AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

April 24, 1980

3:30 p.m. - EXECUTIVE SESSION
  President's Office

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 - Matters of Collective Bargaining

1.5 MINUTES OF REGULAR MEETING OF APRIL 10, 1980

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

   a. STATUS REPORT ON STATE FINANCING - Dr. David Mertes

   b. REPORT ON COMING EVENTS - Mr. Jim Williams

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

   a. ROUTINE

      (1) RECOMMENDED APPROVAL OF CHANGES/ADDITIONS OF PREVIOUSLY-
          APPROVED INSTRUCTORS, AND CONSULTANTS (LECTURERS), CONTINU-
          ING EDUCATION DIVISION

          Attachment 2.1-a(1)

      (2) RECOMMENDED APPROVAL OF MILITARY LEAVE OF ABSENCE WITH PAY:
          RICHARD M. SANCHEZ, ASST.DEAN, EDUCATIONAL PLANNING AND
          DEVELOPMENT, EFFECTIVE APRIL 28 - MAY 9, 1980

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

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(3)

b. 1 NON-ROUTINE

(1) RECOMMENDED APPROVAL OF CHANGE IN CERTIFICATED DOCTORAL
    BONUS POLICY

Attachment 2.1-b(1)

On September 7, 1978, the Board of Trustees changed
the district policy to provide that, to qualify for the
doctoral bonus, the doctorate must be from a fully-accredited
institution of higher education. This policy was
later amended to provide for exceptions to the policy
based upon a review by an academic committee to determine
 equivalency of doctorates from unaccredited institutions.

On February 11, 1980, the Representative Council
recommended that this exception provision to the policy
be deleted. This Rep Council recommendation was reviewed
by the Board Subcommittee on Salary on April 7, 1980.

It is recommended that the Board of Trustees accept
the Representative Council recommendation of February 11,
1980 and adopt the change to the Doctoral Bonus policy
as described in Attachment 2.1-b(1).

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)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF REQUEST FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS FOR MARCH AND APRIL, 1980

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF PERSONAL LEAVES OF ABSENCE WITHOUT PAY:

J. DEPENDAHL LAB.TCH.ASST. 4/30/80 - 9/15/80
GEOLGY DEPT.

B. KINDRON PABX/RECEPTIONIST 6/16/80 - 9/12/80
SWITCHBOARD

P. VINCENT OFFSET/DUP.MACH. 6/16/80 - 8/1/80
OPER.,DUPLICATING


Attachment 2.2-a(5)


Attachment 2.2-a(6)

(7) RECOMMENDED APPROVAL OF CHANGE OF PREVIOUSLY-APPROVED ANNUAL SALARY INCREMENTS

Attachment 2.2-b(7)

(8) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENT

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

2.2 CLASSIFIED PERSONNEL - continued:

b. NON ROUTINE

(1) RECOMMENDED APPROVAL OF ADOPTION OF THE EMPLOYEE MANAGEMENT SERVICES (EMS) CLASSIFICATION STUDY

On September 27, 1979, an agreement with the Employee Management Services (EMS) for a campus-wide classification study was approved by the Board. The final report was presented to the Board on March 27, 1980 by the EMS consultant.

The Board Subcommittee on Salary reviewed the final report on April 7, 1980 and agreed with the Superintendent's recommendations that:

1) the Final Report of the EMS Classification Study be implemented on July 1, 1980, if the fiscal situation permits; and

2) a moratorium be placed on the current district classification policy that requires a major reclassification study every three/four years by an outside consultant until staff have been able to review the policy and recommend changes, if appropriate.

Approval is requested of the above two recommendations.

(2) PRESENTATION OF INITIAL DISTRICT CSEA COLLECTIVE BARGAINING CONTRACT PROPOSAL FOR 1980-81 SCHOOL YEAR

The California School Employees Association (CSEA, Chapter 289), presented an initial Collective Bargaining Contract proposal on March 27, 1980. It is anticipated that the initial District contract proposal will be available for consideration and adoption.

