AGENDA

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

September 3, 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

   a. Discussion on salary negotiations

1.5 MINUTES OF SPECIAL MEETING OF AUGUST 4, 1981

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

   a. REPORT BY ACADEMIC SENATE - Dr. Barbara Lindemann

      (1) FALL FACULTY SEMINAR - SEPTEMBER 8, 1981

      Attachment 1.7-a(1)

   b. INVITATION TO DEDICATION CEREMONIES - SEPTEMBER 13, 1981, 2:00 pm
      "ALICE F. SCHOTT CONTINUING EDUCATION CENTER", 310 W. Padre Street,
      Santa Barbara

   c. REPORT ON ENROLLMENT FOR 1981 FALL SEMESTER - Mrs. Lynda Rodrigues

   d. REPORT ON COMING EVENTS - Mr. Jim Williams
AGENDA - Special Meeting
SBCCD Board of Trustees
September 3, 1981

1. GENERAL FUNCTIONS - continued:

1.8 GOVERNING BOARD

a. BALLOT FOR 1981 ELECTION OF CANDIDATES FOR CALIFORNIA COMMUNITY COLLEGE TRUSTEES BOARD OF DIRECTORS

Enclosure #1
Attachment 1.8-a

Information for candidates for the 1981 election of members of the Board of Directors for California Community College Trustees is provided for each member of the Board of Trustees in Enclosure #1. A copy of the official ballot is contained in Attachment 1.8-a.

There are twelve (12) vacancies on the regular Board of Directors. A bulletin from the CCCT office (7/27/81) indicated that there would not be an election for the Student Director, as CCCT did not receive a nomination.

The voting period is August 15 - September 30, 1981. The official ballot must be postmarked no later than September 30. Board members will be provided with individual ballots at the board meeting. If it is their wish to cast ballots at this meeting, they may do so, or the voting can be done at the next board meeting. (The ballots can be marked and tabulated later in the President's office.)

b. 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. Peter MacDougall, Secretary/Clerk to the Board of Trustees.
AGENDA - Special Meeting
SBCCD Board of Trustees
September 3, 1981

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF TEMPORARY HOURLY CERTIFICATED PERSONNEL
Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF TEMPORARY CONTRACTUAL APPOINTMENTS
Attachment 2.1-a(2)

(3) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, FALL 1981 SEMESTER
Attachment 2.1-a(3)

(4) RECOMMENDED APPROVAL OF CERTIFICATED HOURLY INSTRUCTORS, SUBSTITUTES, AND CONSULTANTS (LECTURERS), 1981 FALL TERM, CONTINUING EDUCATION DIVISION

Enclosure #2

(5) RECOMMENDED ACCEPTANCE OF RESIGNATION: C. RICHARD WILLINGHAM, ASSOC. PROFESSOR, EARTH SCIENCE, EFFECTIVE JUNE 26, 1981
Attachment 2.1-a(5)

(6) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE
Attachment 2.1-a(6)

b. NON-ROUTINE

(1) RECOMMENDED RECOGNITION OF NOTIFICATION OF DEATH (TERMINATION): DR. TIMOTHY FETLER, PROFESSOR, PHILOSOPHY
Attachment 2.1-b(1)

It is with regret that the Board of Trustees be notified of the death of Dr. Timothy Fetler. According to official records, his death occurred on August 8, 1981.

It is recommended that official recognition be given of the death of Dr. Timothy Fetler on August 8, 1981, and further, that in adjourning today's meeting, it be closed in his memory.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF CHANGE IN EFFECTIVE DATE OF APPOINTMENT: DR. ELAINE L. COHEN, INSTRUCTOR/DIRECTOR, READING-STUDY SKILLS

Attachment 2.1-b(2)

On August 4, 1981, the board approved the appointment of Dr. Elaine Cohen as the new Director for Reading-Study skills, effective September 8, 1981.

During the summer, Dr. Cohen was injured in an accident and upon medical advice is unable to move from Colorado to Santa Barbara in time to begin her assignment until the Spring semester.

It is recommended that approval be given to change the effective date of the appointment of Dr. Elaine L. Cohen to February 1, 1982.

(3) RECOMMENDED APPROVAL OF CANCELLATION OF SABBATICAL LEAVE AND APPROVAL OF PERSONAL LEAVE OF ABSENCE (WITHOUT PAY): WILLIAM MC ADAMS, ASSOC.PROFESSOR, THEATRE ARTS

Attachment 2.1-b(3)

On March 26, 1981, the board approved a sabbatical leave of absence for William McAdams for the 1981-82 college year. A request has been received from Mr. McAdams to cancel his sabbatical leave for 1981-82, and to grant approval of a two-year personal leave of absence (without pay) for the 1981-82 and 1982-83 college years in order to accept an overseas teaching assignment.

