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

October 28, 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 OCTOBER 14, 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

2. PERSONNEL
  2.1 CERTIFICATED PERSONNEL
    a. ROUTINE
      (1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY CERTIFICATED PERSONNEL, FALL 1982 SEMESTER
          Attachment 2.1-a(1)
      (2) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTOR AND SUBSTITUTE, CONTINUING EDUCATION DIVISION
          Attachment 2.1-a(2)
      (3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
          Attachment 2.1-a(3)
      (4) RECOMMENDED APPROVAL OF CHANGE IN CONTRACTUAL ASSIGNMENT: MANUEL UNZUETA, EOPS CUL.FACILITATOR, FROM 37½% TO 40%, 1982-83 COLLEGE YEAR
          Attachment 2.1-a(4)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-Routine

(1) RECOMMENDED APPROVAL OF CHANGES TO SABBATICAL LEAVE POLICY, SECTION 2022.11

Enclosure #1

Minor technical revisions are proposed to the Sabbatical Leave Policy. The revisions are submitted to make the policy and its requirements easier to understand by the sabbatical leave applicants. The revisions were proposed by the Sabbatical Leave Committee and have been reviewed and endorsed by Rep Council and the Educational Policies Subcommittee.

It is recommended that approval be given of the proposed changes in the Sabbatical Leave Policy, as outlined in Enclosure #1.

(2) RECOMMENDED APPROVAL OF CHANGES TO INSTRUCTOR LOAD (TLU) POLICY, SECTION 1910, CREDIT PROGRAM

Enclosure #2

Proposed are minor technical changes to clarify the policy on the maximum and minimum number of TLU's per semester and the recording and carrying over of underloads and overloads. The proposed changes were made by the Teacher Load Committee and reviewed and endorsed by Rep Council and the Educational Policies Subcommittee.

It is recommended that approval be given of the proposed changes in the Instructor Load (TLU) Policy, Section 1910, Credit Program, as outlined in Enclosure #2.

(3) RECOMMENDED APPROVAL OF CHANGES TO FACULTY EVALUATION POLICY, APPENDIX E

Enclosure #3

Changes are proposed to the procedures for evaluation of regular (tenured) faculty. These changes are designed to give the division chairperson some input in the selection of the evaluation committee and provide specific requirements regarding what activities and documentation are to be included in the evaluation. Also provided are changes in the review process in case of a substandard performance evaluation.

The changes were recommended by the Academic Freedom & Tenure Committee and approved by Rep Council. They will be reviewed by the Educational Policies Subcommittee on Monday, October 25.

It is recommended that approval be given of the proposed changes to the Faculty Evaluation Policy, Appendix E, as outlined in Enclosure #3.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (NON-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 APPROVAL OF CHANGE OF PREVIOUSLY-APPROVED RETIREMENT DATE: ELSIE BRANDT, FROM 12/31/82 TO 12/30/82

Attachment 2.2-a(3)

(4) RECOMMENDED ACCEPTANCE OF RESIGNATION: JUDITH E. WOODWARD, CERT. PERSONNEL TECH., PERSONNEL SERVICES, EFFECTIVE 11/30/82

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF REQUEST FOR EARLY RETURN FROM PERSONAL LEAVE OF ABSENCE: RICHARD P. FRANZ, PRIN.CLK., ADMISSIONS, EFFECTIVE 11/1/82

Attachment 2.2-a(5)

On June 10, 1982, the board approved a six-month personal leave of absence without pay for Richard Franz to pursue personal and professional development activities. Mr. Franz has requested that he be granted an early return from his personal leave.

It is recommended that Richard Franz be approved for an early return from his six-month personal leave of absence without pay to his regular assignment as Principal Clerk, effective November 1, 1982.

(6) RECOMMENDED APPROVAL OF EARLY RETURN TO REGULAR ASSIGNMENT AS ADMISSIONS & RECORDS CLERK FOR NADIA DELLA PENTA, EFFECTIVE 11/1/82

Attachment 2.2-a(6)

On June 10, 1982, the board approved Nadia Della Penta to work out-of-classification as Principal Clerk during Richard Franz' six-month personal leave of absence. Mr. Franz has requested an early return to his position effective November 1, 1982. If the board approves his request, it is necessary to recommend that Nadia Della Penta also return to her regular assignment on November 1, 1982.

It is recommended that Nadia Della Penta be approved to return to her regular assignment, effective November 1, 1982.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(7) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.2-a(7)

(8) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS

Attachment 2.2-a(8)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF RETIREMENT: MARJORIE KLEINSCHMIDT, SR.ACCT.CLK., CONTINUING EDUCATION DIVISION, EFF: 12/30/82

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF LONGEVITY INCREMENT: LOIS BLICKENSTAFF, (15 YEARS), TCHR.AIDE, GEOLOGY DEPT., EFFECTIVE 11/1/82

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENTS:

BARBARA ARMSTRONG SR.SECRETARY EFF: 10/29/82
(Repl.G.Waldmier) Acad.Senate

CAROL GRAY Typ.Clk.,Int. EFF: 11/1/82
(Repl.A.Nathanson) Cont. Ed.

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF CHANGE IN VETERANS' DAY HOLIDAY SCHEDULE

Attachment 2.2-b(4)

Article 8, CSEA Agreement, and Section 1360, Classified Personnel Rules & Regulations provide that November 11, 1982 shall be a holiday in observance of Veterans' Day. However, the 1982-83 College Calendar established Friday, November 12, 1982 as the holiday. CSEA has agreed to amend the current CSEA contract to observe Friday, November 12, 1982 as the official Veterans Day holiday.

