

SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COMMITTEE

Tuesday, December 16, 1986

3:00 p.m. Room A-218-C

M I N U T E S

**PRESENT:** M. Bobgan, J. Diaz, H.P. Fairly, L. Fairly, P. Freeman, C. Hanson  
D. Oroz, J. Romo (Chair), R. Schiferl, B. Trotter

**CALL TO ORDER**

The meeting was called to order at 3:12 p.m.

**APPROVAL OF MINUTES**

M/S/ Deferred (Bobgan/Schiferl) to next meeting.

**REPORTS**

A. Supplies/Equipment Purchases

Discussion centered on definitions of "supplies" and "equipment."  
Dr. Hanson informed the committee that these distinctions have made according to the state accounting manual and to the district purchasing manual. It was felt that the \$50.00 supplies limit should be revised to reflect current rates of inflation, etc. Dr. Hanson also clarified that Mark Zacovic is responsible for and determines purchasing matters.

Dr. Hanson indicated that, in general, departments may transfer funds to equipment accounts when special needs are determined.

**ACTION ITEMS**

A. Prioritization of Lottery Funds Distribution

Dr. Hanson reported to the committee that the latest projected total figure for lottery funds is \$86/ADA. This is a 26% drop from last year. The resulting total figure for lottery funds available will, therefore, be greatly reduced. Mr. Romo reported that the sub-committee will meet again to review prioritizations.

**DISCUSSION ITEMS**

A. Santa Barbara Theatre Group

Mr. Fairly inquired about the actual figures concerning the Theatre Arts budget overrun for Summer 1986. Dr. Freeman replied that a full report is forthcoming in January, and that itemized figures would be clarified in this report.

Mr. Fairly further expressed concern over the use of lottery funds in lieu of the contingency to balance the Theatre Arts over expenditures. He felt that there needed to be a definition of "emergency" clarified in order to determine when lottery funds may be used in lieu of contingency funds.

rb

cc: Instructional Deans  
Division/Department Chairs  
Rep Council  
CSEA Rep

Santa Barbara Community College District

December 16, 1986  
January 12, 1987 (Revised)

To: College Planning Council  
From: Charles L. Hanson, Business Manager  
Re: 1986-87 LOTTERY FUNDS - RECOMMENDED ALLOCATIONS

On December 15, 1986 the Instructional Vice President, Student Services Vice President, and the Business Manager met and consolidated the several prioritized lists into a combined listing. Equipment was segregated into a separate list to recognize funding sources.

	LOTTERY	EQUIPMENT	REPAIRS/ IMPROVEMENTS
1. Matriculation	\$ 44,888		
2. A-202 - carpet			\$ 5,800
3. Childrens' Center - Modifications			4,000
4. Career Center - Certificated Hourly	6,000		
5. Financial Aid - Consumer Guides	4,000		
6. Purchasing - delivery truck		\$ 7,000	
7. Personnel - Classified Hourly	5,000		
8. Data Processing - port selector		6,000	
9. Administrative Data Processing - training	5,200		
10. Repair walkways - safety			10,000
11. Health Tech Conference Room - carpet			3,000
12. H-302 - drapes			2,000
13. Graphics classroom - air conditioning			9,000
14. Student Services - Minority Mentor	3,200		
15. Athletics - supplies		10,000	
16. Student Affairs - Classified Hourly	3,000		
17. Schedule conversion	43,000		
	\$ 92,443		
18. English - CONCEPT magazine	2,000		
19. Gallery program - shows, hourly assistance	10,080		
20. Child Care stipends	10,000		
21. Communications - Speech Contest	500		
22. Transfer Center - Certificated Hourly	5,000		
23. Organic Chemistry - Scale	8,000		
24. Counseling - Student Outreach, Student Assistant	2,000		

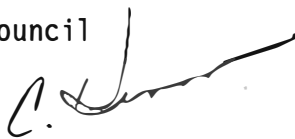
1986-87 LOTTERY FUNDS - RECOMMENDED ALLOCATIONS

	LOTTERY	EQUIPMENT	REPAIRS/ IMPROVEMENTS
25. Dental Assistant - operator			15,000
26. Library - OCLC	8,000		
27. Library - Dialogue	800		
28. Financial Aids - training	750		
29. Faculty Orientation	5,000		
30. Media - software			300
31. Honors	<u>3,000</u>		
 T O T A L:	 \$ 169,418	 \$ 23,000	 \$ 49,100

CLH:mr  
lot1216

Santa Barbara Community College District

January 12, 1987 (Revised)

To: College Planning Council  
 From: Charles L. Hanson   
 Re: ALLOCATION OF DISTRICT EQUIPMENT FUNDS

On December 15, 1986 the following list of District equipment (non-instructional equipment qualifying) was developed by the Vice President of Academic Affairs, Vice President of Student Affairs, and the Business Manager.