It is recommended that approval be given of these two requests.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

Attachment 2.2-a(1)

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

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 APPROVAL OF EARLY RE-INSTATEMENT FROM PERSONAL LEAVE OF ABSENCE (WITHOUT PAY): JOSEPHINE A. RAMOS, KEYPUNCH OPERATOR, DATA PROCESSING, EFFECTIVE 8/17/81

Attachment 2.2-a(4)

(5) RECOMMENDED ACCEPTANCE OF RESIGNATION: PATRICIA PILCHARD, STATS.TECH., RESEARCH & GRANTS, EFFECTIVE 8/31/81

Attachment 2.2-a(5)

(6) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

Attachment 2.2-a(6)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF PROMOTION: RITA HARRINGTON, SR.ACCT.CLK., CONTINUING EDUCATION DIVISION,(REPLACING L. DOERGE), EFFECTIVE 8/24/81

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENTS:

Continuing Education Division

EDWIN L. PIPERSBURG, Bookstore Supply Clerk

Eff: 9/14/81

Eff: 9/8/81

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 APPOINTMENTS, FACILITIES & OPERATIONS DEPARTMENT:

ANTONIO BARBA, Custodian
(replacing S. Jimenez)
Eff: 9/8/81

EARLINE MC MILLON, Custodian
(new position)
Eff: 9/8/81

BARBARA STEPHENSON, Custodian
(replacing W. Perkins)
Eff: 9/9/81

Attachment 2.2-b(3)

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

GEORGE K. HEESEN,
Maintenance Worker II
(replacing L. Ortiz)
Eff: 9/14/81

RONALD S. RHODES,
Maintenance Worker II
(replacing D. Canley)
Eff: 9/8/81

WAYNE C. SNOWDEN,
Maintenance Worker III
(replacing R. McCoy)
Eff: 9/8/81

Attachment 2.2-b(4)

2.3 GENERAL PERSONNEL.

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL CONSULTANT STATUS: TONY GROSSI AND RAY SCHACK, P.E./ATHLETICS (1981-82 SEASON), AND JAMES ROBINSON, M.D., STUDENT HEALTH SERVICES, 1981-82 COLLEGE YEAR

Attachment 2.3-a(1)

b. NON-Routine

No items
3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN ARTS DEGREE

Attachment 3.2

The Superintendent recommends that the Board of Trustees confer upon each of the 46 candidates listed on Attachment 3.2 the Associate in Arts Degree, subject to completion of the state and local requirements for the degree.

3.3 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN SCIENCE DEGREE

Attachment 3.3

The Superintendent recommends that the Board of Trustees confer upon each of the 14 candidates listed on Attachment 3.3 the Associate in Science Degree, subject to completion of the state and local requirements for the degree.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED RATIFICATION OF A SENIOR CITIZENS' ENROLLMENT FEE FOR CONTINUING EDUCATION CLASSES

Due to passage of AB 1626, certain adult education classes are no longer eligible for funding. On August 4, 1981, the Board of Trustees approved an enrollment fee of $1 per class meeting for such classes. When the board adopted a fee schedule as a result of Proposition #13, it contained a special Senior Citizens' rate.

The Superintendent recommends ratification of a Senior Citizens' (age 62 or over) fee of approximately 50¢ per class meeting.

4.2 RECOMMENDED APPROVAL OF ADDITIONAL CLASSES FOR 1981 FALL TERM, CONTINUING EDUCATION DIVISION

Attachment 4.2

4.3 REPORT ON ASSOCIATE DEGREE NURSING PROGRAM ACCREDITATION

Enclosure #3

Ms. Shirley Conklin, Assistant Dean, Health Technologies, will speak to the report from the accrediting team's visit last April 7 - 9, 1981.
5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS P12-0089 THROUGH AND INCLUDING P12-0195 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 DISPOSAL OF SURPLUS PROPERTY

Attachment 5.1-d

Attachment 5.1-d contains a list of items that are of no further use to the district and should be declared surplus. The County of Santa Barbara's auction is on September 26. Some of these items will be advertised in the local newspaper and in a printing equipment trade journal.

The Superintendent recommends approval of these items being declared surplus and requests authorization of their disposal.

e. RECOMMENDED ACCEPTANCE OF A NURSING CAPITATION GRANT IN THE AMOUNT OF $3,596

Attachment 5.1-e

A Notice of Grant award has been received from the Department of Health and Human Services allocating $3,596 in nursing capitation funds to the district for the 1981-82 fiscal year. The funds are available for a two-year period from July 1, 1981 through June 30, 1983.

