AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

December 8, 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 NOVEMBER 10, 1983
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. REPORT BY ACADEMIC SENATE - Ms. Evanne Jardine
      b. REPORT BY ASSOCIATED STUDENTS - Mr. Alan Wellman
      c. REPORT ON CURRENT EVENTS - Mr. Jim Williams
      d. REPORT ON CURRENT ISSUES - Dr. Peter MacDougall
   1.8 GOVERNING BOARD
      a. ELECTION OF PRESIDENT AND VICE-PRESIDENT

The Education Code requires that a President and Vice-President be elected during this meeting. In accordance with Board policy established on March 11, 1971, "The President shall be elected for a one-year term and may succeed himself/herself in office for one additional year."

   b. ESTABLISHMENT OF MEETING DATES, TIME, AND PLACE

In accordance with Board policy established on March 11, 1971, the Board of Trustees has met on the second and fourth Thursdays of each month. Official action on December 13, 1979, set the starting time as 4:00 p.m. During the past year, the meetings have been held in Room A-211 of the Administration Building.
c. SUBCOMMITTEES FOR THE BOARD OF TRUSTEES FOR 1983-84

Memberships on the subcommittees for the coming year will be announced at the meeting.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, SUBSTITUTES, CONSULTANTS, LECTURERS, CONTINUING EDUCATION DIVISION

Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF PAYMENT OF 1983-84 LEADERSHIP STIPENDS

Attachment 2.1-a(2)

Funds for leadership stipends were included in the 1983-84 adopted budget. These stipends are paid to department and division chairpersons for serving in those capacities. Occasionally these monies are re-distributed within the instructional departments to faculty for responsibilities in curriculum, scheduling, budgeting, etc. Some departments use stipend funds to augment supplies, equipment, and student worker accounts. The payments are normally made bi-annually.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: COLLEGE WORK STUDY (ON AND OFF-CAMPUS), GENERAL, AND TUTORIAL PROGRAMS

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS: NON-CLASSIFIED PERSONNEL, CONTINUING EDUCATION AND MAIN CAMPUS

Attachment 2.2-a(2)

(3) RECOMMENDED ACCEPTANCE OF RESIGNATIONS

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF INDUSTRIAL LEAVE OF ABSENCE

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF EXTENSION OF HEALTH LEAVE OF ABSENCE

Attachment 2.2-a(5)
(6) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS  
Attachment 2.2-a(6)

(7) RECOMMENDED APPROVAL OF LONGEVITY INCREMENT  
Attachment 2.2-a(7)

(8) RECOMMENDED APPROVAL OF TEMPORARY CHANGE IN ASSIGNMENT  
Attachment 2.2-a(8)

(9) RECOMMENDED APPROVAL OF TEMPORARY REDUCTION OF ASSIGNMENT  
Attachment 2.2-a(9)

(10) RECOMMENDED APPROVAL OF WORKING-OUT-OF-CLASSIFICATION  
Attachment 2.2-a(10)

2.3 CLASSIFIED, GENERAL  
a. ROUTINE  
(1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS

3. STUDENT SERVICES

3.1 RECOMMENDED APPROVAL OF RATIFICATION OF ENROLLMENT AND ATTENDANCE PROCEDURES  
Enclosure 1

Title 5, Section 58030, requires that the local governing board of a college district make available "a copy of its authorized procedures for course enrollment, attendance, and disenrollment documentation". The document was forwarded to the Chancellor's Office to meet a November 30, 1983, deadline. The document has been reviewed by the Board's Educational Policies Committee.

The Superintendent/President recommends ratification of the document contained in the enclosure.

3.2 RECOMMENDED APPROVAL OF PROPOSED CHANGES IN STUDENT SERVICES POLICIES  
Attachment 3.2

The Student Services Advisory Committee and the Board's Educational Policies Committee have reviewed the following modifications:

1. Advanced high school students would be permitted to enroll in up to 12 units at SBCC instead of 7 units. Each student must have the approval of the high school counselor and our program coordinator.
2. The tuition refund policy is being modified to become coordinated with all other fee deadlines. The new policy would be:

100% refund - First week of school
50% refund - Second and third weeks of school
No refund - After the third week of school

3. The freedom of speech policy has been modified to address the rights of others to be heard. It delineates the need to be respectful of those speaking. The last statement clearly states the college's right to discipline an offender.

