AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

January 14, 1982

3:30 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 - Personnel matters

1.5 MINUTES OF ANNUAL ORGANIZATIONAL AND REGULAR MEETING OF DECEMBER 10, 1981

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

a. REPORT BY ACADEMIC SENATE - Dr. Barbara Lindemann

b. PRESENTATION OF PLAQUE FOR BIKEWAY

Mr. Charles Hanson will introduce Mrs. Lucille Campbell, a daughter of "Hap" Hazard.

c. REPORT ON COMING EVENTS - Mr. Jim Williams

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 HOURLY INSTRUCTORS, SUBSTITUTES, 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)

(4) RECOMMENDED RATIFICATION OF HEALTH LEAVE OF ABSENCE: HAZEL STEWART, ASSOC.PROFESSOR, ENGLISH, EFFECTIVE 11/8/81-1/6/82

Attachment 2.1-a(4)

Due to serious illness, Hazel Stewart started a health leave November 8, 1981. Ms. Stewart underwent surgery and was released from doctor care to return to teaching on January 6, 1982.

It is recommended that the health leave of absence of November 8, 1981 through January 6, 1982 be ratified.

b. NON-Routine

No items

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

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 ACCEPTANCE OF RESIGNATION: FRANCIS LYNCH, LAB. TCHG.ASST., H.R.M. DEPT., EFFECTIVE 1/29/82

Attachment 2.2-a(3)

(4) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

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

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(5) RECOMMENDED RATIFICATION OF HEALTH LEAVE OF ABSENCE: 
SHAR-LYNN TIMM, CREDENTIALS CLK., PERSONNEL DEPT., 
EFFECTIVE 12/10/81 - 1/8/82

Attachment 2.2-a(5)

(6) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS

Attachment 2.2-a(6)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT: LINDA WILKE, INT.TYP. 
CLK., SECURITY OFFICE (REPLACING G. ZIETZ), EFF: 1/15/82

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF PROMOTION: LOIS WHITTAKER, FROM BOOK- 
STORE CASHIER TO TCHR'S AIDE, INSTRUCTION OFFICE (REPLACING 
G. ZIETZ) EFFECTIVE 1/1/82

Attachment 2.2-b(2)

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS

Attachment 2.3-a(1)

b. NON-ROUTINE

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 PRESENTATION OF EOPS FOLLOW-UP REPORT

Attachment 3.2

Dr. Gilbert Robledo will present a follow-up report on EOPS Student Background and Outcomes.
4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF CHANGE IN SELECTION PROCEDURES, A.D.N. PROGRAM

In 1979, the Board approved selection criteria and procedures for students applying to the A.D.N. Program. This procedure has worked very effectively in almost all respects.

One of the prerequisites for qualified applicants was completion of an elementary algebra course with at least a "B" grade. Since the implementation of that recommendation, there has been criticism of that requirement from several sources. At the last Spring meeting of the A.D.N. Advisory Committee, it was voted unanimously to recommend that the prerequisite grade for an algebra course be changed to a minimum of a "C" grade. The Board Subcommittee on Educational Policies also has reviewed this and has concurred with the change.

The Superintendent recommends approval of this change for selection of A.D.N. students beginning in the Fall 1982 semester.

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS P12-1177 THROUGH AND INCLUDING P12-1374 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 APPROVAL OF SUBMISSION OF APPLICATION FOR COLLEGE LIBRARY RESOURCES GRANT

Attachment 5.1-c

The Department of Education is accepting applications for grants under the College Library Resources Program, Title II-A, Higher Education Act. Deadline for receipt of applications is January 29, 1982.

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

5.1 ROUTINE - continued:

d. RECOMMENDED APPROVAL OF DISPOSAL OF EXISTING EQUIPMENT

Attachment 5.1-d

The Continuing Education Division has four (4) pottery kick wheels that are of no further use in their program. An ad will be placed in the NEWS PRESS and bids will be taken.

It is recommended that the pottery wheels be declared surplus and authorization given for their disposal.

The equipment listed in Attachment 5.1-d is no longer of use to the Machine Shop Program. It is recommended that the district advertise and accept bids for the sale of this equipment and that funds derived from the sale of this equipment be held in an Occupational Education Replacement Equipment Reserve Account for the purchase of new equipment.