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

1) officially adopt the initial proposal;

2) make the proposal a matter of public record for public pickup in the Superintendent's office and the Personnel Department; and

3) give notice by District news release to the public that at its next Board meeting on May 8, 1980 a hearing will be held to provide the public with an opportunity to express itself regarding the district's proposal.
2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

a. ROUTINE
   No items

b. NON-ROUTINE
   No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF PROPOSED PLAN FOR BICYCLE TRAFFIC AND SAFETY ON THE SBCC COLLEGE CAMPUS

Enclosure #1

The members of the Student Senate have developed a comprehensive plan for bicycle traffic and safety on the Santa Barbara City College Campus. This plan has been reviewed and endorsed by the college Safety and Security committees, College Council, Campus Security office, and Office of Campus Operations. The plan was reviewed and endorsed, also, by the Board Subcommittee on Facilities.

Representatives of the Student Senate will be available at the meeting to answer any questions by the Board.

The Superintendent recommends approval of the Bicycle Traffic and Safety Plan for SBCC College Campus.

4. CURRICULUM AND INSTRUCTION

4.1 UPDATED REPORT ON A.D.N. SELECTION PROCEDURES

Attachment 4.1

The attachment indicates the results of the new selection procedure which was used for the Associate Degree Nursing Program at Santa Barbara City College. The new procedure worked smoothly with very few complaints from prospective applicants. The "Appeals Procedure" was effective in this respect. The Admissions Office handled the collection of applications requirements in a very helpful manner. The "Information Sessions" (utilized in place of interviews) were also effective, allowing for a transmission of information as well as an opportunity for questions from the applicants. Considering all facets of the procedure this year, the new model worked more effectively than any other in recent years.
4. CURRICULUM AND INSTRUCTION - continued:

4.2 RECOMMENDED APPROVAL OF SUBMISSION OF 1980 SCHEDULE OF CLASSES FOR SUMMER SESSION

Enclosure #2

In accordance with Title 5, Section 55425, Summer Session may be established by the governing board subject to approval of the Chancellor. Enclosure #2 contains the Schedule of Classes for the 1980 Summer Session, as prepared by Mr. David Emerson who will be present to respond to questions.

It is recommended that the Schedule of Classes for 1980 Summer Session, as contained in Enclosure #2, be submitted to the Chancellor's office for approval.

4.3 RECOMMENDED APPROVAL OF NEW COURSES/PROGRAMS FOR 1980-81 SCHOOL YEAR

Enclosure #3

Enclosure #3 lists new courses endorsed by the Curriculum Advisory Committee for offering commencing Fall 1980. In addition, two new programs are included. None of these offerings have additional cost implications for the district, since departments plan to offer them as part of their regular program.

It is recommended that the courses and two programs, as contained in Enclosure #3, be approved.

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS No. P90-1567 THROUGH AND INCLUDING P90-1651 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 THE FOLLOWING GIFTS ON BEHALF OF THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE

<table>
<thead>
<tr>
<th>Value:</th>
<th>Donor:</th>
<th>Purpose (if designated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 10.00</td>
<td>Joanne Hendrick</td>
<td>Cash – CONCEPT Magazine</td>
</tr>
<tr>
<td>250.00</td>
<td>ESL, Incorporated</td>
<td>Cash – CONCEPT Magazine</td>
</tr>
<tr>
<td>2,785.16</td>
<td>J.S. Bowen &amp; Associates</td>
<td>Welding materials for Marine Technology Program</td>
</tr>
<tr>
<td>25.00</td>
<td>Ray R. Mack</td>
<td>Cash – library books</td>
</tr>
<tr>
<td>10.00</td>
<td>Mr/Mrs Ernest Pratt</td>
<td>Cash – HRM Program</td>
</tr>
<tr>
<td>2,875.00</td>
<td>&quot;Tour de Cuisine&quot; tickets</td>
<td>Cash – HRM Program</td>
</tr>
<tr>
<td>168.00</td>
<td>Raffle ticket sales</td>
<td>Cash – HRM Program</td>
</tr>
</tbody>
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*Value estimated by the donor

The Superintendent recommends acceptance of the above gifts and that appropriate letters of appreciation be sent to the respective donors.

