AGENDA
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

March 26, 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 - Salary Negotiations
   1.5 MINUTES OF REGULAR MEETING OF MARCH 12, 1981
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. REPORT OF 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 ADDITIONAL TEMPORARY HOURLY CERTIFICATED PERSONNEL, SPRING 1981 SEMESTER
             Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, CHANGES/ADDITIONS OF PREVIOUSLY-APPROVED INSTRUCTORS, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION
             Attachment 2.1-a(2)
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2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(3) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

Attachment 2.1-a(3)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF VOLUNTARY RE-ASSIGNMENT: DR. ALFRED SILVERA, ADMINISTRATIVE DEAN, STUDENT SERVICES

Attachment 2.1-b(1)

On March 5, 1981, Dr. Alfred Silvera, Administrative Dean of Student Services, submitted a request for re-assignment to a faculty teaching position effective with the Fall 1981 semester.

It is recommended that approval be given this request for re-assignment of Dr. Alfred Silvera to a teaching position, effective September 8, 1981.

(2) RECOMMENDED APPROVAL OF PERSONAL LEAVE OF ABSENCE (WITHOUT PAY): DR. ALFRED SILVERA

Attachment 2.1-b(2)

In conjunction with the requested voluntary re-assignment request of the previous agenda item, Dr. Silvera is also requesting a personal leave of absence for the Fall 1981 semester.

It is recommended that approval be given for a personal leave of absence (without pay) for Dr. Alfred Silvera for the Fall 1981 semester (September 8, 1981 through January 26, 1982).
2. PERSONNEL - continued:

2.1 CERTIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(3) RECOMMENDED APPROVAL OF REDUCED WORKLOAD FOR RETIREMENT:
    DR. HAROLD M. DUNN, PROFESSOR, MUSIC

Attachment 2.1-b(3)

In accordance with the provisions of Education Code Section 87483 and District Policy Section 2342, Dr. Harold Dunn has requested part-time contractual status to be credited toward full-time retirement.

It is recommended that the contractual status of Dr. Harold M. Dunn, Professor, Music, be reduced to 90% effective September 8, 1981, in accordance with Education Code Section 87483 and District Policy Section 2342.

(4) RECOMMENDED APPROVAL OF WORKING DAY SCHEDULES FOR CERTIFIED PERSONNEL FOR THE 1981-82 COLLEGE YEAR

Enclosure #1

Annually, the Board establishes the number of required working days for each category of certificated personnel. The enclosure delineates the recommended regular working schedules for:

10-Month Certificated personnel
12-Month Administrative personnel
Children's Center personnel

It is recommended that approval be given the 1981-82 Working Schedules for certificated personnel as contained in Enclosure #1.
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2. PERSONNEL - continued:
   2.1 CERTIFIED PERSONNEL - continued:
      b. NON ROUTINE - continued:

(5) RECOMMENDED APPROVAL OF SABBATICAL LEAVES FOR 1981-82

At the February 19, 1981 Board of Trustees meeting, the eligible sabbatical leave applications for 1981-82 were presented for information and a first reading. During a lengthy discussion, the Board expressed concern about the effect on the college and its programs if 23 full-time faculty were on sabbatical leave. The discussion concluded with an understanding that the administration would review the sabbatical leave applications relative to the Board's concern for institutional and program continuity and would make a recommendation to the Board of Trustees based on that review.

The administration conducted a review of all sabbatical applications. From the standpoint of institutional integrity and department and/or cluster continuity, the following recommendations are made. The administration did not evaluate the quality of the sabbatical applications, but limited the review to the issue of continuity. In each case, the appropriate department was asked to participate and the departmental recommendation used whenever given. If more than one sabbatical application in the same area was being reviewed, the number of previous sabbaticals for each applicant was also considered.

The Superintendent/President and Dean of Instruction met with the Representative Council to discuss the entire sabbatical issue and to explain the procedure that was being used for the review. Each sabbatical applicant has been advised of this administrative recommendation.

Recommended sabbaticals for 1981-82:

1. Henry Bagish (Soc/Anthro) ~ Fall, 1981
2. John Bowman (F.I.R.E.) ~ 1981-82 Year
3. Susan Culler (Math/German) ~ Spring, 1982
4. Robert Frame (Art) ~ Fall, 1981
5. Charles Carey (Theatre Arts) ~ 1981-82 Year
6. Myrna Harker (Bus.Office) ~ 1981-82 Year
7. Evanne Jardine (English) ~ 1981-82 Year
8. William McAdams (Theatre Arts) ~ 1981-82 Year
9. Judith Meyer (Life Science) ~ 1981-82 Year
10. Phil Olsen (Geology) ~ 1981-82 Year
12. Ralph Schiferl (Computer Sci.) ~ 1981-82 Year
14. Curtis Solberg (History) ~ Spring, 1982
15. Jane Spira (English) ~ 1981-82 Year
16. Conrad Weller (Life Science) ~ 1981-82 Year

