	Rank	Est. Cost	High	Medium	Low		Running Total
New Faculty	1	$ 20,000	by motion			$	20,000
Art (1)		$ 13,353	14	0	0	$	33,353
Automotive		$ 4,000	14	0	0	$	37,353
Foreign Language (1)		$ 13,353	14	0	0	$	50,706
ESL (1)		$ 13,353	14	0	0	$	64,059
English(1)		$ 13,353	14	0	0	$	77,412
Social Sciences		$ 13,353	14	0	0	$	90,765
PE		$ 2,000	14	0	0	$	92,765
Math - set aside 1st year		$ 15,000	13	1	0	$	107,765
Psychology		$ 400	12	2	0	$	108,165
Music		$ 22,000	11	3		$	130,165
Student Services - display		$ 754	10	4	0	$	130,919
English(2)		$ 13,353	10	4	0	$	144,272
Library - laptop		$ 2,000	6	8	0	$	146,272
Library - 3 desktops		$ 4,500	5	9	0	$	150,772
Student Services - scanner		$ 450	1	0	13	$	151,222
FRC		$ 2,850	0	13	1	$	154,072
English(3)		$ 13,353	0	9	5	$	167,425
Art (2)		$ 13,353	0	6	8	$	180,778
ESL (2)		$ 13,353	0	5	9	$	194,131
Student Health		$ 4,000	0	4	10	$	198,131
Foreign Language (2)		$ 13,353	0	4	10	$	211,484
English(4)		$ 13,353	0	0	14	$	224,837
English(5)		$ 13,353	0	0	14	$	238,190
Student Services(1)		$ 2,000	0	0	14	$	240,190
Student Services(2)		$ 2,000	0	0	14	$	242,190
Transfer Center		$ 2,000	0	0	14	$	244,190
Chemistry		$ 40,000	0	0	0	$	284,190

2001-2002 PFE REQUESTS FOR ONE-TIME FUNDING TO ACHIEVE GOALS AND OBJECTIVES IN THE 1999-2002 COLLEGE PLAN			
ITC FINAL BALLOT - May 24, 2001			
Funds Available: $217 w/o COLA [for PFE] after non-credit share			
Funds Available: $281 w/ COLA [for PFE] after non-credit share			
PROPOSALS - TECHNOLOGY ITEMS	**One-time**	**Round 2 Reductions**	**ITC Rank**
ADN, VN, CNA, 3 computer projections systems for rooms	$25,000	11,520	2
A243, A214, & on a cart for the remaining classrooms so as to permit			
instructors to increase their use of instructional technology			
*** Changed to 1 ceiling mounted and two mobile carts			
(ESL/FL Multimedia computer/projector for 4 priority classrooms	$10,000	$10,000	5
One (1) Window's-based laptop/cart for classroom use only	$3,500	removed	N/A
To increase the flexibility in room scheduling, and to permit instructors to			
increase their use of instructional technology			
Laptop for PE classrooms and "on the road"	$2,500	$2,000	4
Classroom presentations and athletic teams stats, etc.			
Final Cut Pro Non-Linear Video Editing Systems (8)	$44,000	removed	N/A
To support instruction in MAT/Film courses in digital editing			
Software renewal for Multimedia & Graphics	$37,246	$37,246	7
Math Center, 2 new computers for tutorial purposes	$2,850	$2,850	6
Automotive Dept., 2 computers, two printers, cabinet - serves as library in	$7,000	$3,500	8
OE 182 and as student testing stations			
Iomega Jz External Drive/High Resolution Digital Camera - Provide	$2,079	Mike G.	N/A
students with needed tools to master the latest technology in photojournalism			
Cataloguer 1 - OCLC: Library Horizon, ProQuest and web sites	$1,500	Mike G.	N/A
ESL/FL lab facilities, PCs (21) provide for half of lab	$15,000	$15,000	3
Wants to fully equip the ESL/FL lab facilities for students			
***ranked high if shared - would they consider open lab hrs.			
for pipelines students			
8 NEW FACULTY & 1 DEAN POSITION		$13,500	1

NOTE:

ITC committee supports consultant fund for all divisions
to use for specialized consulting. Available for all divisions
to pull from. Coordinated through Jason Walker,
ICLS.