5.2 NON-ROUTINE

a. RECOMMENDED APPROVAL OF PLACEMENT OF MR. JUD FINE'S SCULPTURE, "RELAY"

The Campus Art Committee, the sculptor, and the Business Manager toured the entire campus and unanimously agreed on a location for the sculpture "RELAY" on the West Campus. The recommended location is near the footbridge across Loma Alta St. on the knoll overlooking the natural area bordered by two footpaths. This recommendation was reviewed and approved by the Board Subcommittee on Facilities on April 16, 1980.

It is recommended that placement of the sculpture "RELAY" on the West Campus knoll overlooking the natural area near the footbridge be approved.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED AUTHORIZATION FOR THE COUNTY SUPERINTENDENT OF SCHOOLS TO MAKE TRANSFERS IN DISTRICT FUNDS AND ADOPTION OF RESOLUTION No. 20 (1979-80)

Attachment 5.2-b

In accordance with Education Code Sections 42600 and 85200, the Board of Trustees is asked annually to authorize the County Superintendent of Schools to make transfers between the Appropriation for Contingencies and any expenditure classification to balance the budget.

It is recommended that the Board of Trustees adopt Resolution No. 20 (1979-80) authorizing the County Superintendent of Schools to make necessary transfers in the Santa Barbara Community College District funds for this year.

c. RECOMMENDED AUTHORIZATION TO ORDER SUPPLY AND EQUIPMENT ITEMS FOR FISCAL YEAR 1981

Due to delivery schedules, it is necessary that certain supply and equipment items required for the opening of the 1980-81 college year be ordered in advance of budget approval. Such orders will be minimal.

The Superintendent recommends that the Board authorize the issuance of notices of intent to purchase selected supply and equipment items necessary for the 1980-81 college year in advance of the budget adoption and that such authorization be limited to an amount not to exceed 50% of the total amount budgeted for supply items for the 1979-80 college year.

d. RECOMMENDED ACCEPTANCE OF GRANT FOR COLLEGE LIBRARY RESOURCES

Attachment 5.2-d

The college has been notified that a grant of $1,900 has been awarded under Title II-A, Higher Education Act of 1965, for the purchase of library materials.

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

5.2 NON-ROUTINE - continued:

e. RECOMMENDED ACCEPTANCE OF GRANT FOR BILINGUAL/CROSS-CULTURAL TEACHER TRAINING

Attachment 5.2-e

The University of California at Santa Barbara has informed the college that their grant for Bilingual/Cross-Cultural Teacher Training for 1980-81 has been approved. A portion of this grant is passed on to Santa Barbara City College to support the college's Bilingual/Cross-Cultural Teacher Aide Program. This year's amount is $17,482.

The Superintendent recommends acceptance of this grant.

f. RECOMMENDED ACCEPTANCE OF GRANT FOR ELECTRONIC ASSEMBLERS TRAINING PROJECT

On March 27, 1980, the Board approved submission of an application for a classroom training project under the California Worksite Education and Training Act (CWETA). Notification has been received of the approval of the grant in the amount of $16,011. The grant will be used to train electronic assemblers. No district funds are required.

The Superintendent recommends acceptance of this grant.

g. RECOMMENDED RATIFICATION OF SUBMISSION OF BILINGUAL MEDICAL SECRETARY/ASSISTANT TRAINING PROGRAM APPLICATION

Enclosure #4

The application in Enclosure #4 requests $37,090 in Vocational Education Act funds to support a bilingual component to an on-going program. The application was mailed to meet a deadline date. Required matching funds will be met with "in-kind" district contributions. The program is to start on or about May 1, 1980 and terminate June 30, 1981.

Ratification of the submission of this application is recommended.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RECOMMENDED APPROVAL OF ROBERT M. MOSS, C.P.A. OF SANTA MARIA, FOR THE REQUIRED FINANCIAL AIDS AUDIT OF ALL SEOG, CWS, NDSL, AND BEOG PROGRAMS

Attachment 5.2-h

A certified audit of the federal student financial aids programs (SEOG, CWS, NDSL, and BEOG) by an independent Certified Public Accountant is now required by the federal government. The parameters of the program and fiscal review change each year which make prior experience desirable. Robert M. Moss, C.P.A., is an audit specialist in public and school entities and has completed financial aids reviews at Allan Hancock College.