It is recommended that the machine shop equipment listed in Attachment 5.1-d be declared surplus and authorization given for its disposal, and funds held in a reserve account.

e. RECOMMENDED APPROVAL OF REQUEST FOR USE OF COLLEGE FACILITIES

Attachment 5.1-e

The Santa Barbara Sports Car Club, Inc., has requested use of college facilities on Sunday, January 31, 1982. They are asking for use of Parking Lots 2B and 2C for a sports car slalom.

A similar request from this organization was presented and received approval at the October 8, 1981 board meeting.

5.2 NON-ROUTINE

a. RECOMMENDED ACCEPTANCE OF GIFTS ON BEHALF OF THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE

Attachment 5.2-a

The Superintendent recommends acceptance of the gifts listed on Attachment 5.2-a and requests authorization to send a letter of appreciation to the donors.
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5. BUSINESS SERVICES - continued:  

5.2 NON-Routine - continued:  

b. RECOMMENDED APPROVAL OF MODIFICATION OF HANDICAPPED TRANSITION PLAN AND RELATED COSTS  

Attachment 5.2-b  

On August 8, 1978, the district entered into an agreement with Kruger, Bensen, Ziemer, architects, for development of the Handicapped Transition Plan. Portions of the architectural barrier removal have occurred over the past two years as part of the district's Five-Year Plan.  

The Department of Finance visited the campus during the Fall of 1981 and requested consideration of alternatives to an access elevator in the Physical Education building. The architects estimated the cost for updating schematics and modifying the plan will be $2,500.  

Although the board has not committed funding for this project, State procedures and Federal law require an approved Handicapped Transition Plan.  

It is recommended that approval be given of the modification of the Handicapped Transition Plan and related costs, as indicated in Attachment 5.2-b.  

c. RECOMMENDED ADOPTION OF RESOLUTION No. 12 (1981-82) ESTABLISHING A NON-RESIDENT TUITION FEE FOR 1982-83  

Attachment 5.2-c  

Annually by February 1, the board is required to establish a non-resident tuition fee. The per unit fee is determined by inflating the current expense of education for the base year by the projected Consumer Price Index factor for the two succeeding years and dividing the amount by 30. The base year figure used in the computation is the 1980-81 statewide current expense of education and the resultant fee is $75 per unit.  

The Superintendent recommends adoption of Resolution No. 12 (1981-82) establishing the non-resident tuition fee for the 1982-83 college year at $75 per unit.
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5. BUSINESS SERVICES - continued:  

5.2 NON-ROUTINE - continued:  

d. RECOMMENDED ACKNOWLEDGEMENT OF RECEIPT OF MANAGEMENT LETTER FROM KENDALL, CROW & COMPANY, CPA's  

Enclosure #1  

On December 10, 1981, the annual financial audit for 1980-81 was received by the board. The district's fiscal records were found to be in satisfactory condition. As a part of the review, a management letter with any recommendations for improvements to the system of internal controls was requested. The management letter is contained in Enclosure #1.  

These items have been discussed with the Business Manager, the Controller, and the President at a standard exit conference. The enclosure also contains a response to the recommendations. Most of the recommendations have already been corrected. It is not felt that the recommendation requiring prior purchase orders in the trust accounts should be implemented to the extent stated. Acknowledgement of the receipt of the management letter is recommended.  

6. GENERAL INFORMATION  

6.1 RECOMMENDED APPROVAL OF NAME CHANGE  

The Continuing Education Division is now fully operating at one of the district's off-campus sites -- ALICE F. SCHOTT CONTINUING EDUCATION CENTER. It is appropriate and timely that the other off-campus site be re-named to comply with the continuing education designation. Therefore, it is recommended that the Goleta Valley Adult Education Center be re-named:  

"GOLETA VALLEY CONTINUING EDUCATION CENTER"  

7. ADJOURNMENT  

At the request of the Board members, a retreat is planned as a working session for Board members and the Superintendent/President. It is recommended that a Special Meeting be scheduled for Saturday, January 23, 1982 from 8:00 am to 4:00 pm at La Casa De Maria, Montecito. The next regular meeting is scheduled for Thursday, January 28, 1982.