

COUNSELING PLAN

1986-87

SUBMITTED by

Dr. Richard T. Wotruba
Dean, Student Development/Matriculation

Full-Time Certificated

Gerald Floyd
Margo Handelsman
Jerry Korfas
Ray Rosales

Retiring Full-Time Certificated

Dwight Anderson
Gordon Santee

Medical Leave of Absence
Full-Time Certificated

Glenn Gaston

Part-Time Certificated

Elizabeth Alden
Margaret DuCharme
Diane Edwards
Larry Farwell
Laurie Hoyle
Margaret Kearns
Micael Kemp
Debbie Mackie
Jane Malek
Kathy McGuire
Chris Pagliaro
Ofelia Romero

ABSTRACT

This report is in response to the request of the Vice President, Student Affairs that a comprehensive plan be prepared on Counseling at SBCC for presentation to the College Planning Council on Tuesday, April 22, 1986.

The report includes:

- * SBCC Board of Trustees Counseling Policy Statement
- * A background of Counseling at SBCC
- * Objectives of Counseling at SBCC
- * Counselor staffing at SBCC
- * Counselor Role/Assumptions at SBCC
- * Suggested Weekly Counselor Schedule
- * Suggested Staffing Model for meeting Matriculation Plan - 1986-87
- * Recommendations for Future Action

COUNSELING POLICY STATEMENT

- 3310 The Board of Trustees of the Santa Barbara Community College District, realizing that Counselors and Counseling Services are an integral and mandated responsibility of the college, under Section 72620, Education Code; Section 51500, Title 5, Administration Code; Section 52400, Subchapter 9, Articles 1 & 2, Title 5, Administration Code, proclaim that Counselors and the Counseling Staff provide:
- 3310.1 Admissions information, orientation to the college, registration assistance to students for the selection of classes and programs of study, and information about scheduling and course descriptions.
 - 3310.2 Students and prospective students with individual counseling and guidance services to determine goals and objectives and to help them achieve their maximum potential in academic, vocational, and other areas of special interest.
 - 3310.3 Courses and instruction in the development and improvement of study skills, college course work, testing and test interpretations for student abilities, aptitudes, career interests, and guidance for self understanding, self assessment, and how to attain educational goals.
 - 3310.4 Reference materials and referral resources in the Counseling and Career Centers for majors, educational planning, career discovery, vocational guidance, and job opportunities.
 - 3310.5 Coordination of counseling information related to instruction, administration, and all other support services for the benefit of the students, faculty, and staff at Santa Barbara City College.
 - 3310.6 Assistance in the coordination of college activities and programs with district secondary schools and transfer institutions to include updating materials, transfer information, visitations, liaison, and distribution of articulation agreements on a regular basis.
 - 3310.7 Assistance, information, and materials to local high schools so their students may take college level courses in order to accelerate their college education while still attending high school.
 - 3310.8 Involvement of counselors in the mission of the college through in-service, membership in advisory groups, college committees, and community services.
 - 3310.9 Assistance to students, referral resources and services for personal, social, and financial problems as appropriate.
 - 3310.10 Other counseling and guidance services and activities as the Santa Barbara City College Board of Trustees and the Superintendent/President may determine to be necessary.

SANTA BARBARA CITY COLLEGE

COUNSELING PLAN FOR MATRICULATION

at

SANTA BARBARA CITY COLLEGE

1986-87

BACKGROUND

During the 1985-86 academic year, the Counseling staff has worked closely with the Dean of Student Development/Matriculation to analyze and determine the goals, objectives and functions necessary to provide quality counseling services needed to fully implement the College's Matriculation Plan.

