AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

June 10, 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 27, 1982
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. PRESENTATION - Dr. Peter R. MacDougall
      b. REPORT BY ACADEMIC SENATE - Dr. Barbara Lindemann
      c. REPORT ON COMING EVENTS - Mr. Jim Williams
      d. REPORT ON CURRENT ISSUES - Dr. Peter R. MacDougall
   1.8 NOTICE FOR NOMINATION OF 1982 STUDENT TRUSTEE FOR BOARD OF DIRECTORS,
      CALIFORNIA COMMUNITY COLLEGE TRUSTEES

Attachment 1.8

Notice has been received that nomination(s) for the 1982 Student Trustee Director of the California Community College Trustees can be made June 1 through July 15, 1982.

If the student member of the Santa Barbara Community College District wishes to nominate a candidate, such action can be scheduled for the June 24, 1982 meeting.
2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF TEMPORARY, HOURLY CERTIFICATED PERSONNEL, SUMMER SESSION 1982

Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS AND LECTURERS, 1982 SUMMER TERM, CONTINUING EDUCATION DIVISION

Attachment 2.1-a(2)

(3) RECOMMENDED APPROVAL OF MILITARY LEAVE OF ABSENCE (WITH PAY): DR. RICHARD M. SANCHEZ, ASST. DEAN, EDUCATIONAL PLANNING & DEVELOPMENT, JULY 12-23, 1982

Attachment 2.1-a(3)

b. NON-ROUTINE

(1) REQUEST BY INSTRUCTORS' ASSOCIATION TO COMMENT ON THE FINANCIAL STATUS OF THE DISTRICT

Comments will be made by the Executive Committee members, Dr. Mike Rice, Dr. John Kay and Mr. John Bowman.

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 HEALTH LEAVE OF ABSENCE: TERRANCE RYAN, SECURITY OFFICER, 3/13/82 THROUGH 7/7/82

Attachment 2.2-a(2)

(3) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

Attachment 2.2-a(3)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF PROMOTION: JOSEPH R. McHATTON, ACCT. CLK., SR., ACCOUNTING (REPLACING M. FALETTI), EFFECTIVE 7/12/82

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

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF SIX-MONTH PERSONAL LEAVE OF ABSENCE (WITHOUT PAY): RICHARD FRANZ, PRIN.CKL., ADMISSIONS, EFFEC-
TIVE 7/1/82 THROUGH 12/31/82

Attachment 2.2-b(2)

Richard Franz, an employee in the Admissions Office for eleven years, has requested a six-month leave of absence (without pay) to pursue personal and professional development activities. The Coordinator of Student Operations and the Administrative Dean of Student Services have recommended approval of this action in accordance with CSEA Agreement Article 14.8.2.

It is recommended that a six-month personal leave of absence without pay be approved for Richard Franz, Principal Clerk, effective July 1, 1982 through December 31, 1982.

(3) RECOMMENDED APPROVAL OF NADIA DELLA PENTA TO WORK OUT-OF-
CLASSIFICATION AS PRINCIPAL CLERK, EFFECTIVE 7/1/82 - 12/31/82

Attachment 2.2-b(3)

With Board approval of a six-month leave without pay for Richard Franz, the Coordinator of Student Operations requests that a temporary replacement be approved. He recommends that Nadia Della Penta, Records & Admissions Clerk, be approved to work out-of-classification as Principal Clerk during Mr. Franz's leave of absence.

It is recommended that Nadia Della Penta be approved to work out-of-classification as Principal Clerk, effective July 1, 1982 through December 31, 1982.

(4) PRESENTATION OF INITIAL DISTRICT CSEA COLLECTIVE BARGAINING
CONTRACT PROPOSAL, 1982-83 SCHOOL YEAR

The CSEA presented an initial Collective Bargaining Contract proposal on May 13, 1982. The District's contract proposal will be presented by the Director of Personnel.

As required by the Rodda Act, it is recommended that the Board:

1) officially adopt the initial proposal,
2) make the proposal a matter of public record for public pickup in the President's office and the Personnel Department, and
3) give notice by District news release to the public that at its next board meeting on June 24, 1982, a hearing will be held to provide the public with an opportunity to express itself regarding the District's proposal.
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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 POLICIES FOR LATE APPLICATION FEE AND LATE CHANGE OF PROGRAM FEE, SECTIONS 3113.91 and 3113.92
Attachment 3.2

The Education Code allows a fee for late program changes and late admissions applications to the college. These fees have never been assessed at Santa Barbara City College. These fees are needed to offset the cost for additional hourly staff and to encourage students to pursue these admissions procedures in a timely fashion.

Attachment 3.2 contains proposed policies to charge a fee of $1 for late program changes beginning Summer, 1982, and to charge a fee of $2 for late applications beginning Spring, 1983.

This was reviewed and endorsed by the Board's Educational Policies Subcommittee on June 3, 1982.

It is recommended that the Late Application Fee and Late Change of Program Fee, Sections 3113.91 and 3113.92, be adopted as college policies.