	<u>Original</u>	<u>Revised</u>
<u>Matriculation Equipment</u>		
1. 8 Mb Disk	\$ 4,200	
2. Power supply - assessment	800	
3. Removable Disks	900	
<u>Personnel</u>		
4. Typewriter	1,000	
<u>Academic Affairs- Safety</u>		
5. Auto -Vacuum Cleaner	1,650	
6. Art - Air cleaner	725	
<u>Student Affairs - Equipment</u>		
7. Student Activities - tables/chairs	4,000	\$ 3,700
8. Counseling - "Discover" software	3,800	
9. Security - radio	1,000	
10. Counseling - Terminals/printers	8,000	
11. Classroom - Security devices	3,000	
<u>Business Services - Equipment</u>		
12. Chairs - offices	1,250	
13. Payroll - terminal	1,200	
14. Accounting - word processing, statistical	5,000	
15. Duplicating - postal machine	6,200	
16. Telephone console - overload	6,000	
17. Facilities - power mower	11,500	
18. Facilities - Construction Office	1,250	
19. Facilities - 3/4 ton pickup (new)	14,000	

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ALLOCATION OF DISTRICT EQUIPMENT FUNDS

	<u>Original</u>	<u>Revised</u>
<u>Academic Affairs - Equipment</u>		
20. H-102 - chairs	\$ 2,500	
21. Classroom - Chalk boards	5,000	
22. Tablet arm chairs - 65	6,000	
23. Tutorial Center - Micro, software	3,000	
24. Research - SPSS software	6,000	
25. Health Tech - conference chairs	5,000	
26. Computer Science - carrels	<u>5,200</u>	
	108,175	
 <u>Additions</u>		
27. Purchasing - delivery truck		\$ 7,000
28. Data Processing - port selector		6,000
29. Athletics		<u>10,000</u>
 T O T A L:		 \$ 116,875

CLH:mr  
eqp1216

## Santa Barbara Community College District

January 12, 1987 (revised)

To: College Planning Council  
 From: Charles Hanson  
 Re: REVIEW OF ALLOCATION LEVELS  
 1986-87 Lottery (Revised 12/18/86)  
 Instructional Equipment  
 Improvements

## A. 1986-87 Lottery Funds

Budget (\$120/ADA)		\$ 1,033,000
Less: Projected Shortfall		(277,283) <sup>(1)</sup>
Adjusted Budget (8766 ADA @ \$86 apx.)		\$ 755,717
Committed -- CPC, July		
Capital Campaign	\$ 80,000	
La Playa Track	50,000	
Equipment	125,000	
<del>Certificated Hourly</del>	<del>105,000</del>	
Matriculation	18,700	
Articulation	5,000	
Publications	<u>25,000</u>	\$ (303,700)
Continuing Education 21%		(24,574)
Salary Adjustments, estimate:		(335,000)
Available for allocation:		<u>\$ 92,443</u>

## B. Instructional Equipment (Prop. 56)

State Revenue		\$ 350,000
Matching - VEA	91,869	
Matching - General Fund	<u>33,131</u>	
		\$ 125,000
Instructional Equipment Funds		<u>\$ 475,000</u>
Budgeted - Equipment General Fund	125,000	
Budget	33,131	
Instructional Support		91,869
		25,000
		116,869

C. Improvement/Renovation  
 Budgeted \$ 220,000

(1) Revised State lottery projections, December 18, 1986 (attached).

CLH:mr alloc

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**OFFICE OF THE COUNTY SUPERINTENDENT OF SCHOOLS**

4400 Cathedral Oaks Road (P. O. Box 6307), Santa Barbara, California 93160-6307 (805) 964-4711

December 18, 1986

TO: All K-12 School Districts  
Community Colleges  
Joint Powers Agencies  
County Superintendent of Schools

FROM: Carole Souther, Assistant Coordinator  
School Business Advisory Services

SUBJECT: REVISED 1986-87 LOTTERY PROJECTIONS

Included in the packet of information distributed for the December 17th School Business Officials Meeting, were two documents regarding lottery estimates entitled:

Annual Lottery Projection - 1986-87  
(high and low estimates for the year)

and

1986-87 Lottery Estimate  
(estimate for December 1986)

These two documents have been updated to include more accurate ADA figures; please discard the original documents and replace with the attached. You may contact me on Extension #237 if you have any questions regarding your ADA amounts.

