AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

March 12, 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 FEBRUARY 19, 1981
   1.5 MINUTES OF SPECIAL MEETING OF MARCH 5, 1981
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. REPORT ON COMING EVENTS - Mr. Jim Williams

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF ADDITIONAL TEMPORARY HOURLY
             CERTIFICATED PERSONNEL, SPRING 1981 SEMESTER
             Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, ADDITIONS FOR
             PREVIOUSLY-APPROVED INSTRUCTORS, SUBSTITUTES, AND CONSULTANTS
             (LECTURERS), CONTINUING EDUCATION DIVISION
             Attachment 2.1-a(2)
         (3) RECOMMENDED APPROVAL OF TEMPORARY CONTRACTUAL APPOINTMENTS
             Attachment 2.1-a(3)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(4) RECOMMENDED ACCEPTANCE OF RESIGNATION: VIOLA D. BENAVIDES, ASSOC. PROFESSOR, MEDICAL ASSISTING, EFFECTIVE 6/26/81
Attachment 2.1-a(4)

(5) RECOMMENDED ACCEPTANCE OF RESIGNATION: JOEL SHULMAN, COUNSELOR, DISABLED STUDENTS, EFFECTIVE 2/29/81
Attachment 2.1-a(5)

(6) RECOMMENDED APPROVAL OF NOTIFICATION OF TERMINATION OF TEMPORARY CERTIFICATED PERSONNEL, EFFECTIVE THE END OF THE SPRING 1981 SEMESTER (CONTRACT & HOURLY OVER 60%): MICHAEL FORSTER (MATH/PHYSICS), AND CARL SUNDBECK (MATH/ EARTH SCIENCE)
Attachment 2.1-a(6)

(7) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE
Attachment 2.1-a(7)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF PAYMENT OF EXTRA COMPENSATION AND COURT COSTS: MYRNA HARKER, ASSOC. PROFESSOR, BUSINESS OFFICE CAREERS

Enclosure #1 - Attachment 2.1-b(1)

Upon recommendation of legal counsel for the district, the Board of Trustees rejected a backpay claim for $10,666, plus 7% interest, by Myrna Harker. The claim was based on an incorrect salary classification for the five-year period 1973-74 to 1977-78.

The claim was litigated and on February 9, 1981, a judgement was issued directing the Board to pay Mrs. Harker the amount of $4,641 extra compensation for the two-year period 1976-77 and 1977-78, plus 7% interest and $45 for court costs. The extra compensation would be less her contribution to the State Teachers' Retirement System and normal payroll deductions.

It is recommended that the district pay the extra compensation, as described in Enclosure #1.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-Routine - continued:

(2) RECOMMENDED APPROVAL OF PROFESSIONAL CONSULTANT (EXPERT) STATUS - STUDENT HEALTH SERVICES: JAMES ROBINSON, M.D., SPRING 1981 SEMESTER

Attachment 2.1-b(2)

(3) RECOMMENDED APPROVAL OF RETIREMENT: CALVIN H. REYNOLDS, ASST. DEAN, STUDENT ACTIVITIES/COMMUNITY SERVICES, EFFECTIVE 7/1/81

Attachment 2.1-b(3)

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

Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF WORKING-OUT-OF-CLASSIFICATION: LOUIS TORRES, DIRECTOR, FACIL. & OPER. DEPT., EFFECTIVE 3/1/81

Attachment 2.2-a(3)

(4) RECOMMENDED ACCEPTANCE OF RESIGNATION: PHILLIP PIFER, ATH. TRAINER & GYM FAC.COORD., EFFECTIVE 2/27/81

Attachment 2.2-a(4)

(5) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

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

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(6) RECOMMENDED APPROVAL OF CHANGE IN CLASSIFIED MANAGEMENT/SUPERVISORY/CONFIDENTIAL HOLIDAY SCHEDULE

The recently negotiated CSEA contract provided for the substitution of the Friday of Spring vacation for a day to be taken during the Christmas holiday period. With this approved change in the district's holiday schedule, it is appropriate that a corresponding change be made to the Classified Management/Supervisory/Confidential holiday policy to provide for the same holiday schedule.

