AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

January 27, 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 CLOSED SESSION - None scheduled.
   1.5 MINUTES OF REGULAR MEETING OF JANUARY 13, 1983
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. 1983 NOMINATIONS TO BOARD OF DIRECTORS, CALIFORNIA COMMUNITY
         COLLEGE TRUSTEES

         Attachment 1.7-a

         Notice has been received that nominations for vacancies
         on the Board of Directors for the California Community College
         Trustees (CCCT) can be made January 1 through February 15, 1983.

         The attachment contains a list of those whose terms will
         expire. If the Board wishes to nominate a candidate, such
         action can be taken today or re-scheduled for the February 10
         Board meeting.

      b. REPORT BY ACADEMIC SENATE - None scheduled.
      c. REPORT ON COMING EVENTS - Mr. Jim Williams
      d. REPORT ON CURRENT ISSUES - Dr. Peter MacDougall
AGENDA - Regular Meeting
SBCCD Board of Trustees
January 27, 1983

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF TEMPORARY, CONTRACTUAL APPOINTMENTS

Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS AND LECTURERS, CONTINUING EDUCATION DIVISION

Attachment 2.1-a(2)

(3) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, SPRING 1983 SEMESTER

Attachment 2.1-a(3)

(4) RECOMMENDED APPROVAL OF MATERNITY LEAVE FOR PREGNANCY DISABILITY (SICK LEAVE): JANE METIU, ASS'T PROF., ADN PROGRAM, SPRING SEMESTER, 1983

Attachment 2.1-a(4)

Ms. Metiu was previously granted a Maternity Leave for Pregnancy Disability (Sick Leave) effective December 17, 1982, for approximately three months due to complications of pregnancy and child delivery. Her physician has now indicated that Ms. Metiu will be disabled for the entire Spring Semester.

It is recommended that Ms. Metiu be granted a Pregnancy Disability Leave (Sick Leave) for the entire Spring 1983 Semester.

(5) RECOMMENDED APPROVAL OF MILITARY LEAVE OF ABSENCE (WITH PAY) RICHARD SANCHEZ, ASS'T DEAN, EDUCATIONAL PLANNING AND DEVELOPMENT, EFFECTIVE FEBRUARY 18-25, 1983

Attachment 2.1-a(5)

(6) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(6)
2. PERSONNEL (continued)

2.1 CERTIFIED PERSONNEL (continued)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF FIRST YEAR CONTRACT (PROBATIONARY) CERTIFIED PERSONNEL INTO SECOND YEAR CONTRACT (PROBATIONARY) STATUS FOR 1983-84
Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF SECOND YEAR CONTRACT (PROBATIONARY) CERTIFIED PERSONNEL INTO THIRD YEAR CONTRACT (REGULAR) STATUS FOR 1983-84
Attachment 2.1-b(2)

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 ANNUAL SALARY INCREASES AND PERMANENT STATUS FOR ELODIE WEEKS, LABORATORY TEACHING ASSISTANT, HRM
Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF TRANSFER, BARBARA ARMSTRONG, SECRETARY, SR., FROM HALF-TIME ACADEMIC SENATE TO FULL-TIME COLLEGE INFORMATION, EFFECTIVE 2/1/83
Attachment 2.2-a(4)

(5) RECOMMENDED ACCEPTANCE OF RESIGNATION, JACK SHANDROFF, MEDIA PRODUCTION COORDINATOR, AUDIO VISUAL, EFFECTIVE 1/11/83
Attachment 2.2-a(5)

(6) RECOMMENDED APPROVAL OF LONGEVITY INCREMENT, WILLIAM HULL, LAB. TECHNICIAN SUPERVISOR, BIOLOGY, 15 YEARS OF SERVICE, EFFECTIVE 2/1/83
Attachment 2.2-a(6)

(7) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE
Attachment 2.2-a(7)
2. PERSONNEL (continued)

2.2 CLASSIFIED PERSONNEL (continued)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF RECLASSIFICATIONS: TRISH DUPART, PRINCIPAL CLERK, AND VERA PELIZZONI, TYPIST CLERK, SENIOR

Attachment 2.2-b(1)

The Superintendent/President has assigned responsibility for the College Readiness project to Pablo Buckelew, Director, Learning/Tutorial Center. This new major responsibility has impacted on Mr. Buckelew and his staff to the point of necessitating a reorganization of the department.

