AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

July 8, 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 matters
   1.5 MINUTES OF REGULAR MEETING OF JUNE 24, 1982
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. REPORT BY ACADEMIC SENATE - None
      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 HOURLY INSTRUCTORS, SUBSTITUTES, AND
             LECTURERS, CONTINUING EDUCATION DIVISION
             Enclosure #1
      b. NON-ROUTINE
         (1) RECOMMENDED ADOPTION OF RESOLUTION No. 1 (1982-83) IN RECOGNITION
             OF DISTINCTIVE SERVICE BY DR. JOANNE HENDRICK
             Attachment 2.1-b(1)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE

(2) RECOMMENDED APPROVAL OF REGULAR CERTIFICATED APPOINTMENTS

(3) RECOMMENDED APPROVAL OF TEMPORARY CONTRACT APPOINTMENTS, 1982-83

(4) RECOMMENDED APPROVAL OF REDUCED WORKLOAD CREDITED FOR RETIREMENT PROGRAM, SYDNEY SIEMENS, PROFESSOR, ADN PROGRAM

Attachment 2.1-b(4)

Ms. Sydney Siemens has requested going on a reduced workload program credited for retirement in accordance with the provisions of Education Code Section 87483 and District Certified Policy 2342. Ms. Siemens will work at a 50% workload assignment (100% Fall semester - 0% Spring semester) with her first reduction effective with the 1983 Spring semester. This request has been reviewed and endorsed by the department head and the Dean of Instruction.

It is recommended that the described reduced workload credited for retirement program for Sydney Siemens be approved, effective beginning the 1983 Spring semester.

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)

(3) RECOMMENDED ACCEPTANCE OF RESIGNATION: JANIS SHAW, INT.ACCT.CLK., ACCOUNTING OFFICE, EFFECTIVE 7/14/82

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF 1982-83 PROFESSIONAL GROWTH INCREMENTS AND STIPENDS

Attachment 2.2-a(5)
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED RECOGNITION OF NOTIFICATION OF DEATH (TERMINATION):  
FRED C. GATES, LAB. TEACHING ASST., AUTO SERVICES

Attachment 2.2-b(1)

It is with regret that the Board be notified of the death of Fred C. Gates. After a brief illness, his death occurred on June 14, 1982. Mr. Gates was a Laboratory Teaching Assistant in the Auto Services Department.

It is recommended that official recognition be given of the death of Fred C. Gates on June 14, 1982, and, further, that in adjourning today's meeting, it be closed in his memory.

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 APPROVAL OF AMENDMENT TO STUDENT GRIEVANCE POLICY, APPENDIX F, CERTIFICATED NON-ADMINISTRATIVE PERSONNEL POLICIES

Attachment 3.2

The Student Services Advisory Committee with the concurrence of the Student Senate, Representative Council and the Board Subcommittee on Educational Policies is recommending changes to existing college policy on the student grievance process. The proposed changes incorporate an intermediate review step by the Assistant Dean of Student Services to ascertain if, in fact, a grievance did take place.

It is recommended that the amended Student Grievance Policy, Appendix F, as contained in Attachment 3.2, be approved.
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4. CURRICULUM AND INSTRUCTION  

4.1 RECOMMENDED APPROVAL OF 1982-83 CALENDAR, CONTINUING EDUCATION DIVISION  
Attachment 4.1  

4.2 RECOMMENDED APPROVAL OF PROPOSED COURSES FOR FALL 1982, CONTINUING EDUCATION DIVISION  
Enclosure #2  

4.3 RECOMMENDED APPROVAL OF INSTRUCTIONAL MATERIALS FEES  
Enclosure #3  
Due to declining state revenues, it has been necessary to recommend establishing instructional materials fees for credit courses. Criteria used for determining rates in courses in which fees would be charged, included:  
1) costs of instructional materials actually owned or controlled by students,  
2) costs of printed materials (excluding tests) provided to the students for instruction.  

An analysis of all credit class offerings indicated that fees could be initiated for more than 400 courses with costs per class ranging from $1 - $60. Projections are that the total potential income from instructional materials fees will be in excess of $125,000, an increase of more than $85,000.  

The listing in Enclosure #3 reflects the courses for which instructional materials fees are recommended. This list was discussed and approved by the Board Subcommittee on Educational Policies.  

