AGENDA

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

January 15, 1981

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 ANNUAL ORGANIZATIONAL & REGULAR MEETING OF DECEMBER 11, 1980
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
     a. SUBCOMMITTEES FOR THE BOARD OF TRUSTEES FOR 1980-81

     Attachment 1.7-a

     Attachment 1.7-a contains the membership list of Board Subcommittees.

     b. ANNOUNCEMENT OF NEWLY-ELECTED C.S.E.A. OFFICERS FOR 1981

     The newly-elected officers for Chapter 289 are:

     President             Trish Dupart
     Vice-President        Lucille Dungan
     Secretary             Betty Rowley
     Treasurer             Jane Marsh
     Reporter              Rita Harrington

     c. REPORT ON COMING EVENTS - Mr. Jim Williams
2. PERSONNEL

2.1 CERTIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF ADDITIONAL TEMPORARY HOURLY INSTRUCTORS, 1980-81 COLLEGE YEAR

Attachment 2.1-a(1)

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

Attachment 2.1-a(2)

(3) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

Attachment 2.1-a(3)

(4) RECOMMENDED APPROVAL OF CHANGE IN EFFECTIVE DATES OF CERTIFIED HOURLY NON-CREDIT INSTRUCTORS' SALARY INCREASE FOR 1980-81

On December 11, 1980, the Board approved a salary increase for certificated hourly non-credit instructors to be effective September 8, 1980. For ease in payroll computation, it is recommended that the effective date be changed to September 1, 1980.

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF EXTENSION OF REDUCTION IN CONTRACT: DR. FRANK COX, PROFESSOR, PSYCHOLOGY, EFFECTIVE SPRING 1981 SEMESTER

Attachment 2.1-b(1)

On April 10, 1980, the Board approved a reduction in contract for Dr. Frank Cox for the Fall 1980 semester.

Dr. Cox has requested an extension of his reduced contract for the Spring 1981 semester.

It is recommended that an extension be approved of a four-fifths contract for Dr. Frank Cox for the Spring 1981 semester.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF EXTENSION OF REDUCTION IN CONTRACT: DR. TIMOTHY FETLER, PROFESSOR, PHILOSOPHY, EFFECTIVE SPRING 1981 SEMESTER

Attachment 2.1-b(2)

On August 14, 1980, the Board approved a reduction in contract for Dr. Timothy Fetler for the Fall 1980 semester.

Dr. Fetler has requested an extension of his reduced contract for the Spring 1981 semester.

It is recommended that an extension be approved of a four-fifths contract for Dr. Timothy Fetler for the Spring 1981 semester.

(3) RECOMMENDED APPROVAL OF RETIREMENT: ROBERT L. TRAUGHBER, ASSOCIATE PROFESSOR, MATHEMATICS, EFFECTIVE END OF FALL 1981 SEMESTER

Attachment 2.1-b(3)

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 STUDENT APPOINTMENT: TUTORIAL PROGRAM

Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS FOR DECEMBER, 1980

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

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(4) RECOMMENDED APPROVAL OF CHANGE OF SALARY RATE OF PREVIOUSLY-APPROVED HOURLY APPOINTMENTS (NON-CLASSIFIED SERVICE EMPLOYEES)

Attachment 2.2-a(4)

(5) RECOMMENDED ACCEPTANCE OF RESIGNATIONS:

Edward Leska  Programmer/Analyst  February 10, 1981
Computer Science

Nina Wade  Fin.Aids Advisor  December 23, 1980
Financial Aids

John Bates  Custodian  November 30, 1980
Faci. & Operations

Attachment 2.2-a(5)

(6) RECOMMENDED APPROVAL OF CHANGE OF EFFECTIVE DATE OF PREVIOUSLY-APPROVED RESIGNATION: V. ROBLES, FROM 1/2/81 TO 1/21/81

Attachment 2.2-a(6)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OR PROMOTION: JAIME R. GONZALES TO GROUNDSKEEPER (REPLACING P. MORENO), FACIL. & OPERATIONS DEPT., EFFECTIVE JANUARY 19, 1981

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF PROMOTION: JAMES F. LYNN TO STOREKEEPER (REPLACING M. RAMIREZ), PURCHASING DEPT., EFFECTIVE JANUARY 19, 1981

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: TERRI D. PLAKE, LAB. TCHG.ASST., EARTH SCIENCE (REPLACING J. DEPENDAHL), EFFECTIVE JANUARY 5, 1981