The reorganization requested by Mr. Buckelew and approved by the Superintendent/President requires that some duties and responsibilities required in the operation of the Learning Assistance Center and Tutorial Center be shifted from Mr. Buckelew to the Principal Clerk (LAC) and the Typist Clerk, Senior (Tutorial Center.) Consequently, a job classification study was requested by Mr. Buckelew and was approved by the Superintendent/President.

The Personnel Office conducted a classification study of the two positions. Based upon this study, it is recommended that:

A) Trish Dupart, Principal Clerk, Range 29, be reclassified to: Laboratory Technician, Senior, Range 34

B) Vera Pelizzoni, Typist Clerk, Senior, Range 25, be reclassified to: Tutor Advisor, Range 27

This reclassification has been negotiated with CSEA, as indicated in the attachment.

It is recommended that this reclassification study be approved, effective February 1, 1983, as contained in Attachment 2.2-b(1)

2.3 GENERAL PERSONNEL


Attachment 2.3-a
3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS - Mr. Guy Parvex

3.2 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN ARTS DEGREE

Attachment 3.2

The Superintendent recommends that the Board confer upon each of the 109 candidates listed in Attachment 3.2 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

Attachment 3.3

The Superintendent recommends that the Board confer upon each of the 65 candidates listed in Attachment 3.3 the Associate in Science Degree, subject to completion of the State and local requirements for the degree.

3.4 RECOMMENDED ADOPTION OF COLLEGE CALENDAR FOR 1983-84

Attachment 3.4

The College Calendar Committee recommended that the District continue with a "traditional" calendar for 1983-84. The proposed calendar has been synchronized with reported holidays and probable vacation periods of the Santa Barbara School districts, and identifies teaching days, holidays, faculty in-service days, and final examination periods. The calendar has been reviewed and endorsed by the Board's Educational Policies Committee.

The Superintendent recommends adoption of the 1983-84 College Calendar as contained in Attachment 3.4

3.5 RECOMMENDED APPROVAL OF REVISED INTERDISTRICT AGREEMENT POLICY

Attachment 3.5

Presently, the college has a "free exchange" of students with all California community college districts except Ventura Community College District. At this time it is appropriate to eliminate this restriction. The number of students affected are minimal, and the Ventura Community College District is in agreement. The agreement has been reviewed by and received the endorsement of the Board's Educational Policies Committee.

The Superintendent recommends the adoption of the revised Interdistrict Agreement Policy, effective when Ventura Community College District adopts a similar policy.
5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS
   No. P12-2828 and No. P23-1202 THROUGH AND INCLUDING P23-1308
   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

   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 ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF THE
   AUDIT REPORT FOR THE SANTA BARBARA COMMUNITY COLLEGE DISTRICT
   FOR THE 1981-82 FISCAL YEAR

   Enclosure 1

   Education Code section 84040 requires the governing board
   of each college district to provide for an audit of all funds.
   The 1981-82 general district audit report has been completed
   by William D. Kendall, CPA, and is contained in Enclosure 1.

   Mr. Kendall has also furnished a management letter
   which makes recommendations and comments on action since the
   last audit.

   The Superintendent recommends acknowledgement of receipt
   of the Audit Report for 1981-82, as contained in Enclosure 1,
   and further recommends approval of payment of the previously
   agreed to fee.
5. BUSINESS SERVICES (continued)

5.1 ROUTINE (continued)


Enclosure 2


The Superintendent recommends acknowledgement of receipt of the NDSL, CWS, and SEOG Audit Report, as contained in Enclosure 2, and further recommends the payment of the previously agreed to fee.

g. RECOMMENDED ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF THE PELL GRANT AUDIT REPORT FOR THE 1980-81 AND 1981-82 FISCAL YEARS

Enclosure 3

The audit of the 1980-81 and 1981-82 PELL Grant programs, formerly known as the Basic Education Opportunity Grant, has been completed by the Robert M. Moss Accountancy Corporation.

