AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

April 21, 1983

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

   1.5 MINUTES OF REGULAR MEETING OF MARCH 24, 1983
      MINUTES OF SPECIAL MEETING OF APRIL 7, 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 INSTRUCTORS, SUBSTITUTES,
          AND LECTURERS, CONTINUING EDUCATION DIVISION, SPRING
          1983 TERM

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

2.1 CERTIFICATED PERSONNEL (continued)

   a. ROUTINE (continued)

      (3) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE, HARRIET LECKIE, ASSOC. PROFESSOR/DIR. WORK EXPER. PROG., EFFECTIVE 2/16/83 to 4-8-83

      Attachment 2.1-a(3)

      (4) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE, JERRY KARL, INSTRUCTOR, MATH, EFFECTIVE 3/24/83, APPROX. 4-6 WEEKS

      Attachment 2.1-a(4)

      (5) RECOMMENDED APPROVAL OF TEMPORARY APPOINTMENTS (CONTRACT), CATEGORICALLY FUNDED PROGRAMS

      Attachment 2.1-a(5)

      (6) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

      Attachment 2.1-a(6)

   b. NON-ROUTINE

      No items.

2.2 CLASSIFIED PERSONNEL

   a. ROUTINE

      (1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (NON-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 APPROVAL OF ANNUAL SALARY INCREMENTS

      Attachment 2.2-a(3)

      (4) RECOMMENDED APPROVAL OF LONGEVITY INCREMENTS

      Attachment 2.2-a(4)
2. PERSONNEL (continued)

2.2 CLASSIFIED PERSONNEL (continued)

a. ROUTINE (continued)

(5) RECOMMENDED ACCEPTANCE OF RESIGNATION, BETTIE DeWITT-ANDERSON, LAB TEACHING ASST., HRM, EFFECTIVE 7/1/83
Attachment 2.2-a(5)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF PROMOTION, MICHAEL ORNELAS, TO CUSTODIAN, SR., REPLACING ROBERT BENNETT
Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT, CARLOS GONZALES, CUSTODIAN, REPLACING MICHAEL ORNELAS
Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT, VALENTINE DEL VECCHIO, MEDIA PROD. COORDINATOR, REPLACING JACK SHANDROFF
Attachment 2.2-b(3)

(4) RECOMMENDED TEMPORARY REDUCTION IN ASSIGNMENT OF STELLA CASTELLANOS, CLASSIFIED PERSONNEL CLERK, FROM FULL-TIME 12 MONTHS TO 7/8 12 MONTHS, EFFECTIVE 9/1/83 THROUGH 6/30/84
Attachment 2.2-b(4)

As part of the college's fiscal contingency planning effort, the college has encouraged employees to seek voluntary reductions in assignment as a way of providing cost savings to the District. In response, Ms. Castellanos has requested a temporary ten-month, one-hour per day reduction in her assignment.

(5) RECOMMENDED APPROVAL OF EXTENSION IN ASSIGNMENT OF TWO REGULAR CLASSIFIED SERVICE EMPLOYEES AS FOLLOWS:
Attachment 2.2-b(5)

The changes in assignment recommended below are based upon increased workload demands and duties in each area of responsibility. The increased assignment will not result in additional costs to the District, as they will be funded from existing hourly monies in each of the departmental budgets.

1. Shar-Lynn Timm, Credentials Clerk* (Personnel Office), from 1/2 time 12 months to 5/8 time 12 months, effective May 2, 1983.

2. Linda Wilke, Typist Clerk, Intermediate (Security Office), from 1/2 time 10 months to 3/4 time 10 months, effective May 2, 1983.
2. PERSONNEL (continued)
   2.2 CLASSIFIED PERSONNEL (continued)
      b. NON-ROUTINE (continued)

(6) PRESENTATION OF INITIAL DISTRICT CSEA COLLECTIVE BARGAINING CONTRACT PROPOSAL

Enclosure 1

On March 10, 1983, CSEA presented its initial Collective Bargaining Proposal to the Board. The initial District contract proposal is now available for consideration and adoption.