At Santa Barbara City College, Counseling has had two historical trends. **First**, Counseling has derived its commitment from the philosophy underlying the College's objectives, i.e., matriculation. Essentially, these objectives embody a belief in the worth and dignity of each individual and that, given a complete educational environment, individuals are able to make positive decisions which will lead toward success. Santa Barbara City College's philosophy includes the recognition that the human potential for growth and development must be encouraged and that with personal support, educational planning and programming, and proper conditions, almost all students can experience satisfaction and success in their endeavors. **Second**, Counseling at Santa Barbara City College appears to have been an unclear activity and ill-defined in that there has not been proper documentation or direction given to the staff to evaluate their professional activities so as to arrive at agreed-upon standards of accountability by everyone. This has surfaced with the introduction of the Matriculation Plan which has advising as one of its core components. Thus, we have a situation which lacks leadership and direction, but has good energy, skills and justification.

The Counseling program at SBCC as it is in the California Community College system is an essential and mandated component of the education process. It concerns itself primarily, but not exclusively, with educational, personal and social developmental activities. The initial thrust of counseling relates to the individual as a "developing" person, encouraging the idea of self-worth and preparing the individual to become a more active participant in our society and able to contribute to the community.

included such tasks as teaching, coaching, Career and Transfer Center supervision, gender equity, certification, recruitment, health admission tests, committee assignments, articulation with colleges and high schools, program liaison, etc. The District has hired ten part-time, credentialed individuals to serve students. We have a situation whereby 459 hours per week are being charged to the Student Development budget, but only 264 hours are available for direct contact with students. Many of these non-contact hours are necessary if we are to implement a comprehensive Matriculation Plan. Nevertheless, many students never see a counselor and are apparently uninformed and/or misguided regarding programs, services and requirements vs. identifiable skill levels.

COUNSELOR ROLE (ASSUMPTIONS)

In an effort to correct this non-direction and give support to the energies of the counseling staff, the following needs have been identified in order to define accountability and provide in-depth counseling and direction to more students than are presently being served under the existing Matriculation Plan.

1. To have terminals available to provide accurate information to meet the changing requirements, prerequisites and multitude of data used by students and faculty.

2. To develop an equitable division of work for all concerned.

3. To involve other segments of the College in understanding the counseling function regarding the Matriculation Plan, especially in the areas of advising, pre-admission activities, and the Transfer/Career Centers.

4. To establish counselor performance levels in qualitative/quantitative terms.

5. To involve faculty in advising programs so as to increase the accurate flow of information.

Coupled with these identifiable needs are the following assumptions in assigning counseling responsibilities:

A. That 65 percent of the contracted professional counselor workload should be for individual and group contact hours. (Twenty percent of the above should be spent with people who are not yet officially enrolled at Santa Barbara City College).

B. That the remaining 35 percent of the contracted professional counselor workload should be for such activities as consultation with faculty, colleagues and agencies regarding students and prospective students, preparing for counseling sessions, referrals, in-service training, committee assignments,

i. Investigate ways of advising and registering students earlier regarding eligibility levels and assessment scores so as to develop a smoother and more efficient/enrollment process.

3. It is recommended that the College Planning Council endorse the replacements of the two contracted retiring counselors, moving one to a twelve-month position (Transfer Center) and the other to a regular ten-month Academic Counselor.

4. The College Planning Council has already endorsed the allocation of \$15,000 from lottery monies for the School/Business Relations Department. We recommend this be combined with existing funds for a twelve-month temporary counseling position.

SANTA BARBARA CITY COLLEGE

STUDENT DEVELOPMENT

Staffing Requirements 1986-87

<u>FUNCTION</u>	<u>PROJECTED STAFF TIME (Months)</u>
1. <u>Student Advising</u>	111
a. New/Group/Individual	
b. Probation/Disqualification	
c. Pre-Enrollment Activities	
d. Early Warning	
e. Registration	
f. Crisis Intervention	
2. <u>Consultation</u>	29
a. Faculty Advising	
b. Relations-Schools/Business	
c. Articulation	
d. Special Programs	
3. <u>Tracking</u>	5
a. P.D. classes	
b. Orientation	
c. Undecided/Undeclared	
d. New programs	
4. <u>Information</u>	7
a. Outreach	
b. Publications	
c. Assessment	
5. <u>Institutional Maintenance</u>	4
a. Committees	
b. In-Service	
c. Evaluation	
d. Research	
TOTAL:	<u>156 months</u>