$15,000

PFE 2000-2001 New Technology Proposals - March 6, 2001

rev final ranked PFE requests

Rank	Instructional Technology Committee	One-Time	Ongoing	Descript. of One-Time*	College Plan Goal	College Plan Objective	Requested By	Department
H	#28. New Technology Initiative Funding from Bill Hamre. Provides support for new institutional technology initiatives. (to fund projects:8, 15, 23, 27, 9, 1, 24, 5, 11, 16, 19, 21, 7)	$200,000	$66,648	TR			William Hamre	Information Resources
H	#28. New Technology Initiative Funding from Bill Hamre. Provides ongoing support for new institutional technology initiatives.		$50,000	TR			William Hamre	Information Resources
H	#2. Campus Pipeline/WebCT: Systems Administrator	$5,000	$77,755	NSS	5	21, 22, 23	Michael Gallegos	Dean of Educational Technology
H	#22. Consultants for expert technical assistant/Bus. Div. Comp. Lab. For support of COMAP and CIS course instruction	$15,000	$15,000	Yearly			Mindy Mass/Nancy Tolivar	COMAP & CIS
	TOTAL	$220,000	$209,403					
H	Bunkered Classrooms (8,15,23,27)							
H	#8. ADN, VN, CNA Programs, 3 computer projection systems for rooms A243, A214, & on a cart for the remaining classrooms so as to permit instructors to increase their use of instructional technology ***Changed to 1 ceiling mounted and two mobile carts	$25,000	$8,250	TR	4, 11	35	Jane Meitu	Nursing Department
H	#15. (ESL/FL) Multimedia computer/projector for 4 priority classrooms	$10,000	$3,300	TR	10	31	Francisco Rodriguez	ESL/FL
H	#23. One Window's based laptop /cart for classroom use only. To increase the flexibility in room scheduling, and to permit instructors to increase their use of instructional technology	$3,500	$1,155	TR	5, 6, 10	21, 31, 32	Barbara Lindemann	Social Sciences Depts
H	#27. Laptop for PE classrooms and "on the road" Classroom presentations and athletic teams stats, etc.	$2,500	$825	TR	10	31	Kathy O'Connor	PE/Athletics
H	#9. Final Cut Pro Non-Linear Video Editing Systems (8). To support instruction in MAT/Film courses in digital editing	$44,000	$24,000	TR	5	21, 23	Guy Smith	MAT
H	#1. Software renewal for Multimedia & Graphics	$37,246	$19,311	TR	10	32	Molly Nicaise	MAT
H	#24. Laptop for FT faculty for PE Department Head Football Coach needs laptop for outside games, stats and recruiting	$1,500	$375	TR	10	31	O'Connor for DiPoala	PE/Athletics
H	#5. Math Center, 2 new computers for tutorial purposes	$2,850	$712	TR	5	21, 23	Jim Kruidenier/Mike Mallen	Math Division
H	#11. Automotive Dept., 2 computers, two printers, cabinet- serves as library in OE182 and as student testing stations	$7,000	$2,400	TR	5, 6	21	Stockero/Gilles/Brainerd	Automotive Department
H	#16. Iomega Jz External Drive/High Resolution Digital Camera- Provide students w/needed tools to master the latest technology in photojournalism	$2,079	$520	TR			Pat Stark	Channels
H	#19. Catalouger 1 - OCLC: Library Horizon, ProQuest and web sites	$1,500	$500					
H	#21. ESL/FL lab facilities, PCs (21) provide for half of lab. Wants to fully equip the ESL/FL lab facilities for students ***ranked high if shared - would they consider open lab hrs. for pipeline students	$15,000	$5,000	TR			Roberto Robledo/Francisco Rod	ESL/FL
H	#7. ADN, VN, CNA Programs, Digital Mavica camera Provide students nurses immediate feedback on skills performance in the learning lab (add $300 to bunkered classroom)		$300	TR	5	21, 22	Jane Meitu	Nursing Department
	Total	$152,175	$66,648					

