BUSINESS SERVICES

MEMORANDUM - April 10, 1989

TO: College Planning Committee

FROM: Charles L. Hanson, Business Manager

SUBJECT: 1988-89 LOTTERY - ADDITIONAL REVENUE/ALLOCATIONS

On March 29, 1989, the CPC subcommittee met to rank the items discussed at the March 28 CPC meeting. The following items are recommended in rank order:

Additional Revenues		\$481,285
Α.	Recommended collegewide allocation Parking Structure Temporary classroom - 3	(100,000) (98,000)
	Balance	\$283,285
В.	Continuing Education (21%)	(59,490)
		\$223,795

Ranked by Subcommittee:

	SBCC Jazz Festival	\$10,000
В.	Collegewide - Credit	41,970
С.	DCC - Essential I	39,363
D.	President's Office	7,447
Ε.	Business Services - Level I	43,528
F.	Student Services - Level I	20,541
G.	DCC - Essential II	17,963
Н.	Business Services - Level II	16,500
Ι.	Student Services - Level II	3,650
J.	DCC - Essential II	22,833

\$223,795

Attached are the worksheets used in the ranking. Items marked "Impv" are recommended for the classroom improvements funds as follows:

Art Lab	\$ 3,000
Chemistry gas valves	2,500
P. E Weight Room floor	15,900
P. E Conditioning Room floor	15,000
Biology/Chemistry - cabinets	6,800
557	\$43,200

CLH:ba/WP:CPC Attachments

DIVISION CHAIR COUNCIL SUPPLEMENTAL LOTTERY REQUESTS 1988-89

I. COLLEGE WIDE NEEDS (Unranked)

Physical Education of Mathematics of Teaching modules of Teaching		0	Item	Est. Cost	
ESSENTIAL ITEMS Essential Items I (Unranked) Dept Item Est. Cost Instr. Support o Readers Instr. Support o T.V. technician 8,000 Library o Cataloger 8,663 Art o Sculpture lab renovation for health and safety Chemistry o Install gas valve in labs & storeroom 4,900 Academic Affairs o Course renumbering 4,900 Academic Affairs o Conditioning room floor 515,900 Mathematics o Teaching modules 800 Physical Education o Conditioning room floor 15,000 Biology/Chemistry o Cabinetry (cupboards) 6,800 Essential Skills o Opaque projectors 1,320 Auto Services O Uniforms 4,500 Communication 0 2 13" Monitors 823 Music O Vibraphone 2,200 Music O WAC SE system 8,320 Technologies O Software compliance 26,117 Technologies O Wall surrounding dumpster in Quad 500 Music O Wall surrounding dumpster in Quad 500 Theatre Arts O Guest artist 11,000 Biol Sciences O Upgrade LSG 216 security 2,250 ADN/LVN O Video tapes for instruction 2,000 Art O NEC monitor and cart 960 ADN/LVN O Video tapes for instruction 15,000 Physical Education O Replace other half of floor in 15,000 Theatre Arts O Equipment for teaching stage combat 2,000 Theatre Arts O Equipment for teaching stage combat 2,000 Theatre Arts O Equipment for teaching stage combat 2,000 Art O NEC monitor and cart 960 Physical Education O Replace other half of floor in 15,000 Dody conditioning room Theatre Arts O Equipment for teaching stage combat 2,000 Theatre Arts O Equipment for teaching stage combat 2,000 Art O NEC monitor and cart 960 ADN/LVN O Video tapes for instruction 15,000 Art O NEC monitor and cart 960 ADN/LVN O NEC monitor and cart 960 ADN/LVN O Video tapes for instruction 15,000 Art O NEC monitor and cart 960 ADN/LVN O		0	Hazardous waste compliance	\$ 8,100	
Dept		0	Bar code reader	<u>33,970</u>	
Dept	ESSENTIAL ITEMS		Total	\$ 41,970	
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Instr. Support	Dept		<u>Item</u>	<u>Est. Cost</u>	
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			GRAND TOTAL	\$259,773	

1988-89 LOTTERY RANKING

BUSINESS SERVICES

Pri <u>ority</u>	Item	Amount
1.	Purchasing/Fiscal Network 3 Terminals 2 Microcomputer) 14,300 1 Printer) Software: Keys 500 Inventory Payroll 228 Data input labor 1,500	16,528
2.	3/4 Ton Truck (replace 1979 truck)	15,000
3.	Fork Lift (old one dangerous)	12,000
4.	Vacuum - battery-operated	4,500
5.	Lateral Files, five 4-drawer	2,600
6.	Two Electric Carts (replacement)	9,000
7.	Gang Reel Mower (72") Football Field	4,900
8.	Small Dump Truck (used) (replacement - 1972)	10,000
9.	Small Equipment Rotary Mowers 1,500 Vacuum Cleaners 1,800 Wet/Dry Vacuums 750 Back-pack Vacuums 450	4,500
10.	Pipe Locator	1,000
11.	Wall/Desk Units - new location	19,800
	Accounting/Payroll	99,828

CLH:ba - 3/10/89 cc: Business Services Managers

Memorandum(lottery5.mem) February 28, 1989

To: Charles Hanson, Business Manager

From: Burt Miller

Subject: President's Office Lottery Request

The President's Office, which presently uses HP150 microcomputers, has become very limited with respect to current computer technology. New software and new versions of old software are not available for the HP150, and the result is that the office is restricted to obsolete technology.

