AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

May 8, 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 REGULAR MEETING OF APRIL 24, 1980
1.6 HEARING OF CITIZENS
1.7 COMMUNICATIONS
   a. REPORT ON COMING EVENTS

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL
   a. ROUTINE
      (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, CONSULTANTS
          (LECTURERS), CONTINUING EDUCATION DIVISION
          Attachment 2.1-a(1)

      (2) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
          Attachment 2.1-a(2)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF WORKING DAY SCHEDULES FOR
CERTIFICATED PERSONNEL FOR THE 1980-81 COLLEGE YEAR

Enclosure #1

Annually, the Board establishes the number of required working days for each category of certificated personnel. The enclosure delineates the recommended regular working schedules for: 10-month Certificated, 12-month Administrative, and Children's Center personnel.

It is recommended that approval be given the 1980-81 Working Schedules for certificated personnel as contained in Enclosure #1.

(2) RECOMMENDED APPROVAL OF RECRUITMENT AND SELECTION PROCEDURES FOR CERTIFICATED ADMINISTRATIVE PERSONNEL

Attachment 2.1-b(2)

District policy provides that the Superintendent/President shall establish procedures regarding recruitment and selection of administrative personnel. The Superintendent has reviewed the existing procedures and is recommending two changes, as follows:

1) that the separately-established screening and interviewing committees be combined into one overall selection committee. This will simplify the process by reducing the number of participants from sixteen to eight, and should improve the confidentiality and continuity of the selection process; and

2) that the number of recommended candidates to the Superintendent/President be increased from a minimum of two to a minimum of three.

These changes were reviewed by Representative Council on January 21 and 28, 1980, and by the Board Subcommittee on Educational Policies on May 1, 1980.

It is recommended that the Administrative Personnel Recruitment and Selection Procedures, as contained in Attachment 2.1-b(2), be approved.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF CHANGE IN CERTIFICATED EVALUATION POLICY, APPENDIX "E", DISTRICT POLICY MANUAL

Attachment 2.1-b(3)

During Spring, 1978, the Instruction Office requested that the Academic Freedom & Tenure Committee review the Certificated Evaluation Policy with the objective of improving and simplifying the procedure for probationary employees.

The committee conducted an extensive study and recommended several changes. After additional review at various times by Representative Council and the Board Subcommittee on Educational Policies, the changes agreed upon are reflected in the attachment.

It is recommended that the changes contained in Attachment 2.1-b(3) be approved, effective July 1, 1980.

(4) RECOMMENDED APPROVAL OF PERSONAL LEAVE OF ABSENCE (WITHOUT PAY): PAUL F. MCCLUNG, ASSOC.PROFESSOR, HISTORY, EFFECTIVE 1980 FALL SEMESTER

Attachment 2.1-b(4)

Mr. Paul McClung is requesting a personal leave of absence (without pay) for the 1980 Fall semester, subject to funding of his sabbatical leave for the 1981 Spring semester. The leave will enable Mr. McClung to take up a year-long fellowship which he has been granted by the National Endowment for the Humanities.

It is recommended that approval be given this request, subject to the funding of sabbatical leaves for 1980-81.
AGENDA - Regular Meeting
SBCCD Board of Trustees
May 8, 1980

2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(5) PRESENTATION OF 1980-81 SABBATICAL LEAVE APPLICATIONS

Attachment 2.1-b(5) & Enclosure #2

Sixteen faculty members submitted applications for sabbatical leaves for 1980-81. These applications were reviewed by the Sabbatical Leave Committee and Representative Council. On January 14, 1980, Representative Council took action to approve of the applications as submitted by the committee. An additional application was approved on March 17, 1980. Since then, there have been requests from four faculty members for reduction in length and cancellation of applications. The attachment contains the updated list of applications for the 1980-81 year.

These applications (Enclosure #2) are presented for a first reading. No action is recommended at this time.

One of the chairpersons of the Sabbatical Leave Committee will be present to respond to questions.

