new technological innovations and scientific breakthroughs. These phenomena are having a profound effect on peoples' personal lives and are dramatically changing the workplace. Major changes in working conditions are resulting from the infusion of technology: initial job placement, and the need for continued retraining and a shift in the general orientation toward work will require strong retraining programs. The college must stay abreast of these technological changes

if it is to remain a viable institution. To face this challenge, the college must:

1. Consider the introduction of new programs or expansion of existing programs to retrain students in new technologies.
2. Expand the use of technology in instructional programs and administrative services.
3. Evaluate the effectiveness of technological programs in preparing students to perform in the work force.
4. Provide opportunity and encouragement for faculty and staff members to undergo retraining to keep abreast of new technologies.
5. Offer new courses specifically aimed at retraining and upgrading employees of local firms.
6. Enter into agreements with local industry and business to offer worksite training programs related to technological applications.

VII. RELATIONSHIPS WITH THE COMMUNITY

Santa Barbara City College is an integral part of the community it serves. Thus, it is especially important that the resources of the college be put to the service of community needs, and that the community be involved in the on-going development of the college. The college must create opportunities for such community involvement and must be constantly alert to ways in which the college's assets can be matched with developing community needs. A strong institutional sensitivity to these needs must include a dedication to:

1. Continue to make effective use of citizen advisory committees,


especially in vocational and continuing education, and be prepared to set up new committees when appropriate.

2. Maintain and enhance close and co-operative arrangements with feeder high schools to assure that information on Santa Barbara City College is readily available to all high school students who wish it and that the transition from high school to college is facilitated to the maximum extent possible. In this regard, it is important to work closely with the recently formed Articulation Council.
3. Publicize widely the ways in which community contributions to the college can be made through the Foundation for Santa Barbara City College.
5. Encourage the presence of faculty and staff in the community, providing speakers to local agencies and encouraging active staff development in community service activities.
6. Provide diverse opportunities for the members of the community to come to the campus through active, well-publicized Arts and Lectures, and Sports and Recreation programs.
7. Draw upon the wide citizen resources at the community by inviting guest appearances in classroom to supplement regular course materials.

JR/jdm
DISK: #1jan
May 15, 1986
Draft #2

SANTA BARBARA CITY COLLEGE

TO: College Planning Council

FROM: Lynda Fairly
Vice President, Student Affairs 

DATE: May 16, 1986

RE: Student Affairs Summary of Needs for 1986-87

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

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

1.) Matriculation

Attached is an outline of the "Matriculation Plan Status Report" presented on May 5, 1986 to Dr. MacDougall. The items listed include new certificated and classified staff. Some items are Student Services and others Academic Services and some are CCCA responsibilities. Due to the complexity of the program, it is imperative that CPC is presented the entire program and not just components.

2.) Classified Staff

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

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

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

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

3.) Equipment

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

4.) Additional Needs

- a.) Mentor program:
 - In-service training of volunteers - \$3,000
 - Materials, supplies, mailings - \$500
- b.) In-service training of Financial Aids staff - \$500

LF/dmm
DISC 8
"CPC"

MATRICULATION PLAN STATUS REPORT

GOALS:

Pre-Admission

1. To provide more accurate information and access to learning opportunities, requirements, etc., so as to encourage more student success (retention) at SBCC.

Activity

High School Liaison
 Career Days/Seminars
 College Days/Preview Nights
 Campus Tours, Communication,
 Follow-Through

Proposed Change

Full-time School/Business
 Relations Coordinator (Lottery)
 Target Special Interest Groups
 Increase Visitations,
 Dissemination
 Develop Expectations Handbook,
 etc.
 Develop High School Articulation
 Projects

New Resources

\$ (40,000)
 4,000
 36,850
 750
 8,250
49,850

Admissions

2. To modify the application in order to collect necessary data to implement Matriculation Plan and to restructure the student database to allow for the collection and utilization of this necessary information.

Student Academic History
 Generate Mailing Lists
 Previous Academic Achievements
 Goal Identification
 Requested Services Form

Scantron Application
 Clerical Staff, Postage, etc.
 Computerized Early Schedule
 Central Dispensing Information
 Exemptions, On-line Updates

28,500
 8,650
 22,000
 1,350
00000
 60,500

Assessment

3. To identify student's apparent level of competency in math, reading and English composition and match with education aspirations, needs, and skills.

