AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

March 22, 1984

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 - none scheduled
1.5 MINUTES OF REGULAR MEETING OF FEBRUARY 23, 1984
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

2. PERSONNEL

2.1 CERTIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, SUBSTI-
TUTES, AND CONSULTANTS, CONTINUING EDUCATION DIVISION
AND MAIN CAMPUS

Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF RESIGNATION OF VELDON LAW,
ASSISTANT DEAN, CONTINUING EDUCATION

Attachment 2.1-a(2)
b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF WORKING SCHEDULES FOR CERTIFICATED PERSONNEL FOR THE 1984-85 COLLEGE YEAR

Attachment 2.1-b(1)

Annually, the Board establishes the number of required working days for each category of certificated personnel. The enclosure delineates the recommended regular working schedules for:

- 10-month Certificated Personnel
- 12-month Administrative Personnel
- Children's Center Personnel

The Superintendent/President recommends approval of the 1984-85 Working Schedules for certificated personnel as contained in the attachment.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS: NON-CLASSIFIED PERSONNEL AND 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 ANNUAL SALARY INCREASES, PERMANENCY RECOMMENDED FOR THREE

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF INDUSTRIAL LEAVE OF ABSENCE

Attachment 2.2-a(5)

(6) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE

Attachment 2.2-a(6)
(7) RECOMMENDED APPROVAL OF PERMANENT REDUCTION OF ASSIGNMENT
Attachment 2.2-a(7)

(8) RECOMMENDED ACCEPTANCE OF RETIREMENT
Attachment 2.2-a(8)

b. NON ROUTINE

(1) RECOMMENDED APPROVAL OF PROMOTIONS
Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENTS
Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF CHANGES IN CLASSIFIED PROFESSIONAL GROWTH PROGRAM

The Classified Professional Growth Program is an incentive program to improve professionally the classified staff of the college. Through the program, employees receive "points" for completion of a specified program of college course work and other training and activities. A cash bonus increment of $150 per year is provided after completion of 15 points per year up to a total of four increments. The Board of Trustees' Educational Policies Subcommittee has endorsed the recommendation of the Professional Growth Committee that the bonus be increased to $200 per year and that the approval of increments be changed from once to twice a year.

The Superintendent/President recommends approval of the changes in the Classified Professional Growth Program as contained in the attachment.

Attachment 2.2-b(3)

(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 representative.

As required by the Rodda Act, Section 3547, the Superintendent/President recommends that the Board:

1. Officially receive the CSEA initial proposal.

2. Make the CSEA proposal a matter of public record for public perusal in the Superintendent-President's Office and the Personnel Department.

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

(5) RECOMMENDED APPROVAL OF REORGANIZATION OF BUSINESS FISCAL SERVICES

Attachment 2.2-b(5)

A plan for the reorganization of the business fiscal services function has been developed to improve overall departmental effectiveness and establish a better balance of responsibilities. The plan calls for the downgrading of the vacant Business Services Supervisor position to Payroll Supervisor and the upgrading of a vacant Senior Account Clerk to that of Auxiliary Accounts Supervisor. The new positions will be filled through internal promotions, and the reorganization will result in no increase in personnel or additional costs to the District. The proposed reorganization has been reviewed with CSEA, department personnel, and the Board of Trustees' Fiscal Subcommittee.

The Superintendent/President recommends approval of the reorganization as contained in the attachment.

2.3 GENERAL

a. RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS

Attachment 2.3-a

b. RECOMMENDED APPROVAL OF RAISING THE HONORARIUM FOR THE ANNUAL FACULTY LECTURER

The Annual Faculty Lecturer Committee has recommended that the honorarium for the Annual Faculty Lecturer be raised from $250 to $500. This recommendation has been endorsed by the Representative Council.

The Superintendent/President recommends approval of raising the honorarium for the annual faculty lecturer to $500.
3. STUDENT SERVICES

1. RECOMMENDED RATIFICATION OF THE CALIFORNIA STUDENT OPPORTUNITY AND ACCESS PROGRAM (CAL-SOAP) APPLICATION FOR 1984-85

Attachment 3.1

A consortium of area educational institutions has been formed to apply for funding for a California Student Opportunity and Access Program. The purpose of this program is to increase access and preparation for post-secondary education for low income and/or ethnic minority students. The consortium includes The University of California at Santa Barbara, Westmont College, Carpinteria High School District, Bishop Garcia Diego High School, and the Santa Barbara High School District.