	Item			TR/NTR				
M	#6. Increase photography studio set-ups/OE-184 classroom by split by half	$22,000	$5,500	TR/NTR	4, 11	35	Liz Russotti	Graphic Design/Photo.
M	#25. Desktop computer for "zero" unit lab hours	$1,500	$375	TR	10	31	Susan Houlihan-Davis	PE/Athletics
M	#4. *Biopac* physiological data collection systems and computer	$23,932	$5,983	TR	5, 10	21, 23, 31	Barron, Doohan, Masson, Saito.	Biological Sciences
M	#10. Increase no. of computer stations, printer and scanners/OE-184 Help keep curriculum current w/industry standard	$16,250	$14,000	TR	4, 11	35	Liz Russotti	Graphic Design/Photography
M	#3. Campus Pipeline Pilot Project: Library Access Lab	$28,062	$5,562	TR	5	21, 22, 23	Michael Gallegos	Dean Educational Technologies
	Total	**$71,944**	**$31,420**					
L	#14. Laptop computer for Student Information System project travel required	$3,500	$1,800	TR			Jane Craven	Information Resources
L	#29. Professional Development Studies, Laptop and Color LaserJet Need to make field presentations about SBCC workplace training initiatives	$8,000	$1,200	TR			Diane Hollems	Prof. Develop. Studies
L	#31. Interactive answering system to support FL online courses	$20,000	$5,000	TR	10	31	Francisco Rodriguez	Foreign Languages
L	#17. Software, High Resolution Digital Camcorder, Minidisk Recorder Online publication for Journalism 121, 122	3154	788	TR		6	Pat Stark	Channels
L	#20. Two-21 Drive CD-ROM Console/Server to connect to campus network	$16,200	$4,050	TR			David Kiley	Library
L	#12. Biological Sciences *Computer Assisted Learning Classroom* software	$18,000			4, 5, 14	12, 15, 17, 20, 21	Friesen	Biological Sciences
L	#26. Augmentation of Computer Stations (6) in LRC Annex (comp./desks) To accommodate six extra stations in the Annex	$11,980		TR	5, 10	20, 21, 22, 23, 31	Jerry Pike	LSS
L	#30. Career Advancement Center - 3 student use computers	$6,000	$1,500	TR	7	27	Robert Ehrmann	Career Center
L	#19. Three computers and standard software for library research To provide 3 additional workstations for library research, i.e. searching	$3,000	$1,000	TR			David Kiley	Library
N/A	#13. Replacement of desktop for laptop, software for athletic trainer while working in training room **(to go through replacement cycle)**	$1,995	$375	TR	10	32	Houlihan Davis	PE/Athletics
	Total	**$111,829**	**$20,713**					

Master Planning and Budgeting Calendar

Draft 5/7/2002

Purposes

- Keep CPC informed
- Guide CPC agendas
- Facilitate continuous monitoring and evaluation of various planning and budgeting processes across divisions
- Provide a basis for revisions in planning and budgeting and for identifying priorities
- Avoid redundancies

Process

- A. Serban meets in May and June 2002 with VPs and, in some cases, managers within each division to identify the specific plans and materials to be presented to CPC and the timeline. The guiding template is presented below.
- Master calendar will be updated over time as needed.

Format & Delivery

- Monthly listing (September through May) of various materials that are expected to be presented to CPC.
- To the extent possible, materials included in the master calendar should be made available to CPC at least a week in advance of the meeting when they will be presented.

Master Planning and Budgeting Calendar

Template

Planning Template – Major Reviews and Updates

Review/Update	Month	Person(s) Responsible
Semiannual review of college plan	January September	A. Serban consulting with VPs
Facilities	April September December Plus monthly updates as needed	B. Fahnestock
Technology	May September	W. Hamre
Educational Programs	April September And as needed	J. Friedlander/L. Fairly
Human Resources: New non-faculty positions based on growth	November	Cabinet

Budget Template – Major Reviews and Updates

Review/Update	Month	Person(s) Responsible
Budget principles	September every 3 years	CPC and Superintendent/President
Update state budget and implications for college and response to changes, as needed	September	Cabinet
Fall FY FTES estimate and implications for college budget	October	A. Serban
Discussion of reallocation of existing expenditures and exploration of new ways of doing business to allow for budget reallocations	October - December	CPC
Prior fiscal year actual final FTES allocation and implications for current year funding	February	A. Serban
Governor's budget for following year and implications for college funding	February	CPC
May revise of Governor's budget for following year and implications for college funding	May	CPC

An Analysis of
Permanent Staffing Needs for
the SBCC Financial Aid Office

Prepared by Brad Hardison, Director of Financial Aid
Santa Barbara City College
Revised: April 26, 2002

I.   Background

Currently, the SBCC Financial Aid Office consists of seven full time staff who work 12-month positions. The job titles are as follows: (1) Director, (3) Special Program Advisors, (2) Financial Aid Assistants and (1) Computer Specialist. In addition to the permanent staff, the office also employs two classified hourly employees who work up to 19.5 hours per week at various times throughout the year. Student workers are also used to a large extent. Currently, the office employs ten student workers during the academic year that work up to 19.5 hours per week. During the summer, the office typically employs approximately five students.

