AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

May 27, 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 matter
   1.5 MINUTES OF REGULAR MEETING OF MAY 13, 1982
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. REPORT BY ACADEMIC SENATE - None to be given
      b. REPORT ON COMING EVENTS - Mr. Jim Williams
      c. REPORT ON CURRENT ISSUES - Dr. Peter R. MacDougall

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF CERTIFICATED PERSONNEL, 1982 SUMMER SESSION
             Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS AND CONSULTANT (LECTURER), CONTINUING EDUCATION DIVISION, 1982 SUMMER TERM
             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 ADDITIONAL TEMPORARY HOURLY CERTIFICATED PERSONNEL, SPRING 1982 SEMESTER
Attachment 2.1-a(4)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF PERMANENT REDUCTION IN CONTRACT: S. MEDINA-NgUYEN, ASST.PROFESSOR, ENGLISH (ESL) FROM 100% TO 50%, EFFECTIVE SEPTEMBER 7, 1982
Attachment 2.1-b(1)

A request has been received from Mrs. Suzanne Medina-Nguyen for a permanent reduction in contract from 100% to 50% assignment effective with the 1982 Fall semester. This request is for personal reasons and has the approval of the department head and the Dean of Instruction.

It is recommended that approval be given this request.

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 ANNUAL SALARY INCREMENTS
Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF LONGEVITY INCREMENTS
Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF EXTENSION OF LEAVE OF ABSENCE WITHOUT PAY: MARK ALLEN, STAGECRAFT TECH., DRAMA/MUSIC DEPT., EFFECTIVE 6-18-82 THROUGH 8-13-82
Attachment 2.2-a(4)

(5) RECOMMENDED ACCEPTANCE OF RESIGNATION: FRED GATES, LAB.TECH., ASST., AUTO SHOP, EFFECTIVE 6/18/82
Attachment 2.2-a(5)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE

(1) PUBLIC HEARING ON C.S.E.A. INITIAL COLLECTIVE BARGAINING CONTRACT PROPOSAL FOR 1982-83 SCHOOL YEAR

On May 13, 1982, the board officially received the C.S.E.A. initial contract proposal for 1982-83. As required by the Rodda Act, the board gave notice to the public by news release that at its next board meeting, a hearing would be held to provide the public with an opportunity to express itself regarding the C.S.E.A. proposal.

It is recommended that this hearing be held.

(2) RECOMMENDED APPROVAL OF RETIREMENT: FRANK HOLGUIN, GROUNDS-KEEPER, FACIL.& OPER.DEPT., EFFECTIVE 6/30/82

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF RETIREMENT: MARILYN M. FALETTI, ACCT.CLK.,SR., ACCOUNTING OFFICE, EFFECTIVE 7/9/82

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF CHANGES IN POSITION CLASSIFICATION POLICY, SECTIONS 1210 THROUGH 1221, CLASSIFIED PERSONNEL RULES & REGULATIONS

Attachment 2.2-b(4)

On April 24, 1980, the board approved the final report of the EMS campus-wide classification study. In addition, a moratorium was placed on the district's classification policy which provided for a major reclassification study every three/four years by an outside consultant.

Since that date there have been several rulings by the Public Employment Relations Board (PERB) that the wage impact of position reclassification is negotiable under collective bargaining. These rulings necessitate a change in the district's position classification policy.

Accordingly, a new position classification policy has been developed consistent with legal requirements. This proposed policy, Attachment 2.2-b(4), was reviewed and approved by the board's Educational Policies Subcommittee on May 6, 1982.

It is recommended that the proposed policy, contained in Attachment 2.2-b(4), be approved.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(5) RECOMMENDED APPROVAL OF POLICY FOR OUTSTANDING CLASSIFIED EMPLOYEE AWARD, SECTION 1543

Attachment 2.2-b(5)

An outstanding classified employee award proposal has been developed to annually recognize an outstanding classified employee based upon his/her service and achievements in the college and the community. The award both symbolizes and affirms the district's belief that its classified employees serve a vital role to the college and its mission. Moreover, the award represents a special and unique acknowledgment, as only one employee is so honored annually, and the employee is selected by his/her peers.

