AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

January 13, 1983

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 MINUTES OF REGULAR MEETING OF DECEMBER 9, 1982

MINUTES OF SPECIAL JOIN MEETING WITH ALLAN HANCOCK TRUSTEES
DECEMBER 10, 1982

MINUTES OF SPECIAL MEETING (WORK SESSION) OF DECEMBER 16, 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

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF TEMPORARY, HOURLY CERTIFICATED
PERSONNEL

Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF TEMPORARY HOURLY CERTIFICATED
PERSONNEL, 90%

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

2.1 CERTIFICATED PERSONNEL (continued)

a. ROUTINE (continued)

(3) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, SUBSTITUTES, AND LECTURERS, CONTINUING EDUCATION DIVISION
Attachment 2.1-a(3)

(4) RECOMMENDED ACCEPTANCE OF RESIGNATION, ROBERT R. KIRBY, INSTRUCTOR, MARINE TECHNOLOGY, EFFECTIVE 6/16/83
Attachment 2.1-a(4)

(5) RECOMMENDED APPROVAL OF MATERNITY LEAVE FOR PREGNANCY DISABILITY (SICK LEAVE): JANE METIU, ASSISTANT PROFESSOR, NURSING, EFFECTIVE 12/17/82
Attachment 2.1-a(5)

Mrs. Metiu has requested the above leave for approximately three months due to complications of pregnancy and child delivery. Mrs. Metiu's physician anticipates an approximate three-month recuperation period. This request has the approval of the Department Head and the Dean of Instruction.

It is recommended that Mrs. Metiu's request for leave be granted.

(6) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
Attachment 2.1-a(6)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF PERSONAL LEAVE OF ABSENCE WITHOUT PAY: CAROL PRICE, ASSOCIATE PROFESSOR, ENGLISH, EFFECTIVE FEBRUARY 1, 1983
Attachment 2.1-b(1)

Ms. Price has requested a two and one-half year personal leave of absence without pay in order to accept an assignment in the Peace Corps, participating in Teaching English as a Foreign Language in Thailand. This request has the approval of the Department Head and the Dean of Instruction.

It is recommended that Ms. Price's request for leave be granted.
2. PERSONNEL (continued)

2.1 CERTIFICATED PERSONNEL (continued)

b. NON-ROUTINE (continued)

(2) RECOMMENDED APPROVAL OF REDUCTION IN CONTRACT: JOHN BOWMAN, ASSOCIATE PROFESSOR, F.I.R.E., EFFECTIVE SPRING, 1983, SEMESTER

Attachment 2.1-b(2)

Mr. Bowman has requested a reduced contract. There would be no reduction in benefits. This request has the approval of the Department Head and the Dean of Instruction.

It is recommended that approval be given to this reduction in contract.

(3) RECOMMENDED APPROVAL OF MANAGEMENT EVALUATION POLICY

Enclosure 1

An ad hoc study committee was formed during the year to develop a new management evaluation policy. The primary consideration in developing the new evaluation system was to improve and assist in the managers' professional development. At the present time there is no evaluation system designed specifically for District managers, as certificated administrators are included in the faculty evaluation system and classified managers use the classified employee evaluation system.

As a result of the study by the committee, a new proposed policy has been developed. The policy would provide for a comprehensive management evaluation process which applies to both classified and certificated managers. The proposed policy includes a self-evaluation component and retains the client survey currently used in the faculty evaluation process.

The proposed policy has been reviewed by the President's Cabinet, the Representative Council, and the Educational Policies Committee of the Board.

It is recommended that the proposed Management Evaluation Policy be approved.
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2. PERSONNEL (continued)

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), AND GENERAL

Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF RETIREMENT: BEATRICE WILLIS, SECRETARY, SR., COLLEGE INFORMATION, EFFECTIVE 1/31/83

Attachment 2.2-a(3)

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS - Mr. Guy Parvex

3.2 PRESENTATION OF REPORT OF SANTA BARBARA CITY COLLEGE'S OFFICE OF VETERANS' AFFAIRS

Attachment 3.2

Dr. Gilbert Robledo will be present to speak to the report and to respond to any questions. The Annual Report has been prepared for submission to Washington, D.C., for the 1981-82 academic year.

4. CURRICULUM AND INSTRUCTION

4.1 REPORT FROM THE EARTH SCIENCES DEPARTMENT

Dr. Robert Gray, Department Chairperson, and staff members of the Department of Earth Sciences will present a slide presentation on the Fall Field Trip.

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS No. P23-0941 THROUGH AND INCLUDING P23-0940 FOR SUPPLIES, EQUIPMENT AND SERVICES

Attachment 5.1-a
5. BUSINESS SERVICES

5.1 ROUTINE (continued)

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

   Acceptance of the gifts listed on Attachment 5.1-d is
   recommended. The Superintendent requests authorization to
   send letters of appreciation to the donors.

e. RECOMMENDED RATIFICATION OF BLANKET TRAVEL ACCIDENT POLICY

   Attachment 5.1-e

   For the past several years the District has purchased a
   blanket travel accident policy which covers District employees,
   officers, and Trustees in the amount of $100,000 while travel-
   ing on District business. The coverage was renewed at
   $675.00 per year with St Paul Life at no increase in premiums.