Assess student with goal of transfer, degree, certificate and enrolling in math, English, ESL, French 1A
 Student inventory
 Scores in Student Database
 Exemptions

Half-time Assistant
 Software Development
 Student Workers
 Hourly Certificated
 Supplies, Printing
 Data Processing (Lottery)

10,000
 6,000
 5,000
 10,000
 5,000
(35,000)
 36,000

Orientation

4. To assist matriculated students in identifying Academic Plan to meet career/life goals.

One-half unit course
Equipment, Mailings
Printing, Testing
Interpretation
Discover

Student Planning Guide	\$ 1,963
Software, Audio Visual, Mailings & Staffing	44,000
Orientation course	<u>12,790</u>
	58,753

Advisement

5. To assist matriculated students in formulating short/long-range goals and steps necessary to obtain them.

Faculty Liaison
Outreach
Articulation
Transfer/Career
Intervention
Referrals/Support
Pre-registration

Terminals	10,000
Faculty, para-professional advising	50,000
Expand Bi-lingual Hourly In-Service	10,000 3,000
Student Tracking Software Development	5,000
Computerized Calendar Appts	4,000
Clerical support	10,000
In-service training	<u>5,500</u>
	94,500

Enrollment

6. To establish a priority registration as an incentive for early filing of application, assessment and advising.

New/Continuing Pre-reg
Goals/Majors updated
Controls for classes

Telephone Registration	100,000
Staff/Supplies	<u>8,300</u>
	108,300

Instruction

7. To continue to provide instructional opportunities that meet identified student needs.

Classes Computer-Controlled
Self-paced Mastery Learning
Open-entry/Open-exit Programs
Tutorial Center

(1) Full-time English position	40,000
(1) Full-time ESL position	40,000
(1) Full-time Reading position	40,000
(3) Part-time clerical	27,000
Lab Teachers	25,000
Coordinator Math 7 Lab & Tutors	20,000
Augmentation, Tutors	<u>28,000</u>
	220,000

Follow-Through

8. To provide programs and services necessary to track, identify and intervene regarding progress, achievements, etc. of matriculated students.

Early Warning Pilot Study
Probation/Disqualification
Identification Needs/
Intervention
Counselor/Faculty Contacts

Expand Early Warning
Computerized Letters
Seminars on Majors, Careers
\$ 5,000
2,000
1,500
8,500

Transfer/Career Placement

9. To develop comprehensive Transfer/Career programs that give matriculated students opportunities to use, expand their newly-acquired skills.

Requirements/Articulation
Personal Development Classes
Advisory Committees
Department Liaison Activity
Undecided/Undeclared

Articulation position
Clerical Support
Project ASSIST (Lottery & Transfer
Center funds)
Project ASSIST (unfunded)
Equipment and Supplies
Job Placement
50,000
6,720
(48,900)
10,000
4,300
42,824
113,844

Evaluation

10. To determine the validity of instruments as predictors, and overall effects of Matriculation Plan on retention, performance, and achievement of College/Student goals.

Tracking process
Skill Levels Needed
Analysis of Performance
Computer Programming
Early Warning Effectiveness
Counseling Effects

Researcher
Statistical Clerk
Programmer
50,000
3,000
35,000
88,000

TOTALS: \$838,247

INSTRUCTION OFFICE

RESOURCE ALLOCATION REQUESTS - 1986-87

PERSONNEL

<u>Division</u>	<u>Department</u>	<u>Position</u>	<u>Cost</u>	
Assessment		.5 FTE reg. assessmt tech	10,000	7.8
English	Essn Sks	.5 FTE regular clerk	9,000	7.7
PE		1 FTE regular class. Lab Tech (Fitness Lab)	20,000	6.8
Tutors		Increase hours minimum	17,000	6.5
English	English	.5 FTE regular clerk	9,000	5.6
Math/Comp Sci	Math	Class. hrly (19-1/2 wk) tutor, coords Math 1 & 7	5,406	5.5
Fine Arts/Comm	Music	Reclass. P. Maschke	3,240	5.3
Health Tech		3 TLU's/sem. reassigned cert. for Learning Lab	2,800	4.8
Sciences	Biology	Gen. student hrly	500	4.8
Health Tech		Reg. class. clerk Increase 2 hrs/day	3,100	4.7
Library	(V. Rowley)	10 days summer cert.	2,100	4.6
Library	(M. Garza)	14 days summer cert.	2,600	4.4
Readers		Increase to meet new hourly rate	2,400	4.2
LAC		.5 class. hourly (eve)	6,000	3.8
Fine Arts/Comm	Art	1 FTE reg. class. LTA History/studio	20,000	3.67
Disabled		District assume class. staff benefits	7,500	3.5
Social Sciences	Language Lab	General student	2,600	3.3
Honors		3 TLU's/reassigned for director	2,800	2.5
Tutors		To meet requests	50,000	2.5
Readers		Increase to meet need	22,000	2.0
			<hr/>	
PERSONNEL TOTAL			199,546	