This policy, supported by the Professional Growth Board and CSEA, has been reviewed and approved by the board Educational Policies Subcommittee.

It is recommended that policy, Section 1543: Outstanding Classified Employee Award, as contained in Attachment 2.2-b(5), be approved.

(6) RECOMMENDED APPROVAL OF REDUCTION IN ASSIGNMENT FROM 12 MOS. TO 10 MOS., CAROL DEAN & FRANCISCA D. (LOPEZ) CORRALES, LAB. TCHG. ASSTS., H.R.M. DEPT., EFFECTIVE JULY 1, 1982

Attachment 2.2-b(6)

Two employees, Carol Dean and Francisca Corrales, were hired as full-time, 12 month laboratory teaching assistants to oversee food service production for the United Airlines (UAL) contract. This contract was terminated in the summer of 1981. Due to the termination of the UAL contract, the Director of Food Services has indicated that services of these two positions are no longer required for a 12-month period and be reduced to a 10-month period.

It is recommended that approval be given to:

1) reduce the assignments of Carol Dean and Francisca D. (Lopez) Corrales, Laboratory Teaching Assistants, H.R.M. Department, from 12 months to 10 months, effective July 1, 1982, and

2) notify the employees of the reduction in their assignments at least thirty (30) days prior to the effective date in accordance with district policy (CSEA Agreement, Article 12--Layoff).
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 PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN ARTS DEGREE

   Enclosure #1

   The Superintendent recommends that the Board of Trustees confer upon each of the 243 candidates listed in Enclosure #1 the Associate in Arts Degree, subject to completion of the state and local requirements for the degree.

3.3 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN SCIENCE DEGREE

   Enclosure #1

   The Superintendent recommends that the Board of Trustees confer upon each of the 122 candidates listed in Enclosure #1 the Associate in Science Degree, subject to completion of the state and local requirements for the degree.

3.4 RECOMMENDED ADOPTION OF COLLEGE REFUND POLICY ON MATERIALS FEE AND HEALTH FEE, SECTION 3113.9

   Attachment 3.4

   The proposed policy permits the college to refund fees over $10. Due to the large number of refunds and the difficulty of accounting, the proposed policy would encourage students to select their courses more carefully and eliminate some of the administrative and accounting costs.

   This was reviewed and received the approval of the board Educational Policies Subcommittee on May 6, 1982.

   It is recommended that the College Refund Policy on Materials Fee and Health Fee, Section 3113.9, be adopted as college policy.
AGENDA - Regular Meeting
SBCCD Board of Trustees
May 27, 1982

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF ADDITIONAL CLASSES, 1982 SUMMER SESSION
Attachment 4.1

4.2 RECOMMENDED APPROVAL OF COURSES FOR 1982 SUMMER TERM, CONTINUING EDUCATION DIVISION
Attachment 4.2

4.3 PROGRESS REPORT ON LANDSCAPE HORTICULTURE PROGRAM

Mr. Jerry Sortomme and Mr. Mel Elkins will give a progress report on the Landscape Horticulture Program.

This will be followed by a brief explanation of program structure and results of on- and off-campus student work experience activities. Also, a pictorial presentation will be available for review.

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS P12-2181 THROUGH AND INCLUDING P12-2352 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 PROFESSIONAL CONSULTANTS
Attachment 5.1-c

d. RECOMMENDED ACCEPTANCE OF GIFTS ON BEHALF OF THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE
Attachment 5.1-d

The Superintendent recommends acceptance of the gifts listed on Attachment 5.1-d and requests authorization to send a letter of appreciation to the donors.

e. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS No. 82-080, 081, 082, 087, 088, 089, 090, 091, 092, 093, 094, 095, and 106 FOR INTERNAL ACTIONS
Attachment 5.1-e
5. BUSINESS SERVICES - continued:

5.2 NON-Routine

a. RECOMMENDED APPROVAL OF LOCATION FOR CONSTRUCTION OF THE H.R.M. SNACK SHOP

Discussion on the Snack Shop location has occurred at several meetings of board subcommittees and Board of Trustees. At the last meeting of the Facilities Subcommittee on May 18, objections were voiced to the proposed site next to the Student Services building. The Facilities Subcommittee has, therefore, recommended that the Snack Shop be placed next to the Campus Center at the external west edge on the main floor level (near the bicycle parking area).