For some time, the office has been struggling with meeting the needs of the students that it serves with current staffing levels. This continues to be further exacerbated by the increase in workload as more students apply for financial aid. Added to this are requests by the college to be open more hours to serve the college's diverse student population better.

While I support better service and more outreach activities. It is unrealistic to think that a lean staffed office such as Financial Aid can continue to offer this expanded level of service with the current level of staffing. While I am a proponent of using automation to make the office more efficient, there is and always will be a need for staff to have one on one interaction with students. There will also be tasks and workload that require the dynamic thinking of a staff person.

II.   Analysis

The lack of staffing in the SBCC Financial Aid Office has had two main results. The first is the impact on the level of service to students. The second is the effect on regulatory requirements.

Expanded Office Hours: Recently, the Financial Aid Office expanded the hours the office is open to students by 26%. The expanded office hours was accomplished by shifting staff resources around and hiring a temporary (until June 30th) hourly person using one-time salary savings from recent vacant positions. Staff who are already feeling overwhelmed at times are asked to do more and more. Students cannot always be awarded as quickly as is desirable affecting their ability to get funds allowing them to attend school.

Regulatory Compliance: Inadequate staffing levels have also hampered adherence to regulatory requirements. When I began as Director of Financial Aid in March 2001, the Direct Loan Program for 2000-2001, which had lacked a consistent coordinator, had not reported loan disbursements to the Department of Education consistently. This resulted in a $500,000 (approx.) liability to the college. It took several staff working overtime to correct the problem over the next 9 months. There are other regulatory requirements that are not given adequate attention due to lack of resources.

Financial Aid Applications: As mentioned before, as the college grows and continues to encourage students to apply for Financial Aid, the workload of the office rises as well. As an example, the chart below shows the number of applications we receive each year. Since students can apply for up to six schools on their financial aid application and SBCC has an open admission policy, we don't know who will ultimately attend our school. We thus, have to give attention to every student who applies.

	2000-2001	2001-2002	% Change	2002-2003
Financial Aid Applications Received at SBCC	4,643	5,313	14.4%	3,055* (To Date Since Jan 1, 2002)

*Since students can continue to apply for the 2002-2003 academic year until July 2003, we expect the total applications to meet or exceed previous years.

Loan Processing: As was noted before, the one area of the office that is lacking adequate support is the loan area. This year, SBCC switched back to doing loans through lenders instead of directly with the Department of Education. This will allow for no reconciliation work as was required by Direct Loans. In addition, the lender representatives give more support to the loan program to assist with requirements such as entrance and exit counseling.

Even with this support, the loan program requires a dedicated staff member to oversee that the loans are transmitted to the appropriate lenders throughout the year. Follow up needs to be done in some cases with the lenders if a loan has not been processed as would be expected. Once loans are approved, they must be awarded to students. Monitoring of disbursements must be done to make sure that the college receives funds.

A loan coordinator would also be responsible for ensuring that the college had a default management plan in place to ensure that loan borrowers did not default on their loan. This, of course, assists the students and the college. The college is required to keep a low default rate to be able to participate in the loan program.

Scholarships: Currently, our Scholarship Coordinator is doing part of these functions. In the past the loan duties and scholarship function was done by the same position. However, as the chart below shows, both programs have grown to the point where one person cannot handle both functions. This has left many of the loan duties to be done by the Director of Financial Aid on evenings and weekends.

Number of Awards	Fall 2000	Fall 2001	% Change	Spring 2001	Spring 2002	% Change
Campus Scholarships	557	700	26%	495	573	16%
Student Loans	210	343	63%	266	538	102%

Administrative Support: The other area in the office that is lacking staffing resources is administrative support. The Director of Financial Aid does not have administrative support to perform such tasks as filing, travel arrangements, purchasing requisitions, etc. In the past, these tasks were given to staff in the office. However, staff no longer has time to take on these tasks due to their increased workload. This again, leaves the Director to have to do his own administrative support tasks after normal regular working hours.

