AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

March 10, 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 CLOSE SESSION - None scheduled.
   1.5 MINUTES OF REGULAR MEETING OF FEBRUARY 24, 1983
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. REPORT BY ACADEMIC SENATE - Dr. Barbara Lindemann
      b. REPORT BY ASSOCIATED STUDENTS - Mr. Guy Parvex
      c. REPORT ON COMING EVENTS - Mr. Jim Williams
      d. REPORT ON CURRENT ISSUES - Dr. Peter MacDougall

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, SPRING 1983 SEMESTER
             Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF HOURLY SUBSTITUTE, CONTINUING EDUCATION DIVISION
             Attachment 2.1-a(2)
2. PERSONNEL (continued)
   2.1 CERTIFIED PERSONNEL (continued)
      a. ROUTINE (continued)
         (3) RECOMMENDED APPROVAL OF RETIREMENT, CHARLES R. COURTNEY,  
             PROFESSOR OF ENGLISH, EFFECTIVE 6/16/83  
             Attachment 2.1-a(3)
         (4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE  
             Attachment 2.1-a(4)

   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, DOREEN MACKER,  
             SECRETARY, ACADEMIC SENATE, EFFECTIVE 3/4/83  
             Attachment 2.2-a(3)
      b. NON ROUTINE
         (1) RECOMMENDED APPROVAL OF APPOINTMENT, JOSEPH SCOTT, CUSTODIAN,  
             REPLACING R. PHILLIPS, EFFECTIVE 3/11/83  
             Attachment 2.2-b(1)
         (2) RECOMMENDED APPROVAL OF APPOINTMENT, JANIS KNEPP, SECRETARY,  
             ACADEMIC SENATE, REPLACING DOREEN MACKER, EFFECTIVE 3/4/83  
             Attachment 2.2-b(2)
         (3) RECOMMENDED APPROVAL OF INCREASE IN ASSIGNMENT, ANN FRYSLIE,  
             ACCOUNT CLERK, FROM 50% (12 MONTHS) TO 75% (12 MONTHS),  
             EFFECTIVE FEBRUARY 28, 1983  
             Attachment 2.2-b(3)

Due to the transfer of the NDSL and Nursing Loan Collection Process to the Accounting Office, an increase in the assignment of Ann Fryslie, Account Clerk, Intermediate, is necessary to accommodate these added functions. Existing hourly funds will be transferred from the Financial Aids Office to the Accounting Office to cover the costs related to this increase.
2. PERSONNEL (continued)

2.2 CLASSIFIED PERSONNEL (continued)

b. NON-ROUTINE (continued)

(4) PRESENTATION OF INITIAL CSEA COLLECTIVE BARGAINING CONTRACT PROPOSAL

In accordance with the provisions of Chapter 10.7, Division 4, Title 1 of the Government Code (Rodda), the Board is required to have officially presented all initial proposals from recognized employee organizations which relate to matters within the scope of meeting and negotiating. The Rodda Act also requires that the public be informed and have an opportunity to express itself regarding the proposals of both the employee organizations and the Board.

The proposal will be presented and described to the Board by the official CSEA representative.

As required by the Rodda Act, Section 3547, it is recommended that the Board:

1. Officially receive the CSEA initial proposal,

2. make the CSEA proposal a matter for public record for public pickup in the Superintendent/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 March 24, 1983, a hearing will be held to provide the public with an opportunity to express itself regarding the CSEA proposal.

2.3 GENERAL PERSONNEL

a. RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS, AHMET NURAY, ARTHUR AVINA, and JOE BOEHLER

Attachment 2.3-a

3. STUDENT SERVICES

No items.
4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED ADOPTION OF PROPOSED BASIC SKILLS POLICIES AND PROCEDURES

Attachment 4.1

During the past semester, a committee of certificated staff and administrative personnel reviewed and revised the admissions and retention policies and procedures for the Basic Skills program. Attachment 4.1 includes the specific recommendations from this committee.

