AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

November 12, 1981

3:30 p.m. - CLOSED SESSION
Room A-151

4:00 p.m. - REGULAR MEETING
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 - CSEA Negotiations
   1.5 MINUTES OF REGULAR MEETING OF OCTOBER 22, 1981
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
     a. REPORT BY ACADEMIC SENATE - None
     b. LETTER OF APPRECIATION FROM SANTA BARBARA ATHLETIC ASSOCIATION
        Attachment 1.7-b
     c. REPORT ON COMING EVENTS - Mr. Jim Williams

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
     a. ROUTINE
       (1) RECOMMENDED APPROVAL OF TEMPORARY HOURLY CERTIFICATED PERSONNEL
           Attachment 2.1-a(1)
       (2) RECOMMENDED APPROVAL OF ADDITIONAL TEMPORARY HOURLY INSTRUCTORS, FALL 1981 SEMESTER
           Attachment 2.1-a(2)
2. PERSONNEL - continued:

2.1 CERTIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF HOURLY CHANGES FOR PREVIOUSLY-APPROVED INSTRUCTORS, SUBSTITUTE, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION

Attachment 2.1-a(3)

(4) RECOMMENDED APPROVAL OF TEMPORARY CONTRACTUAL APPOINTMENT: ANN Y. WILKINSON, INSTRUCTOR, ENGLISH

Attachment 2.1-a(4)

(5) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

Attachment 2.1-a(5)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF ILLNESS LEAVE OF ABSENCE: ELAINE C. HARKINS, ASSOCIATE PROFESSOR, ENGLISH, 10/5/81 - 1/26/82

Attachment 2.1-b(1)

Upon medical advice, Elaine Harkins is requesting an illness leave of absence from October 5, 1981 through the end of the Fall 1981 semester.

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), AND HOURLY (CLASSIFIED SERVICE EMPLOYEE)

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)

(3) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

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

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(4) RECOMMENDED ACCEPTANCE OF RESIGNATIONS:

GRENDA WARWICK  PABX OPER.      11/30/81
CHRISTINE STEVENS  LAB.TCHG.ASST.  11/20/81
               Health Tech
LINDA BUVALDA    SR.TYP.CLK.       12/31/81
                   Purchasing

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS

Attachment 2.2-a(5)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT: JOSEPH P. CAUDILLO,
MAINT.TRAINEE (NEW POSITION), FACIL. & OPER. DEPT.,
EFFECTIVE 11/13/81

Attachment 2.2-b(1)

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS

Attachment 2.3-a(1)

b. NON-ROUTINE

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 PRESENTATION OF ANNUAL FINANCIAL AIDS OFFICE REPORT

Enclosure #1

Enclosure #1 contains the annual report of the Financial Aids
Office for the 1980-81 year.

Mr. William Cordero, Coordinator, will be present to speak to the
report and respond to questions.
3. STUDENT SERVICES - continued:

3.3 PRESENTATION OF REPORT ON THE SBCC VETERANS OFFICE

Attachment 3.3

Attachment 3.3 contains a report of the Veterans Office on campus for the 1980-81 year.

Mr. William Cordero will be present to speak to the report and to respond to questions.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF ADVISORY COMMITTEES FOR OCCUPATIONAL EDUCATION

Enclosure #2

Enclosure #2 contains the names of persons serving some 28 individual lay advisory committees which serve graded and non-graded occupational programs as well as categorical programs (disadvantaged and handicapped) at Santa Barbara City College.

These advisory committees are part of compliance requirements set forth in VEA P.L. 94-482. The committees are a great asset in developing and upgrading ongoing occupational programs.

Approval of the list of Advisory Committees for Occupational Education, as contained in Enclosure #2, is recommended.

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS P12-0728 THROUGH AND INCLUDING P12-0923 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 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.
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

d. RECOMMENDED APPROVAL OF ADDITIONAL AUTHORIZED PERSONNEL FOR ISSUING PARKING CITATIONS

Attachment 5.1-d

e. RECOMMENDED APPROVAL OF KATHY KINDRON AS A PAYROLL DEPARTMENT CONSULTANT

Until the Payroll Department vacancy, created by the resignation of Kathy Kindron, is filled and the initial training is completed, her assistance on a limited basis will be needed.

The Superintendent recommends approval of Kathy Kindron as a consultant to the Payroll Department at $10.30 per hour on an as-needed basis.

f. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #82-010 THROUGH #82-016 AND #82-018 FOR INTERNAL ACTIONS

#82-010 in the amount of $200: From Supplies to Consultant Account to cover partial cost of Instructional Assistant for summer Washington D.C. Course.

#82-011 in the amount of $200: From Film Rental to Duplicating for expenses in Life Science Course Support Cost Center.

#82-012 in the amount of $5,500: From Hourly Certificated to Equipment Account for equipment purchase in Continuing Education Administrative Cost Center.

#83-013 in the amount of $10,500: From Salary to Hourly Salary, Repairs and Equipment Rental Accounts for Continuing Education Administrative and Special Program Cost Centers.

#82-014 in the amount of $200: From Supplies to Mileage Account to provide a mileage budget for Community Services area.

#82-015 in the amount of $180: From Supplies to Membership Account to provide budget for National Association for Exchange of Industrial Resources (NAEIR) in the Instruction Cost Center.

#82-016 in the amount of $546: From Supplies to Consultant Account for completion of LAC Innovative Project (Dr. Haslund).