It is time to upgrade this office. It is proposed to replace the two HP150's with IBM PC/AT compatible machines, and the old LaserJet printer with a Laser-Jet Series II, which will provide the office with capabilities about equal to that in many other administrative offices, e.g., Business Services, Deans of Instructional Services, Planning and Research, and Accounting.

The following package is proposed:

Total	\$6,447
6% Sales tax	365
Subtotal	\$6,082
1 Legal paper tray and 1 extra letter size tray	75
2 Font Cartridges	310
1 LaserJet Series II printer	1,700
2 copies of current WordStar or MS Word	400
2 IBM PC/AT or compatible microcomputers @1,800	\$3,600

Note that these computers will replace the two HP150 computers now in the President's Office. Since Personnel has requested 2 HP150's to be compatible with the HP150's already in that office, the two HP150's can be used to satisfy Personnel's needs. This would be a better plan than purchasing any more HP150's.

Memorandum(lottery4.mem) February 28, 1989

To:

Charles Hanson Business Manager

From:

Burt Miller

Subject:

Requests for lottery funds from President's Office

The following items have been submitted for consideration by CPC to be funded from remaining lottery funds.

Personnel

a. Fire Proof File Cabinet \$1,000
Currently some active employee personnel file are contained in a non-fireproof file cabiinet, in non-compliance with district policy and State law.

b. Two (2) additional microcomputers \$4,000 Needed for Marsha Wright and Shar-Lynn Timm.

c. Printer spooler

\$ 700

To accommodate the above computers and one existing computer on the existing LaserJet Printer in Personnel.

d. Two (2) copies of MicroPro WordStar

\$ 400

Note: Items b., c., and d. go together as a package.

2. College Information

a. Two (2) PC-AT compatible microcomputers \$4,000
Replace two HP 150's for conversion to Desktop Publishing

b. Two (2) copies PageMaker software \$1,200

c. LaserJet Series II printer w/ 2MB addon memory \$2,500

d. Printer spooler \$ 400

Note: Items a.,b., c., and d. go together as a package.

LOTTERY PRIORITIES For Staff Meeting February 7, 1989

Priority	Request	<u>Amount</u>
1	Travel & Conference SAFERS user workshop-Financial Aid	\$ 4 6 0
2	Computerized Appointment System (Counseling)	\$3000
3	Football Helmets (18)	\$2150
4	Laserjet Printer, Wordperfect Soft- ware, Desktop Publishing and Q & A Database Network for Counseling	\$5191
5	Security Devices for New, Existing Equipment, and an Alarm System for Printshop	\$2500
6	Football - Shoulder Pads (10)	\$800
7	Hand Whirlpool for Hand, Elbow and Arm Rehabilitation	\$1850
8	Clerical - Data Entry From Counselor Tracking Forms	\$1500
9	Computer and Word Processing Equip- ment for Student Activities Office	\$2850
10	Design, Edit and Produce Major Sheets (Counseling)	\$ 500
11	Replace Video Cassette/Recorder in Career Center	\$ 400
12	Supplies for Faculty Advisors	\$ 500
13	Job Referral & Matching System IBM PC Clone, Printer and "ProSearch"	\$4775
14	Microcomputer for Cal-SOAP	\$1700
15	SYSTATSoftware to do Statistical Analysis in Counseling	\$ 550

16	Replacement for Dean, Student Dev.'s Sec'y IBM PC/AT, software, Disk Drive, Printer	
17	Listing in International Students Guide to American Schools	\$ 650
18	Self-Correcting Typewriter (Admissions and Records)	\$ 300
19	Training Tables (2)	\$1000
20	For Faculty Advisors, 5 File Cabinets	\$1000
21	Set of Pole Vault Standards and Pit	\$5000
22	Replacement in Transfer Center, AT Computer	\$1800
23	Chair for TAP Special Program Advisor	\$ 200
24	Cromix Timer	\$1200
25	Transcription Machine	\$ 500

(lottery/p#3)

CONTINUING EDUCATION DIVISION 1988-89 LOTTERY ITEMS

ADDENDUM

 Completion of Computer software package (CCCA) Reconstruction of Schott facilities for storage 	\$48,000 11,490
Total	\$59,490

3/31/89 (c:misc\lotadden)

CONTINUING EDUCATION DIVISION INSTRUCTIONAL EQUIPMENT

 Two Model UST-8 KAWAI studio pianos and upgrade for two other pianos (Schott) 	\$ 5,000
2. XT computers and lazerjet printers (Wake)	13,000
3. Network cards, cables, hardware to install computer networks (Wake)	18,000
4. Computer software (Wake)	10,000
5. Kiln minder for glass fusing ovens	1,800
6. Refrigerator for foods program (Wake)	1,000
7. One 25" TV monitor, two VHS cassette players, two carts	10,000
8. One audio cassette duplicator	1,500
9. Three ceramics wheels (Schott)	<u>1,800</u>
TOTAL	\$62,100

2/3/89 2/14/89 2/27/89 3/22/89 3/30/89 c:Misc\insequip\ad