As required by the Rodda Act, the Superintendent/President recommends that the Board of Trustees:

1. Officially adopt the District's initial proposal,

2. make the proposal a matter of public record for public pickup in the Superintendent/President's Office and the Personnel Office, and

3. give notice by District news release to the public that a hearing will be held at its next Board meeting to provide the public an opportunity to express itself regarding the District's proposal.

2.3 GENERAL PERSONNEL
   a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS FOR SEVEN VOLUNTEERS

Attachment 2.3-a(1)

3. STUDENT SERVICES

3.1 RECOMMENDED APPROVAL OF UPDATED COLLEGE STUDENT PERSONNEL POLICIES

Enclosure 2

Over the past ten years, a number of changes have evolved in the area of Student Services. Many changes were brought to the Board of Trustees to evaluate and to adopt. Some changes, however, have evolved without college policies being formally changed. Also, in some areas of Student Services, written policies were not present. The Student Services staff has thoroughly reviewed the attached policies over the past year. Those needing outside review have been reviewed by the Representative Council and/or Curriculum Committees and the Board of Trustees' Committee on Educational Policies.

The Superintendent/President recommends approval of the "Policies for Student Personnel."
4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF 1983 SCHEDULE OF CLASSES FOR SUMMER SESSION 1983

Enclosure 3

In accordance with Title 5, Section 5425, Summer Session may be established by the governing board subject to approval of the Chancellor. Enclosure 3 contains the Schedule of Classes for the 1983 Summer Session.

Mr. John Romo, who prepared the schedule, will be present to respond to questions.

The Superintendent/President recommends that the Schedule of Classes for the 1983 Summer Session, as contained in Enclosure 3, be submitted to the Chancellor's Office for approval.

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS P-23-1673 THROUGH AND INCLUDING P23-1885 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 APPROVAL OF AMENDMENT TO 1982-83 MILEAGE ALLOWANCE LIST

Attachment 5.1-e

Mileage allowances have been computed for the Work Experience Instructors/Coordinator for the 1983 Spring Semester. Payments will be made in two (2) pro-rated warrant installments on April 27 and June 15.

The Superintendent/President recommends approval of the amendment to the 1982-83 Mileage Allowance List, as contained in Attachment 5.1-e.
5. BUSINESS (continued)

5.1 ROUTINE (continued)

f. RECOMMENDED APPROVAL OF CAMPUS GARDEN PLAQUE

Attachment

Over the past several years the Campus Garden has been a source of attention and pride for Dorothy and Margaret Taylor. Last year Margaret Taylor passed away and a fund was begun for a memorial fruit tree grove in her memory. The garden now has over 40 fruit trees planted, with 20 additional dwarf citrus planned. The Board is asked to recognize the contribution of Dorothy and Margaret Taylor with the approval of a suitable plaque in the Campus Garden, to be provided from the funds donated as a memorial.

The Superintendent/President recommends approval of a plaque to be placed at the Campus Garden in memory of Margaret Taylor.

g. RECOMMENDED APPROVAL OF RENEWAL OF VENDING MACHINE CONTRACT WITH SERVOMATION CORPORATION

Enclosure 4

For the past two years the Servomation Corporation has provided vending machine service for the main campus. The contract remains the same (with cigarettes deleted) and there are no item price changes.

The Superintendent/President recommends renewal of the vending machine contract with Servomation Corporation for a one-year period effective April 27, 1983.

h. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS 057, 066, 069, 070-73, 076, AND 082 FOR INTERNAL ACCOUNTING ACTIONS

Attachment 5.1-h
5. BUSINESS SERVICES (continued)

5.2 NON-ROUTINE

a. RECOMMENDED ACCEPTANCE OF FOUR GRANTS FROM THE CHANCELLOR'S FUND FOR INSTRUCTIONAL IMPROVEMENT

Attachment 5.2-a

The college has been notified that four of its eight grant proposals to the Chancellor's Fund for Instructional Improvement have been selected for funding. These are:

- Elizabeth Hodes: Ethical Dilemmas in Science $7,000
- Guy Smith: Information Retrieval Strategies $8,205
- Barbara Crawford: Intercultural Communications $5,000
- William Cordero: Minority Recruitment $15,000

Total: $35,205

These grants will require ten percent matching funds, most of which will be "in kind".