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

1986 -- 1987 Preliminary Budget

The first page of the Preliminary Budget summarizes the 1985-1986 adopted and adjusted budgets. The last three columns show the 1986-1987 Planning Budget, Preliminary Budget and the differences. The remaining pages detail this information. An explanation follows:

		<u>Increase or (Decrease)</u>
<u>INCOME</u>		
Federal		
Updated information on allocations		\$ (47,311)
State and Local		
General Revenue calculations	\$ 1,186,511	
The calculation includes:		
1. A 1986-1987 base revenue increase of \$47,047		
2. ADA of 8352 for 1985-1986 and 1986-1987		
3. No allowance for growth		
4. A 5.84% COLA (\$1,139,464)		
Stability funding - 50% of the 1985-1986		
ADA decline reinstated amount	65,198	
Updated information on EOPS, HSPS and CAL-Soap allocations	15,015	
Transfer Center Program	90,000	
State and Local Funds Increase		<u>\$ 1,356,724</u>
TOTAL INCOME INCREASE		<u>\$ 1,309,413</u>
<u>EXPENDITURES</u>		
Medicare (Social Security) Certificated		\$ 145,000
Worker's Compensation		50,000
PERS Contribution - Reduction		(50,000)
Liability Insurance		25,000
Gas		6,750
Electricity		23,250
Water		19,000
Supplies (5%)		42,000
Instructional Equipment Match		100,000
Sabbatical Leave Adjustments		35,000
Certificated Step Increases and Classified Increments Categorical		120,000
Funds Adjustment - EOPS and HSPS - Difference between		
2% COLA and 6%		15,000
Postage		13,500
Class Schedules Publication		8,750
Computer Maintenance		10,000
Transfer Center Program		90,000
Other Adjustments		510
TOTAL EXPENDITURES INCREASE		<u>\$ 653,760</u>
<u>ENDING BALANCE</u>		
Board Operating Contingency	\$ 129,755	
Other Appropriation for Contingency	<u>525,898</u>	<u>655,653</u>
TOTAL EXPENDITURES AND ENDING BALANCE INCREASE		<u>\$ 1,309,413</u>

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

1986-1987 Preliminary Budget -- Summary

1985--1986 1986--1987

	Adopted	Adjusted ¹	Planning	Preliminary	Increase or (Decrease)	Comments
NET BEGINNING BALANCE	\$ 1,278,531	\$	\$ 1,051,185	\$ 1,051,185	\$ -0-	
<u>INCOME</u>						
Federal	\$ 599,457	\$ 671,461	\$ 599,457	\$ 552,146	\$ (47,311)	
State	14,507,300	14,097,844	14,036,712	15,266,121	1,229,409	
Local	5,916,935	6,659,040	5,916,935	6,044,250	127,315	
TOTAL INCOME	\$21,023,692	\$21,428,345	\$20,553,104	\$21,862,517	\$ 1,309,413	
INCOME & BEGINNING BALANCE	<u>\$22,302,223</u>	<u>\$</u>	<u>\$21,604,289</u>	<u>\$22,913,702</u>	<u>\$ 1,309,413</u>	
<u>EXPENDITURES</u>						
Certificated Salaries	\$ 9,836,686	\$ 9,943,436	\$ 9,836,686	\$10,022,900	\$ 186,214	
Classified Salaries	4,712,098	4,752,551	4,712,098	4,734,942	22,844	
Employee Benefits	2,546,439	2,591,857	2,546,439	2,709,501	163,062	
Supplies	826,595	864,029	826,595	888,420	61,825	
Contracted Services	<u>2,307,295</u>	<u>2,367,681</u>	<u>2,307,295</u>	<u>2,427,110</u>	<u>119,815</u>	
TOTAL CURRENT EXPENSES	\$20,229,113	\$20,519,554	\$20,229,113	\$20,782,873	\$ 553,760	
Capital Outlay	\$ 694,579	\$ 657,057	\$ 338,845	\$ 438,845	\$ 100,000	
Student Financial Aid	<u>100,000</u>	<u>64,610</u>	<u>100,000</u>	<u>100,000</u>	<u>-0-</u>	
TOTAL EXPENDITURES	\$21,023,692	\$21,241,221	\$20,667,958	\$21,321,718	\$ 653,760	
Transfer To Other Funds	\$ 227,346	\$ 227,346	\$ -0-	\$ -0-	\$ -0-	
<u>ENDING BALANCE</u>						
Board Operating Contingency (5%)	\$ 1,051,185	\$	\$ 936,331	\$ 1,066,086	\$ 129,755	
Restricted Funds	-0-		-0-	-0-	-0-	
Other Appropriation for Contingencies	-0-		-0-	525,898	525,898	
EXPENDITURES, TRANSFERS & ENDING BALANCE	<u>\$22,302,223</u>	<u>\$</u>	<u>\$21,604,289</u>	<u>\$22,913,702</u>	<u>\$ 1,309,413</u>	

