MINUTES

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

April 23, 1998

4:00 p.m. - REGULAR MEETING
Room A-211

Administration Building
Santa Barbara City College

1. GENERAL FUNCTIONS

1.1 CALL TO ORDER

1.2 ROLL CALL

Members present:

Dr. Kathryn Alexander
Ms. Joan Livingston
Mr. Desmond O'Neill
Mrs. Joyce Powell
Mr. Luis Villegas, Vice President
Mr. Michael Warnken, Student Trustee

Members absent:

Mr. Eli Luria, President
Dr. Joe Dobbs

Others present for all or a portion of the meeting:

Dr. Peter R. MacDougall, Supt./President and Secretary/Clerk to the Board of Trustees
Ms. Liz Auchincloss, President, CSEA
Ms. Betty Banville, Purchasing Manager, Business Services
Ms. Myrta Berry, Accounting Technician, Continuing Education
Ms. Maeve Cowan, Typist Clerk, Int., Continuing Education
Ms. Shelley Dorn, Coordinator, Student Activities
Mrs. Lynda Fairly, Vice President, Student Affairs
Ms. Christine Fox, Guest
Mr. Bill Hamre, Associate Vice President, Information Resources
Dr. Charles Hanson, Vice President, Business Services
Ms. Robin Hayes, Guest
Mr. George Holguin, Groundskeeper, Schott Center
Mrs. Esther Holguin, Guest
Ms. Donna Holloway, Chair, Classified Council
Iwahito Iakeraka, Guest
Ryoko Moritani, Guest
Mr. Dan Oroz, Vice President, Human Resources
Mr. Gaylin Pewtherer, Vice President Senate Affairs, ASB
Mr. Ron Portillo, Guest
Ms. Judy Powell, Computer Support/Public Information, Continuing Education
Ms. Kris Power, Coordinator, Continuing Education
Mr. Carlos Ramirez, Security Officer, Continuing Education
Ms. Pat Snyder, Executive Director, Foundation for SBCC
Dr. Jack Ullom, President, Instructors' Association
Ms. Dawn Wells, Senator, ASB
Mr. David Wilkinson, President, ASB
Mr. Tom Zeiher, Educational Technology Specialist, Media Services

1.3 WELCOME

Vice President Villegas extended a cordial welcome to all present.

1.4 CLOSED SESSION - NONE

1.5 MINUTES OF REGULAR MEETING OF MARCH 26, 1998

Upon motion by Mr. O'Neill, seconded by Dr. Alexander, the Board unanimously approved the Minutes of the Regular Meeting of March 26, 1998.

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 - Dr. Karolyn Hanna - No report

Dr. Hanna was attending the Statewide Academic Senate meeting.

b. REPORT BY CLASSIFIED COUNCIL - Ms. Donna Holloway

Ms. Holloway reported that the Classified Council has been diligently working on the Classified Employee Week (May 17-23). She highlighted events that will take place daily during that week culminating with the Classified Inservice on Friday, May 22, from 11:30 a.m. - 4:30 p.m. She further reported that Ms. Kathleen Finn, Bookstore Textbook Buyer, has been elected to fill the vacancy on the Classified Council and, at its last meeting, Professional Growth Increments were reviewed.

c. REPORT BY ASSOCIATED STUDENTS - Mr. David Wilkinson

Mr. Wilkinson reported on the success of Preview Night held on April 22 and thanked Board members who were in attendance; candidate applications for next year's Associate Student Senate are out on campus at this time, and students are obtaining signatures and putting their platforms together; the campaign for elections will be held May 4-8; the Arts and Crafts Fair will be held that same week along with Cinco de Mayo; Senate elections will be held May 11-14. Nine senators attended the Cal-SACC Conference in San Diego on April 17-19. He noted that the Santa Barbara City College attendees represented the College in the most professional manner and students came back with a real appreciation
for our College, Board, administration, and staff. Mr. Wilkinson announced that he was
elected Vice President of the State Student Senate and concluded his report commending
all 10 Student Senators for maintaining a 3.5 GPA along with the numerous campus
activities in which they were involved.

d. REPORT ON CURRENT EVENTS  - Ms. Patricia Kistler - No report

Ms. Kistler was attending the Statewide Public Information Officers Conference.

e. REPORT ON CURRENT ISSUES  - Dr. Peter MacDougall

Dr. MacDougall highlighted the following:

1) Congratulated David Wilkinson on his selection as Vice President for the State
   Student Senate and thanked all the students who attended the statewide
   conference for their excellent representation.

2) Acknowledged Donna Holloway’s work on the Classified Council and the
   upcoming activities for Classified Employee Week.

