AGENDA

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

January 29, 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 CLOSED SESSION

1.5 MINUTES OF SPECIAL MEETING OF JANUARY 15, 1981

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

   a. REPORT ON ACADEMIC SENATE - Mr. Glenn Gaston

   b. REPORT ON COMING EVENTS - Mr. Jim Williams

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

   a. ROUTINE

      (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, ADDITIONS FOR
          PREVIOUSLY-APPROVED INSTRUCTORS, AND CONSULTANTS (LECTURERS),
          CONTINUING EDUCATION DIVISION

          Attachment 2.1-a(1)

      (2) RECOMMENDED APPROVAL OF TEMPORARY CONTRACTUAL APPOINTMENTS,
          SPRING 1981 SEMESTER

          Attachment 2.1-a(2)

      (3) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

          Attachment 2.1-a(3)
2. PERSONNEL - continued:

2.1 CERTIFIED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, SPRING 1981 SEMESTER

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF REDUCTION IN CONTRACT: W. ROYCE ADAMS, PROFESSOR, ENGLISH DEPT., FROM FULL-TIME TO 4/5's, EFFECTIVE 2/9/81 - 6/25/81

Attachment 2.1-b(2)

(3) RECOMMENDED APPROVAL OF REINSTATEMENT: ELAINE HARKINS, ASSOC. PROFESSOR, ENGLISH DEPT., EFFECTIVE SPRING 1981 SEMESTER

Attachment 2.1-b(3)

On October 23, 1980, the Board approved a request for a reduction in contract from full-time to 60% for Elaine Harkins, Associate Professor, English Department. Ms. Harkins is now requesting that she be reinstated to a full-time assignment for the Spring 1981 Semester, as indicated in the attachment.

It is recommended that approval be given this request.

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 HOURLY APPOINTMENTS (CLASSIFIED SERVICE EMPLOYEES), MAIN CAMPUS AND CONTINUING EDUCATION DIVISION

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

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(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 ANNUAL SALARY INCREMENTS  
Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF EXTENSION OF HEALTH LEAVE OF ABSENCE: SALVADOR JIMENEZ, CUSTODIAN, EFFECTIVE 1/8/81, 6-8 WEEKS  
Attachment 2.2-a(5)

(6) RECOMMENDED ACCEPTANCE OF RESIGNATIONS: L. DUNGAN, STATS. CLK., RESEARCH & GRANTS (2/27/81); T. CORDINGLY, LAB.TCHG. ASST., HEALTH TECH. (1/30/81); AND C. ROCKWOOD, LAB.TCHG. ASST., AUTO SHOP (1/30/81)  
Attachment 2.2-a(6)

(7) RECOMMENDED APPROVAL OF CHANGE OF SHIFT: JOHN APPEQUIST, CUSTODIAN, FROM GRAVEYARD SHIFT TO SWING SHIFT, EFFECTIVE 1/19/81  
Attachment 2.2-a(7)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF LONGEVITY INCREMENTS:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Years</th>
</tr>
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<tbody>
<tr>
<td>RICHARD CLEMONS</td>
<td>Lang.Lab.Tech</td>
<td>10 yrs</td>
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<td>Language Lab.</td>
<td></td>
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</tr>
<tr>
<td>RACHEL MC KEONE</td>
<td>Int.Typ.Clk.</td>
<td>10 yrs</td>
</tr>
<tr>
<td>Community Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHARLOTTE LEY</td>
<td>Bookstore Mgr.</td>
<td>15 yrs</td>
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<td>Bookstore</td>
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</tr>
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</table>

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF PROMOTION: VALERIE LEWIS, FINAN. AIDS ADVISOR, FINANCIAL AIDS (REPLACING N. WADE), EFFECTIVE 2/20/81 (OR SOONER, IF POSSIBLE)  
Attachment 2.2-b(2)
2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL CONSULTANT STATUS-
P.E./ATHLETIC COACHING: EDWIN PIPERSBURG, TRACK, 1980-81
SEASON

Attachment 2.3-a(1)

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN ARTS DEGREE

Attachment 3.2

The Superintendent recommends that the Board of Trustees confer
upon each of the 91 candidates listed in Attachment 3.2 the Associate
in Arts Degree, subject to completion of the State and local require-
ments for the degree.

3.3 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN SCIENCE DEGREE

Attachment 3.3

The Superintendent recommends that the Board of Trustees confer
upon each of the 55 candidates listed in Attachment 3.3 the Associate
in Science Degree, subject to completion of the State and local re-
quirements for the degree.

