AGENDA
ANNUAL ORGANIZATIONAL MEETING
AND
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

December 10, 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 NOVEMBER 12, 1981
  1.6 HEARING OF CITIZENS
  1.7 COMMUNICATIONS
    a. REPORT BY ACADEMIC SENATE — Dr. Barbara Lindemann
    b. PROCLAMATION OF "THE CHANNELS RECOGNITION DAY" AND ADOPTION OF
       RESOLUTION No. 10 (1981–82)
       Attachment 1.7-b
    c. REPORT ON COMING EVENTS — Mr. Jim Williams
  1.8 GOVERNING BOARD
    a. OATH OF OFFICE FOR RE-ELECTED MEMBERS OF THE GOVERNING BOARD
       Attachment 1.8-a

Official results of the November 3, 1981 election show that
the following are the successful candidates for new four-year terms
beginning November 27, 1981:

Kathryn O. Alexander  Trustee Area #4
Joe W. Dobbs         Trustee Area #3
Gary R. Ricks        Trustee Area #3

The Oath of Office will be administered by Dr. Peter R.
MacDougall, Secretary/Clerk to the Board of Trustees

**It is suggested that the Oaths of Office (Item 1.8-a) be administered at this time.
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1. GENERAL FUNCTIONS - continued:

1.8 GOVERNING BOARD - continued:

b. ELECTION OF PRESIDENT AND VICE-PRESIDENT

The Education Code requires that a President and Vice-President be elected during this meeting. In accordance with Board policy established on March 11, 1971, "The President shall be elected for a one-year term and may succeed himself/herself in office for one additional year."

c. ELECTION OF SECRETARY/CLERK AND ASSISTANT SECRETARY/CLERK

The following actions are recommended:

(1) That the Superintendent/President, Dr. Peter R. MacDougall be elected Secretary/Clerk for a four-year period beginning November 27, 1981.

(2) That the Business Manager, Mr. Charles L. Hanson, be elected Assistant Secretary/Clerk for a four-year period beginning November 27, 1981.

d. ELECTION OF REPRESENTATIVES TO THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

Annually, the Board has elected one of its members to represent the district on the County Committee on School District Organization. For the past several years, Mrs. Kathryn Alexander has accepted this assignment.

e. ESTABLISHMENT OF MEETING DATES, TIME, AND PLACE

In accordance with Board policy established on March 11, 1971, the Board of Trustees has met on the second and fourth Thursdays of each month. Official action on December 13, 1979, set the starting time as 4:00 p.m. During the past year, the meetings have been held in Room A-211 of the Administration Building.

f. LIAISON REPRESENTATIVE, COMMUNITY COLLEGE DIVISION OF THE CALIFORNIA SCHOOL BOARDS ASSOCIATION (CSBA)

Mr. Sidney R. Frank has served in this capacity since 1974.

g. SUBCOMMITTEES FOR THE BOARD OF TRUSTEES FOR 1981-82

Attachment 1.8-g

Memberships on the subcommittees for the coming year are as listed on the attachment.
2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS AND CONSULTANTS (LECTURERS), WINTER TERM 1982, CONTINUING EDUCATION DIVISION

Enclosure #1

(2) RECOMMENDED APPROVAL OF TEMPORARY HOURLY CERTIFICATED PERSONNEL

Attachment 2.1-a(2)

(3) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

Attachment 2.1-a(3)

b. NON-ROUTINE

(1) PRESENTATION OF CERTIFICATE OF RECOGNITION TO DR. CHARLES R. COURTNEY

A policy was established by the Board of Trustees on March 29, 1979 for an annual Faculty Lecture Series. The intent is a means whereby the Santa Barbara City College community could pay special honor to a member of the faculty, chosen by his/her peers, for outstanding teaching or service to the college.

Dr. Charles R. Courtney was elected by his peers as the third Faculty Lecturer for 1981-82.

In recognition of Dr. Courtney’s election as the third Faculty Lecturer, the Superintendent recommends that the Board of Trustees award a special Certificate of Recognition, and authorize a special honorarium of $250 for Dr. Courtney.

(2) PRESENTATION OF 1982-83 SABBATICAL LEAVE APPLICATIONS

Enclosure #2

Enclosure #2 contains applications from faculty members for sabbatical leaves for the 1982-83 college year.

These applications have been reviewed by the Sabbatical Leave Committee and their recommendation has been accepted by the Representative Council at their meeting of November 30, 1981.

These applications are presented for a first reading. No action is recommended at this time.
2. PERSONNEL - continued:

2.1 CERTIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) RECOMMENDED RATIFICATION OF HEALTH OF LEAVE ABSENCE, AND
APPROVAL OF REDUCTION IN CONTRACT, BARBARA T. CRAWFORD,
ASSOC. PROFESSOR, SPEECH DEPT.