The Superintendent/President recommends approval of these modifications/additions to the Student Services policies.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF PROPOSED NEW COURSES FOR WINTER 1984, CONTINUING EDUCATION DIVISION

Attachment 4.1

4.2 RECOMMENDED ADOPTION OF A FEE SCHEDULE FOR CERTAIN COURSES OFFERED BY THE CONTINUING EDUCATION DIVISION, WINTER TERM, 1984

Fees for non-State funded Continuing Education classes would be set at a level of $1.00 per hour, with a reduced rate of $0.75 per hour for senior citizens. The Board's Educational Policies Committee has reviewed this fee schedule.

The Superintendent/President recommends adoption of the fee as outlined above.

4.3 RECOMMENDED APPROVAL OF UPDATED EDUCATIONAL MASTER PLAN

Enclosure 2

Each year, the college is required to update the status of educational programs for the next five years. This report is sent to the Chancellor's Office and used to update their inventory of programs for each campus. The Superintendent/President recommends approval of the update Educational Master Plan for 1984-85, as contained in the enclosure.

5. BUSINESS

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF RATIFICATION OF PURCHASE ORDERS #P34-0658 THROUGH AND INCLUDING #P34-0739 FOR SUPPLIES, EQUIPMENT, AND SERVICES

Attachment 5.1-a

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b. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PAYMENT OF CLAIMS AS LISTED ON THE ATTACHMENT AND SUCH OTHER CLAIMS AS MAY ARISE PRIOR TO THE MEETING

Attachment 5.1-b

c. RECOMMENDED ACCEPTANCE OF GIFTS ON BEHALF OF THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE

Attachment 5.1-c

d. RECOMMENDED APPROVAL OF PROFESSIONAL CONSULTANT

Attachment 5.1-d

e. RECOMMENDED AUTHORIZATION FOR ISSUING PARKING CITATIONS

Attachment 5.1-e

f. RECOMMENDED RATIFICATION OF 31 DAY EXTENSION OF AGREEMENT WITH UNITED AIRLINES TO DECEMBER 31, 1983

Attachment 5.1-f

United Airlines has request an additional extension of 31 days on their contract for HRM service of the air flight schedule.

g. RECOMMENDATION OF RATIFICATION OF CHANGE ORDERS NO. 1 AND 2, HANDICAPPED TRANSITION PLAN (PHASE II), TRICON CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.1-g

The changes for the concrete catch basin and additional asphalt walkways at the Student Services Building increase the contract amount by $860.20, without increasing the completion date of the contract.

The Superintendent/President recommends ratification of Change Orders No. 1 and No. 2, as contained in the attachment.

h. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS NOS. 84-10, 12, 13, 14, 15, 18, 20, 23, 24, 26, 28, 29, FOR INTERNAL TRANSFERS

Attachment 5.1-h

i. RECOMMENDED RATIFICATION OF THE SUBMITTAL OF A GRANT PROPOSAL FOR BILINGUAL CAREER GUIDANCE COURSE

Attachment 5.1-i

A proposal has been submitted to the Chancellor's Office for funding to develop a career guidance course for NES/LES
students. This course, if funded, will be taught in conjunction with our existing ESL courses. Funding in the amount of $9,975 has been requested. No District funds are needed; matching is in-kind. The proposal was mailed to meet a December 6, 1983, deadline.

The Superintendent/President recommends ratification of the submittal of this proposal.

5.2 NON-ROUTINE

a. RECOMMENDED APPROVAL TO ENGAGE LIBRARY CONSULTANT TO ASSIST WITH PREPARATION OF PROJECT PLANNING GUIDE

In order to be eligible for State funding for Library construction, the college must submit a Project Planning Guide to the Chancellor's Office by February 1, 1984. Preparation of the PPG requires that the services of a qualified expert on library design be engaged to assist in defining the project.

The Superintendent/President recommends approval of the expenditure of funds not to exceed $7,000 to hire a library consultant.

b. RECOMMENDED APPROVAL OF RESOLUTION NO. 9 (1983-84) AUTHORIZING TRANSFER FROM CONTINGENCIES AND PAYMENT TO GOLETA UNION SCHOOL DISTRICT

Attachment 5.2-b

The agreement with the Goleta Union School District calls for payments of $19,583.33 per month on the Selmer O. Wake Continuing Education Center facility. Due to fiscal uncertainties for 1983-84, no payments have been made this fiscal year. The Goleta Union School District agreed to this delay with the understanding that the College District pay interest at the current County-pooled investment rate. The rate for the first quarter of this year is 9%.