¹ Does not include 1985-1986 lottery allocations.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT
1986-1987 Preliminary Budget--Income

	1985--1986		Planning	1986--1987	Increase or (Decrease)	Comments
	Adopted	Adjusted		Preliminary		
NET BEGINNING BALANCE	\$ 1,278,531	\$	\$ 1,051,185	\$ 1,051,185	\$	
8100-8499 FEDERAL INCOME:						
8150 JTPA	\$ 21,003	\$ 75,518	\$ 21,003	\$ -0-	\$ (21,003)	
8181 College Work Study	344,233	344,233	344,233	338,173	(6,060)	
8187 PELL Admin	-0-	2,205	-0-	-0-	-0-	
8191 Vocational Education Act	234,221	236,305	234,221	213,973	(20,248)	
8193 Adult Basic Ed	-0-	12,950	-0-	-0-	-0-	
8310 Forest Reserve	-0-	250	-0-	-0-	-0-	
TOTAL FEDERAL INCOME	\$ 599,457	\$ 671,461	\$ 599,457	\$ 552,146	\$ (47,311)	
8600-8800 GENERAL REVENUE:						
8611 Principal Apportionment	\$13,392,280	\$12,863,512	\$13,392,280	\$14,456,976	\$ 1,064,696	
8672 Homeowners Exemption	126,000	126,000	126,000	126,000	-0-	
8679 Other Subvention	2,700	-0-	2,700	-0-	(2,700)	
8691 Trailer Coach Fees	10,800	8,000	10,800	8,000	(2,800)	
8811 Secured Taxes	3,648,037	3,803,780	3,648,037	3,803,780	155,743	
8812 Unsecured Taxes	354,844	326,416	354,844	326,416	(28,428)	
8813 Prior Year	216,000	670,000	216,000	216,000	-0-	
8873 Enrollment Fees (98%)	749,700	749,700	749,700	749,700	-0-	
TOTAL GENERAL REVENUE	\$18,500,361	\$18,547,408	\$18,500,361	\$19,686,872	\$ 1,186,511	
8600 OTHER STATE INCOME:						
8611 Equipment Funds (85-86)	\$ 340,192	\$ 337,748	\$ -0-	\$ -0-	\$ -0-	
8611 ADA Decline (Stability Funding)	130,396	130,396	-0-	65,198	65,198	
8621 Handicapped	137,188	151,346	137,188	142,873	5,685	
8622 EOPS Grant	275,107	275,205	275,107	284,422	9,315	
8623 Cal-SOAP Grant	65,823	65,823	65,823	65,838	15	
8624 CARE	-0-	23,000	-0-	-0-	-0-	
8625 Foster Parent Training Grant	11,814	11,814	11,814	11,814	-0-	
8755 Transfer Center	-0-	90,000	-0-	90,000	90,000	
8690 Mandated Costs	15,000	15,000	15,000	15,000	-0-	
TOTAL OTHER STATE INCOME	\$ 975,520	\$ 1,100,332	\$ 504,932	\$ 675,145	\$ 170,213	