Attachment 2.1-b(3)

Due to health reasons, a leave of absence began on
October 7 and continued to November 27 for Barbara Crawford.
Further, a reduction in her contract is requested for the
balance of the Fall semester. Letters have been received
from the attending physician supporting the illness leave
and advising the reduction in workload.

Both requests have the approval of the Department
Chairperson and the Dean of Instruction.

It is recommended that a health leave of absence be
ratified for the period October 7 to November 27, 1981,
and a reduction in contract from full-time to four-fifth's
time for the period November 30, 1981 to January 26, 1982
be approved for Barbara Crawford, Associate Professor,
Speech Department.

(4) RECOMMENDED APPROVAL OF REDUCTION IN CONTRACT: SUZANNE
MEDINA-NgUYEN, ASST.PROFESSOR, ENGLISH

Attachment 2.1-b(4)

A request has been received from Suzanne Medina-Nguyen
for a reduction in contract due to health reasons. The
request is for half-time for the 1982 Spring semester. This
request has the approval of the Department Chairperson and
and the Dean of Instruction.

It is recommended that approval be given for a reduction
in contract for Suzanne Medina-Nguyen, Assistant Professor,
English, to half-time, Spring 1982 semester.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(5) RECOMMENDED APPROVAL OF PERSONAL LEAVE OF ABSENCE (WITHOUT PAY): W. ROYCE ADAMS, PROFESSOR, ENGLISH

Attachment 2.1-b(5)

A request has been received from Royce Adams for a personal leave of absence (without pay) for the Spring 1982 semester due to health reasons. This request has the approval of the Department Chairperson and the Dean of Instruction.

It is recommended that approval be given for a personal leave of absence (without pay) for W. Royce Adams, Professor, English Department, Spring 1982 semester.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (NON-CLASSIFIED AND CLASSIFIED SERVICE EMPLOYEES)

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 ACCEPTANCE OF RESIGNATIONS: EARLINE MCMILLON, CUSTODIAN (11/12/81), AND DIANA SMITH, INT.TYP.CLK., CONTINUING EDUCATION (12/7/81)

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF REINSTATEMENT OF FORMER EMPLOYEE: BARBARA KINDRON, PABX OPERATOR, EFFECTIVE 12/11/81

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS

Attachment 2.2-a(5)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF PROMOTION: ELOISE HOLZGRAFE, FROM INT.ACCT.CLK. (ACCOUNTING) TO SR.ACCT.CLK. (PAYROLL) (REPLACING K. KINDRON), EFFECTIVE 12/14/81

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF PROMOTION: GLADYS ZIETZ, FROM INT.TYP.CLK (SECURITY)/TEACHER AIDE (INSTRUCTION) TO SR.TYP.CLK., PURCHASING (REPLACING L. BUWALDA), EFFECTIVE 12/7/81

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: SYDNEY W. BUSH, LAB. Tchg.ASST. (REPLACING C. STEVENS), HEALTH TECHNOLOGIES, EFFECTIVE 1/12/82

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: SYLVIA SCHMIDT, COMMUNITY & ADMIN.SERVICES SUPERVISOR, BUSINESS SERVICES (NEW POSITION), EFFECTIVE 1/1/82

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF RECLASSIFICATION: RACHEL MCKEONE, INT.TYP.CLK. TO SR.TYP.CLK., EFFECTIVE 12/11/81

Attachment 2.2-b(5)

During last summer, a reorganization of the Student Activities Office resulted in the transfer of Community Services and Transportation to the Business Services Division.

Concurrent with this reorganization, an Information Center was established in the Administration Building to serve as a focal point for campus information. Accordingly, Rachel McKeone, formerly assigned in the Student Activities Office with Community Services responsibilities, was transferred to the Information Center. In this new location, additional duties related to the Information Center and Transportation were assigned. Consequently, the Business Manager requested a job classification of the incumbent's position, and the Superintendent approved the request for a study.

The reclassification was endorsed by CSEA, Chapter 289, as contained in the attachment.

Based upon the study by the Personnel Office, a reclassification from Typist Clerk, Intermediate, Range 21 to Typist Clerk, Senior, Range 25 is recommended for Rachel McKeone, effective December 11, 1981.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(6) RECOMMENDED APPROVAL OF COLLECTIVE BARGAINING AGREEMENT BETWEEN CSEA, CHAPTER 289, AND THE DISTRICT, EFFECTIVE JULY 1, 1981

Enclosure #3

On March 12, 1981, CSEA, Chapter 289, presented an initial collective bargaining proposal, and on April 9, 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 June 4 with negotiations concluding on November 17. The District negotiators and CSEA, Chapter 289, have reached agreement on Salary & Benefit Adjustments, which are contained in Enclosure #3. The agreement is retroactive to July 1, 1981. The agreement 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 District, effective July 1, 1981, and, as required by Rule 32120, the District file a copy of the written agreement with the Public Employment Relations Board.

