AGENDA

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

August 4, 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 - none scheduled
1.5 MINUTES
  a. REGULAR MEETING OF JULY 23, 1981
  b. SPECIAL MEETING OF JULY 28, 1981
1.6 HEARING OF CITIZENS
1.7 COMMUNICATIONS
  a. REPORT BY ACADEMIC SENATE - none scheduled
  b. REPORT ON COMING EVENTS
     The last events calendar presented by Mr. Jim Williams
     covered the period from July 24 through September 10, 1981.
1.8 GOVERNING BOARD
  a. 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 school
     year, by Dr. David Mertes, Secretary/Clerk to the Board of
     Trustees.
AGENDA - Special Meeting  
SBCCD Board of Trustees  
August 4, 1981

1. GENERAL FUNCTIONS - continued:

1.8 GOVERNING BOARD - continued:

b. RECOMMENDED APPROVAL OF APPOINTMENT OF DR. PETER R. MACDOUGALL  
TO SUCCEED DR. DAVID MERTES IN VARIOUS POSITIONS

Dr. David Mertes has held several other positions in his role as Superintendent/President of the Santa Barbara Community College District. As the newly-elected Superintendent/President will assume office on September 1, 1981, it is recommended that the Board of Trustees approve of the appointment of Dr. Peter R. MacDougall, effective on the dates listed below, as:

1) Secretary/Clerk to the Board of Trustees,  
effective: August 5, 1981 to November 27, 1981

2) Secretary, THE FOUNDATION FOR SANTA BARBARA  
CITY COLLEGE, effective: August 5, 1981

3) Member, Executive Committee, Central Coast  
Computing Authority, effective: August 5, 1981.

c. APPOINTMENT OF CALIFORNIA COMMUNITY & JUNIOR COLLEGE ASSOCIATION  
TRUSTEE DELEGATE

The CCJCA constitution provides that there be four repre-  
sentatives to the delegate assembly from each community college: chief administrator, faculty, trustee and student.

It is appropriate for the board to select a representative to serve on the delegate assembly for 1981-82. Mr. Benjamin Wells has served in this capacity since 1971.

d. RECOMMENDED APPROVAL OF UPDATED POLICIES FOR THE BOARD OF TRUSTEES  
Enclosure #1

The policies for the Board of Trustees were last updated in 1978. The new additions cover Section 0190, Non-Voting Student Member of the Board, and Section 0540.2(2), Change Orders.

It is recommended that approval be given of the updated poli-  
cies as contained in Enclosure #1.
2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF TEMPORARY CONTRACTUAL APPOINTMENTS
   Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, FALL 1981 SEMESTER
   Attachment 2.1-a(2)

(3) RECOMMENDED APPROVAL OF CANCELLATION OF PERSONAL LEAVE OF ABSENCE (WITHOUT PAY): LORRAINE BELMONT, PROFESSOR, ENGLISH
   Attachment 2.1-a(3)

   On June 18, 1981, the board approved an extension of a personal leave of absence for Lorraine Belmont, effective for the 1981-82 college year. A request has been made by Ms. Belmont to cancel her personal leave of absence in order to return to service full-time, effective September 8, 1981.

   It is recommended that approval be given this request.

(4) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE
   Attachment 2.1-a(4)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT: ELAINE L. COHEN, INSTRUCTOR/DIRECTOR, READING-STUDY SKILLS (REPLACING J. ROMO), EFFECTIVE 9/8/81
   Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF INTERIM POLICY ON FACULTY AVAILABILITY TO STUDENTS
   Attachment 2.1-b(2)

   Since February 21, 1979, the faculty and administration have been deliberating on a faculty availability policy. The attachment contains the recommended interim policy. It is understood that this interim policy is subject to review and possible revision during the coming academic year. This interim policy is endorsed by the Board Subcommittee on Educational Policies.

