AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

October 14, 1982
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 OF REGULAR MEETING OF SEPTEMBER 23, 1982

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

a. REPORT BY ACADEMIC SENATE - Dr. Barbara Lindemann

b. REPORT ON COMING EVENTS - Mr. Jim Williams

c. REPORT ON CURRENT ISSUES - Dr. Peter MacDougall

1.8 ACTIONS RELATING TO GOVERNING BOARD MEMBERS

a. APPOINTMENT OF DISTRICT ELECTOR TO THE CALIFORNIA ASSOCIATION OF COMMUNITY COLLEGES

The new Association By-Laws and Manual of Procedures for the California Association of Community Colleges (former California Community & Junior College Association - CCJCA) provide for four (4) electors from each single-college district. They are: administrative, faculty, trustee, and student trustee. Dr. Peter MacDougall, as Chief Executive Officer, will be the administrative elector, and Dr. Barbara Lindemann will be the faculty elector.

It is appropriate for the Board of Trustees to select the Trustee Elector for the district. Mr. Benjamin Wells has served as a representative to the former CCJCA since 1971.

b. RECOMMENDED ACCEPTANCE OF RESIGNATION OF STUDENT BOARD MEMBER

Due to press of business commitments and personal needs, Mr. Sean Steingraeber has decided to withdraw from the college.

It is recommended that his resignation as the student trustee for the 1982-83 school year be accepted.
2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF ADDITIONAL TEMPORARY HOURLY CERTIFICATED PERSONNEL, FALL 1982 SEMESTER

Attachment 2.1-a(1)

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

Attachment 2.1-a(2)

(3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(3)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF PROPOSED EMERITUS STATUS POLICY (DISTRICT POLICY SECTION 2344)

Attachment 2.1-b(1)

During the last school year, an Emeritus Status policy was developed to recognize the contributions of certificated retirees and to encourage their continued association with the college.

The proposed policy contained in the attachment has been reviewed and endorsed by the Representative Council and the Board Educational Policies Subcommittee.

It is recommended that the Emeritus Status Policy, as contained in Attachment 2.1-b(1) - Section 2344, be approved.

(2) RECOMMENDED APPROVAL OF UPDATED POLICIES FOR ADMINISTRATORS

Enclosure #1

The administrative policies (in the red manual) have been updated to include the changes that resulted from reorganization of the Student Services area. Also, each Administrative Dean has reviewed the lists of duties for those under his/her supervision making minor changes, and a section was added to include the Director of Personnel position.

It is recommended that the updated Policies For Administrators, as contained in Enclosure #1, be approved.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) ADJUSTMENT TO THE CONTRACT OF THE SUPERINTENDENT/PRESIDENT, DR. PETER R. MACDOUGALL

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

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: AMY NATHANSON, INT. TYP.CLK., CONTINUING EDUCATION, EFFECTIVE 10/8/82

Attachment 2.2-a(3)

(4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.2-a(4)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENTS:

GONZALO FERNANDEZ MAIN WORKER II EFF: 10/15/82
(Repl. J. Caudillo) Facil. & Oper.

JOSE L. MURILLO CUSTODIAN EFF: 10/15/82
(Repl. S. Burton) Facil. & Oper.

HECTOR RODRIGUEZ CUSTODIAN EFF: 10/15/82
(Repl. A. Barba) Facil. & Oper.

Attachment 2.2-b(1)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(2) COLLECTIVE BARGAINING AGREEMENT, C.S.E.A., CHAPTER 289

(3) RECOMMENDED APPROVAL OF REVISIONS TO THE PROFESSIONAL GROWTH PROGRAM, SECTION III

Attachment 2.2-b(3)

The Professional Growth Program for classified employees provides that professional growth stipends be paid in full at the beginning of each fiscal year. This procedure has caused the district to seek reimbursement of funds in cases of an employee's mid-year resignation or reduced assignment. The proposed revision provides that these stipends be paid after the service is rendered which eliminates reimbursement procedures and which is consistent with other district pay policies.

Also, current procedures provide for biennial elections of all Professional Growth Board members at the same time. The proposed revision provides for staggered biennial terms of office and other minor changes in the election procedure.

These proposed revisions have been reviewed and endorsed by the Professional Growth Board and the Board's Educational Policies Subcommittee.

It is recommended that the revisions to the Professional Growth Program, Section III, as contained in Attachment 2.2-b(3), be approved.

(4) RECOMMENDED APPROVAL OF RETIREMENT: ELSIE M. BRANDT, SECRETARY TO SUPERINTENDENT/BOARD OF TRUSTEES, EFFECTIVE DECEMBER 31, 1982

Attachment 2.2-b(4)

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

4. CURRICULUM AND INSTRUCTION

4.1 REPORT ON ACQUISITION OF NEW DATA PROCESSING EQUIPMENT

Mr. Ralph Schiferl, Chairman of the Computer Science Department, will present a video tape of the activities and the use of equipment in the Computer Center.

