MINUTES
REGULAR MEETING OF THE BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

April 28, 1994
4:00 p.m. - REGULAR MEETING
Room A-211
Administration Building
Santa Barbara City College

1. GENERAL FUNCTIONS

1.1 CALL TO ORDER

The meeting was called to order by President Jarrott at 4:03 p.m.

1.2 ROLL CALL

Members present:

Dr. Joe Dobbs
Mr. Len Jarrott, President
Ms. Joan Livingston
Mr. Eli Luria
Mrs. Joyce Powell
Mr. Matthias Smith, Student Trustee

Members absent:

Dr. Kathryn Alexander, Vice President
Mr. Luis Villegas

Others present for all or a portion of the meeting:

Dr. Peter MacDougall, Supt/President and Secretary/Clerk to the Board of Trustees
Ms. Liz Auchincloss, Chair, Classified Council/President, CSEA
Dr. Martin Bobgan, Acting Vice President, Continuing Education
Mrs. Lynda Fairly, Vice President, Student Affairs
Mr. George Gregg, Director, ET&CS Department
Mr. Bill Hamre, Assoc. Vice President, Information Resources
Dr. Charles Hanson, Vice President, Business Services
Mr. Daniel M. Jimenez, Reporter, THE CHANNELS
Mr. David Kiley, Assistant Dean, Academic Affairs
Ms. Ann McGorty, Personnel Specialist, Human Resources
Ms. Jane Metiu, Professor, Nursing
Dr. Fernando Padilla, Dean, Academic Affairs
Mrs. Janice Peterson, President, Academic Senate
Mr. David Pickering, Controller, Business Services
Mr. Dennis Ringer, Professor, Sociology/Anthropology/Archaeology
Mr. Ramiro Sanchez, Dean, Academic Affairs
Dr. Diana Sloane, Dean, Academic Affairs
Ms. Laurie Vasquez, Instructor, DSPS
Mr. David Wong, Media Services Supervisor, Academic Affairs
Ms. Marsha Wright, Financial Aid Specialist, Student Affairs

1.3 WELCOME

Mr. Jarrott extended a cordial welcome to all present.

1.4 CLOSED SESSION - NONE

1.5 MINUTES OF REGULAR MEETING OF MARCH 17, 1994 AND SPECIAL MEETING OF MARCH 30, 1994

Upon motion by Mrs. Powell, seconded by Mr. Luria, the Board unanimously approved the Minutes of the Regular Meeting of March 17, 1994, and Special Meeting of March 30, 1994.

1.6 HEARING OF CITIZENS

No citizens expressed a wish to address the Board.

1.7 COMMUNICATIONS

The following reports were presented to the Board of Trustees about various matters involving the District. No action was taken.

a. REPORT BY ACADEMIC SENATE - Mrs. Janice Peterson

Mrs. Peterson, on behalf of the Academic Senate, expressed condolences to Messrs. Mike and Bill Downey on the loss of their mother and wife, Kim. Mr. Mike Masson has been selected as the 1994-95 Faculty Lecturer. Mrs. Peterson attended the Department Chair Inservice conducted by Mr. Romo and the visit by Assemblyman Jack O'Connell to our campus. Mrs. Peterson announced that the Academic Senate will meet the next three consecutive Wednesdays and will be addressing the proposed Program Review Policy Revision, a computer writing lab fee proposal, computer allocation recommendations from the ICPC, and the Commission on Innovation Report in order to make some recommendations on that document. Mrs. Peterson attended the Statewide Academic Senate meeting and denounced the vote of "no confidence" for Chancellor Mertes adopted by the State Academic Senate (Mrs. Peterson voted in opposition to the resolution). The SBCC Academic Senate will be forthcoming on a resolution in support of the Chancellor.

b. REPORT BY CLASSIFIED COUNCIL - Ms. Liz Auchincloss

Ms. Auchincloss detailed the Classified Inservice held the previous week noting that 35 people taking the CPR classes were certified and that over 100 people participated in the employee wellness fair. Ms. Barbara Bermudes was thanked for coordinating the CPR registration. Also thanked were Charlotte Connell, David Chavez, and Ana Wilson for their work in making the inservice a success, and Dr. MacDougall for making the time available for employees to participate. The Classified Council has completed the updates to the Professional Growth Manual and it is on today's Agenda for approval. Acknowledged for their work on the updates to the Manual were Lucy Prieto, Chrys Chaparro (who also typed the document), and Ann McGorty. The Classified Employee of the Year will be selected at the next Classified Council meeting.
c. REPORT BY ASSOCIATED STUDENTS - Mr. James Frank