The Superintendent recommends acknowledgement of receipt of the PELL Audit Report, as contained in Enclosure 3, and further recommends the payment of the previously agreed to fee.

5.2 NON-ROUTINE

a. RECOMMENDED APPROVAL OF WORKING DRAWINGS AND SPECIFICATIONS FOR THE SNACK BAR AND CAMPUS CENTER RENOVATION, PHASE I AND II

Enclosure 4

Over the past several months, the renovation of the Campus Center has been designed, redesigned, and subjected to various levels of review. The Design Concept was approved by the Board on November 11, 1982, and the architect directed to prepare working drawings and specifications for bidding. The documents are now completed and ready to be sent to the Office of the State Architect (OSA) for plans and specifications to be checked. Upon approval from OSA, the entire package will be prepared for bidding.

The original design was modified by HRM, which has increased the cost estimate from $227,029 to $236,830. The working drawings and outline of specifications were reviewed by the Board's Committee on Facilities on January 21, 1983.

The Superintendent/President recommends approval of working drawings and specifications for the Snack Bar Campus Center renovation and requests authorization to call for bids.
5. BUSINESS SERVICES (continued)

5.2 NON-ROUTINE (continued)

b. RECOMMENDED USE OF RESERVES/CONTINGENCY

Attachment 5.2-b

The 1982-83 final budget reflected $90,000 in cuts from building/campus improvements, and cuts of $100,000 from new equipment. Staff is recommending reinstatement of $221,750 to the 1982-83 budget from contingency/reserves in the categories and amounts indicated in attachment 5.2-b. This recommendation has been reviewed and endorsed by the Board's Finance Committee.

The Superintendent recommends the utilization of contingency/reserves from the General Fund in the categories and amounts indicated on Attachment 5.2-b, totaling $221,750.00.

c. RECOMMENDED APPROVAL OF THE DISTRICT FIVE-YEAR FACILITIES PLAN

Enclosure 5

The Five-Year facilities Plan is due in the Chancellor's Office on February 1, 1983. This year, the plan calls for completion of erosion control and handicapped barrier removal projects. Also included in the plan is an expansion of the Library building and secondary effects of this project. The plan has been reviewed and endorsed by the Board's Facilities Committee.

The Superintendent/President recommends approval of the plan and its submission to the Chancellor's Office.

d. RECOMMENDED APPROVAL OF SUBMITTAL OF A PROJECT PLANNING GUIDE FOR EXPANSION OF THE COLLEGE LIBRARY

Enclosure 6

This Project Planning Guide proposes the addition of 21,800 ASF to the College Library. This project, if carried out, will increase the size of the Library to State standards. The plan has been reviewed and endorsed by the Board's Facilities Committee.

The Superintendent/President recommends approval of the plan and its submission to the Chancellor's Office.
5. BUSINESS SERVICES (continued)

5.2 NON-ROUTINE (continued)

e. RECOMMENDED ACCEPTANCE OF KELLOGG GRANT OF $101,500 FOR THE COLLEGE'S ADN PROGRAM

The college has been selected by the Kellogg Foundation and Ohlone College, Statewide Co-Coordinator of the Kellogg Nursing Project, to conduct a two-year project to:

1. Validate and test NLN Competency Statements in relation to actual ADN graduate performance and job entry requirements.

2. Establish collaboration between nursing service and nursing education. Total funding for the project is $101,500. A District commitment of approximately $30,000 is mostly in-kind services. Approximately $5,000 per year represents additional college outlay.

The Superintendent recommends acceptance of this grant.

6. GENERAL INFORMATION

No items.

7. ADJOURNMENT

The next regular meeting is scheduled for Thursday, February 10, 1983.