AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

March 27, 1980

4:00 p.m. - 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
   1.5 MINUTES OF SPECIAL MEETING OF MARCH 11, 1980
   MINUTES OF REGULAR MEETING OF MARCH 13, 1980
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. UPDATED REPORT ON LEGISLATION - DR. DAVID MERTES
      b. REPORT ON COMING EVENTS - MR. JIM WILLIAMS

2. PERSONNEL
   2.1 CERTIFIED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF HOURLY (NON-TEACHING) CERTIFIED
             PERSONNEL, SPRING 1980 SEMESTER
             Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS,
             CHANGES/ADDITIONS OF PREVIOUSLY-APPROVED INSTRUCTORS, SUB-
             STITUTE, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION
             DIVISION
             Attachment 2.1-a(2)
         (3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
             Attachment 2.1-a(3)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED ADOPTION OF RESOLUTION No. 17 (1979-80) AS CERTIFICATION OF RECOGNITION FOR DR. ROBERT CASIER

Attachment 2.1-b(1)

At the meeting of March 29, 1979, the Board of Trustees unanimously approved a policy establishing an annual Faculty Lecture Series. The intent of the policy is a means whereby the Santa Barbara City College community could pay special honor to a member of the faculty, chosen by his or her peers, for outstanding teaching or service to the college. The policy was unanimously recommended by the Representative Council and the Board Subcommittee on Educational Policies.

Dr. Robert Casier was elected by his peers as the first faculty lecturer.

In recognition of Dr. Casier's election as the First Faculty Lecturer, the Superintendent recommends that the Board of Trustees adopt Resolution No. 17 (1979-80), award a special Certificate of Recognition, and authorize a special honorarium of $250 to Dr. Robert Casier.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY APPOINTMENT (CLASSIFIED SERVICE EMPLOYEE), CONTINUING EDUCATION DIVISION

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

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

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

(4) RECOMMENDED APPROVAL OF REQUEST FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS FOR FEBRUARY AND MARCH, 1980
Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF ILLNESS LEAVE(PREGNANCY): NANCY VOSS, FIN.AIDS CLK., PLACEMENT & FIN.AIDS, EFFECTIVE 3/21/80, FOR APPROXIMATELY 6-8 WEEKS
Attachment 2.2-a(5)

(6) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS
Attachment 2.2-a(6)

(7) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
Attachment 2.2-a(7)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF PROMOTION: BARBARA S. JONES, ACCT.CLk., SR., STUDENT FINANCE (REPLACING T. FAWCETT), EFFECTIVE 3/28/80
Attachment 2.2-b(1)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) PRESENTATION OF INITIAL C.S.E.A. COLLECTIVE BARGAINING CONTRACT PROPOSAL FOR 1980-81 SCHOOL YEAR

In accordance with the provisions of Chapter 10.7, Division 4, Title 1, of the Government Code (Rodda), the Board is required to officially receive all initial proposals from recognized employee organizations which relate to matters within the scope of meeting and negotiating. The Rodda Act also requires that the public be informed and have an opportunity to express itself regarding the proposals of both the employee organizations and the Board.

The proposal will be presented and described to the Board by its official representative.

As required by the Rodda Act, Section 3547, it is recommended that the Board:

1) officially receive the C.S.E.A. initial proposal,

2) make the C.S.E.A. proposal a matter for public record for public pickup in the President's office and the Personnel Department, and

3) give notice by district news release to the public that at its next Board meeting on April 10, 1980 a hearing will be held to provide the public with an opportunity to express itself regarding the C.S.E.A. proposal.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) PRESENTATION OF FINAL REPORT BY EMPLOYEE MANAGEMENT SERVICES OF THE CLASSIFICATION STUDY

Enclosure #1

On September 27, 1979, an agreement with Employee Management Services (EMS) for a campuswide Classification Study was approved by the Board of Trustees.

The final report is presented to the Board as Enclosure #1. The Employee Management Services has performed the survey in accordance with the terms of the contract approved by the Board on September 27. The scope and methodology outlined in the contract were adhered to. Considerable input has been provided by all personnel in the district, including employees, supervisors and administration. Procedures for appeals were set up and an opportunity to appeal given to anyone who disagreed with the Preliminary Report. Provisions were made by the Personnel Department to insure that all affected employees were kept advised of the progress of the study and the status of their individual classification reviews.

