AGENDA

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

April 29, 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 SPECIAL MEETING OF APRIL 15, 1982
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. REPORT BY ACADEMIC SENATE -
      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 TEMPORARY HOURLY
             INSTRUCTORS, SPRING 1982 SEMESTER
             Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF LECTURERS (CONSULTANTS), CONTINUING
             EDUCATION DIVISION
             Attachment 2.1-a(2)
         (3) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE
             Attachment 2.1-a(3)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

   a. ROUTINE - continued:

   (4) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: ROBERT J. PROFANT, PROFESSOR, LIFE SCIENCE, EFFECTIVE 3/17/82-6/16/82

   Attachment 2.1-a(4)

   Due to illness, Dr. Robert Profant started a health leave of absence on March 17, 1982. Dr. Profant underwent surgery and his doctor has indicated that he may return to work on June 17, 1982.

   It is recommended that the request for a health leave of absence be approved.

   (5) RECOMMENDED APPROVAL OF REDUCTION IN CONTRACT: RONALD B. ADLER, ASST.PROFESSOR, SPEECH, EFFECTIVE 1982-83 COLLEGE YEAR

   Attachment 2.1-a(5)

   A request has been received from Ronald Adler in the Speech Department for a reduction in contract from full-time to 40% for the 1982-83 college year. This request has the approval of the Dean of Instruction.

   It is recommended that approval be given this request.

   b. NON-ROUTINE

   (1) RECOMMENDED APPROVAL OF RETIREMENT: ELINOR B. BRELSFORD, DIRECTOR, PARENT/CHILD WORKSHOP, CONTINUING EDUCATION DIVISION, EFFECTIVE JUNE 18, 1982

   Attachment 2.1-b(1)

   (2) RECOMMENDED APPROVAL OF RETIREMENT: RICHARD F. TLAPA, ASSOCIATE PROFESSOR, ELECTRONICS, EFFECTIVE JUNE 18, 1982

   Attachment 2.1-b(2)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-Routine - continued:

(3) RECOMMENDED APPROVAL OF SETTLEMENT OF LITIGATION: T. GREEN

In November 1979, the Board of Trustees rejected a back-pay claim by Mrs. Trudi Green, a faculty member, based upon alleged improper salary classification by the district. A lawsuit was filed in May 1980, and the case has been in litigation since that date. Based upon consideration of the nuisance value of continued litigation, legal counsel has recommended settlement of this litigation by payment of $2,882.97, plus interest at seven (7) percent, from April 10, 1982.

On April 15, 1982, the Board of Trustees met in Closed Session to discuss the proposed settlement. The settlement is for business reasons only and by settling the case the district does not admit any liability.

The Superintendent/President recommends that the settlement as described be approved.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: COLLEGE WORK STUDY (ON- AND OFF-CAMPUS) AND GENERAL PROGRAMS

Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREASES

Attachment 2.2-a(3)

(4) RECOMMENDED ACCEPTANCE OF RESIGNATION: NAOMI BLASJO, SECRETARY, CONTINUING EDUCATION DIVISION, EFFECTIVE 5/16/82

Attachment 2.2-a(4)

(5) RECOMMENDED ACCEPTANCE OF RESIGNATION: DAVID SYNDER, A-V. TECH., CONTINUING EDUCATION DIVISION, EFFECTIVE 4/30/82

Attachment 2.2-a(5)

(6) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

Attachment 2.2-a(6)
AGENDA - Special Meeting  
SBCCD Board of Trustees  
April 29, 1982

2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 REPORT ON THE COLLEGE BOOKSTORE'S SALE OF CIGARETTES

At the April 15, 1982 Board of Trustees' meeting, a discussion of the sale of cigarettes in the vending machines took place. It was requested that background data be submitted regarding the sale of cigarettes in the College Bookstore. That data follows.

The College Bookstore allocates $30,000 of its profits to the Co-Curricular Budget and the remainder is allocated to salaries, employee benefits and maintenance of the store.

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<thead>
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<th>Year</th>
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<th>Profit</th>
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<tr>
<td>1978</td>
<td>$4,536.92</td>
<td>$907.38</td>
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<td>1979</td>
<td>7,133.65</td>
<td>1,426.73</td>
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<tr>
<td>1981</td>
<td>7,258.21</td>
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<tr>
<td>1982(to 3/31)</td>
<td>5,122.43</td>
<td>1,024.40</td>
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4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF A PROPOSED CHILD CARE PROGRAM FOR THE 1982 SUMMER SESSION

Attachment 4.1

A service is proposed to be offered for a 6-week Child Care Program for the same period as the 1982 Summer Session - June 28 through Aug. 6. This service would be offered through the SBCC Children's Center from 7:30 am to 1:30 pm, Mondays through Fridays. The proposed program will be self-supporting with no direct costs to the district as each participant will be charged $30 per child per week.