3) Updated Board Members on Project Redesign:
   • Acknowledged the work of Dean Keith McLellan for the work he has done
     along with a number of staff members in preparing the College to be
     capable of operating effectively on the Web.
   • Noted the work of Dr. Friedlander for his work on the instructional side of
     Redesign. Two meetings were held on campus with publishers McGraw-
     Hill and Prentice Hall. Faculty members who were in attendance were
     shown a method to have courses capable of being delivered over the Web.
   • The conversion project continues to be challenging but new developments
     are looking positive at this point.

4) Noted the number of grants being submitted by the College, and the efforts of the
   Vice Presidents, Deans, and staff need to be acknowledged.

5) Thanked Ms. Pat Canning for the planning involved in the College’s Preview Night
   and the trustees, faculty, staff, and students who were present and contributed to
   the success of the event.

6) Congratulated Dr. Robert Gray, Professor, Geology, on his selection as the
   Distinguished Educator Award for 1998 by the Pacific Section of the American
   Association of Petroleum Geologists.

7) Announced that Mr. Jack Sanford and Mr. Desmond O’Neill will be inducted into
   the Santa Barbara Athletic Round Table Hall of Fame on May 21.

8) Announced that the Leonardo Dorantes Lecture will be held on May 6 and
    Chancellor Tom Nussbaum will deliver this year’s address. After the Lecture,
    there will be a meeting at which the Chancellor and representatives from the
    College community will discuss issues taking place at the state level.
9) Invited Board Members to participate in the Restoration Project planting taking place on Saturday, May 16, at 10:00 a.m.

10) Acknowledged this week as National Secretaries Week and thanked the secretaries of Santa Barbara City College for all they do in contributing to the effectiveness of the College.

11) Stated that today's Agenda is the resignation of Ms. Cecelia Alvarado and noted her 16 years of exceptional service to the College. During her tenure at the College, she was president of the California Association of Young Children, received the Hayward award for teaching excellence, provided tremendous leadership at Santa Barbara City College, and will be missed.

1.8 GOVERNING BOARD

Board Members did not report on any items.

2. HUMAN RESOURCES - Mr. Dan Oroz

2.1 HUMAN RESOURCES CONSENT ITEMS

Ms. Kris Power, Coordinator, Continuing Education Division, acknowledged Mr. George Holguin, Groundskeeper, Wake Center, for his 25 years of service to the District noting his positive attitude, hard work and dedication to the College. Dr. MacDougall, on behalf of the Board of Trustees, presented Mr. Holguin with a plaque in recognition of his 25 years of service to Santa Barbara City College.

Mr. Oroz announced the following certificated appointment:

Darin Garard  Instructor, Speech  TBD  8/17/98  Tenure-Track 100%

Upon motion by Mr. O'Neill, seconded by Mrs. Powell, the Board unanimously approved the Human Resources Items as contained in the Agenda and the Attachments.

(At this time, Item 4.1 was taken out of order.)

2.2 HUMAN RESOURCES ACTION ITEMS

a. RECOMMENDED APPROVAL OF WORKING SCHEDULES FOR CERTIFICATED PERSONNEL FOR THE 1998-99 COLLEGE YEAR

Upon motion by Mr. O'Neill, seconded by Ms. Livingston, the Board unanimously approved the working schedules for Certificated Personnel for the 1998-99 College year as contained in the Attachment.

3. STUDENT AFFAIRS - Mrs. Lynda Fairly

3.1 RECOMMEND APPROVAL OF THE PROPOSED HEALTH FEE - DISTANCE LEARNING COURSES

Upon motion by Mr. O'Neill, seconded by Dr. Alexander, the Board unanimously approved the modification to the health fee policy for students enrolled in distance learning courses only.
"3012.8  For students enrolled in distance learning courses only, the health fee would be $2 for fall and spring semesters, and $1 for summer intersession."

4. ACADEMIC AFFAIRS - Dr. Jack Friedlander/Mr. John Romo

4.1 SABBATICAL LEAVE REPORT

Ms. Jodi Simpson, Computer Network Engineering & Electronics (CNEE) Department Chair, reported on her sabbatical leave activities during the 1995-96 academic year. She explained that the Electronic/Computer Technology Department at Santa Barbara City College has expanded into many new areas and, during her sabbatical, she acquired the skills and knowledge to maintain the new computerized lab/teaching facility. Electronics students are now able to receive their main mode of presentation through the computer work stations and do the exercises as they are reading information. This has taken the place of the lectures and students can choose the hours they come to the open lab. Optional discussion sections are still offered and videotapes of lectures are available in the LRC. Students find they are able to complete their work on their own time, balance their work and school hours, and are able to go as fast or as slow as their schedules allow them.

