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

July 23, 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/PERSONNEL MATTERS
  1.5 MINUTES OF SPECIAL MEETING OF JUNE 18, 1981
  1.6 HEARING OF CITIZENS
  1.7 COMMUNICATIONS
    a. REPORT BY ACADEMIC SENATE - Dr. Barbara Lindemann, President
    b. REPORT ON COMING EVENTS - Mr. Jim Williams
  1.8 GOVERNING BOARD ACTIONS
    a. RECOMMENDED ADOPTION OF RESOLUTION No. 1(1981-82) APPROVING OF
       GOVERNING BOARD MEMBER ELECTION

       Attachment 1.8-a

       The regular election for governing board members will be held on
       November 3, 1981. Four board seats will be on the ballot - one from
       each area.

1. GENERAL FUNCTIONS – continued:

1.8 GOVERNING BOARD ACTIONS – continued:

b. CALENDAR FOR GOVERNING BOARD ELECTION

Enclosure #1

Enclosure #1 contains a calendar of dates and deadlines related to the next governing board election on November 3, 1981.

c. RECOMMENDED ADOPTION OF RESOLUTION No. 2(1981-82) PERTAINING TO CANDIDATE’S STATEMENT

Attachment 1.8-c

The Elections Board, County of Santa Barbara, is updating all their records. They request through the County Superintendent of Schools Office that each school district pass a resolution pertaining to candidate’s statement for the Governing Board Member Election to be held on November 3, 1981. The suggested identical to a resolution adopted by the Board of Trustees on October 14, 1976.

It is recommended that Resolution No. 2 (1981-82) be adopted and that staff be directed to forward the resolution to the County Superintendent of Schools Office.

c. OATH OF OFFICE FOR NON-VOTING STUDENT MEMBER OF THE GOVERNING BOARD

According to legal opinion by the Attorney General’s office, student trustee members are required to be sworn in and given the Oath of Office in the same manner as are other members of the community college district governing board.

The Oath of Office will be administered at the meeting to Mr. Guy Parvex, non-voting student trustee for the 1981-82 year, by Dr. David Mertes, Secretary/Clerk to the Board of Trustees.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF TEMPORARY HOURLY CERTIFICATED PERSONNEL

Attachment 2.1-a(1)
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2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS AND SUBSTITUTES, CONTINUING EDUCATION DIVISION

Attachment 2.1-a(2)

(3) RECOMMENDED APPROVAL OF ADDITIONAL INSTRUCTORS, 1981 SUMMER SESSION

Attachment 2.1-a(3)

(4) RECOMMENDED APPROVAL OF TEMPORARY CONTRACTUAL APPOINTMENTS

Attachment 2.1-a(4)

(5) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

Attachment 2.1-a(5)

(6) RECOMMENDED APPROVAL OF REDUCTION IN CONTRACT: ISIDOR ELIAS, ASSOC. PROFESSOR, PHYSICS

Attachment 2.1-a(6)

A request has been received from Mr. Isidor Elias for a reduction in contract from full-time to 60% for the 1981-82 college year.

It is recommended that approval be given this request.

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF FOUR-YEAR CONTRACT WITH DR. PETER R. MACDOUGALL AS SUPERINTENDENT/PRESIDENT

On June 22, 1981, the Board of Trustees unanimously voted to appoint Dr. Peter R. MacDougall as Superintendent/President of the Santa Barbara Community College District.

Dr. MacDougall will start his four-year contract on August 3 as Superintendent/President-elect with a brief overlap period with Dr. Mertes. On September 1, Dr. MacDougall will become the Superintendent/President of the district.