It is recommended that approval be given of the change in Veterans' Day holiday schedule for Classified employees to November 12, 1982 in lieu of November 11, 1982.
2. PERSONNEL - continued:

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 RECOMMENDED ADOPTION OF RESOLUTION NO. 6 (1982-83) PROCLAIMING A VETERANS CALL TO UNITY DAY, NOVEMBER 10, 1982

Attachment 3.2

A proclamation has been received from the governor of the State of California setting aside November 1 through November 30 as 'Veterans Call to Unity Month', and November 10 through November 14 as 'National Salute to Vietnam Veterans Week' in California.

It is recommended that Resolution No. 6 (1982-83) be adopted proclaiming November 10, 1982 as 'Veterans Call to Unity Day' at Santa Barbara City College.

3.3 RECOMMENDED APPROVAL OF AMENDMENT TO BY-LAWS FOR NON-VOTING STUDENT BOARD MEMBER QUALIFICATIONS

Attachment 3.3

The proposed addition states that the student board member must complete nine (9) units at Santa Barbara City College during the semester he/she is elected for office and for each semester while in office. It further states that, if the student board member fails to maintain the stated requirements, he/she must be removed as the office holder.

The Student Senate and the Board's Educational Policies Subcommittee have reviewed and endorsed this clarification of existing policy.

It is recommended that approval be given to amend the By-Laws, Art. II, Section 16, as described in Attachment 3.3.
4. CURRICULUM AND INSTRUCTION

4.1 REPORT ON LEARNING ASSISTANCE CENTER GRANT PROJECTS

Mr. Pablo Bucklew, Director, Learning Assistance Center/Tutorial, will give an overview of the LAC-funded grants for 1981-82.

Mr. Bucklew will also introduce Mr. Henry Bagish, Professor, Sociology/Anthropology, who will present some sample slides of his project which was funded by the LAC.

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS No. P23-0518 THROUGH AND INCLUDING P23-0719 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 PROFESSIONAL CONSULTANTS

Attachment 5.1-d

e. RECOMMENDED APPROVAL OF AMENDMENT TO THE 1982-83 MILEAGE ALLOWANCES LIST

Attachment 5.1-e

Mileage allowances have been computed for the Work Experience Instructors/Coordinators for the 1982 Fall semester. Payments will be made in two prorated warrant installments on November 19, 1982 and January 7, 1983.

It is recommended that the amendment to the 1982-83 Mileage Allowances List be approved.
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

f. RECOMMENDED RATIFICATION OF DATA PROCESSING EQUIPMENT AND SERVICE AGREEMENT WITH SANTA BARBARA COUNTY SUPERINTENDENT OF SCHOOLS

Attachment 5.1-f

This agreement authorizes the continued use by the district of County School's business data processing services for the 1982-83 fiscal year. The $2,160 annual fee includes the lease and maintenance of two terminals and one printer used for the preparation of the district's payroll, vendor payments and financial reports.

The Superintendent recommends ratification of the data processing agreement with County Schools.

5.2 NON-ROUTINE

a. RECOMMENDED APPROVAL OF REQUEST FOR SUNDAY USE OF FACILITIES

Attachment 5.2-a

Sunday, Oct. 31, 1982: Sports Car Slalom
Parking Lots 2B and 2C
Requested by: Santa Barbara Sports Car Club, Inc.

Sunday, Nov. 7, 1982: Fire Department training exercises
James R. Garvin Memorial Theatre
8:30 am to 12:30 pm
Requested by: Santa Barbara City Fire Department

b. PRESENTATION OF SBCC DISTRICT FINANCIAL REPORTS

Enclosure #4

Enclosure #4 contains the report of the financial status of the Santa Barbara Community College District for the quarter ending September 30, 1982 for all funds and accounts, including the Student Finance Operations.

c. PRESENTATION OF SBCC CAMPUS BOOKSTORE REPORT

Attachment 5.2-c

Attachment 5.2-c contains the latest summary of the operations of the SBCC Campus Bookstore for the period ending September 30, 1982.

This is presented for information.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. RECOMMENDED APPROVAL OF THE 1983-84 BUDGET DEVELOPMENT CALENDAR

Attachment 5.2-d

Each year, the board establishes the budget process sequence which results in the adoption of the budget. The 1983-84 Budget Calendar has been endorsed by the Cabinet and reviewed by College Planning Council (CPC).

The Superintendent recommends approval of the 1983-84 Budget Development Calendar.

6. GENERAL INFORMATION

6.1 RECOMMENDED APPROVAL OF LIST OF COLLEGE NEEDS FOR SUPPORT BY THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE

Enclosure #5

The Board of Trustees has the responsibility for identifying major areas of need for the college and to thereby provide direction for THE FOUNDATION FOR SBCC. THE FOUNDATION will be guided by this list and will seek to obtain fiscal support to obtain those needed items. The list of projects, as contained in Enclosure #5, has been developed after an extensive survey and evaluation of college needs.

The preparation of this list recognizes the substantial gains in THE FOUNDATION'S effectiveness and the belief that within its "New Directions" program, THE FOUNDATION will be a major factor in assisting the college.

The Superintendent recommends approval of the list of college projects, as contained in Enclosure #5, for fundraising efforts by THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE.

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, November 11, 1982.