Ms. Zoe Iverson will be present to report on last year's program and respond to questions, if any.

It is recommended that approval be given of the 6-week Child Care Program for the 1982 Summer Session.
5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS P12-1989 THROUGH AND INCLUDING P12-2094 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 AUTHORIZATION TO ORDER SUPPLY AND EQUIPMENT ITEMS FOR FISCAL YEAR 1982-83

Due to delivery schedules, it is necessary that certain supply and equipment items required for the opening of the fall semester of the 1982-83 college year be ordered in advance of budget approval. Such orders will be minimal.

The Superintendent recommends that the board authorize the issuance of notices of intent to purchase selected supply and equipment items necessary for the 1982-83 college year in advance of the budget adoption and that such authorization be limited to an amount not to exceed 50% of the total amount budgeted for supply items for the 1981-82 college year.

e. RECOMMENDED RATIFICATION OF SUBMISSION OF APPLICATION FOR REAL ESTATE ENDOWMENT FUNDS SCHOLARSHIPS FOR 1982-83

Attachment 5.1-e

A portion of the fees collected by the State of California from real estate brokers and agents is designated for use as scholarship funds for students seeking a career in real estate. Santa Barbara City College has participated in this scholarship program for several years. The attachment contains a copy of the application which was mailed to meet a deadline.

The Superintendent recommends ratification of the submission of the application for Real Estate Endowment Funds for 1982-83.
AGENDA - Special Meeting
SBCCD Board of Trustees
April 29, 1982

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE

a. PRESENTATION OF DISTRICT FINANCIAL REPORTS

Enclosure #1

Enclosure #1 contains the report of the financial status of the Santa Barbara Community College District for the period ending March 31, 1982 for all funds and accounts, including Student Finance Operations.

This is presented for information. Mr. Charles Hanson will be present to respond to questions.

b. PRESENTATION OF REPORT OF SBCC CAMPUS BOOKSTORE

Attachment 5.2-b

Attachment 5.2-b contains the latest summary of the operations of the Campus Bookstore for the period ending March 31, 1982.

This is presented for information. Mrs. Charlotte Ley will be present to respond to questions.

c. RECOMMENDED APPROVAL OF SELECTION OF AN INDEPENDENT AUDITOR FOR FISCAL YEARS 1982, 1983 AND 1984, KENDALL, CROW & COMPANY

Attachment 5.2-c

The district is required by law to employ an independent auditor to audit the records of the district.

Four firms were contacted and discussions held with a representative of each. The comments and written proposals from each firm were carefully reviewed. Among the factors considered were district audit needs, state audit requirements, audit firm staffing and experience, familiarity with school district accounting, and the ability to meet the mandated audit completion time line.

The Superintendent recommends that Kendall, Crow & Company, Certified Public Accountants, be selected as the district's independent auditor for the fiscal years ending 1982, 1983 and 1984, at a maximum fee of $7,500 for 1982 adjusted by the Labor Department cost-of-living index percentage for the second and third years.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:


Attachment 5.2-d

The Federal Government requires an audit of financial aid programs, specifically the Basic Educational Opportunity Grant (BEOG), National Direct Student Loan Grant (NDSL), College Work Study Program (CWS), and Supplemental Educational Opportunity Grants (SEOG).

This year, the 1980-81 and 1981-82 programs and fiscal records are scheduled for audit, and the same audit firms submitting general district audit proposals submitted separate proposals for the financial aid programs. The proposals were reviewed utilizing the same considerations as in selecting the general district auditor.

The Superintendent recommends approval of the selection of the Robert M. Moss Accountancy Corporation to audit the 1980-81 and 1981-82 BEOG, NDSL, CWS, and SEOG programs for a total fee of $2,200.

e. RECOMMENDED ADOPTION OF RESOLUTION No. 19(1981-82) APPROVING OF APPROPRIATION TRANSFER #82-N08 TO ADD NEW MONIES TO THE GENERAL FUND

Attachment 5.2-e

According to accounting procedures, acceptance of grant funds necessitates increasing the district's 1981-82 Budget in like amounts and allocating the funds to the appropriate cost centers.

It is recommended that Resolution No. 19 (1981-82) be adopted authorizing Appropriation Transfer #82-N08 of VEA funds in the amount of $58,051 to various cost centers.
AGENDA - Special Meeting
SBCCD Board of Trustees
April 29, 1982

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. REQUEST FOR SUNDAY USE OF FACILITIES

Attachment 5.2-f

Sunday, May 9, 1982: Santa Barbara Sports Car Club Inc.
Use of parking lots 2B and 2C for a Sports Car Slalom.

6. GENERAL INFORMATION

No items

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, May 13, 1982 at 4:00 p.m. in Room A-211, Administration Building, Santa Barbara City College.