AGENDA

ANNUAL ORGANIZATIONAL MEETING
AND
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

December 11, 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 p.m.)

1.5 MINUTES OF REGULAR MEETING OF NOVEMBER 13, 1980

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

a. REPORT BY ACADEMIC SENATE PRESIDENT - Glenn Gaston

b. REPORT ON COMING EVENTS - Jim Williams

1.8 BOARD ACTION REQUIRED IN CONNECTION WITH THE BOARD OF TRUSTEES ORGANIZATIONAL MEETING

a. ELECTION OF PRESIDENT AND VICE-PRESIDENT

The Education Code requires that a President and a Vice-President be elected during this meeting. In accordance with Board policy established on March 11, 1971, "The President shall be elected for a one-year term and may succeed himself/herself in office for one additional year".
AGENDA  -  Annual Organizational Meeting & Regular Meeting  
SBCCD Board of Trustees  
December 11, 1980  

1. GENERAL FUNCTIONS - continued:  

1.8 continued:  

b. ELECTION OF REPRESENTATIVE TO THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION  

Annually, the Board has elected one of its members to represent the district on the County Committee on School District Organization. For the past several years, Mrs. Kathryn Alexander has accepted this assignment.  

c. ESTABLISHMENT OF MEETING DATES, TIME, AND PLACE  

In accordance with Board policy established on March 11, 1971, the Board of Trustees has met on the 2nd and 4th Thursdays of each month. Official action on December 13, 1979, set the starting time as 4:00 p.m. During the past year, the meetings have been held in Room A-211 of the Administration Building.  

d. LIAISON REPRESENTATIVE, COMMUNITY COLLEGE DIVISION OF THE CALIFORNIA SCHOOL BOARDS ASSOCIATION (CSBA)  

Mr. Sidney R. Frank has served in this capacity since 1974.  

e. SUBCOMMITTEES FOR THE BOARD OF TRUSTEES FOR 1980-81  

Membership on the subcommittees for the coming year will be announced at the next regular Board meeting in January.  

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 TEMPORARY HOURLY (NON-TEACHING) ASSIGNMENT (OVERLOAD): SYDNEY SIEMENS  

Attachment 2.1-a(2)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(3) RECOMMENDED CLARIFICATION OF TEMPORARY APPOINTMENTS AS CATEGORICALLY-FUNDED ASSIGNMENTS
Attachment 2.1-a(3)

(4) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE
Attachment 2.1-a(4)

b. NON-Routine

(1) RECOMMENDED APPROVAL OF HOURLY, CHANGES OF PREVIOUSLY-APPROVED INSTRUCTORS, SUBSTITUTES, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION, 1980-81 YEAR
Enclosure #1

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (NON-CLASSIFIED SERVICE EMPLOYEES), MAIN CAMPUS & CONT. ED DIVISION
Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY APPOINTMENT (CLASSIFIED SERVICE EMPLOYEE)
Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: COLLEGE WORK STUDY (ON- AND OFF-CAMPUS), GENERAL AND TUTORIAL PROGRAMS
Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS FOR NOVEMBER, 1980
Attachment 2.2-a(4)
AGENDA - Annual Organizational
Meeting & Regular Meeting
SBCCD Board of Trustees
December 11, 1980

2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(5) RECOMMENDED APPROVAL OF EXTENSION OF ILLNESS LEAVE OF
ABSENCE: ALICIA ABESILLA, EOPS, 12/15/80 THROUGH 6/30/81

Attachment 2.2-a(5)

(6) RECOMMENDED ACCEPTANCE OF RESIGNATIONS:

PETER MORENO, GROUNDSKEEPER
FACIL. & OPERATIONS DEPT. 11/30/80

VIOLA ROBLES, STU.PLACE.CLK.
PLACEMENT DEPT. 1/2/81

PAUL VINCENT, DUP.MACH.OPER.
DUPLICATING DEPT. 1/2/81

Attachment 2.2-a(6)

(7) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS

Attachment 2.2-a(7)

(8) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

Attachment 2.2-a(8)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF RETIREMENT: EVALYN STAFFORD,
PROGRAM PLANNING ASST., CONTINUING EDUCATION DIVISION,
EFFECTIVE FEBRUARY 28, 1981

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT: STEPHEN BURTON,
CUSTODIAN (REPLACING M. FLORES), FACIL. & OPER. DEPT.,
EFFECTIVE 12/12/80

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: TERRY CORDINGLY,
LAB.TCHG.ASST., HEALTH TECH. (REPLACING E. LAWSON),
EFFECTIVE 12/12/80

