AGENDA

Special Meeting of the Board of Trustees
Santa Barbara Community College District

October 24, 1996

4:00 p.m. - Study Session
Catering Room HRC-102
Santa Barbara City College

1. Facilities Issues (Resource: C. Hanson)
   a. Schott Center, Property Easement Proposal
   b. West Campus Bluffs Walkway
   c. LSG Building
      - Seismic  +700,000
      - Asbestos  +600,000

   Implications for the Project

2. Data Processing Conversion Project (Resource: B. Hamre/G. Beahan)
   (Change in the current database structure to a new database structure.)
   a. Why the Conversion is Necessary
   b. Understanding of the Scope of the Activity
   c. Options to Affect the Transaction
   d. Costs: Role of the CEO and Board in the Transaction

   Outcome: The Board will have thorough understanding of the importance of the
decision regarding conversion of the data processing system, the complexity of this
process, the financial and operational implications of what is taking place, and will
have raised sufficient questions to have confidence that the process being followed is
sound.

3. Academic Affairs
   New programs, facilities development, and the affect upon the Welding Program.

4. Accreditation Visit
   Issues regarding the accreditation visit will be discussed.

5. Proposition 209
   Board members will discuss implications of this initiative upon Santa Barbara City
College’s programs or practices.
6. Review and Follow Up to the Association of Community College Trustees Conference (J. Livingston/L. Villegas)
   a. Statement of Board Member Duties, Responsibilities, and Ethical Standards
   b. Review of Mission, Programs, etc.
   c. Board Evaluation of Performance

7. Board of Trustee Travel
   a. Forthcoming Conferences

8. HRC Donation

9. Personnel/Legal Issues
   a. Currently Active Legal and Personnel Matters will be Reviewed
In July 1996 Homes for People approached the district with a proposal to shift our existing access easement to Los Olivos Street. Originally "Homes" requested the district abandon our easement - which I refused. They came back with relocation of our access easement about 23 feet to the west (shown in the sketch). After conferring with John Romo, this appeared to be a good alternative for emergency access to the Schott Center.

The Bialosky/Peikert Architect's design was to drain surface water through the Schott Center (historical flow) to the street. I strenuously objected and refused to discuss any easement changes until the drainage issue was resolved. On October 17, I received written communication from Homes for People who has assured us the architect will solve the drainage problem without requesting a drainage easement through the Schott site.

Staff is recommending the approval of an easement shift as shown in the sketch.

cc: Tom Anderle
    Gran Knox
    John Romo
DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS

0310 General Responsibilities

0310.1 Statement of Ethical Conduct for Members of the Board of Trustees

1. Introduction: Mission and Values of the College

MISSION: The College exists to provide a comprehensive curriculum and activities which support transfer and occupational programs, development of skills essential for academic success, and general credit and noncredit programs appropriate to the needs of the South Coast community, the state and the nation.

VALUES: In developing strategies for institutional improvement, the College emphasizes the fundamental values of Santa Barbara City College.

* To provide open and affirmative access to postsecondary education for all who can benefit from it.
* To provide excellence in all programs of the College.
* To create and maintain a physical and psychological environment that enhances student success, emphasizes teaching and learning, supports staff enrichment activities, and encourages the open discussion of ideas and issues.
* To develop and sustain College governance processes that emphasize cooperative and collegial approaches in carrying out the work of the College.
* To assure that the needs of students are the primary reference for College decision making regarding College policies and programs.
* To establish and maintain a mutually supportive relationship between the College and all elements of the local community.

2. Standards of Conduct

Each member of the Board of Trustees will:

* Hold the educational welfare of the students of the District as his/her primary concern. Insofar as possible, show concern and interest for student accomplishments by attending student ceremonies and events.
* Respect the office of Trustee and in no way misuse the power inherent in the office.
* Ensure that the District maintains equality of opportunity for all students regardless of race, creed, sex, age, disability, or national origin.

* Revised: 07/16/92
• Protect, advance and promote the interest of the community as a whole. Exercise independent judgment without bias in favor of private interests or partisan political groups.

• Uphold, implement, and enforce all laws and codes applying to the District.

• Act as an instigator and promoter of change through legal and ethical procedures.

• Recognize and actively communicate that authority rests with the Board in its legally constituted meetings and not with individual members or committees.

• Attend and participate in all meetings, insofar as possible, having prepared for discussion and decision by reviewing all agenda materials.

• Conduct all business of the Board in open public meetings, unless, in the judgment of the Board and for purposes permitted by law, it is more appropriate to hold a closed session.

• Maintain confidentiality of Board discussions held in closed meetings of the Board.

• Avoid any situation that may constitute a conflict of interest. Inform the Board or the Board President when a matter under consideration might involve or appear to involve such a conflict.

• Abstain from participation in discussion and voting on any issue where such a conflict of interest or appearance of such conflict might arise.