It is recommended that the four-year contract with Dr. Peter R. MacDougall be approved with service beginning August 3, 1981.
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2. PERSONNEL - continued:

2.1 CERTIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF PERSONAL LEAVE OF ABSENCE (WITHOUT PAY): DR. JOANNE B. HENDRICK, PROFESSOR, NURSERY SCHOOL EDUCATION, EFFECTIVE 1981-82 COLLEGE YEAR

Attachment 2.1-b(2)

The University of Oklahoma has invited Dr. Joanne Hendrick to be a consultant for their Childhood Program. Dr. Hendrick, therefore, is requesting a personal leave of absence for the 1981-82 college year.

It is recommended that the request for a personal leave without pay be approved.

(3) RECOMMENDED APPROVAL OF APPOINTMENT: GREGORY O. BRYANT, INSTRUCTOR, MARINE TECH PROGRAM, EFFECTIVE 9/8/81

Attachment 2.1-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: ROBERT M. ELMORE, INSTRUCTOR, MATH DEPT., EFFECTIVE 9/8/81

Attachment 2.1-b(4)

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (NON-CLASSIFIED & CLASSIFIED SERVICE EMPLOYEES), MAIN CAMPUS & CONTINUING EDUCATION DIVISION

Attachment 2.2-a(1)

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

Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF 1981-82 PROFESSIONAL GROWTH INCREMENTS AND STIPENDS

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS

Attachment 2.2-a(4)
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(5) RECOMMENDED ACCEPTANCE OF RESIGNATIONS: ROSS McCOY AND LAURO ORTIZ, MAINT.WORKERS, FACIL. & OPER.DEPT., EFFECTIVE 7/31/81  
Attachment 2.2-a(5)

(6) RECOMMENDED APPROVAL OF PERSONAL LEAVE OF ABSENCE WITHOUT PAY: MARK ALLEN, STAGECRAFT TECH., 9/8/81 THROUGH 6/17/82  
Attachment 2.2-a(6)

(7) RECOMMENDED APPROVAL OF TEMPORARY CHANGE IN WORK ASSIGNMENT: DAVID OLIVARES, ATH.EQPT.ATTENDANT, SR., EFFECTIVE 1981 SUMMER SESSION  
Attachment 2.2-a(7)

During the Summer Session, the P.E. Department does not conduct classes on Fridays. Consequently, the P.E. Chairperson has requested authorization of a four-day/40 hour work week for the athletic equipment attendant. This is allowed under Section 7.7 of the CSEA contract and Education Code Section 88031.

The request has the concurrence of David Olivares (incumbent) and the support of the Administrative Dean, Instruction.

It is recommended that approval be given to establish a temporary four-day/40 hour work week assignment for David Olivares, effective for the 1981 Summer Session.

(8) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE  
Attachment 2.2-a(8)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF RETIREMENTS:  
WALTER PERKINS  CUSTODIAN  EFFECTIVE 8/31/81  
SALVADOR JIMENEZ  CUSTODIAN  " 9/3/81  
Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF PROMOTION: LINDA BUALDA, SR.TYP.CLK., PURCHASING (REPLACING C. TATSCH), EFFECTIVE 7/1/81  
Attachment 2.2-b(2)
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2. PERSONNEL – continued:

2.2 CLASSIFIED PERSONNEL – continued:

b. NON-ROUTINE – continued:

- (3) RECOMMENDED APPROVAL OF APPOINTMENT: SILVIA Y. CORTEZ, SPEC.PROG.ADVISOR (REPLACING A. ABESILLA), EOPS OFFICE, EFFECTIVE 9/8/81  
  Attachment 2.2-b(3)

- (4) RECOMMENDED APPROVAL OF APPOINTMENT: ANN L. FRYSLIE, INT. ACCT.CLK., ACCOUNTING, EFFECTIVE 7/24/81  
  Attachment 2.2-b(4)

- (5) RECOMMENDED APPROVAL OF REVISED CLASSIFIED DISCIPLINARY POLICY SECTIONS 1563.11 c & g  
  Attachment 2.2-b(5)

Current district policy provides that, upon notification of a pending disciplinary action (suspension, demotion, dismissal), an employee may request a due process hearing. Furthermore, the policy states that the Board of Trustees shall hear the charges or it may engage a State Hearing Office to conduct the hearing.