4. CURRICULUM AND INSTRUCTION

4.1 NOTICE OF PUBLIC HEARING ON ADOPTION OF COURSE CLASSIFICATION SYSTEM, TITLE V
Enclosure #1

Recently, Santa Barbara City College was required to comply with Title V (55001-c) regulations concerning the classification of credit and non-credit curriculum. This report was prepared as described in Enclosure #1 for submittal to the Chancellor's office, and reviewed by the Board's Educational Policies Subcommittee on June 3, 1982.

One of the requirements is that the local governing board officially adopt the Course Classification System after a public hearing has been held.

The Superintendent recommends that notice be given by District news release to the public that at its next meeting on June 24, 1982, a hearing will be held for public input on the adoption of the Course Classification System for the Santa Barbara Community College District.
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5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS P12-2353 THROUGH AND INCLUDING P12-2554 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 AMENDMENT TO 1981-82 INSTITUTIONAL MEMBERSHIP LIST TO ADD: NATIONAL ASSOCIATION OF VETERANS PROGRAM ADMINISTRATORS (NAVPA)

Attachment 5.1-c

d. RECOMMENDED APPROVAL OF PROFESSIONAL CONSULTANTS

Attachment 5.1-d

e. RECOMMENDED APPROVAL OF DISPOSAL OF A BECKMAN INFRARED SPECTROPHOTOMETER

The Chemistry Department had a spectrophotometer donated to their department several years ago that is of no further use and is not in good working condition. The Science Department at Santa Barbara Junior High School could make good use of this piece of equipment in their science program.

The Superintendent recommends that this piece of equipment be declared surplus and that it be donated to Santa Barbara Junior High School.

f. RECOMMENDED PLACEMENT OF LIABILITY AND PROPERTY INSURANCE THROUGH KEENAN & ASSOCIATES

As required by the Education Code, liability and property insurance must be in effect to adequately protect the district for these exposures. A great deal of research was completed last year and the property and liability proposal of Keenan & Associates selected. Coupled with a self-insured retention of $10,000 per incident and an active risk management program, premiums have been reduced substantially over two years. The district's loss experience remains excellent. Again this year, it is recommended the same broad coverage be approved at no increase in premiums.

The Superintendent recommends placement of the property and liability insurance through Keenan & Associates.
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5. BUSINESS SERVICES - continued:

5.2 NON-Routine

a. RECOMMENDED APPROVAL OF AGREEMENT WITH U.C.S.B. FACULTY CLUB FOR MANAGEMENT SERVICES PROVIDED BY THE H.R.M. DEPARTMENT

Enclosure #2

Over the past year, the college's H.R.M. Department has provided management services for the Faculty Club at the University of California at Santa Barbara. The agreement had excluded the responsibility for food services; however, the Club now desires that element be included in the agreement. The new agreement includes the food service aspects reimbursing the college for the cost of product and changes the date of the agreement.

The Superintendent recommends approval of the agreement, as contained in Enclosure #2, with the U.C.S.B. Faculty Club for management services provided by the H.R.M. Department.

b. RECOMMENDED APPROVAL OF PURCHASE OF DIGITAL EQUIPMENT CORPORATION VAX 11/750 FOR COMPUTER SCIENCE DEPARTMENT

During the past three years, the Computer Science Department has realized an increase in WSC/CH of approximately 300%. All trends indicate that this growth will continue. The department has attempted to keep pace with the heavy student demand for the program; however, due to limited capability of the existing hardware and our ability to deliver, the instructional program is being adversely affected.

After exploring many options including purchase of a new computer, upgrading of the existing system, computer sharing with a like user, and utilization of micro-computers, it was concluded that the purchase of a new computer would be the most cost-effective and an educationally sound alternative.

Bid specifications were prepared and forwarded to nineteen vendors. Nine bids were received and testing and evaluation of each bid was carried out by the Computer Science Department. It was the recommendation of the Computer Science staff that the college accept the DIGITAL EQUIPMENT CORPORATION quotation for the VAX 11/750 at a net price of $143,935.95. The existing DATA GENERAL ECLIPSE C/350 computer has been offered to Oxnard College for use in their instructional program. Oxnard College staff have expressed serious interest in the DATA GENERAL computer and negotiations are continuing at this time.

The Superintendent recommends approval of the purchase of the DIGITAL EQUIPMENT CORPORATION VAX 11/750 as described in Quotation C-1JM-1TK-82-328, and as modified by the college at a net price of $143,935.95.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED APPROVAL OF TRANSFER OF $25,000 TO THE SELF-INSURANCE RESERVE FUND AND ADOPTION OF RESOLUTION No. 23 (1981-82)

Attachment 5.2-c

During 1981-82, the district carried a self-insured retention level of $10,000 per claim on all liability and property exposures. Premium savings in excess of $25,000 occurred as a result of the self-insured program. In order to further enhance the ability of the district to absorb the self-insured losses, it is recommended that the savings of $25,000 be transferred to the Self-Insurance Reserve Fund.

The Superintendent recommends adoption of Resolution No. 23 (1981-82) for transfer of $25,000 from the General Fund to the Designated Reserve Fund-Self Insurance, as per Appropriation Transfer No. 82-115.

6. GENERAL INFORMATION

No items

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, June 24, 1982 at 4:00 p.m. in Room A-211, Administration Building, Santa Barbara City College.