Attachment 2.2-b(3)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(4) RECOMMENDED APPROVAL OF APPOINTMENT: RANDY ELDER, COMPUTER OPERATOR (REPLACING B. MC COY), DATA PROCESSING DEPT., EFFECTIVE 12/12/80

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT: JAMES A. FOSTER, BUS. SERVICES SUPV., (REPLACING J. TOBIN), PAYROLL (BUSINESS SERVICES), EFFECTIVE 12/12/80

Attachment 2.2-b(5)

(6) RECOMMENDED APPROVAL OF APPOINTMENT: JOSEPH R. MC HATTON, INT.ACCT.CLK. (REPLACING B. JOHNSTON), ACCOUNTING DEPT., EFFECTIVE 12/15/80

Attachment 2.2-b(6)

(7) RECOMMENDED APPROVAL OF APPOINTMENT: KAREN M. PALMER, BOOKSTORE CASHIER (REPLACING D. LOPEZ), BOOKSTORE, EFFECTIVE 12/12/80

Attachment 2.2-b(7)

(8) RECOMMENDED APPROVAL OF APPOINTMENT: CARLA J. STANCE, INT. ACCT.CLK. (REPLACING A. DOUGLAS-HALF/TIME), ACCOUNTING DEPT., EFFECTIVE 1/5/81

Attachment 2.2-b(8)

(9) RECOMMENDED APPROVAL OF CLASSIFIED MANAGEMENT/SUPERVISORY/CONFIDENTIAL SALARY SCHEDULE FOR 1980-81

Enclosure #2

On November 13, 1980, the Board approved a 9% across-the-board salary increase for Classified Management/Supervisory/Confidential employees, retroactive to July 1, 1980. The adjusted Salary Schedule is contained in Enclosure #2.

It is recommended that approval be given of the 1980-81 Classified Management/Supervisory/Confidential Salary Schedule, as contained in Enclosure #2.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(10) RECOMMENDED APPROVAL OF CHANGE TO CLASSIFIED WINTER HOLIDAY SCHEDULE  
Attachment 2.2-b(10)

Article 8 of the CSEA Agreement and Section 1360 of the Classified Personnel Rules & Regulations provide that January 2, 1981 shall be a work day and that Friday of Spring vacation (April 3, 1981) shall be a holiday for Classified Service employees.

CSEA Chapter 289 has requested that the District agree to designate Friday, January 2, 1981 as a holiday for Classified Service employees, in lieu of the Friday of Spring vacation (April 3, 1981). The CSEA Agreement provides for such a change in the holiday schedule upon mutual agreement by both parties.

The Superintendent recommends that the CSEA request be approved and that January 2, 1981 (Friday) be designated an official District holiday with all offices closed and that Friday, April 3, 1981 be designated a regular District work day with all offices open.

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL CONSULTANT STATUS  
Attachment 2.3-a(1)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF SALARY AND PERSONNEL BENEFITS ADJUSTMENT, 1980-81

Salary and personnel benefit recommendations have been developed in discussions with the Superintendent/President and representatives of the Instructors' Association, the Continuing Education Instructors' Association and the Certificated Administrators' 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.
AGENDA - Annual Organizational
Meeting & Regular Meeting
SBCCD Board of Trustees
December 11, 1980

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 REPORT ON STATUS OF COLLEGE CALENDAR FOR 1981-82

The College Calendar Committee has recommended that the college continue with a "traditional-start" calendar for 1981-82. During the month of November, all segments of the college community were asked for comments and reactions to the committee's recommendation. The consensus of the college community is strong support for the traditional-start calendar for 1981-82.

It is expected that the details of the calendar will be presented for approval at the second Board meeting in January.

The Calendar Committee will continue to analyze data to determine its recommendation beyond 1981-82.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF NEW COURSES, WINTER TERM 1981, CONTINUING EDUCATION DIVISION

Attachment 4.1

4.2 RECOMMENDED RATIFICATION OF ADVISORY MEMBERS OF FAMILY DAY CARE COMMITTEE

Attachment 4.2

The attachment contains the list of members on the Family Day Care Advisory Committee. This committee's responsibility is essentially that of program instruction for Family Day Care Centers in the South Coast area.

It is recommended that ratification be given of the advisory members of the Family Day Care Committee, as contained In Attachment 4.2.

