REHABILITATION/MAINTENANCE/CONSTRUCTION FUND
REVENUE & EXPENDITURE STATEMENT
94-95 WORKING BUDGET

Actual Beginning Balance at 7/1/94  $2,246,288

Plus 94-95 Estimated Revenue:
   Interest $75,000 I
   State Reimbursements 847,722 S
   Grants 300,800 G
   Foundation 100,000 F
   HRC 75,000 H
   Foundation (Chumash Point) 15,000 F
   Transfer In--General Fund 600,000 GF

Total 94-95 Estimated Revenue 2,013,522

Balance at 6/30/94 Plus 94-95 Revenue 4,259,810

Less 94-95 Estimated Expenditures:
   Salaries $25,000
   Benefits 9,000
   Construction Inspection 25,000
   Construction Projects 2,617,197

Total 94-95 Estimated Expenditures (2,676,197)

ESTIMATED ENDING BALANCE AT 6/30/95 $1,583,613

ATTACHMENT TO REVENUE-EXPENDITURE STATEMENT

Recap of Changes to the 94-95 Adoption Budget:

Adoption Budget Ending Balance at 6/30/95 $1,906,041
Reduce Foundation Commitment (100,000)

1,806,041

Additional Allocations:
   Bus/Comm Turnaround/Handicapped Access 30,252
   Upgrade Temporary Buildings - Scholl Center 14,501
   Theatre Arts Lighting 1,890
   Business/Communication Equipment 3,482
   District Storage Renovation 1,161
   Multi-Building Cabling 142
   Major Maintenance (SBCC Funded) 164,000
   Construction Inspector 7,000

Net increase in 94-95 expenditures 222,428

Estimated Ending Balance at 6/30/95 $1,583,613

95revexp wk1/11/30/94
**DATE:** November 30, 1994  
**TO:** Dr. Peter R. MacDougall, Superintendent/President  
**FROM:** Charles L. Hanson, Vice President, Business Services  
**SUBJECT:** 1994-95 MAJOR MAINTENANCE/DEFERRED MAINTENANCE/RECOMMENDED ALLOCATIONS FROM REHABILITATION/MAINTENANCE FUND

| A. Field House Replacement - Reserve | $80,000 |
| B. Classroom Improvements |
| Credit | General Fund Transfer | ($112,300) |
| Non-credit | 40,000 | 40,000 |
| C. Major Maintenance/Deferred Maintenance |
| Building | Item | Est. Cost |
| 1. Learning Resource Center | Chiller speed controllers | $35,000 |
| 2. Physical Science | Elevator pump replacement | 10,000 |
| 3. Physical Science | Replace forced air heaters | 40,000 |
| 4. Campus Center | Waterproof exterior deck | 20,000 |
| 5. Physical Education | Waterproof exterior deck | 29,000 |
| 6. Life Science | Replace forced air heater controls | 30,000¹ |
| 7. Physical Education - Women’s Locker Room | Furnace replacement (2 units and controls) | 16,000¹ |
| 8. Campus-wide | Replace/repair door closers | 15,000 |
| 9. Campus-wide | Repair mirrors/glass (graffiti vandals) Replacement cost - $47,000 est. | ? |
| 10. Administration | Replace 5 sets of doors | 15,000 |
| 11. Campus-wide | Replace toilet partitions, Phase I | 18,000 |
| 12. Interdisciplinary | Change out door locks | 5,000 |
| 13. Library | Replace entry carpet with rubber tile | 12,000 |
| 14. Wake Center | Repair wood patio, fences at all classrooms | 10,000 |
| 15. Music/Drama | Replace/Repair window and door frames | 40,000 |
| 16. Various | Additional items | 60,000 |
| 17. Various | State Deferred Maintenance | 125,000 | 480,000 |

**$600,000**
DESI RABLE ENERGY CONSERVATION

1. Campus-wide  Retrofit old ballasts with new energy-saving ballasts $18,000
2. Schott Center  Retrofit old ballasts with new energy-saving ballasts 25,000
3. Campus-wide  Install motion detectors 20,000
4. Campus-wide  Retrofit exit signs to energy efficient lights 22,000
5. LRC/Library  Install DDS controls 40,000

