ANNUAL ORGANIZATIONAL MEETING
AND
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

December 9, 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 and legal matters
   1.5 MINUTES OF REGULAR MEETING OF NOVEMBER 11, 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 GOVERNING BOARD
      a. ELECTION OF PRESIDENT AND VICE-PRESIDENT

         The Education Code requires that a President and Vice-President
         be elected during this meeting. In accordance with Board policy
         established on March 11, 1971, "The President shall be elected for
         a one-year term and may succeed himself/herself in office for one
         additional year."

      b. ESTABLISHMENT OF MEETING DATES, TIME, AND PLACE

         In accordance with Board policy established on March 11, 1971,
         the Board of Trustees has met on the second and fourth Thursdays of
         each month. Official action on December 13, 1979, set the starting
         time as 4:00 p.m. During the past year, the meetings have been
         held in Room A-211 of the Administration Building.
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1. GENERAL FUNCTIONS - continued:

1.8 GOVERNING BOARD - continued:

c. SUBCOMMITTEES FOR THE BOARD OF TRUSTEES FOR 1982-83

Memberships on the subcommittees for the coming year will be announced at the meeting.

d. OATH OF OFFICE FOR NON-VOTING STUDENT MEMBER OF THE BOARD

As a result of a general election by the Associated Student Body held November 23-24, Mr. Scott Nebenzahl has been elected as the non-voting student member of the Board of Trustees for the balance of the 1982-83 school year.

The oath of office will be administered by Dr. Peter MacDougall, Secretary/Clerk, to Mr. Nebenzahl.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

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

Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF TEMPORARY, HOURLY CERTIFICATED INSTRUCTOR, MARILYN WEIXEL, EFFECTIVE 12/13/82 TO 6/17/83

Attachment 2.1-a(2)

(3) RECOMMENDED APPROVAL OF TEMPORARY, CONTRACTUAL APPOINTMENT, PATTY OSBORNE, INSTRUCTOR, HEALTH TECHNOLOGIES, SPRING 1983 SEMESTER

Attachment 2.1-a(3)

(4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(4)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-Routine

(1) PRESENTATION OF CERTIFICATE OF RECOGNITION TO DR. HAROLD DUNN

A policy was established by the Board of Trustees in 1979 for an annual Faculty Lecture Series. The intent is a means whereby the Santa Barbara City College community could pay special honor to a member of the faculty, chosen by his/her peers, for outstanding teaching or service to the college.

Dr. Harold Dunn was elected by his peers as the fourth Faculty Lecturer for 1982-83.

In recognition of Dr. Dunn's election as the fourth Faculty Lecturer, the Superintendent recommends that the Board of Trustees award a special Certificate of Recognition, and authorize a special honorarium of $250 for Dr. Dunn.

(2) PRESENTATION OF 1983-84 SABBATICAL LEAVE APPLICATIONS

Enclosure #1

Enclosure #1 contains summaries of Sabbatical Leave requests from faculty for the 1983-84 college year. (Full application materials are available in the President's Office.)

All applications were reviewed by the Sabbatical Leave Committee and Representative Council, and those approved are listed in the enclosure.

This is presented for information only. The requests will be submitted for action at a later date.

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)
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS
Attachment 2.2-a(3)

(4) RECOMMENDED RESCISSION OF THE PROMOTION OF ARLENE DOUGLAS TO CERTIFICATED PERSONNEL TECHNICIAN, EFFECTIVE 11/15/82
Attachment 2.2-a(4)

After further consideration, Arlene Douglas has requested that her promotion to Certificated Personnel Technician be rescinded and that she retain her status as Administrative Secretary, Continuing Education Division. Her request has the approval of the Administrative Dean and the Director of Personnel Services.

(5) RECOMMENDED APPROVAL OF EXTENSION OF HEALTH LEAVE OF ABSENCE WITHOUT PAY FOR GILBERT LOUSTALOT, CUSTODIAN, EFFECTIVE 12/15/82
Attachment 2.2-a(5)

On June 14, 1982, Mr. Loustalot, Custodian, was placed on an illness leave of absence without pay due to an illness and remains unable to return to work. The Director of Facilities has recommended that Mr. Loustalot be granted an extension of his health leave of absence without pay for a second six-month period.