It is recommended that Section 1361.10(b) of the Classified Management/Supervisory/Confidential Personnel policies be amended to read as follows:

b. Holidays specified by the Board of Trustees for Classified Employees:

Friday following Thanksgiving; four working days during the Christmas holidays as agreed upon and approved by the Superintendent/President; for 1981 - December 24, 1981; for 1982 - December 23, 1982; and every other day which the Board specifies as a holiday for Classified employees.

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT: BECKY I. BALLMER, PUBLIC INFORMATION ASST. (REPLACING D. SHEETS), CONTINUING EDUCATION DIVISION, EFFECTIVE 3/13/81

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT: ROBIN FRASIER, PROG./ANALYST (REPLACING D. HOWELL), DATA PROCESSING, EFF: 3/23/81

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: STEVAN REESE, THEATRE TECH. (REPLACING T. DOLAS), MUSIC/DRAMA, EFFECTIVE 3/13/81

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: CHRISTINE STEVENS, LAB. TCHG.ASST. (REPLACING T. CORDINGLY), HEALTH TECH.DEPT., EFFECTIVE 3/13/81

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT: GLENDA R. WARWICK, PABX OPERATOR (REPLACING B. KINDRON), EFFECTIVE 3/13/81

Attachment 2.2-b(5)
AGENDA - Regular Meeting
SBCCD Board of Trustees
March 12, 1981

2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(6) RECOMMENDED APPROVAL OF APPOINTMENT: PATRICIA PILCHARD, STATS. TECH. (REPLACING L. DUNGAN), RESEARCH & GRANTS, EFF: 3/23/81
Attachment 2.2-b(6)

(7) RECOMMENDED APPROVAL OF APPOINTMENT: STEWART SWARTZ, LAB. TCHG. ASST. (NEW POSITION), COMPUTER SCIENCE, EFFECTIVE 3/23/81
Attachment 2.2-b(7)

(8) RECOMMENDED APPROVAL OF RECLASSIFICATION - TUTOR II
Attachment 2.2-b(8)

In September, 1980, the District's Tutorial Center and Learning Assistance Center were merged and placed under the Director, Instructional Support Services, Mr. Pablo Buckelew.

With this increased responsibility and workload, the Director assigned increased responsibilities for coordination and supervision of the Math and English tutors to the department's two Tutor II positions. The two positions are held by Nancy Roy and Jaime Flores.

Mr. Buckelew and the Dean of Instruction recommended a classification study and appropriate upward reclassification of the two Tutor II positions to reflect the new assigned supervisory and coordination responsibilities.

The Personnel Department conducted a classification study of the two positions and determined that a new classification of Tutor Coordinator Range 27 be established for the two Tutor II positions filled by Roy and Flores. In addition, the Personnel Department recommended that the old classification of Tutor I and Tutor II be merged as a single classification at Range 12. This classification would continue to be used for hourly employees.

It is recommended that:

1) a new job classification of Tutor Coordinator, Range 27, be established as described in Attachment 2.2-b(8) and that Jaime Flores, Tutor II, and Nancy Roy, Tutor II, be reclassified upward to the new position of Tutor Coordinator, effective March 16, 1981; and

2) the current Tutor I and Tutor II job classifications be merged as described in Attachment 2.2-b(8) effective March 16, 1981.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(9) PRESENTATION OF INITIAL C.S.E.A. COLLECTIVE BARGAINING CONTRACT PROPOSAL FOR 1981-82 SCHOOL YEAR

In accordance with the provisions of Chapter 10.7, Division 4, Title 1, of the Government Code (Rodda), the Board is required to officially receive all initial proposals from recognized employee organizations which relate to matters within the scope of meeting and negotiating. The Rodda Act also requires that the public be informed and have an opportunity to express itself regarding the proposal of both the employee organizations and the Board.