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: MARY C. VILLEGAS, STUDENT PLACEMENT CLK., PLACEMENT OFFICE (REPLACING V. ROBLES), EFFECTIVE JANUARY 16, 1981

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

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(5) RECOMMENDED APPROVAL OF COLLECTIVE BARGAINING AGREEMENT BETWEEN CSEA, CHAPTER 289, AND THE DISTRICT, EFFECTIVE JULY 1, 1980

Enclosure #1

On March 27, 1980, CSEA, Chapter 289, presented an initial collective bargaining proposal, and on April 24, 1980, the District adopted its initial counter proposal. Both proposals were made public in accordance with the public disclosure requirements of the Rodda Act (Section 3547).

The District's negotiation team and the CSEA representatives began negotiating the agreement on May 28, 1980, with negotiations concluding on December 15, 1980.

The District negotiators and CSEA, Chapter 289, have reached agreement on a three-year contract, which is contained in Enclosure #1. The agreement is retroactive to July 1, 1980.

The contract will be described by the Director of Personnel.

It is recommended that the Board approve the agreement between the California School Employees Association, Chapter 289, and the Santa Barbara Community College District (as contained in Enclosure #1), effective July 1, 1980, and, as required by Rule 32120, the District file a copy of the written agreement with the Public Employment Relation Board.

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL CONSULTANT STATUS - P.E./ATHLETIC COACHING: DON BECK, MEN'S BASKETBALL, 1980-81 SEASON

Attachment 2.3-a(1)
3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

4. CURRICULUM AND INSTRUCTION

4.1 REPORT ON PROFESSIONAL DEVELOPMENT PLAN

Enclosure #2

During the past college year, a blue-ribbon committee was formed to develop a comprehensive approach to professional development for faculty at the college. The plan PROFESSIONAL GROWTH - A COMPREHENSIVE PLAN has been approved by the Superintendent/President and endorsed by Representative Council.

Dr. Richard Sanchez will make a presentation of the plan.

4.2 RECOMMENDED APPROVAL OF PROCEDURE TO DISPOSE OF DISCARDED LIBRARY MATERIALS

Attachment 4.2

A need exists for a systematic and regular procedure for "weeding out" materials not needed by the library. At the December 11, 1980 meeting, approval was granted to dispose of some unused back issues and duplicate copies of library materials. The proposed procedure described in Attachment 4.2 would permit the Head Librarian to dispose of excess material.

The Superintendent recommends approval of this procedure.

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS P01-0861, and P01-1073 THROUGH AND INCLUDING P01-1262 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
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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 RATIFICATION OF THE RENEWAL OF A-V AGREEMENT WITH UCSB

Attachment 5.1-d

Each year the college enters into an agreement with UCSB to establish a cooperative relationship so that educational media items (video tapes, films, etc.) can be exchanged.

The Superintendent recommends ratification of the renewal of the agreement.

e. RECOMMENDED APPROVAL OF UPDATED CIVIL DEFENSE, DISASTER AND DISTURBANCE PLAN

Enclosure #3

Annually, the Board is required to review and update its Civil Defense, Disaster and Disturbance Plan. The only changes which are recommended this year are primarily 'name and number' corrections. No changes have been or are recommended in the procedures.

The Superintendent recommends approval of the updated Civil Defense, Disaster and Disturbance Plan.

5.2 NON-Routine

a. RECOMMENDED ADOPTION OF RESOLUTION No. 7 (1980-81) ESTABLISHING A NON-RESIDENT TUITION FEE FOR 1981-82

Attachment 5.2-a

Annually by February 1, the Board is required to establish a non-resident tuition fee. The per unit fee is determined by inflating the current expense of education for the base year by the projected Consumer Price Index factor for the two succeeding years and dividing the amount by 30. The base year figure used in the computation is the 1979-80 statewide current expense of education and the resultant fee is $73 per unit.

The Superintendent recommends adoption of Resolution No. 7 (1980-81) establishing the non-resident tuition fee for the 1981-82 college year at $73 per unit.
5. BUSINESS SERVICES - continued;

5.2 NON-Routine - continued:

b. RECOMMENDED ACCEPTANCE OF NURSING STUDENT LOAN FUNDS IN THE AMOUNT OF $7,498

Attachment 5.2-b

A Notice of Award has been received allocating $7,498 to the district for nursing student loans. The acceptance of these funds will require a district contribution of one-ninth of the award. The $834 required for this purpose is not in the expenditure budget and must be taken from the Appropriation for Contingencies account.