The Superintendent/President recommends ratification of the California Student Opportunity and Access Program Application for 1984-85.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF CONTINUING EDUCATION DIVISION CLASSES, SPRING 1984

Attachment 4.1

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF RATIFICATION OF PURCHASE ORDERS #P34-1292 THROUGH AND INCLUDING #P34-1401 FOR SUPPLIES, EQUIPMENT, AND SERVICES

Attachment 5.1-a

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 ACKNOWLEDGEMENT OF DONATIONS TO 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 TEMPORARY USE OF COLLEGE PROPERTY

Mr. Gene Wilkinson of 1001 Cliff Drive has requested temporary use of SBCC property to place and remove steel "I" beams during and after construction taking place at his home.

The Superintendent/President recommends approval of this temporary use of college property.

f. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS NOS. 84-065 THROUGH 84-078 FOR INTERNAL TRANSFERS

Attachment 5.1-f

g. RECOMMENDED ACKNOWLEDGEMENT OF DONATIONS OF REAL PROPERTY TO THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE

On December 15, 1983, the Foundation Board of Directors accepted the donation of two real properties by Don and Jean Liebengood/Jules and Mary Oakley and Eli and Leatrice Luria.

The Superintendent/President recommends acknowledgement of these donations of real property, which represent very generous and substantial gifts.

h. RECOMMENDED ACCEPTANCE OF SURPLUS PHOTOGRAPHY EQUIPMENT AND SUPPLIES FROM SANTA BARBARA COUNTY SCHOOLS OFFICE

Attachment 5.1-h

On December 1, 1983, the County Superintendent of Schools declared various items of photography equipment and supplies surplus to their needs due to the discontinuance of their photography department. It was recommended that these items be donated to SBCC for use in photography classes. Mr. Jack Brashears has accepted the equipment on behalf of the college; however, he has indicated that many of the items in Section 2 and all of the items in Section 3 of the list will be discarded as no longer useable.

The Superintendent recommends acceptance of the donation by the County Superintendent of Schools Office of photography equipment and supplies as listed on the attachment.

i. RECOMMENDED RATIFICATION OF AGREEMENT WITH UNITED AIR LINES

Attachment 5.1-i

On February 29, 1984, the college received the proposed supplemental agreement with United Air Lines for food services connected with airline flights. The contract expired on October 28, 1983; however, it was extended by Board action several times to January 31, 1984. The agree-
ment is retroactive to February 1, 1984, and will terminate on January 31, 1987. A revised schedule of charges and item prices is included in the attachment. All other tenets of the original agreement remain in force.

The Superintendent/President recommends approval of the supplemental agreement with United Airlines, retroactive to February 18, 1984 through January 31, 1987.

j. RECOMMENDED APPROVAL OF EXTENSION OF EXISTING AGREEMENT WITH SANTA BARBARA JUNIOR CHAMBER OF COMMERCE FOR CO-SPONSORSHIP OF THE SANTA BARBARA EASTER RELAYS

Attachment 5.1-j

The Santa Barbara Easter Relays has been co-sponsored by the Jaycees for many years. The present agreement expired May 15, 1983.

The Superintendent/President recommends approval of the one-year extension of the agreement to May 15, 1984 with the Santa Barbara Junior Chamber of Commerce for co-sponsorship of the Santa Barbara Easter Relays.

k. RECOMMENDED RATIFICATION OF AGREEMENT FOR CONTRACTED INSTRUCTION WITH INFOMAG

Attachment 5.1-k

This contracted instruction agreement will provide management training to Infomag staff. Infomag will provide a/v equipment, duplication of course materials, and contract for total of $470.00. George Gregory, SBCC Business Instructor, will instruct.

The Superintendent/President recommends ratification of this contracted instruction agreement as contained in the attachment.

5.2 NON-Routine

a. RECOMMENDED ADOPTION OF RESOLUTION NO. 12 (1983-84) APPROPRIATING RESTORED STATE FUNDING

Attachment 5.2-a

The computation of State funding for the 1983-84 Adopted Budget included a reduction of $1,161,364 resulting from the Governor's reduction of the community college's revenue allocation. This amount has been reinstated and $1,049,709 is recommended for restoration to the expenditure budget.

Education Code 85210 stipulates that such unbudgeted revenue shall be automatically added to the general reserve of the District. The governing board must then pass a resolution
setting forth the need according to major classification of District expenditures to be met from this amount. Upon approval by the County Superintendent of Schools, the District's expenditure budget will be increased by the resolution.

The Superintendent/President recommends approval of Resolution No. 12 (1983-84) which appropriates the restored funds as set forth in the resolution.

b. RECOMMENDED ADOPTION OF RESOLUTION NO. 13 (1983-84) AUTHORIZING THE INCREASE OF BUDGETED INCOME AND EXPENDITURES APPROPRIATIONS

Attachment 5.2-b

An increase in the EOPS Grant allocation of $16,922 has been received, a grant of $5,000 has been received from UCSB for the Minority Transition Program, and additional income has been received for material fees. All unbudgeted income will be appropriated to the proper accounts.

