AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

November 13, 1980

3:00 p.m. - EXECUTIVE SESSION
Room A-151

4:00 p.m. - REGULAR SESSION
Room A-211
Administration Building
Santa Barbara City College
Santa Barbara, California

1. GENERAL FUNCTIONS

1.1 CALL TO ORDER

1.2 ROLL CALL

1.3 WELCOME

1.4 EXECUTIVE SESSION - Personnel matters (3:00 pm)

1.5 MINUTES OF REGULAR MEETING OF OCTOBER 23, 1980

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

a. RECOMMENDED APPROVAL OF PLACEMENT OF PLAQUE ON CAMPUS BY NATIVE SONS OF THE GOLDEN WEST

Attachment 1.7-a

Mr. Jesse M. Garcia, Grand Trustee of the Native Sons of the Golden West, has requested permission to place a commemorative plaque marking the original site of the castillo built by the Spaniards in 1779 on SBCC property at the edge of the bluff overlooking the breakwater harbor. The 15"x18" plaque will be mounted in a large stone. Proposed wording on the plaque is contained in the attachment.

It is understood that the rock containing the plaque is subject to relocation if it interferes with future college plans.

The Superintendent recommends that the board approve the placement of the plaque, with wording as contained in Attachment 1.7-a, on the site described.
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1. GENERAL FUNCTIONS - continued:

1.7 COMMUNICATIONS - continued:

b. REPORT BY ACADEMIC SENATE PRESIDENT - Glenn Gaston

c. REPORT ON COMING EVENTS - Jim Williams

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF ADDITIONAL TEMPORARY HOURLY INSTRUCTORS, FALL 1980 SEMESTER

Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, CHANGES OF PREVIOUSLY-APPROVED INSTRUCTORS, CONTINUING EDUCATION DIVISION

Attachment 2.1-a(2)

(3) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

Attachment 2.1-a(3)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF REVISED SABBATICAL LEAVE POLICY

Enclosure #1

During the past year, Representative Council has reviewed the district's Sabbatical Leave Program. Numerous changes in the existing policy have been proposed. Enclosure #1 contains a copy of the proposed revisions to the Sabbatical Leave Policy.

The proposed revised policy has been reviewed and endorsed by the Educational Policies Subcommittee.

The Superintendent recommends that the Board of Trustees adopt the revised Sabbatical Leave Policy.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (NON-CLASSIFIED SERVICE EMPLOYEES), MAIN CAMPUS AND CONTINUING EDUCATION DIVISION

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: COLLEGE WORK STUDY (ON- AND OFF-CAMPUS), GENERAL AND TUTORIAL PROGRAMS

Attachment 2.2-a(2)

(3) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF CHANGE IN SHIFT: MARIA ANTUNEZ, SECRETARY, CONT. EDUCATION DIVISION, FROM SWING SHIFT TO DAY SHIFT, EFFECTIVE 7/1/80

Attachment 2.2-a(5)

(6) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE (WITH PAY): SALVADOR JIMENEZ, CUSTODIAN (10/30/80), ALICIA ABESILLA, SPEC.PROGRAM ASST. (10/17/80), AND MARK ALLEN, STAGECRAFT TECH. (10/20/80)

Attachment 2.2-a(6)

(7) RECOMMENDED APPROVAL OF PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS FOR OCTOBER 1980

Attachment 2.2-a(7)

(8) RECOMMENDED ACCEPTANCE OF RESIGNATIONS: THEODORE M. DOLAS, THEATRE TECH., EFFECTIVE 12/19/80, AND DIANE LOPEZ, BOOKSTORE CASHIER, EFFECTIVE 11/18/80

Attachment 2.2-a(8)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF RETIREMENT: MIGUEL F. RAMIREZ, STOREKEEPER, WAREHOUSE, EFFECTIVE DECEMBER 30, 1980

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT: JOHN C. BATES, CUSTODIAN, FACIL. & OPER. (REPLACING R. FISHBACK), EFFECTIVE 11/14/80

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: JOHN K. LIVINGSTON, CUSTODIAN, FACIL. & OPER. (REPLACING M. FLORES), EFFECTIVE 11/17/80

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF IMPLEMENTATION OF EMS CLASSIFICATION STUDY

In accordance with the district's Job Classification Policy, the Board of Trustees on September 27, 1979 approved a campus-wide classification study by the Employee Management Services (EMS). The final report was approved by the Board on April 24, 1980 with the condition that the study be implemented effective July 1, 1980, if the fiscal situation permitted.

With the clarification of the district's fiscal situation for 1980-81, the Superintendent is now recommending that the EMS Study be implemented, effective July 1, 1980.