Mr. Matthias Smith reported for Mr. Frank and announced that the Associated Students were in the process of fundraising via a raffle in which the proceeds would be used to support campus clubs. Elections will be taking place the beginning of May for President and Vice President positions on the Student Senate and also on the ballot will be the issue of the bus pass. Mr. Smith also noted the upcoming Cal-SACC Conference to be held on the Santa Barbara City College campus.

d. REPORT ON CURRENT EVENTS - Ms. Jo Bedard

There was no report on Current Events as Ms. Bedard was in attendance at a Public Information Officers Conference in Sacramento.

e. REPORT ON CURRENT ISSUES - Dr. Peter MacDougall

Dr. MacDougall highlighted the following:

1. He is continuing to work with the College Planning Council on budget issues and commended the Vice Presidents on their reports at the last CPC meeting identifying areas of their budgets for cuts.

2. Assemblyman Jack O’Connell’s AB 3473 (California Community College Property Tax Relief) has passed the Senate Education Committee and will now proceed to the Assembly Ways and Means Committee. Its passage in the Senate Education Committee was most noteworthy in that it had bi-partisan support.

3. Brought Board Members up to date on the issue of fumes in the Administration Building which have made some employees ill. The College is continuing to identify the problem. Dr. MacDougall commended the work of Dr. Charles Hanson and Mr. Steve Lewis for their work in overseeing this project. A written report is expected to be received next week.

4. Acknowledged the work of Dr. Jack Friedlander on the increase of nearly one-third more funding from last year for Vocational Education Economically Disadvantaged Adults (VATEA) and for his work to receive a grant to conduct a second year pilot project on using the Wage Record Data Survey from the Employment Development Department.

5. Noted the work of Mr. Elye Pitts from the Small Business Assistance Center in pulling together an economic development plan, working with the various Chambers of Commerce, whereby the College will be involved in solving economic problems in the community.

6. Two faculty members have received Fulbright Scholarships for next year: Mr. Keith Level and Mr. Peter Naylor.

7. Mr. Paul McClung has been accepted as a participant in a National Endowment for the Humanities Summer Seminar to be given by Peter Gay at Yale on "Psychoanalysis in History."
8. Commended THE CHANNELS on receiving the second highest number of awards at the Journalism Association of Community Colleges (JACC) State Conference in CSU Fresno on April 8 and 9. Fifteen staff members received a total of 14 awards. Mr. Joshua Fischer, editor in chief, won the prestigious California Newspaper Publishers Association Journalism Scholarship. He will receive a $2000 scholarship and will be the first student to participate in a new CNPA-sponsored summer internship.

9. The SBCC Jazz Band for the third year in a row received first place at the Jazz Festival held in Las Vegas.

10. Mr. John Morrisohn (Graphic Communications) had 40 students win awards in photography at the Exposition held this past week in Santa Barbara.

11. Dr. Peter Haslund's students took top honors at the Western College Model United Nations Conference.

12. There will be action taken on today's Agenda that will support the transfer of Mr. John Romo from the Vice President of the credit program to the Vice President of the Continuing Education Division. Dr. MacDougall noted that the College will be selecting a replacement for Mr. Romo from within the College. That person will be in an acting position for one year. By February 1995, a decision will be made on selecting a permanent replacement.

1.8 GOVERNING BOARD

Board Members did not request to report on any issues at this time.

2. PERSONNEL - Mr. Dan Oroz

2.1 PERSONNEL CONSENT ITEMS

Mr. Oroz acknowledged the retirements of Mr. Jack Sanford, Professor of Physical Education, 29 years of service to the District, and Mr. Richard Clemons, Language Laboratory Technician, with 23 years of service to the District.

Mr. Oroz recognized the death of a classified staff member, Mr. James Duerr, Laboratory Teaching Assistant, Hotel/Restaurant/Culinary Department.

Upon motion by Dr. Dobbs, seconded by Mrs. Powell, the Board unanimously approved the Personnel Consent Items as contained in the Agenda and the Attachment to the Agenda.