County Counsel has indicated that there is approximately a two-month delay in obtaining a State Hearing Officer for local disciplinary action hearings. Consequently, it is recommended by County Counsel and district staff that the current policy be changed to allow for the use of a hearing officer other than one from the State Hearing Office to expedite resolution in such matters.

The Superintendent recommends that the Board adopt the revised policy as contained in Attachment 2.2-b(5).

2.3 GENERAL PERSONNEL

a. ROUTINE

- (1) RECOMMENDED APPROVAL OF PROFESSIONAL CONSULTANT (EXPERT) STATUS, AND PROFESSIONAL VOLUNTEER STATUS  
  Attachment 2.3-a(1)
2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED ADOPTION OF NON-DISCRIMINATION GRIEVANCE PROCEDURE

Attachment 2.3-b(1)

In response to AB 803, the Board of Governors on December 5, 1980 adopted Title 5 regulations which provide requirements regarding non-discrimination in all district programs and activities. In addition, the regulations provide for district investigation of all discrimination complaints and investigation by the Chancellor's Office of any discrimination complaint not resolved at the district level.

The regulations require that each community college district adopt and submit a non-discrimination grievance procedure to the Chancellor's Office for approval.

Accordingly, a proposed district procedure has been prepared as contained in Attachment 2.3-b(1). This procedure incorporates existing district due process procedures used for the investigation of grievances and discrimination complaints. The proposed procedure has been reviewed by the Affirmative Action Committee and the Superintendent's Cabinet.

It is recommended that the Board adopt the procedure as contained in Attachment 2.3-b(1) for forwarding to the Chancellor's Office.

(2) PRESENTATION OF ANNUAL AFFIRMATIVE ACTION PROGRAM ACTIVITY REPORT FOR 1980-81

Enclosure #2

Enclosure #2 contains the annual Affirmative Action Program Activity Report for the 1980-81 year.

This information is provided in accordance with the District's Affirmative Action Plan.

Mr. Dan Oroz will be present to respond to questions.
3. STUDENT SERVICES

3.1 REPORT OF ASSOCIATED STUDENTS

3.2 REPORT ON USE OF COLLEGE FACILITIES THROUGH COMMUNITY SERVICES

Enclosure #3

This item was deferred from the last board meeting. Enclosure #3 contains the report on the use of college facilities through Community Services from July 1980 through May 1981.

Mr. Charles Hanson will highlight the report and respond to questions.

3.3 RECOMMENDED RATIFICATION OF SUBMISSION OF EXTENDED OPPORTUNITY PROGRAMS & SERVICES APPLICATION FOR FUNDING OF A SPECIAL PROJECT

Enclosure #4 (Part A)

The special project request for $45,000 is for a proposed model involving improved participation of under-represented groups in Math and Science courses. It would address the need for development of new basic math modules, course modification, diagnostic and placement procedures and the development of a project model. The model would be shared by conducting workshops through the state.

Ratification of the submission of a proposal to conduct an EOPS Special Project is recommended.

3.4 RECOMMENDED RATIFICATION OF SUBMISSION OF 1980-81 FINAL CLAIM OF EXTENDED OPPORTUNITY PROGRAMS AND SERVICES BUDGET

Enclosure #4 (Part B)

The allocation for the 1980-81 EOPS Program of $202,306 is awarded in three payments. The final invoice for $103,458 has been submitted to the Chancellor's Office.

It is recommended that ratification of the submission of the final EOPS award be given.

3.5 RECOMMENDED RATIFICATION OF SUBMISSION OF THE 1981-82 INITIAL CLAIM OF EXTENDED OPPORTUNITY PROGRAMS AND SERVICES ALLOCATION

Enclosure #4 (Part C)

Of the allocated $214,207 budget for the 1981-82 EOPS Program, an advance payment claim of 25% ($53,552) has been submitted.