It is recommended that Gilbert Loustalot be granted an extended health leave of absence without pay up to six months, effective December 15, 1982, and ending no later than June 14, 1983.

(6) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE FOR RICARDO VALENZUELA, CUSTODIAL SUPERVISOR, EFFECTIVE 11/1/82 (APPROX. 3 MO.)
Attachment 2.2-a(6)

(7) RECOMMENDED APPROVAL OF PROBATIONARY DISMISSAL, MARY MARTIN, CUSTODIAN 21A, EFFECTIVE 11/30/82
Attachment 2.2-a(7)

(8) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
Attachment 2.2-a(8)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(9) RECOMMENDED APPROVAL OF OUT-OF-CLASSIFICATION ASSIGNMENTS
FOR ROBERT BENNETT AND MICHAEL ORNELAS, FACILITIES AND OPERATIONS DEPARTMENT

Attachment 2.2-a(9)

On November 1, 1982, Ricardo Valenzuela, Custodial Supervisor, sustained an injury requiring that he be absent from work up to three months. On November 11, the Board approved an out-of-classification assignment for Michael Ornelas as Custodial Supervisor. The Director of Facilities now recommends that Robert Bennett, Senior Custodian, be assigned as Custodial Supervisor and Mr. Ornelas' out-of-classification be changed back to Senior Custodian.

Effective December 13, 1982, for a period of six to twelve weeks, it is recommended that:

1. Robert Bennett, Sr. Custodian, be assigned out-of-classification as Custodial Supervisor,

   - and -

2. Michael Ornelas, Custodian, be reassigned from out-of-classification Custodial Supervisor to Senior Custodian.

b. NON-ROUTINE

(1) RECOMMENDED RECOGNITION OF MARY MOFFAT, ADMIN. SECRETARY, FOR TWENTY-FIVE YEARS OF DISTRICT SERVICE

On January 1, 1983, Mary Moffat, Administrative Secretary to the Administrative Dean of Student Services and Activities, will have completed twenty-five years of service with the District. Though no action is required, it is appropriate that the Board of Trustees publicly recognize Ms. Moffat for her long-term service and dedication.

(2) RECOMMENDED APPROVAL OF RETIREMENT, LOIS WHITTAKER, TEACHER'S AIDE, INSTRUCTION, EFFECTIVE 1/31/83

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

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF LONGEVITY INCREMENT (15 YRS.): WILLIAM REGIS, LIBRARY TECH., LIBRARY, EFFECTIVE 1/1/83

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF PROMOTION: BETTY BARTELS, CERT. PERS. TECH. (REPLACING J. WOODWARD), PERSONNEL DEPARTMENT, EFFECTIVE 12/6/82

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT: DEANNA HUNT, ACCT. CLERK, SR. (REPLACING M. KLEINSCHMIDT), CONTINUING EDUCATION, EFFECTIVE 12/10/82

Attachment 2.2-b(5)

(6) RECOMMENDED APPROVAL OF APPOINTMENT: CHARLOTTE THACKER, SECRETARY TO THE SUPERINTENDENT/BOARD OF TRUSTEES (REPLACING E. BRANDT), PRESIDENT'S OFFICE, EFFECTIVE 11/30/82

Attachment 2.2-b(6)

2.3 GENERAL PERSONNEL

a. ROUTINE

No items

b. NON-ROUTINE

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS
4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED RATIFICATION OF THE SUBMITTAL OF A CALIFORNIA COUNCIL FOR THE HUMANITIES PROJECT PROPOSAL

Enclosure #2

Santa Barbara City College, in cooperation with the United Nations Association of Santa Barbara, the Foundation of S.B.C.C., the League of Women Voters of Santa Barbara, the University of California, Santa Barbara, and the Santa Barbara Peace Foundation, has submitted a proposal to the California Council for the Humanities. The proposal seeks "through the perspective of the humanities to reflect on and to explore solutions to avoiding the unintended consequences of nuclear conflict." The proposal was mailed to meet a December 1st deadline.

Project Director Dr. John Kay, Professor, Political Science, will be in attendance to outline the project and respond to questions.

The Superintendent recommends ratification of the submission of the project proposal.