The Superintendent/President recommends adoption of Resolution No. 13 (1983-84) authorizing the increase in budgeted income and appropriations of $34,932 as contained in the attachment.

c. RECOMMENDED ADOPTION OF RESOLUTION NO. 14 (1983-84) AUTHORIZING A CONTRACT WITH DELTA INFORMATION SYSTEMS FOR THE RECOVERY OF FICA TAXES

Attachment 5.2-c

The Office of the County Superintendent of Schools has contracted with Delta Information Systems, Inc. (DELTA) to assist in the recovery of FICA (Social Security) taxes that were overpaid during the period of January 1, 1980 through December 31, 1981. The Santa Barbara Community College District has the option of being a part of this contract. During the stated time period, the FICA deduction rate was applied to classified employees' total salary. Sick pay that was a portion of the total salary was not subject to the FICA deduction. The employee and employer FICA overpayment can now be recovered. The fee charged by Delta is 29% of the employer's refund. Sick pay after December 31, 1981 is subject to the FICA deduction.

The Superintendent/President recommends adoption of Resolution No. 14 (1983-84) authorizing a contract with Delta Information Systems, Inc., as contained in the attachment.

d. RECOMMENDED APPROVAL OF CONSULTANT FOR ELECTRICAL ENGINEERING SERVICES - FREDERICK BROWN ASSOCIATES

Attachment 5.2-d
Frederick Brown Associates, Consulting Engineers, has submitted a proposal to provide electrical engineering services for replacing PCB-containing transformers with environmentally acceptable equipment as required by the Environmental Protection Agency. The fee of $6,950 will be paid by deferred maintenance funds.

The Superintendent/President recommends approval of Frederick Brown Associates as consulting engineers for electrical services for a fee of $6,950 which will be funded through deferred maintenance.

e. RECOMMENDED APPROVAL OF AN AGREEMENTS WITH APPRENTICESHIP PROGRAM SPONSORS

Attachment 5.2-e

Pursuant to both the California Labor Code and the Vocational Education Guidelines, the Chancellor of the California Community Colleges directs the college administration to have an agreement with each Apprenticeship Program Sponsor to assure that both parties have a mutual understanding of their responsibilities and obligations with respect to apprenticeship training and affirmative action as related to apprenticeship.

The Superintendent/President recommends approval of having agreements between college administration and each apprenticeship program sponsor.

f. RECOMMENDED APPROVAL OF CATEGORICAL EXEMPTION FOR ART DEPARTMENT SCULPTURE WORK AREA

Attachment 5.2-f

The Art Department Sculpture project qualifies for a categorical exemption from the environmental review process as an accessory structure.

g. RECOMMENDED APPROVAL OF UPDATED APPRAISAL OF 814 SANTA BARBARA STREET PROPERTY

The State Parks and Recreation Department has committed surplus funds for the purchase of additional property for El Presidio Historical State Park (El Presidio de Santa Barbara). The Legislature is expected to commit funds by June 30 for expenditure in 1984-85. The Facilities Subcommittee has concurred that the appraisal of the property at 814 Santa Barbara Street should be updated and that a letter be forwarded to the State Parks Department indicating the District's willingness to sell the property for a historic park.

The Superintendent recommends that the 814 Santa Barbara
Street appraisal be updated and that a letter be sent to the State Department of Parks and Recreation regarding the District's desire to sell the property.

h. RECOMMENDED APPROVAL OF THE ART DEPARTMENT STORAGE AREA AND SELECTION OF THE DESIGN ARCHITECT

The Board of Trustees' Facilities Subcommittee has endorsed the concept of an addition for storage on the south side of the Humanities Building. The Subcommittee feels the retention of an architect is essential to the project.

The Superintendent/President recommends approval of the Art Department (sculpture) work area and the selection of an architect for the project.

i. RECOMMENDED APPROVAL - HANDICAPPED TRANSITION PLAN PHASE III

Attachment 5.2-i

Phase III of the Handicapped Transition Plan will complete those items identified in 1978 as barriers to the handicapped. The College has completed Phases I and II with matching funds from the Chancellor's Office. Phase III is the final and most expensive portion of the project, with a total estimate of $429,500 as outlined in the attachment. The project has been endorsed by the Board of Trustees' Facilities Subcommittee.

The Superintendent/President recommends completion of the working drawings and specifications for submittal to the Chancellor's Office by May 31, 1984 for the Handicapped Transition Plan, Phase III, that Item 8 A/B (elevator and ramp to the Gym) be listed as a deductive alternate in the project, and that $72,770 be committed from the Construction/Rehab Fund.

7. ADJOURNMENT

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