$125,000

ADDITIONAL MAJOR DEFERRED MAINTENANCE

<table>
<thead>
<tr>
<th>Building</th>
<th>Item</th>
<th>Est. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Wake Center</td>
<td>Roof (asbestos removal)</td>
<td>$25,000²</td>
</tr>
<tr>
<td>2. Life Science/Geology</td>
<td>Replace air handlers (3 floors)</td>
<td>$75,000³</td>
</tr>
<tr>
<td>3. Life Science/Geology</td>
<td>Clean utility ducts</td>
<td>10,000</td>
</tr>
<tr>
<td>4. Wake/Schott Centers</td>
<td>Electrical code</td>
<td>$225,000³</td>
</tr>
<tr>
<td>5. Wake/Schott Centers</td>
<td>Utilities Repairs</td>
<td>75,000³</td>
</tr>
</tbody>
</table>

Other Improvements (won't qualify for State funding)

<table>
<thead>
<tr>
<th>Building</th>
<th>Item</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Schott Center</td>
<td>Replace storage area</td>
<td>160,000</td>
</tr>
<tr>
<td></td>
<td>Replacement cost - $47,000 est.</td>
<td></td>
</tr>
<tr>
<td>2. Administration</td>
<td>Waterproof</td>
<td>140,000</td>
</tr>
<tr>
<td>3. Schott Center</td>
<td>Parking lots resurface</td>
<td>40,000</td>
</tr>
<tr>
<td>4. Wake Center</td>
<td>Parking lots - major repairs</td>
<td>180,000</td>
</tr>
</tbody>
</table>

¹ 1994-95 State Deferred Maintenance request
² 1994-95 Asbestos removal (100% State funding)
³ 1995-96 Deferred Maintenance request (50% State funding)
**BUSINESS SERVICES**

**DATE:** 12/19/94  
**TO:** Peter R. MacDougall, Superintendent/President  
**FROM:** Charles L. Hanson, Vice President, Business Services  
**RE:** Rehabilitation/Maintenance/Construction Fund Balance Update

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**Projected balance 6/30/95**  
$1,583,613

with existing project commitments through #88

**Estimated additional revenue**  
- State Deferred Maintenance: $91,250
- Loan repayment - Parking Account: 100,000
- Loan repayment - Wake Center: 25,000

**Projected Additional Projects Costs**  
1. LSG - heating/ventilating controls (BM 94-95): 182,500
2. Major Maintenance  
   - Project list estimate: 600,000  
   - Budgeted: (164,000)  
3. West Campus irrigation, planting, lighting: 436,000
4. La Playa  
   - Project bid: 291,767  
   - Budgeted: (200,000)  
5. Administration Remodel  
   - Information Resources/Foundation: 200,000  

**Revised ending balance estimate**  
$831,363

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CLH:ba - 12/19/94  
Attachment - 1994-95 Working Budget 11/30/94  
c President’s Cabinet  
Business Services  
Accounting

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X:Balance
The Santa Barbara County Sheriff's Department and the Santa Barbara City Police Department have asked the College to offer up to 650 hours a year of coursework to meet the training needs of law enforcement and correctional officers.

In each of the past few years we have offered approximately 308 hours of instruction designed to meet the needs of local law enforcement and correctional officers. This is about half of the number of hours of coursework desired. Since the amount of coursework we have offered in law enforcement has not been adequate, local law-enforcement agencies have been sending their personnel to Allan Hancock College. An additional incentive for sending their personnel to Allan Hancock College (AHC) is that AHC has agreed to: (1) reimburse the Sheriff and Police departments for instructor, facility and materials costs incurred by these agencies in offering these courses; and (2) waive the health fee. Other community colleges have entered into similar agreements with their local law enforcement agencies.

Recommendations

1. Don Seaver, chair of the Administration of Justice Department, and I recommend that we enter into a three year contract with the Santa Barbara Sheriff's Department to offer up to 650 hours a year of law enforcement courses for law enforcement and correctional officers. The courses would be open to all residents who meet the course prerequisites. The courses requested by the law enforcement community are needed to address a critical need for professional training. Personnel in the law enforcement agencies and citizens in our service area will benefit from the training provided.