Attachments



## ANNUAL LOTTERY PROJECTION - 1986-87

ELEMENTARY	1985-86 P-A ADA	HIGH 100.00	LOW 86.21
01 Ballard	30	3,000.00	2,586.30
02 Blochman Union	130	13,000.00	11,207.30
03 Bonita	62	6,200.00	5,345.02
04 Buellton Union	379	37,900.00	32,673.59
05 Casmalia	25	2,500.00	2,155.25
06 Cold Spring	176	17,600.00	15,172.96
07 College	519	51,900.00	44,742.99
10 Goleta Union	3,379	337,900.00	291,303.59
11 Guadalupe Union	684	68,400.00	58,967.64
12 Hope	819	81,900.00	70,605.99
13 Los Alamos	121	12,100.00	10,431.41
14 Los Olivos	225	22,500.00	19,397.25
15 Montecito Union	289	28,900.00	24,914.69
16 Orcutt Union	3,049	304,900.00	262,854.29
17 Santa Barbara	3,947	394,700.00	340,270.87
18 Santa Maria	6,518	651,800.00	561,916.78
19 Solvang	366	36,600.00	31,552.86
20 Vista del Mar Union	56	5,600.00	4,827.76
HIGH SCHOOLS			
31 Santa Barbara High	8,273	827,300.00	713,215.33
32 Santa Maria Un. High	3,800	380,000.00	327,598.00
33 Santa Ynez Valley Un. High	879	87,900.00	75,778.59
UNIFIED			
41 Lompoc Unified	8,857	885,700.00	763,561.97
42 Carpinteria Unified	2,332	233,200.00	201,041.72
43 Cuyama Jt. Unified	267	26,700.00	23,018.07
JUNIOR COLLEGES			
51 Allan Hancock College	5,958	595,800.00	513,639.18
52 Santa <u>Barbara City College</u>	8,766	876,600.00	755,716.86
SPECIAL			
61 County School Service	1,614	161,400.00	139,142.94
70 CCCA			
71 SELPA			
TOTAL	61,520	6,152,000.00	5,303,639.20

SANTA BARBARA CITY COLLEGE

January 8, 1987

TO: Members of the College Planning Committee

FROM: Jack Friedlander, Dean of Instructional Services J.F.

SUBJECT: Santa Barbara Theatre Group

At the December 9, 1986 meeting of CPC it was announced that the Santa Barbara Theatre Group ended its 1986 Summer Season with expenditures exceeding income by \$127,159. The purpose of this report is to summarize the factors that contributed to the deficit and, more importantly, to outline the steps that have been taken to prevent such a sizeable loss from occurring again.

The 1986 Summer Program

The consensus of those directly involved with the college's Santa Barbara Theatre Group was that the 1986 Summer Season was a success artistically but left much to be desired with regards to management, budget development and control, marketing, and fundraising. A \$30,000 deficit was projected for the summer season. It was believed that this shortfall of funds associated with starting a new program would be recouped from ticket sales and donations received during the remainder of the 1986-87 season. The unanticipated deficit of \$97,159 resulted from a shortfall in projected ticket sales and donations (\$50,143), and in over expenditures in the housing of guest artists, publicity, salaries for the box office consultant position, mandated benefits for the professional actors, and charges for telephone calls, materials and supplies (\$47,018). The projected and actual income and expenditures for the 1986 Summer Season is summarized in the following table on the next page.

SANTA BARBARA THEATRE GROUP'S 1986 SUMMER SEASON  
 SUMMARY OF INCOME/EXPENDITURES-BUDGETED AND ACTUAL

<u>Earned Income</u>	Projected	Actual	Net Profit (Loss)
Ticket Sales	\$ 90,770	\$54,907	(\$35,863)
Donations/Grants	15,000	720	( 14,280)
District Allocation	41,607	41,607	
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Total Income	\$147,377	\$97,234	(\$50,143)
Expenditures	Budgeted	Actual	Amt. Over Budget
Student Body Drama Production Trust	135,770	170,017.17	34,247.17
District General Fund	41,607	54,376.29	12,769.29
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Total Expenditures	177,376	225,314.26	47,016.46
Deficit:	30,000	127,159.46	(\$97,557.17)
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Total Deficit		(\$127,159.46)	

Actions Taken to Strengthen the Organizational Structure and Financial Viability of the Santa Barbara Theatre Group

Members of the college administration have completed a comprehensive review of the SBTG's 1986 Summer Season. The purpose of this study was to identify the factors which contributed to the large deficit incurred this past summer and to devise a plan that would make this a successful program. The following recommendations have been implemented.