#82-018 in the amount of $8,394: From Salary to Salary & Consultant Account for support of Gender Equity Program in the Counseling Cost Center.
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

g. RECOMMENDED APPROVAL OF PAYMENTS OF LEADERSHIP STIPENDS

Attachment 5.1-g

Funds for leadership stipends are included in the 1981-82 adopted budget. These stipends are reimbursement to Department Chairpersons and Cluster Leaders for serving in that capacity. In many instances, these monies are redistributed within the instructional departments to faculty for responsibilities in curriculum, scheduling, budgeting, etc. Also, some departments use the stipend monies to augment instructional supply and equipment accounts. The payments are normally paid bi-annually.

It is recommended that leadership stipends be paid as delineated in Attachment 5.1-g.

5.2 NON-ROUTINE

a. RECOMMENDED APPROVAL OF SUBMISSION OF FISCAL OPERATIONS REPORT FOR 1980-81 AND APPLICATION FOR PARTICIPATION IN PROGRAMS OF STUDENT FINANCIAL AID FOR 1982-83

Enclosure #3

Enclosure #3 contains the Fiscal Operations Report for the 1980-81 year and an application to participate in federal student financial aid programs for the 1982-83 year.

Mr. William Cordero will be present to speak to this item and respond to questions.


b. RECOMMENDED ACCEPTANCE OF FUNDS IN THE AMOUNT OF $27,337 FROM TITLE VII TEACHER TRAINING CONSORTIUM

Attachment 5.2-b

The Bilingual/Cross Cultural Instructional Assistance Program, coordinated by the Instruction Office and the American Ethnic Studies Department, is receiving federal funds to continue participation in the Bilingual Consortium with UCSB. Official notice is in transit from UCSB. The proposal has been approved for two years and provides funds for program coordination and student stipends.

The Superintendent recommends acceptance of Title VII Bilingual Consortium grant funds in the amount of $27,337 for the 1981-82 year.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED ADOPTION OF RESOLUTION #7 (1981-82) APPROVING OF APPROPRIATION TRANSFERS #82-N01, 82-N02, 82-N03, and 82-N04 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 1981-82 budget in like amounts and allocating the funds to the appropriate cost centers.

It is recommended that Resolution #7(1981-82) be adopted authorizing the following actions:

<table>
<thead>
<tr>
<th>Transfer No.</th>
<th>Amount</th>
<th>Grant Description</th>
<th>Cost Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>82-N01</td>
<td>$1,200</td>
<td>Library HEA Title IIA</td>
<td>Library</td>
</tr>
<tr>
<td>82-N02</td>
<td>27,337</td>
<td>Bilingual Title VII</td>
<td>American Ethnic</td>
</tr>
<tr>
<td>82-N03</td>
<td>3,596</td>
<td>Nursing Capitation</td>
<td>ADN Nursing</td>
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<tr>
<td>82-N04</td>
<td>91,665</td>
<td>VEA</td>
<td>Several cost centers</td>
</tr>
</tbody>
</table>

d. RECOMMENDED ADOPTION OF RESOLUTION No. 8 (1981-82) APPROVING OF APPROPRIATION TRANSFER #82-017

Attachment 5.2-d

On September 17, 1981, the board approved a salary and benefit adjustment, retroactive to July 1, 1981, for all Certificated and Management/Supervisory/Confidential employees.

It is recommended that Resolution No. 8 (1981-82) be adopted authorizing Appropriation Transfer #82-017 in the amount of $488,243.

e. RECOMMENDED FILING OF FORMS FOR DISTRICT PARTICIPATION IN SURPLUS PERSONAL PROPERTY PROGRAM OF THE STATE OF CALIFORNIA, DEPARTMENT OF EDUCATION, AND ADOPTION OF RESOLUTION No. 9 (1981-82)

Attachment 5.2-e

In order to continue participation in the Federal Surplus Personal Property Program, the following forms must be submitted to the Office of Surplus Property:

1) Application for Eligibility
2) Resolution No. 9 (1981-82)
3) Assurance of Compliance

The Superintendent recommends approval to submit these forms to the Office of Surplus Property and adoption of Resolution #9 (1981-82).
AGENDA - Regular Meeting
SBCCD Board of Trustees
November 12, 1981

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED ACCEPTANCE OF THE KILN ROOM, ALICE F. SCHOTT CENTER
   AND AUTHORIZATION TO FILE NOTICE OF COMPLETION

   The kiln room at the Alice F. Schott Center has been completed and the J. W. Bailey Construction Company has requested that the district file a Notice of Completion. Staff concurs and recommends acceptance of the project at a contract price of $16,530.

   The Superintendent recommends the Kiln Room Project be accepted as complete and authorization be granted to file the Notice of Completion.

g. RECOMMENDED ACCEPTANCE OF THE DANCE FLOOR, PHYSICAL EDUCATION
   BUILDING, AND AUTHORIZATION TO FILE NOTICE OF COMPLETION

   The dance floor in the Physical Education Building has been completed in accordance with the specifications and the architect has approved the acceptance of the floor.

   The accepted bid price of the project was $20,172 (unfinished). The contractor agreed to finish/seal the floor for an additional $973. The total cost of the flooring project was $21,146.

   The Superintendent recommends acceptance of the Dance Floor project and requests authorization to file the Notice of Completion.

5.3 INFORMATION

a. DISTRICT FINANCIAL REPORTS (Enclosure #4 of last meeting)

   At the last board meeting, the District Financial Reports were presented for the period ending September 30, 1981 for all funds and accounts. Due to the time element, that item was not discussed.

   Mr. Hanson will be available to respond to questions.

6. GENERAL INFORMATION

   No items

7. ADJOURNMENT

   Since the next regular meeting falls on a holiday (November 26 - Thanksgiving Day), it is suggested that action be taken to cancel that meeting. Whereupon, the next regular meeting would be December 10, 1981 (Annual Organizational Meeting).