Additional recommended sabbaticals for 1981-82, but with a modification from one year to one semester:

1. Oscar Bucher (Art)
2. Edwin Soule (Machine Shop)
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (NON-CLASSIFIED SERVICE EMPLOYEES), AND CHANGE OF PREVIOUSLY-APPROVED HOURLY APPOINTMENT

Attachment 2.2-a(1)

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

Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF CHANGE OF PREVIOUSLY-APPROVED APPOINTMENT - EFFECTIVE DATE FOR CHRISTINE STEVENS IS 3/20/81

Attachment 2.2-a(3)

(4) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS

Attachment 2.2-a(5)

b. NON-ROUTE

(1) RECOMMENDED APPROVAL OF APPOINTMENT: DENNIS GOEBEL, ATHLETIC TRAINER/COORD.GYM FACIL., (REPLACING P. PIFER), EFFECTIVE APRIL 1, 1981

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF VOLUNTARY RE-ASSIGNMENT: MARJORIE LYNN, SECRETARY,CONF., PRESIDENT'S OFFICE, EFFECTIVE 4/13/81

Attachment 2.2-b(2)

(3) PUBLIC HEARING ON CSEA COLLECTIVE BARGAINING CONTRACT PROPOSAL FOR 1981-82 FISCAL YEAR

On March 12, 1981, the Board of Trustees officially received the CSEA contract proposal for 1981-82. As required by the Rodda Act, the Board gave notice by news release that at its next Board meeting on March 26, 1981, a hearing would be held to provide the public with an opportunity to express itself regarding the CSEA proposal.

It is recommended that this public hearing be held.
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2. PERSONNEL - continued:

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

3.2 RECOMMENDED APPROVAL OF REVISION OF THE POLICY WHICH PROVIDES FOR THE NON-VOTING STUDENT MEMBER OF THE BOARD OF TRUSTEES

Attachment 3.2

The current policy which provides for the non-voting student member of the Board of Trustees stipulates that the President of the Associated Students of Santa Barbara City College shall also serve in the capacity of the non-voting student member of the Board.

The Student Senate and the Associated Student President have reviewed the policy in terms of the Associated Student President’s experiences over the last two years. It is felt that the combined responsibilities of the Associated Student Presidency and the non-voting student member of the Board are generally too much for one person to assume. As a result, the Associated Student President and the Student Senate have recommended that the positions of the Associated Student President and the non-voting student member of the Board of Trustees be held by different persons and the policy dealing with the issue of the non-voting student member of the Board be changed as indicated in Attachment 3.2.

It is recommended that approval be given to the revisions of the policy on the non-voting student member of the Board of Trustees, as described on Attachment 3.2.
4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDATIONS ON STATUS OF DENTAL AND MEDICAL ASSISTING PROGRAMS

Attachment 4.1

Approximately eight programs were identified by the Ad Hoc Contingency Committee (Spring, 1980) as 'high cost/low enrollment' cost centers. As part of a continuing review, the College Planning Committee addressed the same issue but one year later. The data presented to CLC/CPC from the Instruction Office results in CLC/CPC making two unanimous recommendations:

1) to eliminate the Medical Assisting Program, effective June 30, 1981;

2) to continue the Dental Assisting Program for 1981-82, but, if fewer than 25 students are enrolled in the program next Fall, the program would be eliminated for 1982-83.

It should be noted that the other programs identified as 'high cost/low enrollment' had "upped" enrollments in the 1980-81 college year. The college will continue to evaluate these programs on an on-going basis.

It is recommended that the action by the College Planning Committee be sustained.

4.2 RECOMMENDED APPROVAL OF NEW COURSES FOR SPRING TERM 1981, CONTINUING EDUCATION DIVISION

Enclosure #2

Enclosure #2 contains the list of new courses to be offered by the Continuing Education Division.

Approval of the new courses for Spring Term 1981, Continuing Education Division, is recommended.
5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS P01-1673 THROUGH AND INCLUDING P01-1785 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 the attachment and requests authorization to send a letter of appreciation to the donors.

d. RECOMMENDED APPROVAL OF DISTRICT MILEAGE ALLOWANCE RATE INCREASE FOR DISTRICT VANS, EFFECTIVE JULY 1, 1981

The district mileage reimbursement rate was increased from 15¢ to 20¢ per mile effective July 1, 1980. Further calculations and cost estimates indicate the present 20¢ rate is still inadequate for covering direct costs on district vans.