It is recommended that approval be given for Instructional Materials Fees, as listed in Enclosure #3, effective with the 1982 Fall semester.  

5. BUSINESS SERVICES  

5.1 ROUTINE  
a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS P12-2695 THROUGH AND INCLUDING P12-2765 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
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5. BUSINESS SERVICES – continued:

5.1 ROUTINE – continued:

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 FOR SECURITY PERSONNEL TO ISSUE PARKING CITATIONS

Attachment 5.1-d

e. RECOMMENDED APPROVAL OF MILEAGE ALLOWANCES FOR 1982-83

Attachment 5.1-e

The attachment lists the administrative, certificated and classified personnel who are required to use their personal automobiles in carrying out district responsibilities. The individuals and amounts are indicated reflecting reimbursements for intra-district travel.

The Superintendent recommends approval of the mileage allowances for 1982-83, as contained in Attachment 5.1-e

f. RECOMMENDED APPROVAL OF RE-EMPLOYMENT OF MR. GIL BISHOP, RETIREMENT CONSULTANT, 1982-83 SCHOOL YEAR

Attachment 5.1-f

g. RECOMMENDED APPROVAL OF REVISED COSMETOLOGY CONTRACT FOR 1982-83

Changes in the revised Cosmetology contract for 1982-83 consist of an increase in contract costs, from $1 per student contact hour to $1.15, and the discontinuation of the non-graded program. The contract complies with rules and regulations set forth under Title V and VEA Public Law 94-482.

Plans are to continue training some 38 FTE graded-only students in Cosmetology. This contract is with the Setser-Goatley Beauty College and Kristofer’s School of Beauty.

It is recommended that approval be given of the revised Cosmetology contract for 1982-83.

h. RECOMMENDED ACCEPTANCE OF GRANT FOR COLLEGE LIBRARY RESOURCES IN THE AMOUNT OF $840

The college has been notified of the award of $840 under the College Library Resources Program (HEA, Title II).

The Superintendent recommends acceptance of this grant.
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5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

1. RECOMMENDED APPROVAL OF EXTENSION OF AGREEMENT WITH SANTA BARBARA NEWS PRESS FOR THE CHANNELS PRINTING

   Attachment 5.1-1

   Two years ago, the college bid the printing of THE CHANNELS newspaper and selected the Santa Barbara News Press as the printer. The quality and service has been superior and the relationship with the News Press staff excellent. Last year, a one-year extension of the contract, reflecting new prices, was approved by the board.

   It is recommended that the News Press agreement be extended at an approximate increase in price of 5%, as delineated in the attachment.

j. REQUEST FOR SUNDAY USE OF DISTRICT FACILITIES

   Attachment 5.1-j

   A request has been received for use of La Playa Stadium and locker rooms for a Santa Barbara Marathon on Sunday, October 17, 1982.

   Similar requests from the Santa Barbara Athletic Association have received approval in the past.

5.2 NON ROUTINE

a. RECOMMENDED APPROVAL OF CONTRACT WITH ARENDT/MOSHER/GANT/PEDERSEN/PHILLIPS, ARCHITECTS, FOR DESIGN AND SPECIFICATIONS OF THE SNACK BAR AND CAMPUS CENTER RENOVATION

   Enclosure #4

   The board approved conceptual plans for the Campus Center Renovation and construction of a Snack Bar on March 25, 1982. The location of the Snack Bar was subsequently approved by the board on May 27, 1982 and the architect was directed to prepare preliminary design sketches for review.

   The Facilities Subcommittee has reviewed the proposed sketches and made recommendations which are being implemented into the design. Sketches will be presented at the board meeting.

   To proceed with the project, the agreement with the architectural firm is enumerated in Enclosure #4. A lump sum fee of $25,000 for this project has been agreed to by staff and the architect.

   The Superintendent recommends approval of the contract with Arendt/Mosher/Grant/Pedersen/Phillips, architects, for design plans and specifications for the Snack Bar and Campus Center Renovation.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

b. RECOMMENDED ADOPTION OF RESOLUTION NO. 2 (1982-83) GRANTING AN EASEMENT TO THE CITY OF SANTA BARBARA FOR A WATER WELL

Enclosure #5

The City of Santa Barbara has requested an easement on the northeast corner of the Schott Center on Castillo Street for the purpose of drilling a water production well (Padre Well No. 1). The easement would provide for drilling a well and enclosing the equipment building, as described in the enclosed proposal dated June 8, 1982. The proposal was submitted to the Facilities Subcommittee on June 16, 1982 and received concurrence.