• Enhance his/her effectiveness as a Trustee through study of contemporary educational issues and attendance at professional workshops and conferences designed to improve Board member effectiveness.

• Promote and maintain good relations with other Board members by:

  R  Keeping an open mind and listening to other facts and points of view which may be presented at meetings of the Board.

  R  Respecting the opinions of others and abiding by majority rule.

  R  Working with other Board members in a spirit of harmony and cooperation, and giving courteous consideration to others' opinions.

• Promote a healthy work relationship with the Superintendent/President and the staff by:

  R  Appointing and nurturing an effective Superintendent/President and supporting his/her administrative recommendations by maintaining a climate of "no surprises."
Supporting District personnel in the appropriate performance of their duties and assuring that they have the needed responsibility, authority and, within fiscal limitations, the resources to perform effectively.

Referring complaints, criticisms, and grievances through appropriate channels as previously agreed upon and reflected in Board policies.

Be an advocate for the District in the community by encouraging support for and interest in the College.

0310.2 The functions of the Board of Trustees shall be legislative, and it shall act as a policy-forming body. It shall consider questions of general educational policy and shall place the responsibility for the implementation of Board-adopted policies directly in the hands of the District Superintendent as executive officer of the Board.

0310.3 The Board of Trustees shall give due consideration to legal requirements and limitations, to sound educational procedures, and to the interest of the public it represents.

0310.4 The Board of Trustees shall strive to maintain a sound and superior college program with respect to range and scope, breadth and quality, school plant and equipment, and personnel; and to adapt the educational program as far as possible to the needs, interests, aptitudes, abilities and capabilities of all youth and adults within the College District.

0320 Specific Responsibilities

0320.1 To select and appoint the Superintendent of the Santa Barbara Community College District.

0320.2 To establish rules and regulations for the government and operation of one or more community colleges in the District and delegate appropriate authority to officers, employees, or committees of the District, the College, or the Board. (Ed. Code, Sec. 72282)

0320.3 To establish policies for, and approve, the total educational program of the College or colleges within the District. (Ed. Code, 72283 (a))

0320.4 To approve all classes for adults and submit such classes as eligible for State apportionment to the Board of Governors for approval. (Ed. Code, Sec. 72283 (b))

0320.5 To approve and provide such classes, programs, and facilities under the provisions of the Community Service Act, the Civic Center Act, and the Recreation Act as deemed appropriate. (Ed. Code, Sec. 72283 (c))

0320.6 To establish policies for, and approve, all other programs and services of the College except as provided in Ed. Code Section 78200. (Ed. Code, Sec 72283 (d))

0320.7 To establish policies for, and approve, procedures for the adoption of instructional materials. (Ed. Code, Sec. 72283 (e))
0320.8 To establish policies for, and approve, individual courses which are offered in approved educational programs without referral to the Board of Governors. (Ed. Code, Sec. 78200)

0320.9 To determine which holidays it will observe and on what days it will observe them within the framework of providing the necessary number of days of instruction to qualify for State apportionments. (Ed. Code, Sec. 72284)

0320.10 To establish academic standards, probation, and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the Board of Governors. (Ed. Code, Sec. 72285)

0320.11 To determine and control the District's operational and capital outlay budgets and to present the budgets to county authorities for the purposes of establishing the District tax rates. (Ed. Code, Sec. 72286)

0320.12 To manage and control District property and to contract for the procurement of such goods and services as authorized by law. (Ed. Code, Sec. 72287)

0320.13 As appropriate, to receive and administer gifts, grants, and scholarships. (Ed. Code, Sec. 72288)

0320.14 As appropriate, to establish such student fees as it is authorized to establish by law. (Ed. Code, Sec. 72289)

0320.15 To employ and assign all personnel not inconsistent with the minimum standards adopted by the Board of Governors and to establish employment practices, salaries, and benefits for all employees not inconsistent with the laws of this state. (Ed. Code, Sec. 72290)

0320.16 To provide such auxiliary services as deemed necessary to achieve the purposes of the community college. (Ed. Code, Sec. 72291)

0320.17 To establish rules and regulation governing student conduct, and to establish procedures not inconsistent with those established by the Board of Governors to insure faculty and students the opportunity to express their opinions at the campus level. (Ed. Code, Sec. 72292)

0320.18 As appropriate in accordance with general policies established by the Board of Governors, to apply directly to Federal agencies or State agencies operating Federal programs in order to obtain Federal funds. (Ed. Code, Sec. 72293)

0320.19 To provide for an annual audit of all funds of the District or supervised by the District. (Ed. code, Sec. 84040)
Upcoming Conferences:

CCLC Annual Convention November 21-23, 1996 (LAX)
Legislative Conference February 2-3, 1997 (Hyatt Regency, Sacramento)
AACC Annual Convention April 12-15, 1997 (Anaheim)
CCCT Annual Convention in May 1997 (Monterey)