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 APPOINTMENT: GENERAL PROGRAM

Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF PERSONAL LEAVE OF ABSENCE (WITHOUT PAY): NANCY VOSS, FIN.AIDS CLK., PLACEMENT & FINANCIAL AIDS, EFFECTIVE 5/12/80 THROUGH 7/3/80

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF ILLNESS LEAVE (PREGNANCY): SHELIA HENDERSON, STUDENT PLACE.CLK., PLACEMENT & FINANCIAL AIDS, EFFECTIVE 6/9/80 FOR APPROXIMATELY 6-8 WEEKS

Attachment 2.2-a(4)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE

(1) PUBLIC HEARING ON DISTRICT'S INITIAL COLLECTIVE BARGAINING CONTRACT PROPOSAL FOR 1980-81

On April 24, 1980, the District officially adopted its collective bargaining contract proposal and followed appropriate public disclosure procedures regarding its initial contract proposal.

The Board gave notice to the public that at its May 8, 1980 Board meeting a hearing would be held to provide the public with an opportunity to express itself regarding the District's initial proposal.

It is recommended that this hearing be held.

(2) RECOMMENDED APPROVAL OF RETIREMENT: DORIS A SOFAS, SR. TEACHER AIDE, INSTRUCTION OFFICE, EFFECTIVE 6/11/80

Attachment 2.2-b(2)

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED RATIFICATION OF PROFESSIONAL CONSULTANT (EXPERT) STATUS: DR. JOHN EULENBERG, HANDICAPPED STUDENTS PROGRAM

Attachment 2.3-a(1)

(2) RECOMMENDED APPROVAL OF PROFESSIONAL CONSULTANT (EXPERT): LYNN KERN, E.S.L., TITLE II, VEA GRANT

Attachment 2.3-a(2)

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS
3. STUDENT SERVICES - continued:

3.2 REVIEW OF SANTA BARBARA CITY COLLEGE'S RESPONSE TO THE SANTA BARBARA POLICE REPORT ON SECURITY

Enclosure #3

During this academic year, Santa Barbara City College has endeavored to provide an improved campus security program. Mr. Don Seaver was granted released time from the Administration of Justice Department to coordinate security efforts. One of his actions was to seek a closer working relationship with the Santa Barbara Police Department.

As a result, Mr. Seaver and representatives of the Police Department conducted a thorough review of issues and problems related to security. Subsequently, the Police Department presented a written report with recommendations to the Superintendent/President.

Enclosure #3 summarizes the college's response to the recommendations included in the Santa Barbara Police Report on campus security.

Dr. A. Silvera and Mr. Seaver will be present to review pertinent parts of the enclosure.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED RATIFICATION OF JOINT POWERS AGREEMENT AND ADOPTION OF RESOLUTION No. 22 (1979-80) FOR SOUTHERN CALIFORNIA CONSORTIUM FOR COMMUNITY COLLEGE TELEVISION

Enclosure #4

A new joint powers agreement was proposed for the Southern California Consortium for Community College Television. The agreement has been mailed to meet a deadline date.

An analysis of the new agreement is included in the attachment together with a resolution required to dissolve the former agreement.

Mr. David Emerson will be present to respond to questions.

It is recommended that the Joint Powers Agreement be ratified and the Resolution No. 22 (1979-80) be adopted to dissolve the former agreement.

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS No. P90-1652 THROUGH AND INCLUDING P90-1717 FOR SUPPLIES, EQUIPMENT AND SERVICES

Attachment 5.1-a
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

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 AMENDMENT TO ORIGINAL LIST OF TAX SHELTERED ANNUITY ACCREDITED PLANS: BANKERS LIFE AND CASUALTY CO.

Attachment 5.1-c

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

Attachment 5.1-d

The Superintendent recommends acceptance of the gifts listed in the attachment and requests authorization to send letters of appreciation to the respective donors.

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, 1979 through March 31, 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.

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 March 31, 1980.

This is an information item.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

c. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER No. 80-NO08
AND ADOPTION OF RESOLUTION No. 21 (1979-80) TO ADD NEW MONIES
TO THE GENERAL FUND

Attachment 5.2-c

According to accounting procedures, acceptance of grant
funds necessitates increasing the District's 1979-80 Budget
in like amounts and allocating the funds to the appropriate
cost centers.

It is recommended that Appropriation Transfer No.80-NO08
be approved and Resolution No. 21 (1979-80) be adopted.

d. RECOMMENDED APPROVAL OF SUBMISSION OF NURSING STUDENT LOAN
AND SCHOLARSHIP PROGRAM APPLICATION FOR 1980-81

Attachment 5.2-d

Approval to submit an application for Nursing Student
Loan and Scholarship Program funds is requested. Although
$45,000 is requested for loans and $27,000 for scholarship,
historically less than 15% of the application amounts have
been received. A one-ninth (1/9) district contribution for
the student loans portion only is required. Mr. Bill Cordero
will be present to respond to questions.