III. Recommendation

Based on the above analysis, it seems appropriate for the college to allocate permanent funding to increase the staffing in the Financial Aid Office at SBCC. This funding would be used to hire one additional staff member who can assist in the operations of the loan program and provide administrative support.

Based on careful review, I am proposing that the Financial Aid Office be given permanent funding for one position as follows:

> Financial Aid Assistant (Range 25, Step C) – Twelve Month Permanent position to begin July 1, 2002.
> Estimated Cost - $28,548 Salary + $10,300 Benefits = $38,848

In addition to allocating funding for a permanent position, I propose that the Hourly Classified Non-Instructional Budget for the department be increased as indicated below from the current level of $8,541. This will assist the department in meeting the needs of increased service during the day and evening hours. This year, the department was only able to meet it's obligation by getting permission from the Executive Vice President for a one time transfer of $8,864 from salary savings in Regular Classified Non Instructional.

> Hourly Classified Non Instructional Increase - $3,861

In addition to the permanent funding, one time funding would be needed to remodel space in the Financial Aid Office for the new staff member and purchase an additional computer. It is estimated that these one time costs would be $8,000 ($5,000 for office remodel and furniture, $1,500 for computer and $1,500 for computer replacement as required by college).

Thus the total cost be as follows:

One Time Cost for 2002/2003 - $8,000
Increase to Regular Classified Non Instructional for New Position - $38,848
Increase to Hourly Classified Non Instructional - $3,861

Total Permanent Costs - $38,848 + $3,861 = $42,709

Increased Revenue: Recently, it was discovered that the college had not been collecting the administrative allowance for campus based financial aid funds. This would result in new funds as follows (these are estimates based on current expenditures and pell grant recipients):

Funding Source	Amount
FSEOG Expenditures ($168,704 + $42,176 (25% match) = $210,880 x 5%)	$10,544
FWS Expenditures ($379,653 + $126,551 (25% match) = $506,204 x 5%)	$25,310
Pell Grant Administrative Allowance	$6,855
Total	**$42,709**

According to the "Blue Book" which details the regulations for accounting, recordkeeping and reporting by postsecondary educational institutions for federally funded student financial aid programs, the administrative cost allowance (ACA) is restricted. The regulations state:

"Schools may claim an ACA to help them defray the costs of administering the campus-based and Federal Pell Grant programs, such as salaries, supplies, and equipment. The ACA may also be used to pay service fees charged by banks for maintaining campus-based program accounts, including a school's Federal Perkins Loan fund, and for expenses related to student consumer information requirements."

I recommend that the administrative cost allowance be used to fund this request. As I am sure most would agree, the Financial Aid Office at Santa Barbara City College serves a vital function to student's college success. A small investment in additional staff would be an effective use of funds to ensure that students are given the access they need to achieve their educational goals.

Membership

1 Executive Vice President (Chair)
4 Vice Presidents
1 Academic Senate President
1 Academic Senate President-Elect or Past President
1 Academic Senate Vice President
1 Academic Senate ~~Planning and Resources Committee Liaison~~ Rep. appointed by Academic Senate President
1 Classified Employee (~~nominated~~ selected by CSEA ~~Rep, selected by Supt./Pres.~~)
1 Student
1 Dean of Educational Programs (Student Services emphasis)
1 Director of Institutional Assessment, Research and Planning (non-voting resource)

Functions and Responsibilities

Assesses trends and plans/develops short- and long-term objectives of the college

~~Reviews department/program plans and coordinates the development of the Statement of Institutional Direction~~ Develops the College Plan.

Participates in the development of the college budget

Makes recommendations to the Supt./Pres. on permanent personnel positions and allocation of college resources.

Serves as advisory group to Supt./Pres. on fiscal/planning matters

Bill Hamre's status as a non-voting/voting member of CPC

Timeline	Notes
1990-1993	Research position under Superintendent/President
1990-1992	Review of CPC minutes lists Hamre as a resource person.
March 1992	Hamre becomes an associate vice president. Remains a resource person.
1992-1994	Minutes list him as "guest".
1995-1998	Minutes list him as "present"
October 19, 1999	CPC discusses membership of Council and makes changes. 5 vice presidents on Council (*minutes attached*)
March 21, 2000	Reorganization of IRD approved by CPC
April 2000	Hamre becomes vice president of Information Resources, enables him to vote at CPC (*minutes attached*)