Three years must be audited to bring the college up to date. The quotes for the years are as follows:

1976-77 ($1,700)  1977-78 ($1,100)  1978-79 ($1,000)

By utilizing the same firm for all three years, the district takes advantage of concurrent sampling requirements and 'gearing up' for only one audit team. Hence, the district saves considerable dollars. The audit will be started in May and will be completed no later than June 30, 1980.

It is recommended that a contract with Robert M. Moss Accountancy Corporation be negotiated at a maximum price of $3,800 for the program/fiscal audit of the SEOG, CWS, NDSL, and BEOG programs for 1976-77, 1977-78 and 1978-79.

i. RECOMMENDED DENIAL OF CLAIM - MR. JOHN GORRELL

Enclosure #5

In compliance with Government Code Section 912.4, the Board is required to take action regarding any claims against the district. Mr. John Gorrell's claim is for injuries resulting from a fall at the Adult Education Center on January 14, 1980.

The Superintendent recommends that this claim be denied in full and that Mr. John Gorrell be so notified, and, further, that the claim be forwarded to the District's insurance carrier.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

j. RECOMMENDED APPROVAL OF CHANGE ORDER #5 FOR THE CAMPUS CENTER ADDITION PROJECT, J.W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR

Enclosure #6

Change Order #5 has been reviewed by the Board Subcommittee on Facilities pursuant to Board policy. The change order is an addition of $5,162.20 for items listed in the attachment. The revised contract sum, however, will be $5,693.32 less than the original contract sum. In addition, the contract completion date has been changed from December 16, 1979 to March 12, 1980, an extension of 87 days.

\[
\begin{align*}
\text{Original contract price} & \quad 672,000.00 \\
\text{Change Orders #1 - #4} & \quad -10,855.52 \\
\text{Change Order #5} & \quad + 5,162.20 \\
\text{Revised Contract Price} & \quad 666,306.68
\end{align*}
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The Superintendent recommends approval of Change Order #5 for an addition of $5,162.20 to contract with J. W. Bailey Construction Company, contractor, for the Campus Center Addition Project, and an extension of 87 days for a completion date of March 12, 1980.

k. RECOMMENDED ACCEPTANCE OF THE CAMPUS CENTER ADDITION PROJECT AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR

The Board Subcommittee on Facilities has reviewed the Campus Center progress and upon the recommendation of the Project Architect, College Inspector, and the Business Manager approve filing the Notice of Completion. A few minor punch-list items will be completed and the appropriate guarantees will be effective from the date of filing. There are no penalties or major deficiencies on the project.

This acceptance includes Change Orders #1 through #5 with a revised completion date of March 12, 1980 (preceding agenda item).

The Superintendent recommends the Campus Center Addition project be accepted as substantially complete and authorization be granted to file the Notice of Completion.
6. GENERAL INFORMATION

6.1 RECOMMENDATION TO NAME SANTA BARBARA CITY COLLEGE ART GALLERY -- "THE ATKINSON ART GALLERY"

According to Resolution No. 3, adopted in academic year 1977-78, the Board established a procedural outline and parameters for the naming of district facilities. Part d) of the resolution states:

"d) portions of facilities (such as museums, galleries, auditoriums, rooms, lounges) may be named for former members of the Board of Trustees, or the faculty, or the staff, no sooner than one year after the person, so honored, has served on the Board, the faculty, or the staff."

The faculty of the Santa Barbara City College Art Department have requested that the existing art gallery (Humanities Building, Room H-202) be named the Atkinson Art Gallery in memory of Charles Atkinson's contributions to Santa Barbara City College. The recommendation is endorsed by the appropriate college staff and the Board Subcommittee on Facilities.

The Superintendent recommends that the Santa Barbara City College Art Gallery (Humanities Building, Room H-202) be formally named The Atkinson Art Gallery.

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, May 8, 1980 at 4:00 p.m. in Room A-211, Administration Building, Santa Barbara City College.