2. As detailed in the attached proposed contract between the College and the Sheriff's Department, the Sheriff's Department will offer the courses at its facilities, using its equipment and supplies, and it will cover the costs of the instructors' salaries. To help offset the Sheriff Department's expenses associated with offering the courses, the College should reimburse the Sheriff's Department at a rate of $2.00 per student per hour of instruction.

3. The College should waive both the Health Fee and the Transportation Fee for students enrolled in these law enforcement courses. It is likely that all of the participants enrolled in these courses will be employees of a law enforcement agency (e.g., Sheriff's Department, Santa Barbara Police Department, UCSB Police Department) and, as such, already have health insurance. Since the courses will be offered off-campus, it is difficult to justify requiring these students to pay the College's Transportation Fee.

4. As illustrated in Table 1, reimbursing the Sheriff's Department at a rate of $2.00 per student per hour and waiving the Health and Transportation Fees is less costly to the College than if it were responsible for paying the cost of instruction, purchasing and maintaining the specialized equipment, renting off-campus facilities, and providing the supplies and equipment.
Based on the cost analysis, I recommend that we agree to reimburse the Sheriff's Department for the off-campus law enforcement courses they co-sponsor with the College at a rate of $2.00 per student per hour of instruction.

JF:jdm

Attachment

pc    Bob Ehrmann
      Don Seaver
DRAFT

SANTA BARBARA CITY COLLEGE
721 Cliff Drive
Santa Barbara, CA 93109-2394

CONFIRMATION OF CLASS OFFERINGS

This memorandum confirms the arrangements the Santa Barbara County Sheriff's Department, 4434 Calle Real, Santa Barbara, CA 93110 (hereinafter referred to as the Department) and Santa Barbara City College (hereinafter referred to as the College) have made for the course offerings described within. This agreement will cover all course offerings agreed to by both parties for a period of three years from July 1, 1995 through June 30, 1998, and shall be renewable by mutual agreement of both parties.

CONSIDERATION: The parties agree that all courses offered under this contract shall be open to any person meeting regular College admission requirements and all course prerequisites to be jointly determined by the Department and the College. All courses, seminars, or workshops offered under this contract shall be offered on a credit basis.

The College and the Department will cooperatively develop and offer courses of not less than eight (8) hours conducted at a mutually agreed upon time.

The Department agrees to:

1) Provide all facilities and equipment required for each course.

2) Provide and compensate an instructor for each course, who is qualified to teach at Santa Barbara City College.

3) Employ, control, direct, supervise and reimburse course assistants as they deem necessary to perform the services required by this agreement.

4) Promote all courses among law enforcement and corrections agencies within the college District to assure adequate opportunity for open enrollment.

5) Reimburse the College for the enrollment fee of a credit offering at the College at the current rate per unit for each employee enrolled in a course. The current Santa Barbara City College enrollment fee is $13.00 per unit.

6) Certify every course through P.O.S.T. and/or S.T.C. following their regulations.

7) Work with the chair of SBCC's Administration of Justice Department to develop appropriate lecture and practical application materials and course outlines; recommend college-level instructors; and develop and provide educational support materials, audio-
SANTA BARBARA CITY COLLEGE

BUSINESS SERVICES

DATE: November 30, 1994

TO: Dr. Peter R. MacDougall, Superintendent/President

FROM: Charles L. Hanson, Vice President, Business Services

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BUSINESS SERVICES

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with existing project commitments through #88

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Loan repayment - Wake Center  25,000  

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Projected Additional Projects Costs

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   Information Resources/Foundation  200,000

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Revised ending balance estimate  $831,363

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Business Services  
Accounting

X:Balance
Procurement Cards Help Colleges Reduce Paperwork and Delays in Purchasing

By Jove Mercer

I

If you’re an English professor and you want to purchase a book on the life and works of Langston Hughes, you have to submit a requisition, buy the book, sign it, and get at least two other approvals on your own department.