2.2 PERSONNEL ACTION ITEMS

a. RECOMMEND APPROVAL OF GOLDEN HANDSHAKE CERTIFICATION

Upon motion by Mrs. Powell, seconded by Ms. Livingston, the Board unanimously approved the Golden Handshake Certification Agreement as contained in the Attachment.
b. RECOMMEND APPROVAL OF WORKING SCHEDULES FOR CERTIFICATED PERSONNEL FOR THE 1994-95 COLLEGE YEAR

Upon motion by Mr. Luria, seconded by Dr. Dobbs, the Board unanimously approved the working schedules for certificated personnel for the 1994-95 college year as contained in the Attachment.

c. REVISION OF CLASSIFIED COUNCIL PROFESSIONAL GROWTH PROGRAM MANUAL

Upon motion by Mrs. Powell, seconded by Ms. Livingston, the Board unanimously approved the revised Classified Council Professional Growth Program Manual as contained in the Agenda and the Enclosure.

d. REVISIONS TO THE AFFIRMATIVE ACTION PROGRAM PLAN

Upon motion by Mrs. Powell, seconded by Mr. Luria, the Board unanimously approved the changes as contained in the District’s Affirmative Action Program Plan as follows:

1. Identify a person responsible for implementing the faculty and staff diversity plan.

2. Specify that Title V selection procedures are included in committee orientation.

3. Describe the process for inviting assistance from the community in obtaining applicants from underrepresented groups for job openings.

4. Provide a plan of corrective action to address areas of under representation.

3. STUDENT AFFAIRS - Mrs. Lynda Fairly

3.1 RECOMMEND APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN ARTS DEGREE AND ASSOCIATE IN SCIENCE DEGREE

Upon motion by Ms. Livingston, seconded by Dr. Dobbs, the Board unanimously approved conferring upon each of the 326 candidates for the Associate in Arts degree and 124 candidates for the Associate in Science degree the appropriate degrees subject to completion of the State and local requirements.

3.2 RECOMMEND ADOPTION OF STUDENT EQUITY PLAN

Upon motion by Mrs. Powell, seconded by Dr. Dobbs, the Board unanimously approved adoption of the Student Equity Plan as contained in the Attachment.

3.3 RECOMMEND RATIFICATION OF SUBMISSION OF THE UNDERREPRESENTED STUDENTS SPECIAL PROJECT PROPOSAL FOR 1994-95

Upon motion by Mr. Luria, seconded by Dr. Dobbs, the Board unanimously approved the ratification of the Underrepresented Students Special Project Proposal as contained in the Attachment.
3.4 RECOMMEND APPROVAL OF THE FINANCIAL AID LOAN POLICY

Upon motion by Ms. Livingston, seconded by Dr. Dobbs, the Board unanimously approved the Financial Aid Loan Policy as contained in the Attachment.

3.5 VATEA NEW HORIZONS GRANT FOR 1994-95

Upon motion by Mr. Luria, seconded by Mrs. Powell, the Board unanimously approved the submission of the VATEA New Horizons Grant for 1994-95 as contained in the Attachment. (It was noted that Attachments 3.5 and 3.6 were reversed in packets.)

3.6 VATEA LINKS GRANT FOR 1994-95

Upon motion by Mr. Luria, seconded by Mrs. Powell, the Board unanimously approved the submission of the VATEA LINKS Grant for 1994-95 as contained in the Attachment.

4. ACADEMIC AFFAIRS - Mr. John Romo/Dr. Martin Bobgan

4.1 PRESENTATION ON ACADEMIC COMPUTING

Mr. Bill Hamre introduced the presentation participants, Mr. George Gregg, Director of Educational Technology and Computer Support, Mr. David Wong, Media Services Supervisor, and Mr. Mark Ferrer, Chair of Computer Assisted Instruction (CAI) Committee and Lab. Noted during the presentation was that over the past four years, SBCC has made a substantial investment in the area of academic computing. This initiative has included increasing faculty use of computers as well as increasing the use of computer technology in instructional labs. During the current year, faculty committees, Academic Affairs, and Information Resources have participated in discussions concerning the future planning and organizational structures for academic computing initiatives at SBCC.

The Board presentation reviewed the growth in academic computing technology, described the instructional uses and benefits of computer technology in classroom and laboratory settings, and identified some future directions, such as the development of a Faculty Resource Center, at SBCC. A short video highlighting student instructional computer facilities by faculty members of SBCC was shown.

4.2 APPROVAL OF NEW CREDIT COURSES, FALL 1993

Upon motion by Dr. Dobbs, seconded by Mr. Luria, the Board unanimously approved the twenty-five new courses during the Fall 1993 semester as delineated in the Attachment.

4.3 RECOMMEND APPROVAL OF INCREASE IN CONTINUING EDUCATION ENROLLMENT FEE CLASSES

Upon motion by Mrs. Powell, seconded by Mr. Luria, the Board unanimously approved the increase in the Continuing Education enrollment fee classes as contained in the Agenda with the following phrase added: "After surveying several other adult education programs, a fee up to $3 per instructional hour with a minimum of $15 to enroll is recommended."
5. BUSINESS SERVICES - Dr. Charles Hanson

5.1 BUSINESS CONSENT ITEMS

Upon motion by Mrs. Powell, seconded by Mr. Luria, the Board unanimously approved the Business Consent Items as contained in the Agenda and Attachments to the Agenda.