   The Superintendent recommends that the board approve the Interim Faculty Availability To Students policy, as contained in Attachment 2.1-b(2), effective September 1, 1981.
AGENDA - Special Meeting  
SBCCD Board of Trustees  
August 4, 1981

2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (CLASSIFIED SERVICE EMPLOYEES)

Attachment 2.2-a(2)

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

Attachment 2.2-a(3)

(4) RECOMMENDED ACCEPTANCE OF RESIGNATIONS: JUDITH COCKRUM, KEYPUNCH OPERATOR (8/7/81), LOIS DOERGE, SR.ACCT.CLK., (8/14/81), AND DONALD R. CANLEY, MAINT.WKR.II (7/31/81)

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF 1981-82 PROFESSIONAL GROWTH INCREMENT AND STIPEND

Attachment 2.2-a(5)

(6) RECOMMENDED RATIFICATION OF ADOPTION OF INTERIM SALARY SCHEDULE AND RECLASSIFICATION OF DISTRICT EMPLOYEES, CENTRAL COAST COMPUTING AUTHORITY (CCCA)

Attachment 2.2-a(6)

At its July 23, 1981 meeting, the board authorized adoption of an interim salary schedule/reclassification for district employees of the Central Coast Computing Authority (CCCA). This schedule and reclassification will remain in effect until the employees are formally employed by the CCCA.

It is recommended that the board ratify the adopted interim salary schedule and reclassification of district employees of the Central Coast Computing Authority, as contained in the attachment.

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT: EVERETT BONNER, INT.ACCT. CLK., ACCOUNTING (REPLACING L. BUWALDA), EFFECTIVE 8/10/81

Attachment 2.2-b(1)
AGENDA - Special Meeting
SBCCD Board of Trustees
August 4, 1981

2. PERSONNEL - continued:
   2.3 GENERAL PERSONNEL
   a. ROUTINE
      (1) RECOMMENDED APPROVAL OF PROFESSIONAL CONSULTANT (EXPERT) STATUS
          Attachment 2.3-a(1)
      (2) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS
          Attachment 2.3-a(2)
   b. NON-ROUTINE
      No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED ADOPTION OF 1981-82 CO-CURRICULAR BUDGET

Attachment 3.2

Attachment 3.2 contains the proposed Co-Curricular Budget for 1981-82. The budget essentially provides for the same activities as last year's budget, but contains some adjustments in income and expenditure levels. The 1980-81 Co-Curricular Budget is included in the attachment for comparison purposes.

It is recommended that the 1981-82 Co-Curricular Budget be adopted.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF CONTINUING EDUCATION FALL 1981 COURSE LIST

Enclosure #2

AB 1626 (Hughes), the 1981-82 fiscal bill for community colleges, changes the method and the level of support for non-credit continuing education courses. Nine categories of courses are funded at a level of $1100 per unit of ADA. All other non-credit courses are defunded totally. The individual community college districts have the option to offer the non-funded courses on a locally-developed fee schedule. At this time, however, the definitions for the funded and non-funded courses are only partially developed. Consequently, the board is being asked to approve the list of courses planned for the Fall 1981 with the understanding that some of the courses will be tuition-free while the remainder will carry a fee. It is further recommended that a uniform fee of $1 per class meeting be applied to each course in the non-funded category.

The Superintendent recommends that the Board of Trustees approve the Fall 1981 Course List and Instructors, as contained in Enclosure #2, with the understanding that some of the courses will be offered tuition-free while others will carry a student fee. It is further recommended that a uniform fee schedule of $1 per class meeting be applied to the fee-bearing courses.
AGENDA - Special Meeting  
SBCCD Board of Trustees  
August 4, 1981

4. CURRICULUM AND INSTRUCTION - continued:

4.2 PRESENTATION OF SUMMARY OF PROGRAM EVALUATION/IMPROVEMENT PROPOSALS

Attachment 4.2

Mr. John Romo will present and highlight a summary of Improvement of Instruction proposals for funding through Program Improvement and Evaluation grants.