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS PO1-0872 THROUGH AND INCLUDING PO1-1072 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
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

   c. RECOMMENDED ACCEPTANCE OF GIFTS ON BEHALF OF THE FOUNDATION
       FOR SANTA BARBARA CITY COLLEGE

       Attachment 5.1-c

       The Superintendent recommends acceptance of the gifts
       listed on Attachment 5.1-c and requests authorization to
       send a letter of appreciation to the donors.

   d. RECOMMENDED APPROVAL OF AMENDMENT TO ORIGINAL LIST OF TAX
       SHELTERED ANNUITY ACCREDITED PLANS

       Attachment 5.1-d

       The Nationwide Life Insurance Company and the Lord,
       Abbett & Company have requested approval to sell tax shel-
       tered annuities to employees of the district. Hold Harm-
       less Agreements have been filed with the district.

       The Superintendent recommends that the list of tax
       sheltered annuity accredited plans be amended to include
       the firms of Nationwide Life Insurance Company and the
       Lord, Abbett & Company.

   e. RECOMMENDED APPROVAL OF THE EQUITABLE LIFE ASSURANCE SOCIETY
      EQUIT-SUR-PLUS PLAN

       The Equitable Life Assurance Society has presented the
       district with a life insurance program which over a period
       of time builds a cash value. This contrasts with the term
       life insurance policies presently offered by the district.
       The addition of this plan allows district personnel to
       participate in a whole life policy with a cash value at
       termination.

       It is recommended that the Equi-Sur-Plus Plan of the
       Equitable Life Assurance Society be approved.
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

f. RECOMMENDED APPROVAL OF THE DISPOSAL OF BACK ISSUES OF PERIODICALS

The Library wishes to dispose of unused back issues and duplicate copies of AMERICAN JOURNAL OF NURSING, BIOLOGICAL ABSTRACTS and various other titles. Departments on campus have been consulted and there is no further use for these holdings.

The periodicals will be sent to UCSB, Museum of Natural History, and other institutions indicating a need.

The Superintendent recommends that the periodicals be declared surplus and be disposed of in the recommended fashion.

5.2 NON-ROUTINE

a. REQUEST FOR SUNDAY USE OF DISTRICT FACILITIES

Attachment 5.2-a

Requests have been received from two separate organizations to use district facilities on a Sunday date:

- Metropolitan Opera
- Western Regional Auditions
- Santa Barbara Sports Car Club
- Auto Sports Event

February 8, 1981
January 18, 1981

Similar requests from these organizations have been honored by the Board of Trustees in the past.

b. RECOMMENDED ACCEPTANCE OF AUGMENTATION TO IMPROVEMENT OF INSTRUCTION GRANTS

Attachment 5.2-b

An augmentation of $400 has been received to cover travel expenses for two persons to attend a conference in Sacramento on Improvement of Instruction Projects on November 17-18, 1980.

The Superintendent recommends acceptance of this augmentation.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED RATIFICATION OF THE SUBMISSION OF AN APPLICATION TO PARTICIPATE IN THE NURSING CAPITATION GRANT PROGRAM

Enclosure #3

An application to participate in the 1981-82 Nursing Capitation Grant Program was submitted to meet a November 21 deadline.

The Superintendent recommends ratification of the submission of this application.


Enclosure #4

The State Department of Education's Division of Child Development has requested the submittal of a completed Program Information Packet. Included is a 1980-81 contract amended to include the 9% adjustment for inflation, a resolution authorizing the adjustment, and a revised budget incorporating the increase. Also included are staffing and salary information and a calendar.

The result is an increase to the Children's Center expenditure budget from the previously-Board approved amount of $112,236 to $120,893. This increase is offset by additional State funds.

The Superintendent recommends approval of the revised budget and adoption of Resolution No. 5 (1980-81) certifying approval of the amended Child Care Contract.

e. RECOMMENDED APPROVAL OF GUIDELINES FOR ACCEPTANCE OF GIFTS AND DONATIONS ON BEHALF OF THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE

Attachment 5.2-e

As more gifts and donations are received by THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE, guidelines for accepting the gifts are needed. Proposed guidelines are included in Attachment 5.2-e.

These guidelines have been reviewed by the Subcommittee on Educational Policies and THE FOUNDATION'S Board of Directors.

The Superintendent recommends adoption of Guidelines for Acceptance of Gifts and Donations, as contained in Attachment 5.2-f.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED APPROVAL OF RELEASING THE CLAIM AGAINST THE BUS COMPANY RESULTING FROM THE GEOLOGY FIELD TRIP BUS ACCIDENT

Enclosure #5

The District has received word from Crawford & Company, insurance adjusters for THE BUS COMPANY insurance carrier, that all claims have been satisfactorily resolved and the dismissal of the suits has been filed. This information was communicated to Mr. Tom Anderle as legal counsel in the matter and he recommended the district sign the release of claim for a settlement of $2,164.55.