If approved, the architect will proceed with sketches of possible designs that harmonize with the existing facilities. The design will be reviewed by the Facilities Subcommittee and presented to the full board for approval before any additional plans are begun.

The Superintendent recommends the approval of the Snack Shop location next to the Campus Center.

b. RECOMMENDED APPROVAL OF AMENDED AGREEMENT WITH KEENAN & ASSOCIATES FOR PROPERTY/LIABILITY ADMINISTRATIVE SERVICES

Attachment 5.2-b

This year, the district embarked on a self-insurance program for property/liability coverage. An agreement with Keenan & Associates for risk management training and claims administration has provided the district with excellent service and advice on claims filed against the district.

Staff recommends the amendment of the agreement with Keenan & Associates for one additional year at an increase of $134 per annum.

The Superintendent recommends the approval of the amended agreement with Keenan and Associates for claims administration services at a total cost of $1,814.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED APPROVAL TO SUBMIT CHILDREN'S CENTER PROGRAM CONTRACT FOR 1982-83 AND ADOPTION OF RESOLUTION No. 20 (1981-82)

Attachment 5.2-c

The attachment contains the Children's Center Program Contract for the 1982-83 fiscal year. The state allocation and the district's matching requirement are the same as for the 1981-82 fiscal year.

The Superintendent recommends approval to submit the Children's Center Program contract for 1982-83 to the State Department of Education, and adoption of Resolution No. 20 (1981-82).

d. RECOMMENDED APPROVAL OF BUY-OUT OF DATA GENERAL CONTRACT (LEASE No. 5181300) AND ADOPTION OF RESOLUTION No. 21 (1981-82)

Attachment 5.2-d

The lease/purchase agreement for the Data General Eclipse C/350 computer is in the second year and has 16 payments of $4,465 remaining. Staff has determined the district would save $7,846.58 in interest charges if the contract is paid off prior to June 9, 1982. Further, the buy-out of the contract will reduce the district's ending balance and next year's operational budget.

The recommendation was reviewed and approved by the Finance Subcommittee on May 19, 1982.

The Superintendent recommends buy-out of the Data General contract (Lease No. 5181300) for a total amount of $63,593.26 on June 1, 1982, and adoption of Resolution No. 21 (1981-82) for transfer of funds from Contingencies.

e. RECOMMENDED AUTHORIZATION OF PAYMENT ON THE ALICE F. SCHOTT CENTER TO SANTA BARBARA CITY SCHOOLS, CONTINGENT ON STATE FINANCING, AND ADOPTION OF RESOLUTION No. 22 (1981-82)

Attachment 5.2-e

The agreement with Santa Barbara City Schools requires payments on the lease/purchase of Garfield School at specific dates during the two-year agreement. The agreement also allows earlier payments with no prepayment penalty. Noting recent developments of the Historic Trust 'El Presidio' restoration project, staff has recommended an accelerated payment of $291,430 before June 30, 1982.

The Finance Subcommittee on May 19 reviewed the fiscal picture and projected ending fund balance and concurred with the recommendation. Recent news from Sacramento indicates the finance picture may become more uncertain.

The Superintendent requests authorization to make a payment of $291,430 to the Santa Barbara City Schools, contingent on state financing, and adoption of Resolution No. 22 (1981-82) for transfer of funds from Contingencies.
AGENDA - Regular Meeting  
SBCCD Board of Trustees  
May 27, 1982

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. REQUEST FOR SUNDAY USE OF FACILITIES

Attachment 5.2-f

Sunday, August 15, 1982: USC-College Success Seminar  
Use of Room A-211

6. GENERAL INFORMATION

No items

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, June 10, 1982 at 4:00 p.m. in Room A-211, Administration Building, Santa Barbara City College.