AGENDA

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

February 19, 1981

3:00 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 - Personnel matters
   1.5 MINUTES OF SPECIAL MEETING OF JANUARY 29, 1981
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. RECOMMENDED APPROVAL OF AMENDMENT TO EXHIBIT "A", DESIGNATED
         POSITIONS, CONFLICT OF INTEREST CODE

         Attachment 1.7-a

         The Conflict of Interest Code adopted in 1977 included a
         list of employees holding positions which would involve the
         making, or the participation in the making, of decisions having
         a material effect on financial matters of the district.

         The attachment contains a proposed updated list of employees
         more appropriately representing those involved in those matters.

         It is recommended that the amended EXHIBIT "A" be approved
         and forwarded to the Board of Supervisors, County of Santa
         Barbara.

      b. REPORT ON ACADEMIC SENATE - Mr. Glenn Gaston
      c. REPORT ON COMING EVENTS - Mr. Jim Williams
2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

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

Attachment 2.1-a(1)

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

Attachment 2.1-a(2)

(3) RECOMMENDED APPROVAL OF TEMPORARY APPOINTMENT - ASSISTANT DIRECTOR, A.D.N. PROGRAM: DIANA SLOANE, ASSOC. PROFESSOR, A.D.N. PROGRAM (REPLACING C. MITCHELL), SPRING 1981 SEMESTER

Attachment 2.1-a(3)

(4) RECOMMENDED APPROVAL OF TEMPORARY APPOINTMENT: KATHLEEN McGUIRE, COUNSELOR (REPLACING J. FLOYD ON SABBATICAL), EFFECTIVE 2/9/81 - 6/25/81

Attachment 2.1-a(4)

(5) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

Attachment 2.1-a(5)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF FIRST YEAR CONTRACT (PROBATIONARY) CERTIFICATED PERSONNEL IN SECOND YEAR CONTRACT (PROBATIONARY) STATUS FOR 1981-82

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF SECOND YEAR CONTRACT (PROBATIONARY) CERTIFICATED PERSONNEL IN THIRD YEAR CONTRACT (PROBATIONARY) STATUS FOR 1981-82

Attachment 2.1-b(2)

(3) RECOMMENDED APPROVAL OF FIRST YEAR CONTRACT (PROBATIONARY) ADMINISTRATIVE PERSONNEL IN SECOND YEAR CONTRACT (PROBATIONARY) STATUS FOR 1981-82

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

2.1 CERTIFICATED PERSONNEL - continued:

b. NON ROUTINE - continued:

(4) RECOMMENDED APPROVAL OF NOTIFICATION OF TERMINATION OF TEMPORARY CERTIFICATED PERSONNEL, EFFECTIVE AT THE END OF SPRING 1981 SEMESTER (CONTRACT & HOURLY OVER 60%)

Attachment 2.1-b(4)

The Education Code provides that certificated faculty must be either 'regular' or 'temporary'. 'Temporary' certificated personnel are employed to replace 'regular' employees on leave or for special temporary enrollment situations.

Several outstanding certificated employees are serving the district this year, as in past years, in 'temporary' assignments. It is necessary to take official action prior to March 15 of the year in the case of 'temporary' employees who are employed over 60 percent of a full assignment, if they are not to be re-employed as permanent employees.

It is recommended that approval be given to notify the certificated personnel listed on Attachment 2.1-b(4) that their temporary assignment will terminate at the end of the Spring 1981 semester.

(5) RECOMMENDED APPROVAL OF REVISION TO ADMINISTRATIVE SABBATICAL LEAVE POLICY

Attachment 2.1-b(5)

At the request of the Superintendent, a review of the district's Administrative Sabbatical Leave policy was recently conducted by a committee composed of administrators. The committee has made suggested changes to the policy. These changes provide for a more thorough review of application for administrative sabbatical leave and, also, provides for application procedural timelines.

The revised policy was reviewed and endorsed by the Board Subcommittee on Educational Policies on January 22, 1981.

It is recommended that the revised Administrative Sabbatical Leave Policy contained in Attachment 2.1-b(5) be approved.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-Routine - continued:

(6) PRESENTATION OF 1981-82 SABBATICAl LEAVE APPLICATIONS

Enclosure #1

Enclosure #1 contains applications from faculty members for sabbatical leaves for the 1981-82 school year. These have been reviewed by the Sabbatical Leave Committee and Representative Council. On January 26, 1981, Representative Council approved these applications.