4.2 RECOMMENDED APPROVAL OF ADDITION TO SELECTION PROCEDURES, A.D.N. PROGRAM

Attachment 4.2

The Health Technologies Division periodically receives applications to its programs from people who have already been accepted, enrolled, and subsequently withdrawn from one or more of the Health Technologies Programs. Withdrawal may have been a result of the student's choice, or a choice of the faculty in instances wherein the student has been unable to perform satisfactorily within a program. Such a student often re-applies to the same program or another program and is re-accepted because of the random selection procedures. This results in non-acceptance of a qualified first time applicant.

The proposed addition was reviewed and endorsed by the Board's Educational Policies subcommittee.

It is recommended that an addition, as described in Attachment 4.2, be made to the Selection Procedures, A.D.N. Program, effective immediately.

4.3 RECOMMENDED APPROVAL OF INSTRUCTIONAL REORGANIZATION (DISTRICT POLICY SECTION 1300)

Enclosure #2

During the past two school years, a review of the college's instructional organization took place. Participating in this review was an Ad Hoc Committee on instructional reorganization composed of appropriate faculty and the Dean of Instruction.

That Ad Hoc Committee recommended a reorganization designed to improve administration and communication between the Office of Instruction and the instructional departments by creating a nine-member Division Council.

This reorganization has been reviewed by the Representative Council.

It is recommended that this new instructional reorganization, as contained in Enclosure #2 - District Policy Section 1300, be approved.
5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS
   No. P23-0433 THROUGH AND INCLUDING P23-0517 FOR SUPPLIES, EQUIP-
   MENT 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 PROFESSIONAL CONSULTANT

   Attachment 5.1-d

e. RECOMMENDED AUTHORIZATION FOR PERSONNEL TO ISSUE PARKING CITATIONS

   Attachment 5.1-e

f. RECOMMENDED RATIFICATION OF SUBMISSION OF INVESTMENT IN PEOPLE
   PROJECT PROPOSAL

   Enclosure #3

   On September 22, 1982, a project proposal for Investment In
   People entitled "Numerical Control Machining" was submitted to meet
   a deadline date. The proposed project requests $70,768 in funding
   for a seven-month period.

   The proposed Numerical Control Machining Program would help
   meet the expanding demand for numerical control machining in the
   Metals Fabrication trades.

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

   It is recommended that the submission of the Investment in
   People Project proposal be ratified.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE

a. RECOMMENDED APPROVAL OF SUBMISSION OF FISCAL OPERATIONS REPORT FOR 1981-82 AND APPLICATION FOR PARTICIPATION IN PROGRAMS OF STUDENT FINANCIAL AID FOR 1983-84

Enclosure #4

Enclosure #4 contains the Fiscal Operations Report for 1981-82 and an application to participate in federal student financial aid programs for the 1983-84 year.

Mr. William Cordero will be present to speak to this item and respond to questions.


b. RECOMMENDED ADOPTION OF RESOLUTION NO. 5 (1982-83) TO ACCEPT FUNDS FOR INDOCHINESE REFUGEE ESL PROGRAM AND AUTHORIZE MR. VELDON LAW TO EXECUTE CONTRACT

Attachment 5.2-b

Once again, the district has been awarded a grant of $52,393 to conduct an ESL program for IndoChinese refugees. This grant covers the period from October 1, 1982 to March 31, 1983. A resolution is required to accept the funds and to authorize Mr. Law to execute the contract on behalf of the college.

The Superintendent recommends adoption of Resolution No. 5 (1982-83) authorizing execution of contract for acceptance of funds.

c. RECOMMENDED DENIAL OF CLAIM -- BORDEN, INC.

In compliance with Government Code Section 912.4, the board is required to take action regarding any claims against the district. A claim has been received which is the result of an action filed against Borden, Inc., by a former student for injuries allegedly caused by exposure to a chemical in a science class in the Spring 1977 semester.

The Superintendent recommends that this claim be denied, that Borden, Inc. be notified, and the claim forwarded to the district's insurance carrier.
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SBCCD Board of Trustees
October 14, 1982

5. BUSINESS SERVICES – continued:

5.2 NON-ROUTINE – continued:

d. REPORT ON SALE OF C/350 COMPUTER SYSTEM

The Data General Eclipse C/350 computer system was advertised locally and in Data Base (a publication sent to all Data General owners and users in the U.S.). Calls of inquiry from all over the United States about the system configuration, memory/storage capacity, peripherals, etc., were responded to. Staff negotiated with Santa Barbara City Schools for their purchase of the system for their instructional program. They were not interested.

The following bids were received:

Omega-Universal (all components) $ 70,000 (bid and cashier's check accepted)

Technical Leasing 64,500
P.F.M. Computers 60,000
Service Systems 59,250
Greenridge Sciences, Inc. 21,000
Charles Menzel (CRT's only -120) 12,700
Struble Auto Parts (3 CRT's only) 1,500

6. GENERAL INFORMATION

6.1 GENERAL DISCUSSION AS COMMITTEE-OF-THE-WHOLE ON USE OF LAND ON THE WEST CAMPUS

As a result of meetings with two board subcommittees, Educational Policies and Finance, it was understood that a general discussion would be held on land use of the West Campus. This general discussion is in relation to the proposal from the Retired Teachers Association.

It is recommended that a general discussion be held as Committee-of-the-Whole.

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, October 28, 1982.