The Superintendente recommends approval to submit the
1980-81 Nursing Student Loan and Scholarship Program applica-
tion to the Department of Health, Education and Welfare.

e. RECOMMENDED APPROVAL OF RENEWAL OF AGREEMENTS FOR USE OF
CLINICAL FACILITIES

Attachment 5.2-e

Agreement for the use of clinical facilities between SBCC
and three affiliates used by the Radiologic Technology Program
for student clinical experience will expire June 30, 1980. The
contracts can be renewed and will cover through the period end-
ing June 30, 1981. The attachment contains a sample contract
which will be sent to the following appropriate agencies:

Community Memorial Hospital, San Buenaventura
General Hospital, County of Ventura
Santa Barbara Medical Foundation Clinic

It is recommended that renewal of the agreements for use
of clinical facilities be approved.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED APPROVAL OF FILM CONTRACT WITH LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS

Attachment 5.2-f

Annually, the District enters into a contract for a film service through a cooperative arrangement with other school districts. The film contract schedule and agreement permits participation on one of three levels. The Media staff has reviewed the proposed contract and recommends that the District enter into the agreement for Schedule #1, Limited Contract, for the basic rate of $8 per film per week.

The Superintendent recommends that the District enter into an agreement for film service for the 1980-81 college year with the office of the Los Angeles County Superintendent of Schools, as indicated in Attachment 5.2-f.

g. RECOMMENDED RATIFICATION OF SUBMISSION OF THE CHILD CARE FOOD PROGRAM 1979-80 AGREEMENT ADDENDUM AND THE 1980-81 ANNUAL RENEWAL

Attachment 5.2-g

To comply with recent changes in regulations, an addendum to the current Child Care Program agreement, a preference information sheet, and the annual renewal for 1980-81 had to be completed and submitted to the Office of Child Nutrition Services by April 30, 1980. The changes establish an October through September agreement period rather than the previous July through June period and modify the reimbursement rate to allow additional funding.

Ratification of the addendum and renewal submittal is recommended.

h. RECOMMENDED RATIFICATION OF CONTRACT WITH PROFESSIONAL PERSONNEL LEASING, INC., FOR SERVICES OF MR. GIL BISHOP

Attachment 5.2-h

On April 25, Mr. Gil Bishop, retirement consultant, met with college committees to review early retirement incentives. The attachment contains a contract providing for a "Special Plan" at a fee of $300 which covers the visit in addition to further service by correspondence and telephonic consultation.

The Superintendent recommends ratification of the contract with Professional Personnel Leasing, Inc., for the services of Mr. Gil Bishop at a fee of $300.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

i. RECOMMENDED APPROVAL OF DISPOSAL OF SURPLUS PROPERTY AT THE COUNTY OF SANTA BARBARA AUCTION, MAY 17, 1980

Attachment 5.2-1

The items on the attachment are of no further use to the district and are considered surplus to district needs. Pursuant to Education Code, Section 81450 et seq, these items can be offered for sale at the County auction on May 17, 1980.

The Superintendent recommends approval of the disposal of the surplus property at the Santa Barbara County auction.

j. 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 reviewed the Campus Center project and upon the recommendation of the Project Architect, College Inspector, and the Business Manager, approved filing the Notice of Completion. This item was deferred from the April 24th Board meeting as the agreed-upon punch list items had not been completed at that time. Those items have now been taken care of and 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.

The Superintendent recommends the Campus Center Addition Project be accepted as complete and authorization granted to file the Notice of Completion.

k. RECOMMENDED APPROVAL OF THE "$40,000 PLAN" FOR REMOVAL OF ARCHITECTURAL BARRIERS

Section 504 of the Rehabilitation Act of 1973 requires the District to modify architectural barriers to the handicapped. The District has submitted a plan to the Chancellor's Office which has been approved. Although, the district applied for 1981-82 capital funding of a majority of the project, a portion should be committed to for this summer. This application will be reviewed by the Public Works Board; if approved, the state matching funds would be about 58.3%. If the District does not apply before May 15, the funds set aside for the current year would revert to the general fund. This will be reviewed by the Board Facilities Subcommittee on May 5, 1980.