These applications are presented for a first reading. No action is recommended at this time.

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 APPOINTMENT (CLASSIFIED SERVICE EMPLOYEES)

Attachment 2.2-a(2)

(3) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

Attachment 2.2-a(3)

(4) RECOMMENDED ACCEPTANCE OF RESIGNATIONS:

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>J. Applequist</td>
<td>Custodian Fac. &amp; Oper.</td>
<td>1/30/81</td>
</tr>
<tr>
<td>B. Kindron</td>
<td>PABX Oper. Switchboard</td>
<td>2/27/81</td>
</tr>
<tr>
<td>D. Hill</td>
<td>Director Fac. &amp; Oper.</td>
<td>2/25/81</td>
</tr>
<tr>
<td>D. Howell</td>
<td>Programmer Data Processing</td>
<td>3/13/81</td>
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</table>
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(5) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS

Attachment 2.2-a(5)

(6) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: COLLEGE WORK STUDY (ON- AND OFF-CAMPUS), GENERAL AND TUTORIAL PROGRAMS

Attachment 2.2-a(6)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF LONGEVITY INCREMENT: SYLVIA M. AZDRIL, INT.TYP.CLK., CONT. EDUCATION DIVISION, 15 YRS., EFF: 3/1/81

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF PROMOTION: DORIS B. SHEETS, PROGRAM PLANNING ASST. (REPLACING E. STAFFORD), CONT.EDUCATION DIVISION, EFFECTIVE 3/2/81

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENTS: CUSTODIANS, FACILITIES & OPERATIONS DEPARTMENT

Florido Antonio  Replacing J.Gonzales  2/20/81
Ramiro Cruz "  S.Bates  2/20/81
Tom E. Charlton "  J.Applequist  2/20/81
Norman E. Park "  J.Lynn  2/20/81

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: MARLINKA LINTON, OFFSET DUP.MACH.OPERATOR, Duplicating Dept. (REPLACING P. VINCENT), EFFECTIVE 2/20/81

Attachment 2.2-b(4)

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS

Attachment 2.3-a(1)
AGENDA - Special Meeting  
SBCCD Board of Trustees  
February 19, 1981

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED ADOPTION OF PROPOSED REVISION FOR DEAN'S LIST RECOGNITION

Attachment 3.2

Attachment 3.2 presents the rationale for revising the grade point average requirement which is one criterion for Dean's List recognition. The recommendation to revise the requirement from "3.0 gpa or better" to "3.5 gpa or better" was considered and made by the Scholastic Standards Committee, Student Services Advisory Committee, College Council and the Rep Council.

This was reviewed and endorsed by the Board Subcommittee on Educational Policies on January 22, 1981.

It is recommended that the proposed change, as outlined in Attachment 3.2, be adopted.

3.3 RECOMMENDED DECLARATION OF A MORATORIUM FOR 1981-82 ON THE COLLEGE'S CURRENT GRADING POLICIES

Title V regulations for grading practices have been revised so as to require significant changes in current grading practices. The following agenda item identifies proposed grading policies for 1981-82 which attempt to comply with Title V regulations. The new regulations, however, are subject to interpretation. Currently, those responsible for interpretation of the regulations at the State level are seeking to develop interpretations satisfactory to the various segments concerned with this issue. It is expedient to declare a moratorium on the College's current grading policies for 1981-82 and to provide for an interim policy for the same period or until definitive interpretations have been provided by the California Community Colleges Chancellor's Office.

A declaration of a moratorium for 1981-82 on the College's current grading policies is recommended.

3.4 RECOMMENDED ADOPTION OF PROPOSED GRADING POLICIES FOR 1980-81 TO COMPLY WITH NEW TITLE V REQUIREMENTS

Enclosure #2

During Spring, 1980, extensive changes were made in Title V requirements for grading practices. The intent of the changes was indicated to be to provide for more standardized grading practices for community colleges throughout the State of California. Colleges were permitted time (until July 1, 1981) to study the implications of the new requirements, to adapt the policies to local concerns and to publicize extensively the implementation of the changes in grading practices. The proposed grading policy has been prepared on the basis of recommendations by the Scholastic Standards Committee and of review and recommendation by the Rep Council.

This will be reviewed by the Board Subcommittee on Educational Policies on February 19 (7:00 a.m. meeting).