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS

Attachment 2.3-a(1)

3. STUDENT SERVICES

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

3.2 RECOMMENDED ADOPTION OF COLLEGE CALENDAR FOR 1982-83

Attachment 3.2

The College Calendar Committee recommended that the district continue with a 'traditional' calendar for 1982-83. A proposed calendar which has been synchronized with reported holidays and probable vacation periods of the Santa Barbara School districts, is contained in the attachment. The proposed calendar identifies teaching days, holidays, faculty in-service days, and final examination periods.

The Superintendent recommends adoption of the 1982-83 College Calendar, as contained in Attachment 3.2.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF NEW CLASSES, WINTER 1982 TERM, CONTINUING EDUCATION DIVISION

Enclosure #4

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS P12-0927 THROUGH AND INCLUDING P12-1176 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.
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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 AMENDMENT TO THE 1981-82 INSTITUTIONAL
MEMBERSHIP LIST

Attachment 5.1-e

It is recommended that approval be given to add the Santa
Barbara Industry Education Council to the 1981-82 membership
list.

f. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #82-019 FOR
INTERNAL ACTION

#82-019 in the amount of $20,058: Transfer of budgeted funds
to correct accounts within the Enabler/Handicapped Cost Center.

g. RECOMMENDED APPROVAL OF PAYMENT FOR CONSULTANT: PATRICIA MORAN
DUNESLAM, TITLE VII BILINGUAL PROGRAM, OCTOBER 1 TO DECEMBER 1,
1981

Attachment 5.1-g

5.2 NON-ROUTINE

a. RECOMMENDED APPROVAL OF THE 1982-83 BUDGET CALENDAR

Attachment 5.2-a

Each year, the Board establishes the budget process
sequence which results in the adoption of the budget. The
proposed 1982-83 Budget Calendar has been endorsed by the
College Cabinet.

The Superintendent recommends approval of the 1982-83
Budget Calendar as contained in Attachment 5.2-a.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:


Attachment 5.2-b

The State Department of Education's Division of Child Development has requested the submittal of a revised Children's Center Agreement, budget and resolution to reflect the 6% adjustment for inflation. This adjustment increases state support from $104,393 to $110,657.

The Superintendent recommends approval of the revised budget and adoption of Resolution No. 11 (1981-82) certifying approval of the amended Child Care Contract for 1981-82.

c. RECOMMENDED ACKNOWLEDGEMENT OF RECEIPT OF THE AUDIT REPORT FOR THE SANTA BARBARA COMMUNITY COLLEGE DISTRICT FOR THE 1980-81 FISCAL YEAR

Enclosure #5

Education Code Section 84040 requires the governing board of each college district to provide for an annual audit of all funds. The 1980-81 audit has been completed by Kendall, Crow and Company, CPA's, and is contained in Enclosure #5.

The Superintendent recommends acknowledgement of receipt of the Audit Report for 1980-81, as contained in Enclosure #5, and further recommends the payment of the previously agreed-to fee.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. RECOMMENDED APPROVAL OF ARENDT/MOSHER/GRANT/PEDERSEN/PHILLIPS,
ARCHITECTS, TO PREPARE PRELIMINARY PLAN PACKAGE FOR THE EROSION
AND FLOOD CONTROL PROJECT

Attachment 5.2-d

The Erosion and Flood Control Project was approved by the
board in February, 1981, and a Project Planning Guide submitted
to the State Chancellor's Office. The State Department of Finance
has approved the preparation of preliminary plans and allocated
$1,300 in State funds; the district share is $400.

The final plan must be submitted to the Chancellor's Office
by February 1, 1982, after approval of the plan by the board in
January. Stephen Metsch, AIA, will be in charge of the project
and has submitted a proposal to do the necessary work for a fee
of $1,700.

The Superintendent recommends approval of the appointment of
Arendt/Mosher/Grant/Pedersen/Phillips, architects, to prepare the
Preliminary Plan Package for the Erosion and Flood Control Project
for a fee of $1,700.

6. GENERAL INFORMATION

No items

7. ADJOURNMENT

Since the next regular meeting falls on a holiday (December 24 - Christmas
Eve), it is suggested that action be taken to cancel that meeting. Then the
next regular meeting would be January 14, 1982.