It is recommended that the submission of the initial payment claim for the 1981-82 EOPS Program be ratified.
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3. STUDENT SERVICES - continued:

3.6 RECOMMENDED APPROVAL OF SUBMITTAL OF COLLEGE PLAN FOR EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS) PROJECT FOR 1981-82

Enclosure #4 (Part D)

The 1981-82 College Plan has been developed on the basis of the allocated state funds. Santa Barbara City College has been awarded $214,207 for the 1981-82 EOPS Project as compared to $202,306 for the 1980-81 year. The award represents an increase of approximately 5.9%. Part D of Enclosure #4 contains selected portions of the full 63-page document.

Mr. Kevin Jeter will be present to highlight the plan and respond to questions.

It is recommended that approval be given to submit the 1981-82 College Plan for the Extended Opportunity Programs and Services Project.

4. CURRICULUM AND INSTRUCTION

4.1 REPORT ON 1981 SUMMER SESSION

Mr. John Romo, Assistant Dean of Instruction, and Mrs. Lynda Rodrigues, Acting Administrative Dean, Student Services, will give reports on the Summer Session of 1981.

4.2 RECOMMENDED APPROVAL OF NEW COURSES AND NEW PROGRAM FOR 1981-82

Enclosure #5

Enclosure #5 lists new courses and a new program endorsed by the Curriculum Committee. These courses and program are to be offered during the 1981-82 college year.

Dr. Richard Sanchez, Assistant Dean, Educational Planning and Development, will be present to respond to questions.

It is recommended that the board approve of the new courses and the new program described in Enclosure #5.
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5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS PO1-2413 THROUGH AND INCLUDING PO1-2508 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. REQUEST FOR SUNDAY USE OF DISTRICT FACILITIES

Attachment 5.1-d

The Santa Barbara Sports Car Club, Inc. is requesting use of college facilities on Sunday, August 23, 1981. Similar requests have been received from this organization and received board approval.

e. RECOMMENDED APPROVAL OF RE-EMPLOYMENT OF MR. GIL BISHOP, RETIREMENT CONSULTANT, 1981-82 ACADEMIC YEAR

Attachment 5.1-e

Mr. Gil Bishop has been retained annually since the Fall of 1978 as a professional consultant to provide consulting services in retirement planning for district employees. He also provides the administration with legal advice on technical retirement questions and legislation.

Based upon the high level of services provided by the consultant and the favorable feedback and appreciation expressed by district employees regarding the services, it is recommended that the contract be extended with Professional Personnel Leasing, Inc., for the services of Mr. Gil Bishop for the 1981-82 academic year at a fee of $800.
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

f. RECOMMENDED APPROVAL OF EXTENSION OF AGREEMENT WITH SANTA BARBARA NEWS PRESS FOR CHANNELS PRINTING

Attachment 5.1-f

Last year the College bid the printing of THE CHANNELS newspaper and selected the Santa Barbara NEWS PRESS as the printer. The quality and service were greatly improved under this new arrangement, therefore, the staff recommends the extension of the agreement for one additional year.

The attachment reflects the new prices for 1981-82.

The Superintendent recommends approval of the extension of the printing agreement with the Santa Barbara NEWS PRESS for the period September 1, 1981 through August 31, 1982, and as delineated in Attachment 5.1-f.

g. RECOMMENDED RATIFICATION OF PROCUREMENT OF REQUIRED DISTRICT LIABILITY INSURANCE, EFFECTIVE JULY 1, 1981

Enclosure #6

On June 29, 1981, four proposals on liability insurance were reviewed by the College District, the City Schools and Goleta Union School District. After considerable discussion, cost comparisons and interviewing, the Keenan & Associates program was selected by all three districts.