It is recommended the the proposed Grading Policies for 1981-82, as found in Enclosure #2, be adopted.
4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED RATIFICATION OF ADULT EDUCATION CLASS: FOOD SERVICE ASSISTANT TRAINING

A 60-hour class, FOOD SERVICE ASSISTANT TRAINING, which began Tuesday, February 17, is conducted in cooperation with San Jose State University as a field test project for the State Department of Education. The class will provide instruction for 30 entry-level Food Service personnel.

This class, which is co-sponsored with Santa Barbara City Schools, will be approved for professional growth increments in some school districts.

It is recommended that the Board ratify the class, FOOD SERVICE ASSISTANT TRAINING.

4.2 REPORT ON THE DETERMINATION OF CERTIFICATED PERSONNEL NEEDS FOR 1981-82

Enclosure #3

The procedure for determination of certificated personnel needs involves analysis and review of all departmental requests by the Instruction Office, the Cluster Leaders Council and the President's Cabinet. The Superintendent/President makes the final determination of staffing in his recommendation to the Board of Trustees.

College staffing needs, coupled with two additional key factors ... fiscal uncertainty and a projected long-range enrollment decline ... necessarily cause the procedure to be a careful and thoughtful one. The outline of this process is contained in Enclosure #3.

Mr. M. L. Huglin, Administrative Dean of Instruction, will make a presentation at the board meeting.

4.3 RECOMMENDED RATIFICATION OF NEW T.V. COURSE: VOYAGE – CAREER/LIFE PLANNING

Attachment 4.3

A new T.V. course is being offered during the Spring 81 semester. It will begin at the end of February and the required form has been mailed to the Chancellor's office to meet a deadline date.

It is recommended that the Board ratify the class, VOYAGE: CAREER/LIFE PLANNING (Personal Development 50).

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS P01-1374 THROUGH AND INCLUDING P01-1543 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
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-d and requests authorization to send a letter of appreciation to the donors.

d. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS - INTERNAL ACTIONS

#81-023 in the amount of $834: One-ninth district contribution for Nursing Student Loan grant.

#81-029 in the amount of $250: Shelving for reading room in the library.

#81-030 in the amount of $400: Additional expenses of increased cost of Anatomy supplies.

#81-031 in the amount of $200: Cost of membership for Radiologic Technology Program to the Joint Review Committee on Education.

#81-032 in the amount of $200: Cost of telephone for Security Cost Center.

#81-033 in the amount of $29,573: Correct accounts in the EOPS Cost Center.

#81-034 in the amount of $120: Transfer from hourly to regular classified salaries for Music Cost Center.

#81-035 in the amount of $899: Transfer from hourly account to supplies and insurance for Social Science Cost Center.

e. RECOMMENDED APPROVAL EXTENSION OF EXISTING AGREEMENT WITH SANTA BARBARA JUNIOR CHAMBER OF COMMERCE FOR CO-SPONSORSHIP OF THE SANTA BARBARA EASTER RELAYS

The Santa Barbara Easter Relays has been co-sponsored by the Jaycees for many years. The present agreement has expired and it is recommended that the agreement be extended for another year.

The Superintendent recommends approval of the one-year extension of the existing agreement with the Santa Barbara Junior Chamber of Commerce for co-sponsorship of the Santa Barbara Easter Relays.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE

a. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #81-033-A, 034, 035, 036 and 037 AND ADOPTION OF RESOLUTION No. 10 (1980-81)

Attachment 5.2-a

It is recommended that the Board approve the above-numbered appropriation transfers and adopt Resolution No. 10 (1980-81) authorizing budget adjustments to reflect additional federal fund allocations totalling $57,150.

b. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #81-033-B AND ADOPTION OF RESOLUTION No. 11 (1980-81)

Attachment 5.2-b

It is recommended that the Board approve of this appropriation transfer and adopt Resolution No. 11 (1980-81) reflecting adjustments to the Appropriation for Contingencies Account and the EOPS Cost Center.

c. REQUEST FOR SUNDAY USE OF DISTRICT FACILITIES

Attachment 5.2-c

A request has been received from the Santa Barbara Sports Car Club for use of facilities on Sunday, March 8, 1981.

A similar request has been received from this organization in the past and received approval from the Board.

d. RECOMMENDED APPROVAL OF WORKING DRAWINGS AND SPECIFICATIONS FOR DEVELOPMENT OF GARFIELD SCHOOL PARKING AREAS AND AUTHORIZATION TO CALL FOR BIDS

For two months, staff has been working with Mr. Joe Connell, Civil Engineer, in putting together final specifications and working drawings for the parking areas, entrances and lighting at the Garfield School site (new Adult Education Facility).