4.2 RECOMMENDED RATIFICATION OF THE SUBMITTAL OF THE KELLOGG NURSING PROPOSAL

California has received a Kellogg Grant of over $1.1 million, which will fund 6-7 projects in the state. The college's ADN faculty has prepared a proposal for a two-year project, which was mailed to meet a deadline date of December 1st. The primary goal is for faculties to work with hospitals in determining desirable competencies of ADN graduates in their first job-entry position.

The Educational Policies Subcommittee agreed at their November 18th meeting that this proposal should be submitted.

It is recommended that the board ratify the submission of the Kellogg Nursing Proposal, as prepared by the ADN staff.

4.3 STATUS REPORT ON BIOLOGICAL SCIENCES

Faculty members Larry Frisen and Bob Cummings will report on the status of the Biological Sciences Department.
4. CURRICULUM AND INSTRUCTION - continued:

4.4 RECOMMENDED APPROVAL OF UPDATED EDUCATIONAL MASTER PLAN

Enclosure #3

Each year, the college is required to update the status of educational programs for the next five-year period. This report is sent to the Chancellor's Office and used to update their inventory of programs for each campus.

Dr. Richard Sanchez, Assistant Dean, Educational Planning and Development, will be present to respond to any questions.

The Superintendent recommends approval of the updated Educational Master Plan for 1983-84 - 1987-88, as contained in Enclosure #3.

4.5 RECOMMENDED APPROVAL OF PROPOSED COURSES FOR WINTER TERM 1983, CONTINUING EDUCATION DIVISION, AND REPORT ON FEE CLASSES

Enclosure #4

4.6 RECOMMENDED APPROVAL OF ENROLLMENT FEES FOR DEFUNDED CREDIT CLASSES OFFERED IN CONTINUING EDUCATION

The fee for each individual class will be based upon a combination of the cost to pay the instructor and an institutional cost. The cost to pay for the instructor will be established on the basis of a projected instructor's salary divided by the anticipated number of students for the class. An institutional cost of 50 cents per hour for each class will be charged with a limit of $10. Senior citizens will be allowed a $5 per class discount for each class with an enrollment fee of $15 or more.

It is recommended that the board approve the procedure, as described, for determining class enrollment fees for defunded classes.

4.7 RECOMMENDED APPROVAL OF REFUND POLICY FOR ENROLLMENT FEES

A refund of money paid in excess of $15 will be given to any individual who withdraws before the second meeting of the class. No refunds will be given for enrollment fees of $15 or less.

It is recommended that the board adopt this refund policy for enrollment fees for the Continuing Education Division.
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4. CURRICULUM AND INSTRUCTION - continued:

4.8 RECOMMENDED APPROVAL OF DISTRICT PLAN FOR COOPERATIVE WORK EXPERIENCE, 1982-83

Enclosure #5

The Chancellor's Office has requested that all District Plans for
Cooperative Work Experience be updated in accordance with specific in-
structions. The plan must be received in the Chancellor's Office by
January 1, 1983.

The document in Enclosure #5 is a restatement of the existing plan,
with only minor changes in format and language.

It is recommended that approval be given of the District Plan, as
contained in Enclosure #5.

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS
No. P23-0836 THROUGH AND INCLUDING P23-0940 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 CONSULTANTS

Attachment 5.1-d

e. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS No. 83-013, 014,
015, 016, and 017 FOR INTERNAL ACCOUNTING ACTIONS

Attachment 5.1-e
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5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

f. RECOMMENDED RATIFICATION OF THE SUBMISSION OF AN APPLICATION FOR EXTENSION OF THE INDOCHINESE ESL PROGRAM

Attachment 5.1-f

An application has been submitted to extend the IndoChinese ESL program for one year, from April 1, 1983, to March 31, 1984. The funds have been drastically reduced. The 12-month extension will be funded at a level of $35,100.

It is recommended that this submittal be ratified.

g. RECOMMENDED APPROVAL OF THE SUBMISSION OF AN APPLICATION FOR COLLEGE LIBRARY RESOURCES GRANT

Attachment 5.1-g

An application has been prepared for grant funds for College Library Resources under Title II-A of the Higher Education Act. The deadline for receipt of applications is December 15, 1982.

It is recommended that submission of the application be approved.