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL CONSULTANT (EXPERT) STATUS: PATRICIA M. DUNSELMAN, 1980-81 YEAR

Attachment 2.3-a(1)

(2) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS: LIN VANDERHOOK, LAB.TCHG.ASST., CONTINUING EDUCATION

Attachment 2.3-a(2)
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2.3 GENERAL PERSONNEL - continued:

b. NON-Routine

(1) REPORT ON THE CHANCELLOR'S OFFICE AFFIRMATIVE ACTION DISTRICT EVALUATION

Enclosure #2

The Chancellor's Office is required by legislation (SB 1620) to evaluate all district affirmative action plans, and to make a report to the legislature on that evaluation. On September 9, 1980 Mr. Dan Oroz informed the Board that, in the initial evaluation, the district's Affirmative Action Goals & Timetables had been determined not to be in compliance with the Chancellor's Office Affirmative Action Guidelines.

On September 15, 1980 the district was notified by letter (see Enclosure #2) that all components of its Affirmative Action Plan, including its Goals & Timetables, had been evaluated and determined to be in compliance with the Chancellor's Office Affirmative Action Guidelines. Mr. Oroz was also informed that the District's Goals & Timetables initially submitted had been in compliance, but had not been evaluated in time for the report, which had indicated non-compliance.

(2) RECOMMENDED APPROVAL OF SALARY AND PERSONNEL BENEFITS ADJUSTMENT FOR 1980-81

Salary and personnel benefit recommendations have been developed in discussions with the Superintendent and representatives of the Instructors' Association, the Continuing Education Instructors' Association, the Certificated Administrators' Salary Committee and the Classified Management/Supervisory/Confidential Salary Committee.

The agreed-upon salary and personnel benefit recommendations will be presented to the Board of Trustees during the regular board meeting by the Superintendent/President.
2.3 GENERAL PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF APPOINTMENT OF MEMBERS TO EXECUTIVE COMMITTEE - CENTRAL COAST COMPUTING AUTHORITY

On September 11, 1980, the Board approved a Joint Powers Agreement for Data Processing with the Santa Barbara School Districts. The Agreement calls for the establishment of an Executive Committee:

"There shall be a five (5) member executive committee.

Two (2) members of the Committee shall be officers or employees of Schools, selected by the Governing Board of Schools, and two (2) members shall be officers or employees of College, selected by the Governing Board of College. The fifth member shall be chosen by the four Schools and College members and shall not be an officer, employee or agent of either Schools or College.

Each of the five committee members shall have one (1) vote.

The individual members who are officers or employees of Schools or College shall serve at the pleasure of the governing board that selected them so long as they hold the above-described positions with Schools or College, and their successors shall automatically become members. The fifth member who is not an officer, employee or agent of Schools or College shall serve indefinitely but may be removed and replaced at will at any time by unanimous vote of the other members."

It is recommended that the Board of Trustees appoint Dr. David Mertes, Superintendent/President, and Mr. Burt Miller, Administrative Assistant/Liaison Officer for Administrative Data Processing, to the Executive Committee.
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3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 PRESENTATION OF ANNUAL FINANCIAL AIDS OFFICE REPORT

Enclosure #3

Enclosure #3 contains the annual report of the Financial Aids Office for the 1979-80 year.

Mr. William Cordero, Coordinator, will be present to speak to the report and respond to questions.

3.3 PRESENTATION OF ANNUAL PLACEMENT OFFICE REPORT

Enclosure #4

Enclosure #4 contains the annual report of the Placement Office for the 1979-80 year.

Mr. William Cordero will be present to respond to questions.

3.4 RECOMMENDED APPROVAL OF A PROPOSED NEW INTERDISTRICT ATTENDANCE AGREEMENT WITH THE VENTURA COMMUNITY COLLEGE DISTRICT

Attachment 3.4

A new Interdistrict Attendance Agreement with the Ventura Community College District has been negotiated. The agreement provides for the issuance of permits so attendance can be monitored to determine trends and issues. The agreement also provides that "all attendance shall be based on apportionment only and neither district shall incur further financial obligation for services rendered" under the agreement.

It is recommended that the new Interdistrict Attendance Agreement with the Ventura Community College District be approved as presented in Attachment 3.4.

3.5 RECOMMENDED APPROVAL OF PROPOSED REVISIONS IN SECTION 3173.2, POLICIES FOR STUDENT PERSONNEL, INTERDISTRICT CONTRACTS

Attachment 3.5

Minor changes in policy are necessary to accommodate effectively the new Interdistrict Attendance Agreement with the Ventura Community College District.