The proposal will be presented and described to the Board by its official representative.

As required by the Rodda Act, Section 3547, it is recommended that the Board:

1) officially receive the C.S.E.A. initial proposal,

2) make the C.S.E.A. proposal a matter for public record for public pickup in the President's office and the Personnel Department, and

3) give notice by district news release to the public that at its next Board meeting on March 26, 1981, a hearing will be held to provide the public with an opportunity to express itself regarding the C.S.E.A. proposal.

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS

Attachment 2.3-a(1)

(2) RECOMMENDED APPROVAL OF PROFESSIONAL CONSULTANT (EXPERT) STATUS, AND CHANGE TO PREVIOUSLY-APPROVED PROFESSIONAL CONSULTANT (EXPERT) STATUS

Attachment 2.3-a(2)
3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

4. CURRICULUM AND INSTRUCTION

DEFERRED 4.1 REPORT ON DETERMINATION OF CERTIFICATED PERSONNEL NEEDS FOR 1981-82 FROM LAST MEETING:

Enclosure #2

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 #2.

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

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS P01-1544 THROUGH AND INCLUDING P01-1672 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.

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

Attachment 5.1-d
AGENDA - Regular Meeting
SBCCD Board of Trustees
March 12, 1981

5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

e. RECOMMENDED RATIFICATION OF THE SUBMISSION OF PROPOSAL FOR IMPROVEMENT OF INSTRUCTION GRANT TO CHANCELLOR'S OFFICE

Enclosure #3

This proposed project would produce a text and audio cassettes to facilitate the teaching of Conversational Spanish. The proposal was mailed to meet a deadline date.

f. RECOMMENDED RATIFICATION OF THE SUBMISSION OF PROJECT PLANNING GUIDES FOR EROSION CONTROL AND CAMPUS LIGHTING PROJECTS

Enclosure #4

Projects covering erosion and flood control and improved campus lighting were included in the Five-Year Construction Plan recently submitted to the Chancellor's Office and approved by the Board on January 29, 1981. In order to receive funding for these projects in the 1982-83 state capital outlay budget, it is necessary to submit the Project Planning Guides. They were mailed to meet a deadline date.

5.2 NON-ROUTINE

a. RECOMMENDED ACCEPTANCE OF PRIVATE INDUSTRY COUNCIL (PIC) FUNDS IN THE AMOUNT OF $4,500

On August 14, 1980, the Board of Trustees approved a project for the expansion of the Landscape Horticulture Program. It was indicated at that time that several sources of funding were being sought. The amount of $4,500 is now forthcoming from the Private Industry Council.

Mr. Mel Elkins will be present to reply to questions.

The Superintendent recommends acceptance of the Private Industry Council funds in the amount of $4,500.

b. RECOMMENDED APPROVAL OF THE SUBMISSION OF AN APPLICATION FOR COLLEGE LIBRARY RESOURCES GRANT

Attachment 5.2-b

Title II of the Higher Education Act provides grants for books and materials for college libraries. This application will establish the college's eligibility for such a grant in 1981-82.

The Superintendent recommends approval of the submission of this application.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED APPROVAL TO SUBMIT APPLICATION FOR CONTINUATION OF GRANT TO INTEGRATE GERIATRICS INTO THE ADN PROGRAM

Attachment 5.2-c

For the past two years, the college has had a Public Health Service grant to add material relating to health and nursing care for the aging to the modules of the Associate Degree Nursing program. This application requests continuation support for the third and final year of the project.

The Superintendent recommends approval to submit this application.

d. RECOMMENDED ADOPTION OF RESOLUTION No. 13 (1980-81) AMENDING THE 1980-81 CHILD DEVELOPMENT PROGRAM CONTRACT

Attachment 5.2-d

Amendment #2 to the Child Development Program Contract corrects the days of operation shown on the contract from 182 to 176, and increases the average daily enrollment number to 50. There is no change in costs or payments.