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS P01-2509 THROUGH AND INCLUDING P01-2517 (PRIOR YEAR), AND P12-0001 THROUGH AND INCLUDING P12-0088 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 INSTITUTIONAL MEMBERSHIP LIST FOR 1981-82

Attachment 5.1-d

Information was mailed to members of the Board of Trustees on July 15, 1981 for their review of institutional memberships for the coming year.

The Superintendent recommends that the Institutional Membership List for 1981-82, as contained on Attachment 5.1-d, be approved.
AGENDA - Special Meeting
SBCCD Board of Trustees
August 4, 1981

5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

  e. RECOMMENDED APPROVAL OF MILEAGE ALLOWANCES FOR 1981-82

  Attachment 5.1-e

  The attachment lists the administrative, certificated and classified personnel who are required to use their personal automobiles in carrying out district responsibilities. The individuals and allowance amounts are indicated reflecting reimbursement for intra-district travel.

  The Superintendent recommends approval of the mileage allowances for 1981-82 as contained in Attachment 5.1-e.

5.2 NON-ROUTINE

  a. PUBLIC HEARING AND RECOMMENDED ADOPTION OF THE 1981-82 FINAL BUDGET

  Enclosure #3

  The proposed Final Budget for 1981-82 decreases state revenue to reflect a projected loss of non-funded, non-credit classes. The Chancellor's Office calculations of the new AB 1626 funding legislation have been adjusted to account for a revised 8513 annualized ADA. State apportionment has been reduced by $250,800 and local income increased by $50,000 for course fees.

  Expenses remain virtually unchanged except for minor modifications and updating. In addition, staff have developed an alternative contingency plan placing certain expenditures "on hold" until more definite information is known about the non-credit funding.

  The Final Budget is presented in Enclosure #3. The board is required by law to hold a public hearing on the proposed annual district budget.

  The Superintendent recommends adoption of the proposed 1981-82 Final Budget as contained in Enclosure #3.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED ACCEPTANCE OF SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG) PROGRAM AND COLLEGE WORK STUDY (CWS) FUNDS FOR 1981-82

Attachment 5.2-b

The District has been notified that the level of 1981-82 funding for the Supplemental Educational Opportunity Grants Program will be $158,996 and for College Work Study will be $344,233.

The Superintendent recommends acceptance of the 1981-82 funding for the Supplemental Educational Opportunity Grants Program and the College Work Study Program, as delineated in Attachment 5.2-b.

c. REQUESTS FOR SUNDAY USE OF FACILITIES

Attachment 5.2-c

Two requests have been received for use of college facilities on Sunday dates:

1) The Kiwanis Club has requested the use of La Playa Stadium and related facilities for a Youth Benefit Concert, profits from which will be prorated to Santa Barbara youth groups. The program is scheduled for 6:00 pm until 8:30 pm on Sunday, September 20, 1981. Appropriate supervision and security arrangements will be coordinated through the college and paid for by Kiwanis. Kiwanis will also take out liability/property insurance and 'hold harmless' the district from any loss, damage or liability. Ticket sales will be handled by Kiwanis with a strict top limit of 9,000 tickets issued (expected crowd is 5000-6000).

2) Dr. Don Bushnell, President of the Board of Directors, Santa Barbara Freedom Community Medical Clinic is requesting use of La Playa Stadium for a Jogathon and Joggers' Clinic on Sunday, September 27, 1981. This is an annual fund-raiser and community service activity sponsored by the Freedom Community Medical Clinic, which is a non-profit, tax exempt institution.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. RECOMMENDED APPROVAL OF INSURANCE CARRIERS FOR THE PERSONNEL BENEFITS PROGRAM FOR 1981-82

Attachment 5.2-d

The College Personnel Benefits Committee met during the Spring semester and recommended all existing benefit plans be offered for 1981-82. The benefit plans are identical to last years, although there will be increased premiums as shown in the attachment. All companies are the same except for the Salary Continuation plan which saves employees an average of 22% on premiums.

