

Exempted positions:

Account Clerk, Sr.
Bookstore Cashier
CalSOAP Academic Advisor
Campus Assistant [*new position at Wake Center replacing a typist-clerk, int. position*]
Custodian
Financial Aid Assistant
Health Education SPA [*paid from student fees*]
Maintenance Supervisor
Secretary, Sr. [*Erika's area*]
STEP Program Assistant [*categorical*]
Testing Technician, Assessment (two $\frac{3}{4}$ positions to one $\frac{1}{2}$ -time and one full-time)
Vice President of Business Services [*replace Brian*]

C:/word/cpc/exempted positions

| POSITION TITLE | % FTE | DATE VACATED | PREV INCUMBENT | STATUS |
|----------------------------|--------------|---------------------|-----------------------|---|
| Graphic Designer | 100% | 2/14/2003 | Nishinaka | Approved for non-M/S/C replacement after 7/1/03. |
| Maintenance Supv | 100% | 1/24/2003 | Maya | Authorization to replace approved. |
| Custodian, Sr. (Schott) | 100% | 3/31/2003 | Kerr | Creating new hybrid position of existing classifications at Schott. If approved, will report to CE and not F&O. |
| Typist-Clerk Int (Wake) | 100% | 2/14/2003 | Andrelus | New position "Campus Assistant" has been approved. |
| Purchasing Clerk | 100% | 3/5/2003 | Eck | Position not replaced. |
| Matriculation Prog Analyst | 50% | 2/18/2003 | Dixon | 25% went to increase Kratochwill's time to 100%; 25% saved. IRD position unfilled. |
| Tutor Coordinator | 100% | 6/6/2003 | Tierney | Position not replaced. |
| Offset Dup Mach Op | 100% | 12/2/2002 | Mendoza | Position not replaced. |
| DSPS Service Provider | 100% | 6/28/2002 | Larry | Transfers occurred within DSPS; position not replaced. |
| Secretary Sr. (Counseling) | 50% | 4/1/2003 | McClelland | Prev incumbent on 39 month re-hire list. Position not replaced. |
| Secretary Sr. (Wake) | 50% | 4/17/2003 | Robles | Intent is to open with more appropriate classification (may be new). |
| Groundskeeper | 100% | 4/25/2003 | McEachern | Position not replaced. |
| Secretary Sr. (Erika) | 100% | 5/30/2003 | Ringquist | Authorization to replace approved. |
| LTA (ECE) | 100% | 6/6/2003 | Diaz | Unknown at this time. |

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

PRINCIPLES OF BUDGET DEVELOPMENT

The Principles of Budget Development shall be used to allocate resources and thereby protect Santa Barbara Community College District's viability as an institution capable of fulfilling its educational mission for the District. The allocation of resources will do the following:

- Support student enrollment, retention and success
- Maintain the highest quality of instruction and services
- Meet the legal, contractual and accreditation obligations of the college

1. The College shall balance its budget; ongoing expenses will be supported by ongoing income. A general fund contingency of 5% will be maintained. One-time funds will not be used to fund programs or activities on an ongoing basis.
2. In the event of one-time funding shortfalls or unanticipated expenses, reserves may be used to facilitate budget adjustments while expenses are reduced in the least disruptive manner. Cost effectiveness in all areas will be a major factor in considering reduction/retention of programs and services rather than instituting across the board cuts.
3. Employee compensation will be among the highest priorities in making budget decisions. Funds shall be allocated to assure competitive salaries, benefits, and working conditions to recruit, retain, and motivate the best possible administrators, faculty and staff.
- ⇒ 4. The faculty, staff and administrators are ~~one of~~ SBCC's greatest resource. Lay-offs will be avoided if possible. In the event of funding shortfalls, positions that become vacant may not be filled, and reassignments may be necessary.
5. The College is committed to using its shared governance process in institutional planning and budget development.
6. Meeting the college's FTES cap in a cost effective and strategic manner shall be a priority.
7. The College will budget revenue from enrollment when it is received. Similarly, for non-apportionment income (e.g., out-of-state fees, international student fees, interest income, lottery), an estimate shall be made utilizing trends to establish revenue projections. Fixed and mandated costs (e.g., utilities, liability and property insurance, salary steps, and reserve requirements) shall be projected annually and allocations will be made to meet these expenses.
8. Growth funds will be allocated only after receipt and will be used first to fund growth-related expenses. Remaining growth funds shall be allocated to support institutional priorities determined through collegial consultation.

9. Capital equipment shall be provided, maintained, and replaced in a systematic fashion that is supported by ongoing funding. General Fund transfers to the equipment fund should be sufficient to maintain this funding mechanism.
10. Buildings and grounds shall be developed and maintained to meet student and programmatic needs through General Fund transfers to the Construction Fund

NOTE: Recommend repeal Board Resolutions #2 and #3, dated August 22, 1991 (outdated).

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