The proposed policies and procedures more clearly delineate placement and dismissal procedures for the Basic Skills program. Furthermore, minimum student performance expectations have been specified in greater detail. The proposal has been reviewed and endorsed by the Curriculum Committee and the Board Educational Policies Committee.

The Superintendent/President recommends adoption of the policies and procedures as contained in Attachment 4.1.

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS No. P23-1456 THROUGH AND INCLUDING P23-1594 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 ACCEPTANCE OF GIFTS ON BEHALF OF THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE

Attachment 5.1-c

d. RECOMMENDED APPROVAL OF PROFESSIONAL CONSULTANTS

Attachment 5.1-d

e. RECOMMENDED AUTHORIZATION FOR PERSONNEL TO ISSUE PARKING CITATIONS

Attachment 5.1-e

f. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS NOS. 043 THROUGH 047 FOR INTERNAL ACCOUNTING ACTIONS

Attachment 5.1-f
5. BUSINESS SERVICES

5.2 NON-Routine

a. RECOMMENDED APPROVAL OF SUBMITTAL OF REQUEST FOR CATEGORICAL EXEMPTION FROM PROVISIONS OF CEQA FOR CAMPUS CENTER SNACK BAR PROJECT

Attachment 5.2-a

The proposed Campus Center Snack Bar qualifies for a categorical exemption from the California Environmental Quality Act (CEQA) review process on the basis that it is a minor addition to a school (Section 15114, Class 14, Environmental Impact Report Guidelines). This requires that the Board of Trustees, as the lead agency, find that the project is categorically exempt.

b. RECOMMENDED ACCEPTANCE OF THE BID FOR SNACK BAR CONSTRUCTION PROJECT

Bids for the Snack Bar were opened on March 8th. Dr. Hanson will distribute a list of the bids received. Architect Stephen Metsch will be present to discuss the bids and answer any questions.

The tight time-line requires this action prior to official Coastal Commission approval, which is forthcoming. The Notice to Proceed and a contract will be awarded following Commission approval.

The Superintendent/President recommends acceptance of the bid and authorization to sign the construction contract.

c. RECOMMENDED APPROVAL OF SPECIFICATIONS FOR FIRE ALARM, CLOCK, AND MECHANICAL CONTROL SYSTEM

Over the past six months, staff has prepared specifications for a new master clock, fire alarm, smoke detector, and energy control (mechanical equipment) system. Funds were allocated under the deferred maintenance program which is 50% funded by the Chancellor’s Office. The specifications are segregated in such a way that all or a portion of the bid can be accepted, based on available funding. Energy savings are estimated at 20% of present utility costs for heating, ventilating, and mechanical equipment, when the full system is installed and operating. A copy of the specifications are on file in the Superintendent/President's Office. The proposal has been reviewed and endorsed by the Board Facilities Committee and the Board Finance Committee.

The Superintendent/President recommends approval of the specifications for the new mechanical control system and requests authorization to proceed with the bidding process.
5. BUSINESS SERVICES (continued)

5.2 NON-ROUTINE (continued)

   d. RECOMMENDED ADOPTION OF RESOLUTION NO. 13 (1982-83) AND
      APPROVAL OF APPROPRIATION TRANSFERS NO. 83-N03 ADDING NEW
      MONIES TO THE GENERAL FUND

      Attachment 5.2-d

      According to accounting procedures, acceptance of grant funds
      necessitates increasing the District's 1982-83 income budget
      and allocating the funds to the appropriate cost centers.

      The Superintendent/President recommends that Resolution No. 12
      (1982-83) be adopted authorizing the following actions:

      | Transfer No. | Amount | Grant       | Cost Center        |
      |--------------|--------|-------------|--------------------|
      | 83-N03       | $7,208 | EOPS        | EOPS               |
      | 83-N04       | 3,596  | Capitation  | ADN Nursing        |
      | 83-N05       | 57,431 | Indo-Chinese| Continuing Education|
      | 83-N06       | 21,252 | Bilingual   | American Ethnic Studies|

6. GENERAL INFORMATION

7. ADJOURNMENT

   The next regular meeting is scheduled for Thursday, March 24, 1983