The Superintendent/President recommends approval of Resolution No. 9 (1983-84) authorizing two payments of $117,499.98 plus interest to be made on December 8, 1983 and June 1, 1984, and a transfer of $240,000 be made from appropriations for contingencies.

c. RECOMMENDED APPROVAL OF CONTRACT INSTRUCTION AGREEMENT WITH SANTA BARBARA COUNTY SCHOOL TO PROVIDE A WORD PROCESSING WORKSHOP EARLY NEXT YEAR

Attachment 5.2-c

The Superintendent/President recommends approval of the agreement at contained in the Attachment.
d. RECOMMENDED ACCEPTANCE OF FIRE ALARM/CLOCK/ENERGY MANAGEMENT
SYSTEM AND AUTHORIZATION TO FILE NOTICE OF COMPLETION, FRAN-
TIMED, INC. (dba WESTERN POWER SYSTEMS), CONTRACTOR

Attachment 5.2-d

The installation of the Fire Alarm/Clock/Energy Management System
has been completed, except for in the Campus Center. Western Power
Systems has guaranteed the Campus Center will be hooked up as soon
as all electrical work is completed in the Campus Center renovation.
The project was completed on time, except for problems beyond the
control of the contractor, who has requested the release of the 10%
retention.

The Superintendent/President recommends acceptance of the
Fire Alarm/Clock/Energy Management System and authorization
to file the Notice of Completion.

e. RECOMMENDED ACCEPTANCE OF THE SNACK BAR PROJECT AND
AUTHORIZATION TO FILE NOTICE OF COMPLETION, J.S. OSTRANDER
CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-e

Punch list items are completed on the Snack Bar Project, with the
exception of one drainage problem to be corrected during the Winter
Recess. The revised contract price, including Change Order No. 1 is $86,518.00, less
liquidated damages of $1400 per architect's letter.

The Superintendent recommends acceptance of the Snack Bar
project and authorization to file the Notice of Completion.

f. RECOMMENDED APPROVAL OF THE PARKING FEES PROGRAM EFFECTIVE
SPRING SEMESTER, 1984

Attachment 5.2-f

The interim agreement with the City on La Playa and
Leadbetter parking lots will soon be replaced with a long
term agreement with the City requiring certain costs of
maintenance, repairs, improvements, security, and controls
be the responsibility of the college. A plan for parking
fees for students of $10 day/evening and $5 evening only per
semester has been endorsed by the College Planning Council,
Representative Council, Student Senate, Student Services
Committee, Parking/Safety Committee, and the Board's
Committees on Educational Policies and Finance. Fees for
faculty/staff are subject to negotiations.

The Superintendent/President recommends approval of the
parking fees program as outlined in the attachment,
effective Spring Semester, 1984.
g. RECOMMENDED APPROVAL OF EXTENTION OF INTERIM AGREEMENT WITH THE CITY OF SANTA BARBARA FOR USE OF LEDBETTER BEACH PARKING LOTS AND THE LEASE OF LA PLAYA PARKING LOTS

Over the last three months negotiations with the City of Santa Barbara continued in an effort to amend the Joint Use Agreement agreement of 1962. Full agreement has not been reached. Therefore, the City has agreed to extend the interim agreement through Spring Term, 1984. The proposed extension of the interim agreement will be presented at the Board meeting. The Superintendent/President will make a recommendation at the meeting.

h. RECOMMENDED ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF THE AUDIT REPORT FOR SANTA BARBARA COMMUNITY COLLEGE DISTRICT FOR 1982-83 FISCAL YEAR

Enclosure 3

Education Code Section 84040 requires the governing board of the college to provide for a fiscal audit of all funds and the filing of the report with the County Clerk, County Superintendent of Schools, the Board of Governors, and Department of Finance. Kendall and Kendall, CPA's, have completed the audit and the report is hereby submitted to the Board of Trustees for review as required at a regularly scheduled public meeting (EC 84040.3).

The Superintendent/President recommends acknowledgement of receipt of the 1982-83 Audit Report of District funds as contained in the enclosure and forwarding to the appropriate agencies.

6. GENERAL INFORMATION

7. ADJOURNMENT

The next meeting of the Board of Trustees will be held on January 12, 1984.