Therefore, it is recommended that the reimbursement rate for use of district vans be set at 26¢ per mile. This increase affects instructional programs and co-curricular programs most directly since vans are used in transporting groups of students to various events. Estimated additional cost to the district is approximately $3,000 annually. Additional allowance for use of private vehicles is not recommended at this time. Departments must know the rate to properly budget for 1981-82.

The Superintendent recommends the District allowance for mileage reimbursement be established at 26¢ per mile (District vans) and 20¢ per mile (other vehicles), effective July 1, 1981.
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5. BUSINESS SERVICES - continued:  

5.2 NON-Routine  

a. RECOMMENDED ACKNOWLEDGEMENT OF RECEIPT OF AUDITOR'S MANAGEMENT LETTER  

Enclosure #3  

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 and others require significant changes and fiscal commitments. Staff comments are included in the enclosure.  

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

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

b. RECOMMENDED ACCEPTANCE OF BID FOR THE GARFIELD SCHOOL PARKING PROJECT  

Enclosure #4  

Bids for the Garfield School Parking project were opened on March 17, 1981. Bids were received from five firms:  

Herman De Nunzio  
Granite Construction  
Lash Construction  
Melcher Construction  
Condor Construction  

The bids, as listed on Enclosure #4, will be reviewed by the Facilities Subcommittee on March 24, 1981. A recommendation will be presented at the Board meeting.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED APPROVAL OF DISPOSAL OF SURPLUS ELEMENTARY PLAYGROUND EQUIPMENT

The acquisition of Garfield School yielded several pieces of playground equipment which must be removed to provide for required parking facilities. The City Schools has removed the playground equipment they need.

The College Parent/Child Workshops and Children's Center have had an opportunity to select pieces of equipment they can utilize in their programs. Several pieces of equipment still remain and staff would like to see it utilized as playground equipment rather than scrap metal.

Several local private schools have expressed an interest in the surplus playground equipment and would like to utilize it in their respective programs. Due to the limited time we have to remove the equipment (prior to the contractor beginning the parking lot project), it is recommended that the remaining equipment be disposed of through private sale at minimum amounts. Any items not sold will be donated to local non-profit charitable organizations.

The Superintendent recommends the disposal of surplus playground equipment as described.

d. RECOMMENDED ACCEPTANCE OF FUNDS IN THE AMOUNT OF $4,599 FROM THE SAN JOSE STATE UNIVERSITY FOUNDATION AND AUTHORIZATION TO SIGN THE LETTER OF AGREEMENT

Enclosure #5

On February 19, 1981, the Board ratified a new training class for Food Service personnel. This is being conducted in cooperation with San Jose State University. A Letter of Agreement has been received from the San Jose State University Foundation with a budget. Funds are for assistant instructors, laboratory assistants and supplies, and are not to exceed $4,599.

It is recommended that the funds be accepted and staff authorized to sign the Letter of Agreement contained in Enclosure #5.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

  e. RECOMMENDED APPROVAL OF AUGMENTED VOCATIONAL EDUCATION FUNDS FOR 1980-81 SCHOOL YEAR

      Attachment 5.2-e

      The district has received a Vocational Education augmentation in the amount of $6,595 for the 1980-81 school year. Specific cost centers have been contacted to determine the most appropriate way to spend these funds.

      Mr. Elkins will be present to respond to any questions.

      The Superintendent recommends approval of the augmented Vocational Education funds for 1980-81, as delineated in Attachment 5.2-e.

  f. RECOMMENDED APPROVAL OF EMPLOYMENT OF CONTRACT AUDITOR FOR THE 1980-81 FISCAL YEAR, WILLIAM D. KENDALL, C.P.A.

      Attachment 5.2-f

      Education Code 84040 requires the governing board of a community college district to provide for an audit of the books and accounts of the district by April 1st of each year.

      The Superintendent recommends the employment of Mr. William D. Kendall, C.P.A., as the District's independent auditor for the 1980-81 fiscal year at the estimated cost not to exceed $5,900.

  g. REQUEST FOR USE OF DISTRICT FACILITIES ON A SUNDAY DATE

      Attachment 5.2-g

      A request has been received from California Polytechnic State University for use of District facilities on Sunday, August 23, 1981. The request is for the facilities at the Cal Poly Valley Adult Education Center to conduct an extension course.

      A similar request from this state university has been honored in the past.
6. GENERAL INFORMATION

6.1 PRESENTATION OF A.D.N. ACCREDITATION REPORT

The A.D.N. Accreditation report has been forwarded to the California Board of Registered Nursing. Copies will be distributed at the Board meeting.

Miss Shirley Conklin will give a brief presentation on the meaning of the accreditation and the date of the site visit.

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, April 9, 1981.