It is recommended that the following personnel benefit plans be approved for the coming year, October 1, 1981 - September 30, 1982:

Mandatory Coverages:

a. Medical Plans (choice of one)
   1. Blue Cross Foundation
   2. INA (Mission Medical)
   3. Health Net (Blue Cross - HMO)
   4. Waivers - when proof of comparable coverage is provided

b. Great-West Life Assurance

c. Crown Income Protection (new carrier, same plan)

Optional Coverages:

a. Dental Plans
   1. INA (Mission Medical)
   2. Blue Cross (Group Plan)

b. Tax Shelter Annuity Plans -- various plans available to those who have a balance after mandatory/optional coverages are deducted from district allotment for health benefits.

The Superintendent recommends approval of the Personnel Benefit Programs, carriers and premium rates indicated in Attachment 5.2-d, effective October 1, 1981 - September 30, 1982.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

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

Enclosure #4

The costs of travel by district personnel has escalated rapidly over the last three years. Mileage rates were increased July 17, 1980 from 15¢ to 20¢ per mile by board action. There have been no other modifications in per diem rates since June 20, 1978.

The proposed amendments in the District Travel and Conference Administrative Regulations and Procedures reflect the prior changes in mileage rates, an increase in allowance for meals and lodging, and several procedural changes for better administration. The 1981-82 Budget for staff travel is the same as the 1980-81 fiscal year. Procedural changes clarify responsibility for transportation activities under the College Business Manager.

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

f. RECOMMENDED ACCEPTANCE OF GARFIELD SCHOOL PARKING LOT PROJECT AND AUTHORIZATION TO FILE NOTICE OF COMPLETION, GRANITE CONSTRUCTION COMPANY, CONTRACTOR

The Parking Lot project at Garfield School has been completed and the engineer has approved acceptance of the project. Staff is satisfied the job has been completed according to the design and specifications.

The acceptance includes Change Orders #1 - #4, previously approved by the board, at a revised contract price of $145,376.

The Superintendent recommends the Parking Lot Project at Garfield School be accepted and authorization be given to file the Notice of Completion.
AGENDA - Special Meeting  
SBCCCD Board of Trustees  
August 4, 1981

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

  g. RECOMMENDED ADOPTION OF RESOLUTION No. 3 (1981-82) AUTHORIZING COMMERCIAL CHECKING, SAVINGS, AND INVESTMENT ACCOUNT SIGNATURES

Attachment 5.2-g

The conduct of district business requires the establishment of various savings, checking, and investment accounts and the approval of certain district staff members as signatories for the accounts. Resolution No. 3 designates those individuals.

In addition to the various district funds, accounts are also established for the Bookstore, Cafeteria, and Student Finance Accounts.

The Superintendent recommends adoption of Resolution No. 3 (1981-82) authorizing the listed district staff members as signatories for the 1981-82 fiscal year.

6. GENERAL INFORMATION

6.1 RECOMMENDED APPROVAL TO RE-NAME GARFIELD SCHOOL

With the conversion of Garfield School into a major Santa Barbara City College facility for both credit and non-credit programs, the staff feel that the name of the facility should be re-named to reflect this new use.

The Superintendent recommends that the Board of Trustees re-name the Garfield School -

ALICE F. SCHOTT CONTINUING EDUCATION CENTER

in honor of Mrs. Schott who was an enthusiastic supporter of adult education in the Santa Barbara area.

7. ADJOURNMENT

As a result of board action on June 18, 1981, the next regularly-scheduled meetings of August 13 and August 27, 1981 were cancelled. Therefore, the next regular meeting of the Board of Trustees is scheduled on Thursday, September 10, 1981 to be held in Room A-211, Santa Barbara City College.