It is recommended that Section 3173.2 (Interdistrict Contracts) of Policies for Student Personnel be revised as described in Attachment 3.5.
4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF AN INSTRUCTIONAL MATERIALS FEE POLICY

Attachment 4.1

At present, there is no district policy governing instructional materials fees. It is likely that departments may have to rely on instructional materials fees in the future in order to continue to offer quality instruction. The policy developed outlines procedures to be used by departments when an instructional materials fee is recommended.

This proposed policy was reviewed and is endorsed by the Board Subcommittee on Educational Policies.

It is recommended that the new policy in Attachment 4.1 be approved.

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS P01-0698 THROUGH AND INCLUDING P01-0871 FOR SUPPLIES, EQUIPMENT AND SERVICES

Attachment 5.1-a

b. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PAYMENT OF CLAIMS AS LISTED ON Attachment 5.1-b AND SUCH OTHER CLAIMS AS MAY ARISE PRIOR TO THE MEETING

Attachment 5.1-b

c. RECOMMENDED APPROVAL TO AUTHORIZE ADDITIONAL PERSONNEL FOR ISSUING PARKING CITATIONS

Attachment 5.1-c

d. RECOMMENDED ACCEPTANCE OF GIFT ON BEHALF OF THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE

Attachment 5.1-d

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<td>$30,000</td>
<td>Steven Graham</td>
<td>Mercedes-Benz Unimog -</td>
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<tr>
<td>(estimated</td>
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<td>by donor)</td>
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The Superintendent recommends acceptance of the gift and requests authorization to send a letter of appreciation to the donor.
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5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

e. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS No. 005, 007, 009, 012, 015 and 018 FOR INTERNAL ACCOUNTING ACTIONS

Attachment 5.1-e

f. RECOMMENDED APPROVAL OF PAYMENTS OF LEADERSHIP STIPENDS

Attachment 5.1-f

Funds for leadership stipends are included within the 1980-81 adopted budget. These stipends, paid bi-annually, are reimbursement to Department Chairpersons and Cluster Leaders for serving in that capacity. In many instances, these monies are redistributed within the instructional departments to faculty for responsibilities in curriculum, scheduling, budgeting, etc. Also, some departments use the stipend monies to augment instructional supply and equipment accounts. The Athletic Director and Head Librarian also receive a specified amount. The payments are normally processed mid-November and mid-March.

It is recommended that stipends be paid as delineated in Attachment 5.1-f.

5.2 NON-ROUTINE

a. PRESENTATION OF DISTRICT FINANCIAL REPORTS

Enclosure #5

Enclosure #5 contains the report of the financial status of the district covering the period July 1, 1980 through September 30, 1980 for the following funds and accounts:

- Bond Building Fund
- Cafeteria Account
- Children's Center Fund
- Construction & Rehabilitation Fund
- Harold R. Frank Trust Fund
- General Fund
- Health Fee Fund
- Marine Technology Special Reserve Fund
- Special Reserve Fund
- Student Finance

This is presented as information. Staff members will be present to respond to questions.
5. BUSINESS SERVICES - continued:

5.1 NON-ROUTINE - continued:

b. PRESENTATION OF REPORT OF CAMPUS BOOKSTORE

Attachment 5.2-b

Attachment 5.2-b contains the latest summary of the Bookstore operations for the period ending September 30, 1980.

This is presented as information.

c. RECOMMENDED ADOPTION OF RESOLUTION No. 2 (1980-81) AUTHORIZING APPROPRIATION TRANSFERS No. 008, 016 and 017

Attachment 5.2-c

Since the adoption of the budget, transfers from the Appropriation for Contingencies have been requested to meet program needs. A resolution is required to authorize the accounting staff to make such changes.

The Superintendent recommends adoption of Resolution No. 2 (1980-81) authorizing Appropriation Transfers No. 008, 016 and 017.

d. RECOMMENDED ADOPTION OF RESOLUTION No. 3 (1980-81) AND APPROVAL OF APPROPRIATION TRANSFERS 81-N01, 81-N02 and 81-N03 TO ADD NEW MONIES TO THE GENERAL FUND

Attachment 5.2-d

According to accounting procedures, acceptance of grant funds necessitates increasing the district's 1980-81 Budget in like amounts and allocating the funds to the appropriate cost centers.

It is recommended that Resolution No. 3 (1980-81) be adopted authorizing the following actions:

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<td>81-N03</td>
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<td>CWETA Optic</td>
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. RECOMMENDED APPROVAL OF SUBMISSION OF FISCAL OPERATIONS FOR 1979-80 YEAR AND APPLICATION FOR PARTICIPATION IN PROGRAMS OF STUDENTS FINANCIAL AID FOR 1981-82

Enclosure #6


Mr. William Cordero will be present to speak to this item.