The resolution is the first step in a series to consummate the easement. An extensive process outlined in Education Code Sections 81340, et seq., requires the board to declare the property surplus to district needs by proper resolution and publication in a general circulation newspaper. Due to the fact that the college has a lease-purchase agreement on the property, the City Schools Board must also take action in a similar manner by separate resolution and publication.

County Counsel has reviewed and approved of the wording in the resolution. Further, during the publication period, an agreement setting forth all the elements will be negotiated and drafted. The agreement will have both City Schools and City College agree to terms and conditions with the City of Santa Barbara and will be presented to both boards for approval before signed.

The Superintendent recommends approval of Resolution No. 2 (1982-83) declaring certain real property as surplus to district needs and authorizing an easement to the City of Santa for construction of a water well (Padre Well No. 1).

c. RECOMMENDED RATIFICATION OF PROCUREMENT OF LIABILITY AND PROPERTY INSURANCE, EFFECTIVE JULY 1, 1982 THROUGH JUNE 30, 1983

On June 10, 1982, the board approved the placement of liability and property insurance through Keenan & Associates. The property survey has been completed indicating an insurance value of $45,974,285, calculated at a rate of $0.035 per $100. The property insurance premium amounts to $16,091.

Liability estimates are based on ADA, various district exposures, and unusual programs. The premium for the coming year is $19,946. Fidelity coverage was placed for a premium of $1,495, and boiler and machine pressure vessel liability for $2,421. The total amount of property and liability insurance premiums amount to $39,953. The policy limits are stated at $12 million with $10,000 self-insurance retention per incident.

The Superintendent recommends ratification of procurement of Liability and Property Insurance, and approval of the insurance premiums, as described above, effective July 1, 1982 through June 30, 1983.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. RECOMMENDED APPROVAL OF INSURANCE CARRIERS FOR PERSONNEL BENEFITS PROGRAM FOR 1982-83

Attachment 5.2-d

The Personnel Benefits Program for 1982-83 is identical to last year except that one additional dental plan will be offered through Blue Cross, if there is sufficient enrollment. Tenthly premium amounts are listed in the attachment showing the percentage increase by category.

It is recommended that the following Personnel Benefit Plans be approved for the coming year (October 1, 1982 through September 30, 1983):

Mandatory Coverages:
   a. Medical Plans (choice of one)
      1. Blue Cross Foundation
      2. INA Healthplan - HMO
      3. Blue Cross (SB Med) - HMO
   b. Great-West Life Insurance
   c. Crown Income Protection

Optional Coverages:
   a. Dental Plans (choice of one)
      1. INA Health Plan, Dental - HMO
      2. Blue Cross Group Dental - HMO
      3. Blue Cross - UCR Plan (new plan)
   b. Tax Shelter Annuity Plans
      Various plans available to those who have a balance after mandatory/optional coverages are deducted from district allotment for health benefits.

The Superintendent recommends approval of the Personnel Benefits Programs, carriers and premium rates, as indicated in Attachment 5.2-d, effective October 1, 1982 through September 30, 1983.

6. GENERAL INFORMATION

6.1 RESULT OF SALE OF SURPLUS ITEMS

The Eclipse 300 and the Nova 2/10 computers were sold through previous bids for $5,000. The obsolete Burroughs data processing equipment was advertised in COMPUTER WORLD and listed with a Burroughs equipment specialist; however, not a single inquiry has been received on the equipment. A bid has been received for the four (4) keypunch and one (1) teletype machine for $450.

The net settlement check from the sale of other items at the Santa Barbara County Auction was $295.02.
7. ADJOURNMENT

In relation to Item 2.2-b(1), it is recommended that today's meeting be adjourned in memory of Mr. Fred C. Gates.

As a result of action taken by the board on June 24, 1982, the next regular meeting of July 22, 1982 has been cancelled. Therefore, the next regular meeting of the Board of Trustees is scheduled for Thursday, August 12, 1982.