AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

May 12, 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 CLOSED SESSION
   1.5 MINUTES OF MEETING OF APRIL 21, 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 HOURLY INSTRUCTORS, SUBSTITUTES,
             AND LECTURERS, CONTINUING EDUCATION DIVISION
             Attachment 2.1-a(1)

         (2) RECOMMENDED APPROVAL OF RETIREMENT OF HARRIET LECKIE,
             ASSOCIATE PROFESSOR/DIRECTOR, WORK EXPERIENCE PROGRAM
             Attachment 2.1-a(2)
2. PERSONNEL (continued)

2.1 CERTIFICATED PERSONNEL (continued)

a. ROUTINE (continued)

(3) RECOMMENDED APPROVAL OF RETIREMENT OF FRANK ESPARZA, ASSISTANT PROFESSOR/COUNSELOR

Attachment 2.1-a(3)

(4) RECOMMENDED APPROVAL OF REDUCTION IN CONTRACT: JOHN BOWMAN, ASSOCIATE PROFESSOR, F.I.R.E.

Attachment 2.1-a(4)

Mr. Bowman has requested a reduced contract to 60% for the 1983-84 College Year. Personnel benefits will be pro-rated accordingly.

(5) RECOMMENDED APPROVAL OF PERSONAL LEAVE OF ABSENCE (WITHOUT PAY): JACK HALLORAN, PROFESSOR, BUSINESS ADMINISTRATION

Attachment 2.1-a(5)

(6) RECOMMENDED ACCEPTANCE OF RESIGNATION: WILLIAM LEWIS MC ADAMS, ASSOCIATE PROFESSOR, THEATRE ARTS

Attachment 2.1-a(6)

(7) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(7)

b. NON-Routine

(1) RECOMMENDED APPROVAL OF CERTIFICATED ILLNESS LEAVE REPORTING POLICY

Attachment 2.1-b(1)

The attachment contains a proposed policy which is intended to clarify the present District policy. The proposed policy has been reviewed by the Representative Council.

The Superintendent/President recommends approval of the policy.

(2) RECOMMENDED APPROVAL OF DIVISION CHAIRPERSON REPLACEMENT: DR. AL SILVERA FOR MR. JACK HALLORAN, BUSINESS DIVISION, FOR A TERM OF THREE (3) YEARS
2. PERSONNEL (continued)

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 AND GENERAL

Attachment 2.2-a(2)

(3) RECOMMENDED ACCEPTANCE OF RESIGNATION: GLORIA CATHCART FINANCIAL AIDS ADVISOR

Attachment 2.2-a(3)

(4) RECOMMENDED ACCEPTANCE OF RESIGNATION, SALLY ELLIS, TYPIST CLERK, CAREER DEVELOPMENT

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF RETIREMENT: SYLVIA AZDRIL, TYPIST CLERK, CONTINUING EDUCATION

Attachment 2.2-a(5)

(6) RECOMMENDED APPROVAL OF RETIREMENT: RUTH WAHLBORG, LIBRARY TECHNICIAN

Attachment 2.2-a(6)

(7) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.2-a(7)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF EXTENSION OF ASSIGNMENT: MYRTA BERRY, TYPIST CLERK, INTERMEDIATE, CONTINUING EDUCATION

Attachment 2.2-b(1)

With the retirement of Sylvia Azdrl, Typist Clerk, Intermediate (FT/12 Mo.), the Assistant Dean has recommended interchanging the 12 and 10 month assignments of two full-time Intermediate Typist Clerk positions with no cost impact to the District. Consequently, the Azdrl position would be reduced to 10 months and Myrta Berry's assignment would be increased to 12 months. This recommendation is consistent with Ms. Berry's request for an increase in assignment.
2. PERSONNEL (continued)

2.2 CLASSIFIED PERSONNEL (continued)

b. NON-Routine (continued)

(2) RECOGNITION OF WILLIAM H. HARZ AS 1982-83 OUTSTANDING CLASSIFIED EMPLOYEE

On May 27, 1982, the Board of Trustees approved a policy to annually recognize the Outstanding Classified Employee of the College. The intent of this policy is to provide a means whereby the SBCC community can pay special honor to a member of the regular classified staff, chosen by his/her peers, for outstanding service to the college and/or community.

Mr. William H. Harz, Laboratory Technician Supervisor in the Earth Sciences Department, has been selected as the first employee to receive this honor.

In recognition of Mr. Harz's selection as the 1982-83 Outstanding Classified Employee, the Superintendent/President recommends that the Board of Trustees award a special Certificate of Recognition to Mr. Harz and authorize a special honorarium of $100 for him.

(3) PUBLIC HEARING ON DISTRICT'S INITIAL CLASSIFIED EMPLOYEES' COLLECTIVE BARGAINING (CSEA) CONTRACT PROPOSAL

On April 21, 1983, the District officially adopted its initial collective bargaining contract proposal and followed appropriate public disclosure procedures regarding its initial contract proposal.

The Board gave notice to the public that at its next Board meeting a hearing would be held to provide the public with an opportunity to express itself regarding the District's initial proposal.

The Superintendent/President recommends that this hearing be held.
2. PERSONNEL (continued)

2.3 GENERAL PERSONNEL

a. ROUTINE - No items

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF SEXUAL HARASSMENT POLICY

Attachment 2.3-b(1)

The attachment contains a proposed District policy on sexual harassment as advised by both EEOC regulations and the District's legal counsel. The proposed policy prohibits and defines sexual harassment; in addition, a due process procedure is provided for dealing with charges of sexual harassment on campus. This policy applies to both students and employees of the District. The policy has been reviewed by the Affirmative Action Committee, the Representative Council, and the Associated Students.