It is recommended that the submission of the Fiscal Operations Report for 1979-80 and the application for participation for 1981-82 be approved.

f. RECOMMENDED ADOPTION OF RESOLUTION No. 4 (1980-81) APPROVING REVISION OF THE 1980-81 CHILD CARE CONTRACT

Attachment 5.2-f

On June 26, 1980, the Board approved the 1980-81 Child care Program contract for $95,773; $71,830 from the state, and a 12.5%, or $11,972, matching requirement from the district. Notification has now been received that the 1980 Budget Act requires districts that received both fiscal relief through AB 8, resulting from the permissive override levied in 1977-78, and state child care apportionment should be required to provide the full 25% local match rather than 12.5%. Sufficient funds are provided by AB 8 to meet this requirement.

The Office of Child Development has requested a board resolution approving the contract revision increasing the local match to 25%. Resolution No. 4 certifies approval to enter into revised contract 1443 with the Department of Education. The attachment also contains a copy of the revised contract.

The Superintendent recommends adoption of Resolution No. 4 (1980-81) certifying approval of the revised Child Care Contract.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

g. RECOMMENDED APPROVAL OF LEASE WITH THE STATE OF CALIFORNIA FOR STATE PARKS PROPERTY ON SIXTH STREET IN CARPINTERIA

Enclosure #7

On August 4, 1980, the Board approved the negotiation with the State of California for the lease of surplus State Parks property in Carpinteria. In September, negotiations were completed in Sacramento by the Business Manager and a State Land agent. As a result of the discussions, the College proposed a five-year lease with the site improvements to remain at the termination of the lease. The letter in the enclosure explains the details of the district's offer.

The $20,000 in proposed site improvements will be raised by the Carpinteria Parent-Child Workshop. To date, the workshop has received a $15,000 grant from the Santa Barbara Foundation, and raised $4,500 from a recent auction. The workshop has pledged to raise all funds for improvement and operations of the property and provide for proper insurance.

The Superintendent recommends approval to execute the lease with the State for park property on Sixth Street in Carpinteria.

h. RECOMMENDED APPROVAL OF PURCHASE AGREEMENT WITH THE SANTA BARBARA TRUST FOR HISTORIC PRESERVATION FOR DISPOSAL OF PROPERTY (FACILITIES AT 914 SANTA BARBARA STREET, CONTINUING EDUCATION)

Enclosure #8

At the September 11, 1980 meeting, the Board approved, in concept, the sale of the 914 Santa Barbara Street property to the Santa Barbara Trust for Historic Preservation. The draft agreement has had minor word changes and a new release clause (#7). Other terms and conditions in the agreement remain the same.

The Superintendent recommends approval of the Purchase Agreement with the Santa Barbara Trust for Historic Preservation for the property at 914 Santa Barbara Street.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. RECOMMENDED APPROVAL OF SALE OF PROPERTY AT CANON PERDIDO AND OLIVE STREETS TO THE SANTA BARBARA HOUSING AUTHORITY

On March 27, 1980, the Board approved a Santa Barbara Housing Authority option to purchase the real property at the NE/C Canon Perdido and Olive Streets. At a subsequent Board meeting this option was extended.

The Santa Barbara Housing Authority has now received approval and funds from the Department of Housing and Urban Development for the purchase of the lot. The agreed-upon price of the property is $200,000 plus one-half of the escrow costs.

The escrow has been opened with Lawyers Title Insurance Corporation and the Housing Authority would like to close escrow as soon as possible.

The Superintendent recommends approval of the sale of the real property at Canon Perdido and Olive Streets to the Santa Barbara Housing Authority for $200,000 plus one-half of escrow costs.

j. RECOMMENDED APPROVAL OF DONATION OF SURPLUS PIANO

The grand piano presently stored on the second floor of the Administration building was used in the past in the old auditorium (A-210). Cost estimates for repairing the piano do not justify keeping it. The Music Department indicates the instrument is of no value to them and is not of sufficient quality to restore. The district piano tuner indicates the value in its present condition is less than $100.

The Superintendent recommends the grand piano be declared surplus district property and that it be donated to La Casa de la Raza.

k. REQUEST FOR SUNDAY USE OF DISTRICT FACILITIES

Attachment 5.2-k

A request has been received from California Polytechnic State University to offer an extension course on Sunday, February 1, 1981.

Mr. Cal Reynolds will be present to speak to this request.
6. GENERAL INFORMATION

No items

7. ADJOURNMENT

Action by the Board of Trustees on October 23, 1980 cancelled the next regularly-scheduled meeting of November 27, 1980 (Thanksgiving Day).

Therefore, the next regular meeting of the Board of Trustees will be held on Thursday, December 11, 1980. This will also be the Annual Organization meeting for the Board. The meeting will be held in Room A-211, Administration Building, Santa Barbara City College, Santa Barbara, California.