Mr. David Creighton of the Employee Management Services will be present to speak to the report and answer any questions.

It is recommended that the Classification Study contained in Enclosure #1 be received by the Board for subsequent review by the appropriate Board Subcommittees.

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS:
    DAVID BAKER, P.E.-GYMNASTICS

Attachment 2.3-a(1)
3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED AUTHORIZATION FOR CAMPUS SAFETY OFFICERS TO USE TEAR GAS IN ACCORDANCE WITH SECTION 12403.7, CALIFORNIA PENAL CODE (FOR DEFENSE PURPOSES ONLY)

Attachment 3.2

The California Penal Code, Section 12403.7 sets forth procedures whereby citizens may use tear gas for defense purposes. The procedures require individuals to obtain permits to use tear gas. Permits are issued upon completion of appropriate training. Campus Safety Officers have received their training and permits based upon a course offered by the college's Continuing Education Department. It is felt by campus safety personnel that use of tear gas for defensive purposes (only) will add significant protection to Campus Safety Officers. Dr. Al Silvera will be available to answer questions or concerns.

It is recommended that the Board of Trustees authorize properly-trained Campus Safety Officers who have the appropriate permit to carry and use tear gas in accordance with Section 12403.7 of the California Penal Code (for defense purposes only) while performing their official duties as Campus Safety Officers.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF ENGLISH 100 SCREENING PROPOSAL

Attachment 4.1

The English Department proposes a two-year pilot program to provide an accurate assessment and placement of students enrolling in beginning composition courses. This was presented to the Curriculum Committee as an information item. It was reviewed and is recommended by the Board Subcommittee on Educational Policies.

Review of the project will be made after the two-year period and revision or continuance will be recommended at that time.

It is recommended that a proposed pilot project by the English Department be approved for implementation commencing with the Fall 1980 semester.
5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS No. P90-1414 THROUGH AND INCLUDING P90-1489 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 OF ADDITIONAL PERSONNEL (CAMPUS SAFETY OFFICERS) AUTHORIZED TO ISSUE PARKING CITATIONS

Attachment 5.1-c

d. RECOMMENDED APPROVAL OF AMENDMENT TO 1979-80 MONTHLY MILEAGE LIST, WORK EXPERIENCE ACTIVITIES FOR SPRING 1980 SEMESTER

Attachment 5.1-d

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

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An appropriate letter of appreciation will be sent to the donor.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine

a. RECOMMENDED AMENDMENT OF THE CONTRACT WITH MR. WILLIAM D. KENDALL, C.P.A., FOR AUDIT SERVICES FOR 1979-80 FISCAL YEAR

Attachment 5.2-a

Education Code section 84040 stipulates the Board shall provide for a fiscal audit of the books and accounts by April 1 of each fiscal year. The district has a three-year contract with William D. Kendall, C.P.A., to audit the district funds and the federal financial aids programs.

The complexity and time requirements of the audit of federal financial aids programs is much beyond the auditor's anticipation and he would like to be relieved of that portion of the contract.

Since the district is already late with this federal requirement, another auditor experienced with financial aid programs audit will be recommended at the next Board meeting.

The Superintendent recommends the contract with William D. Kendall, C.P.A., be amended to include only the 1979-80 district funds audit.

b. RECOMMENDED RATIFICATION OF THE SUBMISSION OF FOUR (4) PROPOSALS TO CHANCELLOR'S FUND FOR INSTRUCTIONAL IMPROVEMENT

Enclosure #2

The Chancellor's Fund for Instructional Improvement, created by A.B. 1173 (1977, Vasconcellos), has solicited proposals for 1980-81 projects. Four proposals have been submitted to meet a March 14 deadline. These projects are described in Enclosure #2. All matching funds are "in-kind".

The Superintendent recommends ratification of the submission of these proposals.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED RATIFICATION OF SUBMISSION OF APPLICATION FOR TRAINING PROJECT UNDER CALIFORNIA WORKSITE EDUCATION AND TRAINING ACT

Attachment 5.2-c

Application has been submitted for funds under the California Worksite Education and Training Act to provide classroom training for 40 persons to become electronic assemblers. Participants will be employed by local business upon completion of 16 weeks training. The project is to begin April 7 with total funding of $15,061. No district funds are required.