The Superintendent recommends approval of submission of the "$40,000 Plan" for architectural barrier removal to the Chancellor's office.
AGENDA - Regular Meeting
SBCCCD Board of Trustees
May 8, 1980

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. RECOMMENDED APPROVAL OF CHANGE ORDER #18, ADMINISTRATION BUILDING RENOVATIONS PROJECT, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR, AND ADDITIONAL ENGINEERING COSTS

Enclosure #6

Change Order #18 will be reviewed by the Board Subcommittee on May 5, 1980, pursuant to policy. The change order is for additional costs for underground electrical utility lines and a deduction for a change in the elevator footings and the use of sheet pilings, as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Price change</th>
<th>Add days</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Underground electrical (add)</td>
<td>$1,154.00</td>
<td>0</td>
</tr>
<tr>
<td>#2</td>
<td>Extra engineering (deduct)</td>
<td>$4,025.87</td>
<td>143</td>
</tr>
<tr>
<td>#3</td>
<td>Time extension</td>
<td>--</td>
<td>36</td>
</tr>
</tbody>
</table>

Change Order #18 Total: $2,871.87 179 days

The contractor requested this change and agreed to pay the additional engineering costs in connection with this change. Since the contractual relationship with the engineers is through the District, the District will pay for the additional costs of $4,025.87 which is offset by a like deduction from the contract.

The net effect is the additional cost of $1,154 for unrecorded electrical utility lines on the furnished as-built drawing which required additional work by the contractor.

The Superintendent recommends approval of Change Order #18 on the Administration Building Renovations project, J. W. Bailey Construction Company, contractor, deducting $2,871.87 from the contract (see below) and adding 179 days to the elevator portion completion date. The new completion day is May 6, 1980. In addition, it is recommended that the additional engineering costs of $4,025.87 be paid.

Original Contract Price                               $ 853,600.00
Change Orders #1 - #17                                  + 20,699.64
                                                     $ 874,299.64
Change Order #18                                      - 2,871.87
                                                     $ 871,427.77

Revised Contract Price...$ 871,427.77
AGENDA - Regular Meeting
SBCCD Board of Trustees
May 8, 1980

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

m. RECOMMENDED DENIAL OF CLAIM, MARY ANNE HERSCHEDE

Attachment 5.2-m

In compliance with Government Code Section 912.4, the Board is required to take action regarding any claims against the district. Ms. Mary Anne Herschede's claim is for injuries resulting from a fall in the cafeteria on March 24, 1980.

The Superintendent recommends that this claim be denied in full and that Mr. Herschede be so notified, and, further, that the claim be forwarded to the District's insurance carrier.

n. RECOMMENDED SUPPORT OF THE STATEWIDE EFFORT TO REDUCE ELECTRICAL RATES FOR COMMUNITY COLLEGES

The Chancellor's office is enlisting the support of each college district to secure alternate electric rate structures and other relief for community colleges. To coordinate the effort, the Chancellor's office and CCJCA are requesting the Santa Barbara Community College District to contribute $809 for hiring a utility rate expert to prepare a case and appear before the Public Utilities Commission in our support.

This will be reviewed by the Board Facilities Subcommittee on Monday, May 5.

The Superintendent recommends that $809 be sent to CCJCA for this statewide project.

5.3 NON-ACTION ITEMS

a. INSPECTOR'S REPORTS FOR PERIOD ENDING APRIL 30, 1980

Attachment 5.3-a

The attachment contains reports for current projects:

Admin.Bldg.Renovations 99.8% complete
Admin.Bldg.Elevator (Alt.#1) 85% "
Campus Center (HRM)Addition 99.8% "

This is presented as information.
6. GENERAL INFORMATION

6.1 ANNUAL INFORMATION REPORT TO ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES

Enclosure #7

Each Spring, the college is required to submit a summary report of programs to the Accrediting Commission for Community and Junior Colleges.

Enclosure #7 contains a copy of the summary report for 1979-80 which is presented for information only.

6.2 REPORT ON TRENDS AFFECTING HIGHER EDUCATION IN CALIFORNIA IN THE 1980's

Attachment 6.2

The University of California has been conducting a study of undergraduate enrollments. Gerald Kissler of the UCLA Planning Office and Chairperson of the Retention and Transfer Task Force of this study recently presented some of the findings at a meeting of Community College Presidents of Northern California. These findings are of interest to this college community.

Mr. Burt Miller will summarize the findings.

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, May 22, 1980 at 4:00 p.m. in Room A-211, Administration Building, Santa Barbara City College.