   The Superintendent recommends ratification of the blanket
   travel accident policy, effective October 15, 1982.

f. RECOMMENDED RATIFICATION OF THE SUBMITTAL OF A GRANT PROPOSAL
   TO PURCHASE MICROCOMPUTERS FOR PHYSICALLY HANDICAPPED

   Enclosure 2

   This proposal, to New Vistas, Inc., requests $9,970.28
   to purchase two microcomputers to be used by physically handi-
   capped students as an aid in writing, examinations, computer
   science exercises, and basic skills practice. It was sub-
   mitted to assure the earliest possible consideration by the
   granting agency.

   It is recommended that this submittal be ratified.
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5. BUSINESS SERVICES (continued)

5.1 ROUTINE (continued)

  g. RECOMMENDED AUTHORIZATION FOR ISSUING PARKING CITATIONS

      Attachment 5.1-g

  h. RECOMMENDED APPROVAL OF AGREEMENT WITH THE CITY OF SANTA BARBARA FOR CONSTRUCTION OF LOWER WESTSIDE STORM DRAIN ON COLLEGE PROPERTY

      Attachment 5.1-h

The City of Santa Barbara is improving drainage of the lower Westside by widening the channel bordering Pershing Park on the edge of college property. Widening will begin at Cliff Drive and continue to the tennis courts. The new channel will improve the natural flow through the open area and slope the channel for better drainage. Erosion will be controlled by planting Kikuyugrass. The improvements will be done with no cost to the District.

The Superintendent recommends approval of the project and access to the area for construction purposes.

5.2 NON-ROUTINE

  a. RECOMMENDED ADOPTION OF RESOLUTION No. 10 (1982-83) ESTABLISHING A NON-RESIDENT TUITION FEE FOR 1983-84

      Attachment 5.2-a

  Annually by February 1st, the Board is required to establish a non-resident tuition fee. The per unit fee is determined by inflating the Current Expense of Education (CEE) for the base year by the projected Consumer Price Index factor for the two succeeding years and dividing the amount by 30. The base year figure used in the computation is the 1981-82 statewide current expense of education and the resultant fee is $72 per unit. The joint effect of significantly lower inflation factors and a moderate increase in CEE/ADA in 1981-82 results in a $3.00 reduction in the 1983-84 per unit tuition compared to 1982-83.

  The Superintendent recommends adoption of Resolution No. 10 (1982-83) establishing the non-resident tuition fee for the 1983-84 college year at $72 per unit.
5. BUSINESS SERVICES (continued)

5.2 NON-Routine (continued)

b. RECOMMENDED RATIFICATION OF THE SUBMISSION OF A PROPOSAL TO SUPPORT THE SAN MARCOS PARENT/CHILD WORKSHOP

Enclosure 3

This proposal will provide supplemental funding of $8,400 for the Parent/Child Workshop at San Marcos High School. It has been submitted to the State Department of Education to meet a January 14 deadline.

The Superintendent recommends ratification of this submittal.

c. RECOMMENDED APPROVAL OF SABBATICAL LEAVE APPLICATION/FUNDING FOR 1983-84 ACADEMIC YEAR

Attachment 5.2-c

On December 9, 1982, the proposed sabbatical leave applications for 1983-84 were presented for a first reading.

Utilizing the Board-adopted policy, the estimated costs related to the leaves has been calculated and is shown in the attachment. The additional cost to the District for the ten applications totals $38,155, assuming probable replacement salaries furnished by the Instruction Office.

The applications were reviewed extensively by the Sabbatical Leave Committee and discussed by the Board Sub-committee on Educational Policies on October 25, 1982 and January 10, 1983.

The Superintendent recommends approval of the sabbatical leave applications and the commitment of funding for the 1983-84 academic year.

d. RECOMMENDED APPROVAL OF PAYMENT OF LIABILITY CLAIM

On December 17, 1982, the United Airlines delivery truck was involved in an accident. Under our liability self-insurance program, the first $10,000 per incident is covered by the College; therefore, the District has incurred an expense of $3,215 plus reasonable car rental fees. Our claims administrator, Keenan & Associates, has advised settlement of this claim for the amount specified.

The Superintendent recommends that the Board approve payment of this claim.
6. GENERAL INFORMATION

6.1 REPORT OF THE ECONOMIES SUBCOMMITTEE - COLLEGE PLANNING COUNCIL

In recognition of the severe fiscal constraints facing the college in 1983-84, the College Planning Council appointed a subcommittee, chaired by Dr. Hanson, to explore ways to economize at SBCC. Ideas from faculty, staff, and administration were solicited, which yielded over 200 suggestions. The Economies Subcommittee distilled the suggestions into several pages and, finally, to one page. Dr. Hanson will present an update of the progress and recommendations for economies in 1983-84.

6.2 RECOGNITION OF BIKE PATH DESIGN

Enclosure 4

For the past two years, Peter (Pine) R. Hodges has been designing, experimenting, painting, repainting, striping, etc., the campus bike path. He has prepared detailed specifications for a full map for future maintenance and repainting. His untiring and dedicated efforts are recognized, and sincere appreciation expressed on a job thoroughly and well done.

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

Enclosure 5

On December 9, 1982, Mr. Henry Bagish, Chairperson of the ad hoc committee to draft a new Statement of Mission for the College, presented the proposed statement to the Board of Trustees. The Statement was approved, with one revision suggested, that there be specific reference to a community service program extending opportunities for lifelong learning.

The revision has been made. It is recommended that the Board of Trustees adopt the statement as revised as the official Statement of Mission for Santa Barbara City College.

7. ADJOURNMENT

The next regular meeting will be held on January 27, 1983.