3.4 REPORT ON RESULTS OF A COMPLIANCE SURVEY OF VETERANS SERVICES BY THE
VETERANS ADMINISTRATION

Attachment 3.4

In December, an auditor from the Veterans Administration conducted
a review of records to determine the college's compliance with Veterans
Administration regulations. Attachment 3.4 is the report of the find-
ings of that survey.

Dr. Silvera and Veterans' Office staff will be present to be responsi-
ve to any questions or interests members of the Board may have.
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3. STUDENT SERVICES - continued:

3.5 RECOMMENDED ADOPTION OF COLLEGE CALENDAR FOR 1981-82

Attachment 3.5

Earlier this year, the Board was informed of a recommendation by the Calendar Committee to continue the "traditional start" of the Fall semester for the 1981-82 college year. Attachment 3.5 is a college calendar responsive to that issue. Insofar as possible, the calendar has been synchronized with reported holiday and vacation periods of the Santa Barbara School Districts. The proposed calendar identifies teaching days, holidays, faculty inservice days, and final examination periods.

The Superintendent recommends adoption of the 1981-82 College Calendar as contained in Attachment 3.5.

4. CURRICULUM AND INSTRUCTION

4.1 REPORT ON THE LEARNING ASSISTANCE CENTER AND THE LEARNING ASSISTANCE CENTER INSTRUCTIONAL DEVELOPMENT GRANTS

Attachment 4.1

In order to expand and improve services to the college, the Tutorial Center and Learning Resources Center have been merged into the Learning Assistance Center (LAC).

LAC Instructional Development Grants have been awarded to nine faculty members for the development of innovative projects to be used in conjunction with the Learning Assistance Center.

Pablo Buckelew, LAC Director, will make a presentation to the Board.

4.2 RECOMMENDED APPROVAL OF UPDATED EDUCATIONAL MASTER PLAN

Enclosure #1

Each year, the college is required to update the status of educational programs for the next five-year period. This report is sent to the Chancellor's Office and used to update their inventory of programs for each campus.

The Superintendent recommends approval of the college's Educational Master Plan for 1981-82 - 1985-86.

Dr. Richard Sanchez will be present to answer questions.
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5. BUSINESS SERVICES  

5.1 ROUTINE  

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS P01-1263 THROUGH AND INCLUDING P01-1373 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 SECURITY PERSONNEL TO ISSUE PARKING CITATIONS  

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 on Attachment 5.1-d and requests authorization to send a letter of appreciation to the donors.  

5.2 NON-ROUTINE  

a. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #81-024 THROUGH #81-027 AND ADOPTION OF RESOLUTION No. 9 (1980-81) PROVIDING FOR TRANSFER OF FUNDS FROM AND TO THE APPROPRIATION FOR CONTINGENCIES  

Attachment 5.2-a  

It is recommended that the following appropriation transfers, a reduction to the contingency reserves of $37,569, be approved:  

#81-026 in the amount of $35,885: 1979-80 Supplies budget carry-over from contingency funds restricted for this purpose by board action on June 26, 1980.  

#81-027 in the amount of $1,684: Hourly help in the Secretarial Support Services Cost Center.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED RATIFICATION OF SUBMISSION OF PROPOSAL TO CONDUCT
MACHINIST CLASSES UNDER CWETA

Attachment 5.2-b

Staff has submitted a proposal for a classroom training project under CWETA. The project will train 33 persons in two apprenticeship classes of 100 hours each, beginning February 2, 1981. The district will receive $4,119 to provide two instructors. One class will be held at Hendry's Mechanical Works. The other will be on campus and will include employees from Sloane Technology, D.A.C. Corp., and TransWorld Instruments. No district funds are involved.

The Superintendent recommends ratification of the submission of this application.

c. RECOMMENDED APPROVAL OF FIVE-YEAR CAPITAL CONSTRUCTION PLAN FOR 1982-86

Enclosure #2

Enclosure #2 is the updated Five-Year Capital Construction Plan for the district. This plan incorporates several minor modifications from that of the past two years.

Mr. Burt Miller will be present to discuss these changes. The plan is due in the Chancellor's Office by February 1.

The Superintendent recommends approval of the Five-Year Capital Construction Plan for 1982-86, as contained in Enclosure #2.

7. ADJOURNMENT

It is suggested that a special meeting be scheduled on February 3, 1981 for the purpose of conducting a Closed Session regarding personnel matters.

The next meeting of the Board of Trustees will be held on Thursday, February 19, 1981, as a result of action taken by the board on December 11, 1980.