The Superintendent recommends adoption of Resolution No. 13 (1980-81) approving Amendment #2 to the Child Development Program Contract.

e. PRESENTATION OF DISTRICT FINANCIAL REPORTS

Enclosure #5

Enclosure #5 contains the report of the financial status of the district for the period ending December 31, 1980 for all funds and accounts, including the Student Finance Operations.

This is presented for information. Mr. Charles Hanson will be present to respond to questions.

f. PRESENTATION OF REPORT OF CAMPUS BOOKSTORE

Attachment 5.2-f

Attachment 5.2-f contains the latest summary of the operations of the Campus Bookstore for the period ending December 31, 1980.

This is presented for information.
5. BUSINESS SERVICES – continued:

5.2 NON-Routine – continued:

  g. RECOMMENDED ACKNOWLEDGEMENT OF RECEIPT OF AUDITOR’S MANAGEMENT LETTER

  Enclosure #7

  The Education Code requires a fiscal audit by a CPA be completed each year on all District funds. The District has complied with this requirement each year and the results have been submitted to the Board. For the 1979-80 fiscal year, the Business Manager requested the auditor expand his report to include a review of internal controls and his independent opinion on adequacy. Normally this is reported as a "management letter" with specific findings and recommendations.

  On December 11, 1980, the Financial Report was submitted to the Board. The financial audit indicated the District has maintained its books in a satisfactory manner for some years. The additional recommendations are for improving the system and internal controls.

  During the audit and following the exit conference with the auditor, several recommendations were implemented immediately. Others require significant changes and fiscal commitments. Staff is reviewing all of the recommendations and will respond to each item after further study.

  Mr. Hanson, Mr. Pickering and a representative of the auditor will be present to answer any questions.

  It is recommended that the Board acknowledge receipt of the auditor's Management Letter.

  h. RECOMMENDED APPROVAL OF EXTENSION OF UNITED AIRLINES CONTRACT RETROACTIVE TO OCTOBER 28, 1980 THROUGH OCTOBER 27, 1983

  Enclosure #6

  The initial catering agreement with United Airlines was for a one-year period. United has been very pleased with the quality of product and service rendered by the HRM Department during the trial period and would like to extend the contract for three additional years through October 27, 1983. (Note: there is a 90 day cancellation clause in the agreement.)

  It is understood that all variable costs are charged directly to United Airlines for reimbursement to the cafeteria account. Fixed costs will be segregated in college accounts as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursement for costs incurred by</td>
<td></td>
</tr>
<tr>
<td>College Cafeteria account</td>
<td>$59</td>
</tr>
<tr>
<td>HRM Scholarship Fund</td>
<td>$50</td>
</tr>
<tr>
<td>------------------------------------</td>
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</tr>
<tr>
<td></td>
<td>$109</td>
</tr>
</tbody>
</table>

  The Superintendent recommends approval of the United Airlines contract extension through October 27, 1983.
6. GENERAL INFORMATION

6.1 REVIEW OF ACCREDITATION SELF-STUDY

(Enclosure #6 from last meeting)

At its last meeting, the Board approved the submittal of the Accreditation Self-Study to the Accrediting Commission.

Burt Miller will present a brief review of the highlights of this report.

6.2 SUMMARY REPORT OF DONATIONS TO THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE

Enclosure #8

The donations to THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE accepted by the Board of Trustees at each meeting are summarized on a quarterly basis and submitted to THE FOUNDATION Board of Directors for acceptance.

Enclosure #8 consists of the quarterly reports for July 1 through September 30, 1980, and October 1 through December 31, 1980. In the future, each quarterly summary submitted to THE FOUNDATION Board of Directors will also be submitted as an information item to the Board of Trustees.

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, March 26, 1981 at 4:00 p.m. in Room A-211, Santa Barbara City College.