INSTRUCTION OFFICE

RESOURCE ALLOCATION REQUESTS - 1986-87

MISCELLANEOUS

<u>Division</u>	<u>Department</u>	<u>Item</u>	<u>Cost</u>	<u>Rank</u>
English	Essn Skills	Books	1,000	8.25
Soc Sci/Lang/Lib	Library	Periodicals/newspapers 9% COLA	1,800	8.1
(To be adjusted according to college-wide COLA for a <u>total</u> of 1,800)				
LAC		Supplies/P & D/increase	500	7.6
Soc Sci/Lang/Lib	Library	Dialog annual charges	1,700	6.9+
English	English & CAI	Software/supplies	3,000	6.2+
Fine Arts/Comm	Music	Consultant (performances) increase in co-curric acct	2,500	5.9
Tutorial		Supplies/P & D	1,300	5.1
Sciences	Earth Science	Increase field trip budget	12,000	4.1
Sciences	Biology (Dental Asstg)	Agar and specimens	1,000	4.0
Honors		Supplies, field trips, transportation, P & D (set up permanent accts)	5,500	2.4
Fine Arts/Comm		Jazz Concert/Clinic	1,000	2.2
Business	BOE	Records filing/mgmt software	3,000	1.8+
MISCELLANEOUS TOTAL			34,300	

See motions from 4/30/86 DCC Minutes:

Faculty Enrichment (2/3)	Grants, workshops, consultants	7,000
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Recommended for Funding:

Applied Sciences	Auto	Hazardous material removal	1,000
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DCC:5/7/86
DCC:Resourc.Mis

INSTRUCTION OFFICE

RESOURCE ALLOCATION REQUESTS 1986-87

FACILITIES

<u>Division</u>	<u>Department</u>	<u>Item</u>	<u>Cost</u>	<u>Rank</u>
Applied Sciences	Auto	Replace light fixtures in lab	4,000	6
Fine Arts/Comm	Art	Exhaust fans	1,200	6
Math/Comp Sci	Math	Chalkboards	2,000	5.5
Fine Arts/Comm	Theatre Arts	Industrial traps in makeup room	2,000	5.5
Business	BOE	Carpeting A-202	2,500	5.2
Business	BOE	Air-cond. A-202	22,500	5.1
Sciences	Biology	Re-surface outer walkways		4.1
Sciences	Physics/ Biology	Install dimmer lights PS-116, 117, LG-101, 112, 117	7,500	4.1
FACILITIES TOTAL			41,700	

Criteria:

- 1) Importance to instruction
- 2) Importance to the department
- 3) Environmental
- 4) Cost effectiveness
- 5) Health/Safety
- 6) Technology

DCC:5/7/86
DCC:Resource.Fac

May 20, 1986

To: College Planning Council

From: Charles Hanson, Business Manager

Re: 1986-87 BUDGET, BUSINESS SERVICES DIVISION,
THREE YEAR PLAN

Personnel Needs (Prioritized)

Construction Fund

1. Construction/Renovation Director	\$ 38,000
2. Construction Inspector	30,000
3. Construction Account Clerk	24,000

General Fund

1. Maintenance Supervisor	\$ 30,000
2. Account Clerk, Senior (Deferred Maintenance, Grants and Contracts)	24,000
3. Communications Technician	30,000
4. Account Clerk, Senior (Cashier)	24,000
5. Assistant Buyer, Purchasing (1/2)	14,000
6. Fiscal Accountability	65,000

CLH:mr

Santa Barbara Community College District

BUSINESS SERVICES - THREE YEAR PLAN

1986 - 87

Program Plans

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

Personnel Needs

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

Equipment/Facilities Needs

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

2/6/86

2/7/86 Revised

1986-87

Program Plans

14. Deferred Maintenance Projects:
 - Replace HVAC units, Social Science, Student Services buildings.
 - Replace HVAC units, Admin. bldg.
 - Inspect/repair air handlers, Admin. bldg.
 - Replace corroded light poles.
 - Replace galvanized water lines with copper, Admin. bldg.
 - Water seal D.M bldg.
 - Reroof HRM building.
 - Texture coat/seal, Occ.Ed bldg.
 - Paint offices & classrooms.
 - Repair walking decks, P.E. bldg.
 - Top trees throughout campus.
15. Campus Improvement Projects.
16. Instructional Equipment purchases.
Refine Equipment Inventory.
17. Assume Maintenance and Repair on Telecommunications Equipment (Data Processing, Telephone, Time clocks - Energy Monitoring System).
18. Painting projects (continuing).
19. Fiscal Accountability - Preparation.
20. Internal Auditing - Auxiliary Accounts.