Dick Scharff of the U. of Iowa: “The purpose is to distribute procurement authority throughout the university.”

That accomplished, you would either drop the requisition to the purchasing department, or drop it on the campus mail. The purchasing department would enter the requisition in its computer system, assign a buyer to write a purchase order, send the order to the vendor, and make copies for your department and its files.

Garry W. Hereman, associate vice-president for purchasing at Temple University, where purchasing cards have been used for five years, says the time spent getting through that kind of involved process costs Temple $100 per purchase.

"We knew we had a problem—and a lot of purchasing time tied up not in buying anything, but in just pushing paper." With the card, the English professor who wanted the book on Langston Hughes would call the vendor, order the book, wait for it to arrive, check the invoice, and forward it to the purchasing department. Purchasing would issue one check per month to the bank that issued the card—at least it would get money electronically—to cover the cost of all the university’s procurement-card charges.

Before it adopted the procurement card, Temple processed 20,000 purchase orders a year to buy $1.5 million in goods. Of those orders, 63 percent were for items costing $100 or less. Mr. Hereman believes that by using the purchasing department issued only 700 purchase orders for $14 million in goods and services. Meanwhile, holders of the procurement cards used them nearly 17,000 times to purchase goods totaling $1.2 million.

PLANS AT CARNEGIE MELLON

Carnegie Mellon University wants to go even further with the cards, says Neal F. Binstock, assistant vice-president for business services. It plans to use the cards for virtually all purchases and, simultaneously reduce its base of 40,000 vendors to fewer than 1,000 by 1976.

William B. Neure, a vice-president of First Chicago Bank, says his organization began marketing procurement cards to universities a few years ago after a pilot program involving several large corporations and the University of Chicago. Clients now include the University of California at Berkeley, Carnegie Mellon, and the University of Wisconsin at Madison.

Most banks place restrictions on the cards, limiting what they can be used for and the number of uses possible in a day, week, or month. With some of their software programs, banks can also transmit daily reports on how the cards have been employed.

FEES ARE NEGOTIABLE

Banks charge an annual fee for each card, generally based on the cardholder’s volume of business and payment date. Mr. Neure says.

But several college purchasing directors say agreements can be negotiated that charge no annual fee. Many purchasing directors, however, are not rushing to sign up. They worry about the mobility of having so many university-owned credit cards floating around the campus. They are also concerned about how the cards will be used.

Some reservations. I have about the cards are, who you give them to—the department, or to the individual?" says Nancy A. Trogay, director of purchasing and general services at Lafayette College and president of the educational buyers’ association universities generally issue the cards in the name of the institution, the department, and the cardholder.

Mr. Trogay says she is also concerned about whose responsibility it would be to make sure the invoices are turned in promptly so that finance charges do not accrue.

Mr. Hereman says strict and well-disseminated regulations can take much of the worry out of using the cards. In five years, Mr. Hereman says only two cards have been revoked. In both cases, it was because employees used the cards to charge items that weren’t allowed. When the employees were revoked, their department was notified immediately after six months.

I have more control today than we ever had. The administration of the card is done in my office, and we get activity reports that we can check, and the card companies don’t allow such purchases to be tracked, he says.

"Very rudimentary" but even for believers such as Mr. Scharff at the University of Iowa, where more than 200 cards are in use, a few companies remain.

The university must do a portion of its business with minority-owned and women-owned firms, and small-dollar purchases offer an opportunity to contract with such companies, he says. Thus far, however, the card companies’ software won’t allow such purchases to be tracked, he says.

"The card companies code vendors by commodity, and it’s very rudimentary right now, because the bulk of their business is in travel and entertainment," he says.

"So trying to get them to move to a position where they are realistic about providing information about minority- and women-owned businesses is a problem."

At the University of Oklahoma, C. Suede Harmon, assistant director of purchasing and past president of the educational buyers’ association, will probably begin using the cards by next spring for items under $750. Already, she’s thinking of the next level.

"Many of us will be introducing new merchants to the credit cards," Mr. Harmon says. "And if we’re going to help the card companies get these merchants on, why not share a little bit of the responsibility?"