5.2 NON-Routine

a. RECOMMENDED APPROVAL OF FUNDING FOR ARCHITECTURAL BARRIER REMOVAL AND AUTHORIZATION TO PREPARE WORKING DRAWINGS FOR BIDDING PURPOSES

Attachment 5.2-a

The District has corrected many architectural barriers to the handicapped through projects identified in the Handicapped Transition Plan. These projects have been jointly sponsored by the District and the State. The District has received approval for 1982-83 capital funding of the handicapped plan in the amount of $88,000 ($30,000 District match).

Kruger, Bensen & Ziemer, Architects, have worked with the District for four years in the continued removal of architectural barriers and submittal of estimates for State funding. Attachment 5.2-a further outlines the scope of the additional work.

The Superintendent recommends approval of $30,000 funding from the Construction/Rehabilitation fund and requests authorization for preparation of working drawings.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED APPROVAL OF MATCHING FUNDS AND APPROVAL OF BIDS FOR PHYSICAL SCIENCE ROOF REPAIR

Attachment 5.2-b

College staff submitted an emergency request to the State for repairs on the old Physical Science building.

In anticipation of State funding and Board approval, staff has bid the emergency roof repair, the results of which are shown in the attachment.

The Superintendent recommends approval of the low bid for the Physical Science roof repair and matching funds from Designated Reserve Fund.

c. RECOMMENDED ADOPTION OF RESOLUTION No. 8 (1982-83) AND APPROVAL OF APPROPRIATION TRANSFER No. 83-NO2 AUTHORIZING THE RECEIPT AND APPROPRIATION OF MATERIALS FEE INCOME

Attachment 5.2-c

The Fall 1982 semester registration process has resulted in the receipt of $65,399 in materials fees. It is recommended that $35,733 be allocated to various cost center accounts as shown in the attachment, and that the $29,666 balance be credited to the materials fee abatement account.

The Superintendent recommends approval of Resolution No. 8 (1982-83) authorizing the $65,399 increase in unbudgeted income and appropriations.

d. RECOMMENDED ADOPTION OF RESOLUTION No. 9 (1982-83) FOR THE WITHDRAWAL OF MEMBERSHIP IN THE SELF-INSURANCE PROGRAM FOR EMPLOYEES (SIPE)

Attachment 5.2-d

Staff has analyzed various aspects of the J.P.A. referred to as SIPE. In addition, an independent consultant reviewed the administrative operations and explored other options.

It is staff's judgment that the District would be best served by one of the options offered by the consultant. Withdrawal from the J.P.A. requires Board action by resolution and notification to SIPE prior to December 31, 1982. The action will not become effective until July 1, 1983. This was reviewed and endorsed by the Board Finance Subcommittee on December 2, 1982.

The Superintendent recommends adoption of Resolution No. 9 (1982-83).
6. GENERAL INFORMATION

6.1 RECOMMENDED APPROVAL OF A REVISED STATEMENT OF MISSION FOR SANTA BARBARA CITY COLLEGE

Enclosure #6

It is important that community college districts have a clear consensus regarding their mission and priorities. Accordingly, last Spring an ad hoc committee was formed, under the chairmanship of Mr. Henry Bagish, to draft a new statement of mission for the college. The committee was broadly representative, including faculty, administration, classified staff, trustees, and citizens of the community. The resulting draft statement was widely disseminated for comment, both within the college and in the general community, and was later revised in accordance with suggestions so received.

The statement has been reviewed with the Board's Educational Policies Subcommittee.

It is recommended that the Board of Trustees adopt this statement as the official statement of mission for Santa Barbara City College.

7. ADJOURNMENT

At the conclusion of the agenda, a recess will be declared. Upon arrival of Dr. Bill Pickens, Director of Fiscal Analysis, California Post-secondary Education Commission, the Board of Trustees and staff will meet with Dr. Pickens in the Coffee Shop for a 6:00 p.m. dinner. At approximately 7:00 p.m., the Board of Trustees will reconvene as a Committee-of-the-Whole for an informal discussion with Dr. Pickens on financial matters of interest to the district.

At the request of the Board, another Retreat is planned as a working session for Board members and the Superintendent/President. Therefore, it is recommended that a Board (Working Session) Retreat be scheduled Thursday, December 16, 1982, at 5:00 p.m. in the H.R.M. Catering Room.

Action by the Board of Trustees on November 11, 1982, cancelled the second December meeting (December 23, 1982). The next regular meeting will be held on January 13, 1983.