The Superintendent recommends acceptance of the 1980-81 fiscal year allocation of nursing student loan funds in the amount of $7,498 and the transfer of $834 from contingency funds for the required one-ninth district contribution.

c. RECOMMENDED ACCEPTANCE OF CWETA FUNDS TO CONDUCT BI-LINGUAL CLASSES IN QUALITY CONTROL AND ASSEMBLY TECHNIQUES

Attachment 5.2-c

The Employment Development Department has asked the college to conduct bi-lingual classes in Quality Control and Assembly Techniques at Information Magnetics (INFO MAG) beginning Jan. 5, 1981, and continuing for 16 weeks. This project is to be funded under CWETA in the amount of $6,033. No district funds are involved.

The Superintendent recommends acceptance of these funds in the amount of $6,033.

d. RECOMMENDED RATIFICATION OF THE SUBMISSION OF PROPOSAL TO CETA FOR AN ESL PROGRAM, AND ACCEPTANCE OF GRANT IN THE AMOUNT OF $22,401

Attachment 5.2-d

The Santa Barbara County CETA Office has requested proposals for classroom training in English-as-a-Second language. Staff has submitted a proposal to serve 30-35 disadvantaged persons in classes beginning January 5, 1981, and continuing for 9 months. CETA has informed the college that it has approved the award of this grant in the amount of $22,401. No district funds are needed.

It is recommended that the submission of this proposal be ratified and the funds of $22,401 be accepted.
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5. BUSINESS SERVICES – continued:

5.2 NON-ROUTINE – continued:

e. RECOMMENDED ACKNOWLEDGEMENT OF RECEIPT OF FINANCIAL AIDS PROGRAM AUDITS FOR THE PERIOD JULY 1, 1978 THROUGH JUNE 30, 1980

Enclosure #4

The Board approved the firm of Robert M. Moss Accountancy Corporation, CPA, to audit the federal financial aids programs. The two audit reports in the enclosure cover BEOG, and NDSL, CWS and SEOG for the July 1, 1978 to June 30, 1980 period.

Utilizing Federal Audit Guidelines, the auditor concluded that the district was in compliance with the DHEW regulations and directives, and there were "no instances of non-compliance or lack of internal control" on BEOG and only "minor discrepancies" on NDSL, CWS and SEOG.

It is recommended that the receipt of these audit reports be officially acknowledged.

f. RECOMMENDED APPROVAL OF THE 1981-82 BUDGET CALENDAR

Attachment 5.2-f

Each year, the Board establishes the budget process sequence which results in the adoption of the budget. The proposed 1981-82 Budget Calendar has been endorsed by the President's Cabinet.

The Superintendent recommends approval of the 1981-82 Budget Calendar as contained in Attachment 5.2-f.

g. RECOMMENDED AUTHORIZATION FOR THE BUSINESS MANAGER TO INVEST DISTRICT FUNDS AND ADOPTION OF RESOLUTION No. 8 (1980-81)

Attachment 5.2-g

Education Code Section 84035 authorizes the governing board of any community college district to invest surplus monies not required for the immediate necessities of the district. Presently all district funds are invested by the County Treasurer's staff. Occasionally, it may be fiscally advantageous if the Business Manager has the authority to immediately make short term investments without utilizing the investment services of the County Treasurer. Resolution No. 8 proposes such authority.

The Superintendent recommends adoption of Resolution No. 8 (1980-81) authorizing the Business Manager to make short-term investments of the type authorized by Education Code Section 84035 when considered prudent.
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6. GENERAL INFORMATION

6.1 STATUS REPORT ON SALE OF 914 SANTA BARBARA STREET AND LEASE/PURCHASE OF GARFIELD SCHOOL

Mr. Hanson and Dr. Bobgan will make a brief report on the status of these properties.

6.2 STATUS REPORT ON CARPINTERIA PARENT-CHILD WORKSHOP

Mr. Hanson and Mrs. Lou Grant, Workshop Director, will report on the status of the workshop in Carpinteria.

7. ADJOURNMENT

Due to action by the Board on December 11, 1980, the regularly-scheduled meeting of January 22, 1981 was cancelled.

The next meeting of the Board of Trustees will be a special meeting on Thursday, January 29, 1981 at 4:00 p.m.