The Superintendent/President recommends acceptance of these grants.

b. RECOMMENDED APPROVAL OF WORKING DRAWINGS, SPECIFICATIONS, AND AUTHORIZATION TO BID FOR ARCHITECTURAL BARRIER REMOVAL, PHASE II

Enclosure 5

On December 9, 1982, the Board approved expenditure of the District's matching funds in the amount of $30,000 for removal of architectural barriers, Phase II. Kruger, Bensen & Ziemer, Architects, have prepared working drawings which have been endorsed by the Board's Facilities Committee. Enclosure 5 lists the items and cost estimates. It is anticipated that advertising for bids will be published on May 2, 1983, with bid opening to take place on May 23, 1983.

The Superintendent recommends approval of working drawings and specifications, and authorizations to call for bids on handicapped barrier removal, Phase II.

c. RECOMMENDED APPROVAL OF SUBMITTAL OF REQUEST FOR CATEGORICAL EXEMPTION FROM PROVISIONS OF CEQA FOR REMOVAL OF HANDICAPPED BARRIERS PROJECT

Attachment 5.2-c

The Handicapped Barrier Removal project qualifies for a categorical exemption from the California Environmental Quality Act (CEQA) review process on the basis that it constitutes minor reconstruction on existing facilities.

The Superintendent/President recommends that the Board approve a finding that the project is categorically exempt under Class 2, Replacement or Reconstruction.
5. BUSINESS SERVICES (continued)

5.2 NON-ROUTINE (continued)

d. RECOMMENDED ACCEPTANCE OF BID FOR CAMPUS CENTER RENOVATION

Attachment 5.2-d

On April 12 bids for the Campus Center renovation were received for the amounts listed in the bid tabulation form (attachment). The low bidder was Kiyoshi Construction Company of Oxnard in the amount of $189,196.00. The timeline for completion and occupancy establishes August 20, 1983, as the completion date.

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

e. RECOMMENDED ADOPTION OF RESOLUTION No. 19 (1982-83) AND APPROVAL OF APPROPRIATION TRANSFER No. 83-N10 TO ADD NEW MONIES TO THE GENERAL AND MARINE TECHNOLOGY FUNDS FOR THE NAVAL CIVIL ENGINEERING LABORATORY GRANT FOR RESEARCH AND DEVELOPMENT

Attachment 5.2-e

On April 15, 1982, the Board approved a grant from the Naval Civil Engineering Lab for testing of "lift bag systems" by the Marine Technology Department. The work has proceeded under the agreement. The adoption of this resolution increases 1982-83 income and expenses, allocating the funds to the appropriate cost center accounts.

The Superintendent recommends that Resolution No. 19 (1982-83) be adopted authorizing the addition of the Naval Civil Engineering Laboratory Grant to the General and Marine Technology Funds.

f. RECOMMENDED APPROVAL OF A REQUEST FOR SUNDAY USE OF FACILITIES

Attachment 5.2-f

The Superintendent/President recommends approval of the request from the Santa Barbara Family Care Center for use of the La Playa track and parking lot on Sunday, May 15, for a Jog-a-thon.
5. BUSINESS SERVICES (continued)

5.2 NON-ROUTEINE (continued)

  g. RECOMMENDED AUTHORIZATION TO EXPEND UP TO $285,000 FROM
     GENERAL RESERVE FOR SANTA BARBARA COMMUNITY COLLEGE DISTRICT’S
     SHARE OF ADMINISTRATIVE COMPUTING SYSTEM

     The Central Coast Computing Authority, consisting of the Santa
     Barbara Community College District and the Santa Barbara City
     Schools, has acquired a Hewlett Packard HP 3000 series computer
     and the administrative software needed to provide modern on-line
     data processing for the college and the school districts. Total
     cost of the system, exclusive of on-campus terminals, is
     $603,140. The estimated share of SBCC is $285,000.

     The Superintendent/President recommends the expenditure of
     up to $285,000 from general reserve funds for the District's
     share of the administrative computing system.

6. GENERAL INFORMATION

7. ADJOURNMENT

   The next regular meeting of the Board of Trustees is scheduled for
   Thursday, May 12, 1983.