The Superintendent recommends ratification of the submission of this application.

d. RECOMMENDED APPROVAL TO HOLD THE REAL PROPERTY AT THE CORNER AT CANON PERDIDO AND OLIVE STREETS FOR THE SANTA BARBARA HOUSING AUTHORITY

Enclosure #3

The Santa Barbara Housing Authority has advised the District that it is interested in the acquisition of Assessor's Parcel #29-024-07 on the corner of Canon Perdido and Olive Streets. They have requested a 90-day option holding the property until the Department of Housing and Urban Development (HUD) can appraise the property. An offer will be made on the property if the HUD appraisal is acceptable to the Santa Barbara Housing Authority. No other public entities have expressed an interest in the property.

It is recommended that a 90-day option to purchase the lot (Assessor's Parcel #29-024-07) be granted to the Santa Barbara Housing Authority.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. RECEIPT OF SANTA BARBARA COUNTY SCHOOLS OFFICE FINANCIAL DATA REPORT

Enclosure #4

Annually, the Santa Barbara County Superintendent of Schools staff publishes a report which includes salient financial information pertaining to all school districts in the county.

Enclosure #4, submitted to the Board of Trustees as an information item, is the financial Data Report for 1978-79 and 1979-80.

The following tables might be of particular interest:

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<td>ADA - 4yr. Trend</td>
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f. RECOMMENDED APPROVAL OF THE REVISED GENERAL FUND BUDGET FOR 1979-80

Enclosure #5

The 1979-80 budget adopted by the Board last September has recently been reviewed and updated to reflect the latest revenue and expenditure estimates and adjustments. Included are the current Chancellor's Office apportionment estimates as well as additional expenditure budget commitments and savings.

The first three pages of the enclosure summarize the cumulative effects on general object codes which result in the final Revised Budget. The details supporting the summary are contained in Schedules 1-4.

The Superintendent recommends approval of the revised General Fund Budget for 1979-80, as contained in Enclosure #5.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

g. RECOMMENDED ADOPTION OF RESOLUTION No. 18 (1979-80) AND APPROVAL OF APPROPRIATION TRANSFER No. 80-N04 FOR ADJUSTMENTS TO THE 1979-80 FISCAL YEAR BUDGET TO REFLECT UNBUDGETED INCOME

Attachment 5.2-g

Education Code Section 85202 allows the Board of Trustees, by a majority vote of its membership, to budget and use any unbudgeted income provided during the year from any source other than local property taxes or the State School Fund. The resolution and appropriation transfer contained in the attachment accomplishes that.

The Superintendent recommends adoption of Resolution No. 18 (1979-80) and approval of Appropriation Transfer No. 80-N04 directing that $166,144 in additional income be added to the 1979-80 fiscal year budget.

h. RECOMMENDED ADOPTION OF RESOLUTION No. 19 (1979-80) AUTHORIZING APPROPRIATION TRANSFER No. 80-005

Attachment 5.2-h

The recently completed 1979-80 General Fund budget revision results in several transfers between expense accounts and the appropriation for contingencies account. The resolution in the attachment authorizes staff to make such changes.

The Superintendent recommends adoption of Resolution No. 19 (1979-80) authorizing transfers (Appropriation Transfer No. 80-005) needed to establish a 1979-80 General Fund revised budget.
6. GENERAL INFORMATION

6.1 PROPOSED PLAN FOR CONSOLIDATION OF DATA PROCESSING OPERATIONS WITH SANTA BARBARA SCHOOL DISTRICTS

Enclosure #6

A joint committee of Santa Barbara City College and Santa Barbara School Districts' staff has been working on a plan to consolidate administrative Data Processing services for the two districts into a single operation. The Superintendent will present the status of the plan as of now.

Approval of the concept is recommended so that a detailed plan can be worked out for later review and approval by the Board of Trustees.

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, April 10, 1980 at 4:00 p.m. in Room A-211, Administration Building, Santa Barbara City College.