5.2 BUSINESS ACTION ITEMS

a. ADOPTION OF RESOLUTION NO. 25 (1993-94) APPROVING NEW JOINT POWERS AUTHORITY AGREEMENT OF S.I.R.M.A.

Upon motion by Dr. Dobbs, seconded by Mrs. Powell, the Board unanimously approved Resolution No. 25 (1993-94) terminating the current Self-Insurance Risk Management Authority (SIRMA) agreement regarding vision insurance and approving the new agreement. The vote follows:

Ayes: Dr. Dobbs, Ms. Livingston, Mr. Luria, Mrs. Powell, Mr. Jarrott

Noes: None

Absent: Dr. Alexander, Mr. Villegas

Concur: Mr. Smith

b. BUSINESS/COMMUNICATION CENTER - CHANGE ORDERS NO. 15 AND 16

Upon motion by Dr. Dobbs, seconded by Mrs. Powell, the Board unanimously approved Change Orders No. 15 and 16, Business/Communication Center, as described in the Attachment.

c. ACCEPTANCE OF BID AND AWARD OF CONTRACT FOR COMPUTER BASED ELECTRONICS LABORATORY, BID #441

Upon motion by Mr. Luria, seconded by Dr. Dobbs, the Board unanimously approved acceptance of the bid and award of the contract to Lab Volt Systems of Moreno Valley in the amount of $38,872 as contained in the Agenda.

d. ACCEPTANCE OF BIDS AND AWARD OF CONTRACT FOR OFFICE/CLASSROOM FURNITURE AND EQUIPMENT, BID #439 - BUSINESS/COMMUNICATION CENTER

Upon motion by Mr. Luria, seconded by Dr. Dobbs, the Board unanimously approved acceptance of the bids and award of contracts (Business/Communication Center) to:

The Office Mart $94,815.69
Tri-County Office Furniture 40,812.28
Eastman 29,465.22

Audio Graphic Systems, Inc. $11,887.21
Proline Industries 14,343.71
Samy's Camera 1,061.12
5.3 BUSINESS SERVICES INFORMATION

a. ELECTRICAL CONSERVATION REPORT ($2,180 REBATE CHECK FROM SO. CALIF. EDISON FOR INSTALLATION OF LIGHTING MODIFICATIONS TO THE WAKE CENTER)

Dr. Hanson noted the rebate check in the amount of $2180 received from Southern California for installation of lighting modifications to the Wake Center.

b. PURCHASING MANUAL/POLICY STATEMENT

The Board was made aware of the SBCCD Purchasing Manual designed to function as a multi-purpose reference guide for the new user as well as a policy statement outlining the parameters and legal guidelines required to purchase goods and/or services in a manner so as to comply with all legal and fiscal constraints.

The sections are designed to lead the novice through the purchasing process from initiating a requisition to receiving the goods ordered, as well as a reference guide to previous users. The process conforms to policy established by the Board of Trustees for the College, as well as applicable state and federal laws. Appropriate sections of various codes, federal and state, relating to purchasing practices are referenced in Appendix A.

All phases of the Purchasing Department functions are addressed and the process outlined. Samples of forms used by the Purchasing Department to purchase supplies are shown in Appendix B as well as sample forms necessary to acquire Warehouse stock supplies.

6. INFORMATION RESOURCES - Mr. Bill Hamre - No Items

7. GENERAL INFORMATION

7.1 RECOMMENDED APPROVAL FOR RESOLUTION NO. 26 (1993-94) HIGHER EDUCATION FACILITIES BOND ACT OF 1994 (PROPOSITION 1C)

Upon motion by Ms. Livingston, seconded by Mr. Luria, the Board unanimously approved adoption of Resolution No. 26 (1993-94) the Higher Education Facilities Bond Act of 1994 (Proposition 1C) as contained in the Agenda and the Attachment. The vote follows:

Ayes: Dr. Dobbs, Ms. Livingston, Mr. Luria, Mrs. Powell, Mr. Jarrott
Noes: None
Absent: Dr. Alexander, Mr. Villegas
Concur: Mr. Smith

8. ADJOURNMENT

Upon motion by Mrs. Powell, seconded by Dr. Dobbs, the Board unanimously approved adjournment at 6:00 p.m., setting the next Regular Meeting of the Board of Trustees on Thursday, May 12, 1994, at 4:00 p.m., in Room A-211.
APPROVED BY THE BOARD OF TRUSTEES ON May 12, 1994

President, Board of Trustees

Superintendent/President
Secretary/Clerk of the Board