The Superintendent recommends acceptance of the Nursing Capitation funds in the amount of $3,596.
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

f. RECOMMENDED ACCEPTANCE OF VETERANS COST-OF-INSTRUCTION (VCIP) ALLOCATION FOR 1981-82

Attachment 5.1-f

The district has been notified that the level of 1981-82 funding for the Veterans Cost-of-Instruction Program will be $7,142. Last year, the district was not funded for this program. For 1981-82, all colleges are receiving a reduced per-veteran allocation from $30 to $20.39.

The Superintendent recommends acceptance of the 1981-82 funds in the amount of $7,142 for the Veterans Cost-of-Instruction Program.

g. RECOMMENDED APPROVAL OF CAFETERIA, SNACK SHOP, COFFEE SHOP AND DINING ROOM FOOD PRICES FOR 1981-82

Attachment 5.1-g

The 1980-81 income in food services was $770,334 (an increase of 40% above 1979-80). Direct expenses totaled $686,443 which generated a surplus of $83,891. Various equipment replacements of approximately $25,000 occurred during the summer and plans have been submitted for cafeteria improvements during 1981-82.

The attachment details the price history at the cafeteria and recommends no change in prices for 1981-82.

The Superintendent recommends approval of the Food Services Price List, as contained in Attachment 5.1-g, for 1981-82.

5.2 NON-ROUTINE

a. RECOMMENDED APPROVAL OF INSTITUTIONAL MEMBERSHIP LIST FOR 1981-82

Attachment 5.2-a

Attachment 5.2-a contains a list of institutional memberships proposed for the coming year. This item was deferred from the last board meeting. The list also identifies the cost centers which have been allocated funds in the adopted Final Budget. As noted, several checks have been processed but are 'on hold' until the board approves the list.

The Superintendent recommends that the Institutional Membership List for 1981-82, as contained on Attachment 5.2-a, be approved.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED APPROVAL OF TRANSFER OF $2,500 TO KEENAN & ASSOCIATES FOR THE PURPOSE OF ESTABLISHING A CLAIMS TRUST FUND

The initiation of a retention level for Liability and Property claims necessitates the establishment of a Claims Trust Fund with the district's claims administrator, Keenan & Associates. Payment for claims is expedited through Keenan after consulting with the district's Business Manager. (This is quite similar to insurance companies when they bill the insured for a deductible.)

The Trust Fund is still district money and controlled by district staff - the purpose of the fund with Keenan is to expedite quick settlement on minor claims which normally keeps claims costs at a lower level (i.e., quick service, personal approach, skilled settlements, etc.). It takes much longer and is considerably more cumbersome to handle this type of payment through a county warrant.

The specific procedures and policies on approval levels will be presented to the Board Subcommittee on Finance before the next board meeting. Funds have been budgeted for this purpose.

The Superintendent recommends approval of the $2,500 transfer to Keenan & Associates to establish a Claims Trust Fund.

c. RECOMMENDED ADOPTION OF RESOLUTION NO. 4 (1981-82) ESTABLISHING A DESIGNATED RESERVES FUND AND TRANSFERING FUNDS FROM THE GENERAL FUND

Attachment 5.2-c

On June 18, 1981, the Board of Trustees approved a resolution restricting a portion of the 1980-81 ending balance for specific purposes. After discussing the action with Santa Barbara County Schools, it is recommended that a separate fund be established.

Resolution No. 4 (1981-82) establishes the Designated Reserves Fund and authorizes transfer of the restricted amounts from the General Fund to the Designated Reserves Fund.

It is recommended that Resolution No. 4 (1981-82) be adopted establishing a Designated Reserves Fund and authorizing a transfer of funds from the General Fund in the amount of $372,440.
6. GENERAL INFORMATION

6.1 STATUS REPORT ON CENTRAL COAST COMPUTING AUTHORITY

In late summer, 1980, the college merged its administrative data processing services with those of the Santa Barbara School Districts under a joint powers authority.

Mr. Burt Miller will be present to give a brief summary of what has taken place since that time.

7. ADJOURNMENT

In relation to Item 2.1-b(1), it is recommended that the meeting be adjourned in memory of Dr. Timothy Fetler.

The regular meetings for the month of September are September 10 and 24. It is suggested that consideration be given to cancel the regular meetings of September 10 and September 24, 1981, and schedule a special meeting on September 17, 1981. Then in October, the meetings will return to the regular schedule of the 2nd and 4th Thursdays.