The plans were reviewed and endorsed by the Board Subcommittee on Facilities on January 28, 1981.

Mr. Charles Hanson and Mr. Connell will be present to speak to the plans at the meeting.

The Superintendent recommends approval of the Working Drawings and Specifications for the Garfield School Parking Areas and requests authorization to call for bids.
AGENDA - Special Meeting
SBCCD Board of Trustees
February 19, 1981

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. RECOMMENDED APPROVAL OF THE TRAFFIC ABATEMENT PLAN FOR AIR POLLUTION EMERGENCY EPISODES

Enclosure #4

As required under the Clean Air Act of 1979, the district must file a Traffic Abatement Plan for Air Pollution Emergency Episodes. The report had to be filed by February 15, 1981 with the Regional Environmental Protection Agency in San Francisco.

District staff consulted with UCSB and others regarding the requirements and submitted the district's plan (Enclosure #4), subject to Board ratification.

The Superintendent recommends approval of the Emergency Episode Plan for Traffic Abatement and ratification of the submittal to the Environmental Protection Agency.

f. RECOMMENDED APPROVAL OF EXTENSION OF EXISTING CETA PROJECTS

On September 25, 1980, the Board accepted additional funding from the Santa Barbara County CETA Office to continue three existing CETA projects during the 1980-81 fiscal year. Recent adjustments to these funds resulted in changes to the original allocation and the length of each project.

The new allocation and the period of time for each project is as follows:

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<th>Project</th>
<th>Start Date</th>
<th>End Date</th>
<th>Amount</th>
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<tr>
<td>ABE/GED</td>
<td>10/1/80</td>
<td>4/30/81</td>
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</tr>
<tr>
<td>WORKSITE PREP</td>
<td>10/1/80</td>
<td>4/30/81</td>
<td>32,536</td>
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<tr>
<td>ESL</td>
<td>10/1/80</td>
<td>5/15/81</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$108,150</strong></td>
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</tbody>
</table>

It is recommended that the Board accept the adjustments and approve the time extensions as delineated above.

g. ACKNOWLEDGEMENT OF RECEIPT OF SANTA BARBARA COUNTY SCHOOLS FINANCIAL DATA REPORT 1979-80/1980-81

Enclosure #5

Annually, the Santa Barbara County Schools publishes a report of selected financial information pertaining to all school districts in the county.

Enclosure #5 is submitted to the Board as an information item.
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5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

h. RECOMMENDED ADOPTION OF RESOLUTION No. 12 (1980-81) AUTHORIZING THE COUNTY AUDITOR TO RE-ISSUE VOIDED WARRANTS

Attachment 5.2-h

Education Code Section 85270 states that any school warrant not presented to the county treasurer within six months after it was issued is void. A procedure exists which allows a replacement warrant to be drawn anytime within two years from the date on which the original warrant became void.

The County Superintendent of Schools Office has requested the Board of Trustees to re-state its intent, by resolution, that the County Auditor be allowed to issue replacement warrants.

The Superintendent recommends adoption of Resolution No. 12 (1980-81) authorizing the County Auditor to issue replacement warrants within the restrictions established by Education Code Section 85270.

6. GENERAL INFORMATION

6.1 RECOMMENDED APPROVAL TO SUBMIT INSTITUTIONAL SELF-STUDY FOR RE-AFFIRMATION OF ACCREDITATION

Enclosure #6

Santa Barbara City College is due for a ten-year review of its accreditation in April, 1981. Part of this review is the preparation of an institutional self-study which is sent to the Accrediting Commission and team members approximately six weeks before the visiting team arrives.

Mr. Burt Miller will be present to discuss the report and answer questions.

The Superintendent recommends approval to submit the Institutional Self-Study, as contained in Enclosure #6, to the Accrediting Commission.
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6. GENERAL INFORMATION - continued:

6.2 STATUS REPORT ON THE CENTRAL COAST COMPUTING AUTHORITY

On September 11, 1980, the Board approved an agreement between the Community College District and the Santa Barbara School Districts to enter into a joint administrative data processing venture. This arrangement, known as the Central Coast Computing Authority, has been officially operating since early December of 1980.

Mr. Burt Miller will present a brief report on the status of the Central Coast Computing Authority.

7. ADJOURNMENT

The next meeting of the Board of Trustees will be held on Thursday, March 12, 1981 at 4:00 p.m. in Room A-211, Santa Barbara City College.