The Superintendent recommends the approval to authorize a release of claim against THE BUS COMPANY in the amount of $2,164.55.

g. RECOMMENDED APPROVAL OF STUDENT WAGE RATE AT $3.50 PER HOUR, EFFECTIVE JANUARY 5, 1981

The hourly wage rates for students working on campus have been set at the minimum wage for the past several years. As of January 1, 1981, the new Federal minimum wage rate goes from $3.10 to $3.35 per hour.

Currently, the average rate for students working off-campus under College Work Study is over $4.00 per hour. Recognizing that there are advantages for students to work on campus, it is recommended that the minimum wage for students on campus be established at $3.50, an increase of 40¢ per hour. To be consistent and fair, tutorial salaries should also be increased by 40¢ per hour. The annual cost of these increases is approximately $20,000, or $13,000 for the remainder of the 1980-81 fiscal year.

The Subcommittee on Salaries has reviewed and endorsed this change.

The Superintendent recommends that student on-campus wage rates be increased by 40¢ per hour with a minimum rate at $3.50 per hour, effective January 5, 1981.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RECOMMENDED APPROVAL OF APPOINTMENT OF JOE CONNELL, SR., CIVIL ENGINEER, FOR ENGINEERING SERVICES IN CONNECTION WITH MODIFICATIONS AT GARFIELD SCHOOL

The Garfield School lease/purchase and concomitant sale of the 914 Santa Barbara Street property is progressing satisfactorily and all approvals are expected by year end. The Environmental Impact Report states that the District would convert the parking and playground areas to off-street parking. In order to accomplish the task by September 1, 1981, engineering work, plans and specifications, and completion of contract documents must be started immediately. Mr. Joe Connell, Sr., who designed and administered the Cathedral Oaks School parking lot contract, is recommended to perform the engineering services at Garfield School.

This will be reviewed by the Subcommittee on Facilities & Operations on December 10, 1980.

The Superintendent recommends the appointment of Joe Connell, Sr., Civil Engineer, to perform the necessary engineering services for the parking lot development at the Garfield School site.

i. RECOMMENDED ACKNOWLEDGEMENT OF RECEIPT OF THE AUDIT REPORT FOR THE SANTA BARBARA COMMUNITY COLLEGE DISTRICT FOR THE 1979-80 FISCAL YEAR

Enclosure #6

Education Code Section 84040 requires the governing board of each district to have all district funds audited annually by a Certified Public Accountant. The 1979-80 audit has been completed by Mr. William D. Kendall, C.P.A., and is presented in Enclosure #6.

The Superintendent recommends acknowledgement of receipt of the Audit Report for 1979-80, as contained in Enclosure #6, and further recommends the payment of the previously-agreed feed.
AGENDA - Annual Organizational
Meeting & Regular Meeting
SBCCD Board of Trustees
December 11, 1980

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

j. RECOMMENDED ADOPTION OF RESOLUTION No. 6 (1980-81) INCREASING THE
1980-81 NON-RESIDENT TUITION FEE

Attachment 5.2-j

Assembly Bill 2825 which updates certain aspects of calculating the non-resident tuition rate was signed into law in the late summer. Most districts did not implement the changes during the Fall semester due to the lateness of the announcement.

The bill changes sections of Ed Code 76140 requiring the district to adjust the tuition charge by inflating the current expense of education in the base year (1978-79) by the two succeeding years. The Department of Finance has determined the increase for 1980-81 amounts to 27.7%.

The district's current rate is $57 per unit by action of the Board in December, 1979. The increase of 27.7% would raise the non-resident tuition to $72 per unit. The 15 unit maximum fee is now eliminated and the rate may be applied to all units for which a student is enrolled.

County Counsel is of the opinion that the increase must be implemented for the Spring semester to comply with the new statute.

The Superintendent recommends adoption of Resolution No. 6 (1980-81) increasing the Spring 1981 non-resident tuition fee from $57 to $72 per unit on all units for which a student is enrolled.

6. GENERAL INFORMATION

No items

7. ADJOURNMENT

Due to conflict with holiday dates in the New Year, it is suggested that the following be established as the schedule of Board meeting dates for the months of January and February:

Cancel January 8, 1981  Cancel February 12, 1981
Cancel January 22, 1981  Cancel February 26, 1981
Schedule January 29, 1981