1. The Theatre Arts Department has been reorganized. Changes in the organization of the SBTG included terminating the contract of the consultant who served as the managing director of the summer season, appointing Pope Freeman as the producing artistic director of the SBTG, and having Tom Garey assume the managing director position.
2. A new system for developing and monitoring the budget has been developed and implemented. All income and expenditures related to the SBTG are closely monitored by the managing director and double checked by the bookkeeper before they are forwarded to Accounting Department.
3. A comprehensive plan for marketing, public relations, and fundraising has been prepared and an experienced director of marketing and public relations has been hired to implement the plans.
4. A very competent box office manager/bookkeeper has been hired to coordinate all box office activities and to keep accurate records on all income and expenditures. This individual is responsible for checking that all expenditures authorized by the managing director are within budget.
5. A five-show season has been planned that is artistically, educationally, and financially sound. If 50% of the tickets are sold, the SBTG will end its 1987 season with a surplus of \$12,000. The budget projections differ from those developed for the 1986 Summer Season in that it is based on selling 50% rather than 60% of all available seats, and funds from potential grants and donations were not included in the income portion of the budget.
6. The advisory board to the SBTG was expanded to include additional community members who are committed to making the program a success. Members of the advisory board are playing an active role in selling season tickets to businesses in the community.
7. A volunteer affiliates group has been formed to assist the SBTG in selling tickets, raising funds, and building community support for the Theatre Arts Department.

Members of the College Planning Committee

Santa Barbara Theatre Group

January 8, 1987

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Progress Report

1. This past November the SBTG produced Brighton Beach Memoirs at the Lobero Theatre. The show was an unqualified success both artistically and financially. Despite having to pay 15% of all ticket proceeds for rent of the Lobero Theatre, the income exceeded expenditures by over \$2,000.
2. The college has received a grant from the City of Santa Barbara for \$10,000 to help underwrite the SBTG production, "Shakespeare and the Indians."
3. Close to 500 season tickets have been sold for the 1987 performance season. A number of marketing activities have been planned for January to achieve the goal of having 1,000 season ticket holders.

Contingency Plan

The administration will be evaluating the financial status of the SBTG at the conclusion of each performance. If the program appears to be financially unsound, the administration will either curtail or cancel the remainder of the 1987 season.

JR/lp

CONTINUING EDUCATION DIVISION  
 SANTA BARBARA CITY COLLEGE  
 310 W. Padre St.

EQUIPMENT ITEMS  
 TO BE PURCHASED WITH PROP. 56 MONIES

<u>EQUIPMENT</u>		<u>PROGRAM &amp; COST CENTER ACCOUNT NOS.</u>
1. Business Computer Lab Equipment (Wake)	40,000	87-0900-0000-6420-6572
2. Skill Center Added Equipment (Wake)	16,000	87-0900-0000-6420-6572
3. Administrative Equipment (Wake)		
5-drawer cabinets		
3 1/2" floppy drive for Vectra & software		
Building & Maintenance--compressor		
water pump vacuum cleaner	3,000	87-0900-0000-6420-6572
4. ESL Classes Instructional Equipment	900	87-1500-0000-6420-6536
5. Art Classes Demonstration Table (Schott)	500	87-1000-0000-6420-6542
6. Audio-visual Equipment	3,500	87-6700-0000-6420-6506
7. Sewing Lab Added Equipment (Schott and Wake)	3,000	87-1300-0000-6420-6548
8. Ceramics Lab Added Equipment (Schott)	2,000	87-1000-0000-6420-6542
9. Food Lab Equipment (Wake)	2,000	87-0900-0000-6420-6572
10. Audio-visual Equipment	2,000	87-6700-0000-6420-6506
11. Stained Glass Lab Equipment (Schott)	<u>2,000</u>	87-1000-0000-6420-6542
Total	74,900	

(Equipprp.56-I)