SANTA BARBARA COMMUNITY COLLEGE DISTRICT
 1986-1987 Preliminary Budget -- Income

	1985--1986		1986--1987 Planning	1986--1987 Preliminary	Increase or (Decrease)	Comments
	Adopted	Adjusted				
8800 OTHER LOCAL INCOME:						
8820 Chancellor's Office Grants	\$ -0-	\$ 8,040	\$ -0-	\$ -0-	\$ -0-	
8830 Off-Campus CWS	52,554	52,554	52,554	52,554	-0-	
8840 Sales						
8845 Catalog	5,000	5,250	5,000	5,000	-0-	
8850 Rentals & Leases	27,000	27,000	27,000	27,000	-0-	
8860 Interest	230,000	260,000	230,000	230,000	-0-	
8870 Fees						
8871 Continuing Education	95,000	95,000	95,000	95,000	-0-	
8872 Nonresident Student	308,000	415,000	308,000	308,000	-0-	
8873 Enrollment (2%)	15,300	15,300	15,300	15,300	-0-	
8877 Parking	105,500	105,500	105,500	105,500	-0-	
8878 Late Registration	-0-	8,000	-0-	-0-	-0-	
8878 Fines	-0-	2,500	-0-	-0-	-0-	
8878 Drop	50,000	50,000	50,000	50,000	-0-	
8890 Other						
8890 Other	35,000	40,000	35,000	35,000	-0-	
8891 Parking Fines	25,000	25,000	25,000	25,000	-0-	
TOTAL OTHER LOCAL INCOME	\$ 948,354	\$ 1,109,144	\$ 948,354	\$ 948,354	\$ -0-	
TOTAL INCOME	\$21,023,692	\$	\$20,553,104	\$21,862,517	\$ 1,309,413	
INCOME & BEGINNING BALANCE	<u>\$22,302,223</u>	\$	<u>\$21,604,289</u>	<u>\$22,913,702</u>	<u>\$ 1,309,413</u>	

SANTA BARBARA COMMUNITY COLLEGE DISTRICT
1986-1987 Preliminary Budget -- Expenditures

OBJECT DESCRIPTION	1985--1986		1986--1987		Increase (Decrease)	Comments
	Adopted	Adjusted	Planning	Preliminary		
1000 Certificated Salaries						
1100 Teaching, Regular Schedule	\$ 5,604,658	\$ 5,619,852	\$ 5,604,658	\$ 5,751,316	\$ 146,658	
1200 Non Teaching, Regular Schedule	1,279,986	1,343,023	1,279,986	1,316,320	36,334	
1300 Teaching, Other	2,804,848	2,790,974	2,804,848	2,809,070	4,222	
1400 Non Teaching, Other	147,194	189,587	147,194	146,194	(1,000)	
TOTAL 1000	\$ 9,836,686	\$ 9,943,436	\$ 9,836,686	\$10,022,900	\$ 186,214	
2000 Classified Salaries						
2100 Non Instructional - Regular	\$ 2,873,404	\$ 2,836,621	\$ 2,873,404	\$ 2,981,692	\$ 108,288	
2200 Instructional Aides - Regular	659,410	652,726	659,410	659,410	-0-	
2300 Non Instructional - Other	625,393	682,049	625,393	601,009	(24,384)	
2400 Instructional Aides - Other	553,891	<u>581,155</u>	553,891	492,831	(61,060)	
TOTAL 2000	\$ 4,712,098	\$ 4,752,551	\$ 4,712,098	\$ 4,734,942	\$ 22,844	
3000 Staff Benefits						
3100 State Teachers Retirement	\$ 558,401	\$ 602,951	\$ 558,401	\$ 603,257	\$ 44,856	
3200 Public Employees Retirement	449,067	437,938	449,067	385,017	(64,050)	
3300 OASDHI	285,800	292,401	285,800	431,354	145,554	
3400 Health and Welfare Benefits	993,000	988,620	993,000	972,226	(20,774)	
3500 Unemployment Insurance	63,327	65,131	63,327	114,331	51,004	
3600 Workers Compensation	196,844	204,816	196,844	203,316	6,472	
TOTAL 3000	\$ 2,546,439	\$ 2,591,857	\$ 2,546,439	\$ 2,709,501	\$ 163,062	
4000 Supplies						
4000 1985-1986 5% Increase	\$ 40,000	\$ 8,790	\$ 40,000	\$ 40,000	\$ -0-	
4000 1986-1987 5% Increase	-0-	-0-	-0-	42,000	42,000	
4300 Instructional	493,214	512,529	493,214	500,737	7,523	
4500 Support Services	229,474	275,186	229,474	241,776	12,302	
4600 Other	63,907	67,524	63,907	<u>63,907</u>	-0-	
TOTAL 4000	\$ <u>826,595</u>	\$ <u>864,029</u>	\$ <u>826,595</u>	\$ <u>888,420</u>	\$ <u>61,825</u>	