The Superintendent/President recommends approval of the sexual harassment policy.

(2) RECOMMENDED APPROVAL OF SALARY AND PERSONNEL BENEFITS ADJUSTMENT FOR 1983-84

Enclosure 1

Salary and Personnel Benefit recommendations have been discussed by the Superintendent/President and representatives of the various employee groups: The Instructors' Association, The Continuing Education Instructors' Association, the Certificated Administrators' Salary Committee, and the Classified Management/Supervisory/Confidential Salary Committee.

The Superintendent/President recommends approval of the Salary and Personnel Benefits Adjustment for 1983-84.

3. STUDENT SERVICES

3.1 PRESENTATION OF ANNUAL REPORT ON THE CAREER CENTER AND PLACEMENT OFFICE

Attachment 3.1

Miss Margo Handelsman will present an overview of the Career Center and the Placement Office.
4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF COURSES FOR 1983 SUMMER TERM, CONTINUING EDUCATION DIVISION

Attachment 4.1

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS P23-1886 THROUGH AND INCLUDING P23-2038 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 CONSTRUCTION INSPECTION SERVICE AGREEMENT WITH JOHN H. REID, CERTIFIED INSPECTOR, FOR SERVICES IN CONNECTION WITH THE CAMPUS SNACK BAR CONSTRUCTION AND KITCHEN RENOVATION.

Attachment 5.1-e

d. PRESENTATION OF DISTRICT FINANCIAL REPORTS FOR ALL FUNDS AND ACCOUNTS, INCLUDING STUDENT FINANCE OPERATIONS AND BOOKSTORE.

Enclosure 2
5. BUSINESS SERVICES (continued)

5.2 NON-ROUTINE

a. RECOMMENDED APPROVAL OF AGREEMENT WITH VT-AV, VIDEOTAPING SERVICE FOR TAPING AND BROADCASTING THE 1983 FOOTBALL SEASON

Attachment 5.2-a

Last year the Board approved an agreement with VT-AV for taping and delayed broadcast of all football games. Net income above expenses was to be shared on a 50/50 basis. The statement of expenses and income dated November 30, 1982, indicates a net loss of $670 for the 1982 season.

The proposed agreement for the 1983 football season will include a $200-per-game guarantee to the college for the rights to videotape and televise the season. Anticipated income to the college would be $1,800, or approximately 10-15% of the anticipated gross revenue from advertising.

The Superintendent/President recommends approval of the agreement with VT-AV of Santa Barbara for the videotaping and delayed broadcast of the 1983 football season as outlined in the agreement in Attachment 5.2-a.

b. RECOMMENDED ACCEPTANCE OF BID FOR KITCHEN EQUIPMENT - CAMPUS CENTER RENOVATION

The bids on kitchen equipment for the Campus Center renovation will be opened on May 9, 1983. A recommendation will be presented with the bid tabulation form at the Board meeting.

c. RECOMMENDED AUTHORIZATION FOR COUNTY SUPERINTENDENT OF SCHOOLS TO MAKE TRANSFERS IN DISTRICT FUNDS BY ADOPTION OF RESOLUTION #20 (1982-83)

Attachment 5.2-c

d. RECOMMENDED APPROVAL OF EXTENSION OF CONSTRUCTION EASEMENT ON PADRE WELL #1 (water) AT SCHOTT CENTER

on July 8, 1982, the Board granted an easement to the City of Santa Barbara for a water well on Schott Center grounds. Construction was accomplished during December, 1982, which did not yield the anticipated results. Remedial work is required, and the City has requested additional time to modify and test the well.

The Superintendent/President recommends approval of an extension of 60 days' construction easement (May 16 - July 15, 1983) with the City of Santa Barbara for the completion of padre Well #1.
5. BUSINESS SERVICES (continued)

5.2 NON-ROUTINE (continued)

e. RECOMMENDED APPROVAL OF SUBMISSION OF APPLICATION FOR VETERANS' COST-OF-INSTRUCTION PROGRAM (VCIP) FUNDS FOR 1983-84

Attachment 5.2-e

SBCCD is ineligible to apply for Veterans' Cost-of-Instruction Program funds under methods A or B. We are requesting to be considered under method D. The VCIP office automatically determines this eligibility for continuing applicants without the submission of any additional information from the college.

Any funding obtained will be used to augment District income to provide services currently being offered by the college to student veterans. No District funds are required.

The Superintendent/President recommends approval of this application for Veterans' Cost-of-Instruction Program funds.

f. REQUEST FOR SUNDAY USE OF FACILITIES, USC CONTINUING EDUCATION, FOR PS-101 ON SUNDAY, AUGUST 14, 1983, FOR A COLLEGE SUCCESS SEMINAR

Attachment 5.2-f

g. REQUEST FOR SUNDAY AND HOLIDAY USE OF FACILITIES, SANTA BARBARA TRADITIONS COMMITTEE, FOR LA PLAYA STADIUM ON JULY 3 AND 4, 1983, AND FOR ALL PARKING LOTS ON JULY 4, 1983, FOR THE SECOND ANNUAL 4TH OF JULY FIREWORKS EXTRAVAGANZA.

Attachment 5.2-g

6. GENERAL INFORMATION

6.1 ANNUAL INSTITUTIONAL REPORT TO ACCREDITING COMMISSION FOR 1982-83

Attachment 6.1

Each year the college must submit a brief report to the Accrediting Commission covering changes in curriculum, special accreditations, enrollment, and contracted educational programs.

This report is attached for information.

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, May 26, 1983