The New Program of Property and Liability Insurance is presently in 52 school districts throughout the state. An outline of coverages is contained in Enclosure #6. Of the four alternative programs, the three Districts chose Program #3 described in part in the Insurance Binder. The policy was effective on July 1, 1981 (12:01 a.m.) and will remain in effect through June 30, 1982.

The Superintendent recommends ratification of the insurance proposal of Keenan & Associates (Program #3), effective July 1, 1981 through June 30, 1982 at an annual premium of $36,331.
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

h. RECOMMENDED APPROVAL OF SUBMISSION OF CHILD CARE FOOD PROGRAM, 1981-82 ANNUAL RENEWAL

Attachment 5.1-h

The Child Care Food Program annual renewal is for 1981-82. Submittal of this form to the Office of Child Nutrition Services by July 30, 1981 should guarantee receipt of approximately $16,000 to support the Children's Center food program.

The Superintendent recommends approval of the renewal of the Child Care Food Program.

5.2 NON-ROUTINE

a. RECOMMENDED ADOPTION OF THE 1981-82 PUBLICATION BUDGET

Enclosure #7

The proposed Publication Budget for 1981-82 includes several modifications to the previously-approved Tentative Budget revenue and expenditure amounts.

The State apportionment has been adjusted to reflect the Chancellor's office calculated estimate of AB 1626 revenue. Other revenue accounts have been changed to show current revised estimates. The expenditure changes are summarized in Enclosure #7.

The Superintendent recommends adoption of the 1981-82 Publication Budget as contained in Enclosure #7.

b. RECOMMENDED APPROVAL TO SUBMIT PROJECT PLANNING GUIDE (PPG) FOR REMOVAL OF ARCHITECTURAL BARRIERS TO THE HANDICAPPED

Enclosure #8

In February, 1980, a Project Planning Guide (PPG) was submitted to cover approximately $700,000 in projects to remove architectural barriers to the handicapped. This project, however, did not get funded in the 1981-82 state budget. Staff have been asked to re-submit the project at this time for inclusion in the 1982-83 budget. The PPG has been updated to reflect higher costs and to delete work already completed.

The Superintendent recommends approval to submit the Project Planning Guide, as contained in Enclosure #8.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTEIN - continued:

c. RECOMMENDED APPROVAL OF AMENDMENTS TO DISTRICT TRAVEL AND CONFERENCE ADMINISTRATIVE REGULATIONS AND PROCEDURES

The costs of travel by District personnel has escalated rapidly over the last three years to an extent where the costs of an event are not fully covered. The last revision of the approved rates occurred on June 20, 1978.

The proposed changes in the District Regulations and Procedures will be reviewed by the Board Finance Subcommittee on July 21. Copies of the amended Regulations and Procedures will be distributed at the board meeting.

The Superintendent recommends approval of the amended District Travel and Conference Administrative Regulations and Procedures.

d. RECOMMENDED ACCEPTANCE OF BID FOR CONSTRUCTION OF THE KILN ROOM AT THE GARFIELD SCHOOL SITE

On June 18, 1981, the board authorized the Superintendent to accept a bid for construction of the kiln room providing it did not exceed $15,000. One bid was received in excess of that amount and the Superintendent rejected the bid.

The project was rebid and with additional advertising. Bids will be opened on July 22, reviewed by staff, and a recommendation made at the board meeting.

e. RECOMMENDED ACCEPTANCE OF BID FOR INSTALLATION OF DANCE FLOOR, PHYSICAL EDUCATION BUILDING

On June 18, 1981, the board authorized calling for bids on a new dance floor in the Physical Education building. The specifications and drawings were picked up by four bidders.

Bids will be opened on July 20, reviewed by staff, and a recommendation made at the board meeting.

6. GENERAL INFORMATION

No items

7. ADJOURNMENT

As a result of action on June 18, 1981, the next meeting of the Board of Trustees will be a special meeting on August 6, 1981 for the purpose of a public hearing and adoption of the final budget.