SANTA BARBARA COMMUNITY COLLEGE DISTRICT
 1986-1987 Preliminary Budget--Expenditures

OBJECT DESCRIPTION	1985--1986		Planning	1986--1987		Increase or (Decrease)	Comments
	Adopted	Adjusted		Preliminary			
5000 Other Operating Expenses and Services							
5000 Other Operating Expense	\$ 68,990	\$ 91,382	\$ 68,990	\$ 97,960	\$ 28,970		
5100 Contracts for Personal Services	111,078	198,981	111,078	109,165	(1,913)		
5200 Travel/Conference, Mileage, Inservice Education	91,792	93,878	91,792	85,173	(6,619)		
5300 Dues and Memberships	35,254	37,060	35,254	35,404	150		
5400 Insurance	154,493	154,493	154,493	179,493	25,000		
5500 Utilities	684,443	675,208	684,443	737,153	52,710		
5600 Contracts, Rents, Leases	955,883	949,853	955,883	962,808	6,925		
5700 Legal, Election Audit	79,933	79,933	79,933	80,125	192		
5800 Other Services	125,429	86,893	125,429	139,829	14,400		
TOTAL 5000	\$ 2,307,295	\$ 2,367,681	\$ 2,307,295	\$ 2,427,110	\$ 119,815		
6000 Capital Outlay							
6200 Buildings	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ -0-		
6300 Library Books	43,950	43,950	43,950	43,950	-0-		
6400 Equipment - New	142,322	120,491	142,322	272,173	129,851		
6448 Equipment - Replacement	37,722	42,226	37,722	37,722	-0-		
6400 Equipment - State Funded	340,192	337,748	-0-	-0-	-0-		
6500 Lease Purchase	45,393	27,642	29,851	-0-	(29,851)		
TOTAL 6000	\$ 694,579	\$ 657,057	\$ 338,845	\$ 438,845	\$ 100,000		
7000 Other Outgo							
7500 Student Aid	\$ 100,000	\$ 64,610	\$ 100,000	\$ 100,000	\$ -0-		
TOTAL 7500	\$ 100,000	\$ 64,610	\$ 100,000	\$ 100,000	\$ -0-		
TOTAL EXPENDITURES	\$21,023,692	\$21,241,221	\$20,667,958	\$21,321,718	\$ 653,760		
7000 Other Outgo							
7300 Transfers to Other Funds	\$ 227,346	\$ 227,346	\$ -0-	\$ -0-	\$ -0-		
TOTAL 7300	\$ 227,346	\$ 227,346	\$ -0-	\$ -0-	\$ -0-		
ENDING BALANCE							
Board Operating Contingency (5%)	\$ 1,051,185	\$	\$ 936,331	\$ 1,066,086	\$ 129,755		
Other Appropriation for Contingencies	-0-		-0-	525,898	525,898		
EXPENDITURES, TRANSFERS & ENDING BALANCE	\$22,302,223	\$	\$21,604,289	\$22,913,702	\$ 1,309,413		