4.2 RECOMMEND APPROVAL OF THE AUTOMOTIVE REFEREE PROGRAM

Upon motion by Dr. Alexander, seconded by Mr. O'Neill, the Board unanimously approved the Automotive Referee Program as contained in the Agenda and the Attachment.

4.3 RECOMMEND APPROVAL OF THE SIX-WEEK CONTINUING EDUCATION DIVISION 1998 SUMMER SESSION

Upon motion by Dr. Alexander, seconded by Ms. Livingston, the Board unanimously approved the Continuing Education Division 1998 Summer Session which will begin June 8 and end on July 18, 1998. Exceptions to this standard summer calendar are as follows: Adult and Evening High School classes begin on June 15 and end on July 25 (six weeks); and Omega Program classes begin on June 29 and end on August 8 (six weeks).

5. BUSINESS SERVICES - Dr. Charles Hanson

5.1 BUSINESS CONSENT ITEMS

Upon motion by Mr. O'Neill, seconded by Ms. Livingston, the Board unanimously approved the following Business Consent Items:

a. RATIFICATION OF PURCHASE ORDERS, Attachment 5.1-a

b. 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. ACKNOWLEDGMENT OF GIFTS TO THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE, Attachment 5.1-c
d. ACKNOWLEDGMENT OF RECEIPT OF QUARTERLY FINANCIAL STATEMENT ENDING 3/31/98 FOR THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE, Attachment 5.1-d

e. APPROVAL TO ESTABLISH NEW TRUST ACCOUNT, Attachment 5.1-e

f. AUTHORIZATION TO ORDER SUPPLIES AND EQUIPMENT FOR 1998-99

Due to delivery schedules, it is necessary to order in advance of the 1998-99 budget approval certain supply and equipment items required for the fall semester. Such orders will not exceed 20 percent of the amount budgeted for supply items for the next academic year.

g. RETROACTIVE APPROVAL OF ADDITIONS TO 1997-98 MILEAGE:

1) Elise Pitts, Continuing Education, $39/month, January - June 1998

h. APPROVAL OF AGREEMENT WITH GIRVIN ASSOCIATES FOR LANDSCAPE DESIGN OF ADMINISTRATION/TECHNOLOGIES BUILDING WALKWAY, $5,300, Attachment 5.1-h

i. RETROACTIVE APPROVAL OF 1998-99 PIANO LOAN AGREEMENT WITH KEYBOARD CONCEPTS, INC., Attachment 5.1-i

5.2 BUSINESS ACTION ITEMS

a. ADOPTION OF RESOLUTION NO. 16 (1997-98) AUTHORIZING ROUTINE INTERNAL TRANSFERS, B98-015 THROUGH B98-077

Upon motion by Mr. O'Neill, seconded by Mrs. Powell, the Board unanimously approved adoption of Resolution No. 16 (1997-98) authorizing routine internal transfers as contained in the Attachment. The vote follows:

Ayes: Dr. Alexander, Ms. Livingston, Mr. O'Neill, Mrs. Powell, Mr. Villegas

Nees: None

Absent: Dr. Dobbs, Mr. Luria

Consent: Mr. Warnken

b. APPROVAL OF AMENDMENT TO BUSINESS/COMMUNICATION LEASE

Upon motion by Mr. O'Neill, seconded by Mrs. Powell, the Board unanimously approved the first amendment to the Facility Lease (Business/Communication Center) as contained in the Agenda and the Attachment.

c. ADOPTION OF RESOLUTION NO. 17 (1997-98) AUTHORIZING THE LEASE OF TEMPORARY BLDGS AGREEMENT WITH WILLIAMS SCOTSMAN

Upon motion by Mr. O'Neill, seconded by Ms. Livingston, the Board unanimously approved adoption of Resolution No. 17 (1997-98) authorizing the agreement with Williams Scotsman and payment of currently due invoices. The vote follows:
Ayes: Dr. Alexander, Ms. Livingston, Mr. O’Neill, Mrs. Powell, Mr. Villegas
Noes: None
Absent: Dr. Dobbs, Mr. Luria
Consent: Mr. Warnken

d. ADMINISTRATION BLDG (TECHNOLOGY REMODEL), CHANGE ORDERS NO. 4-5

Upon motion by Mr. O’Neill, seconded by Mrs. Powell, the Board unanimously approved Change Orders No. 4-5 in the amount of $14,068 for the Administration Building (Technology Remodel) as described in the Agenda and the Attachment.

e. PHYSICAL SCIENCE H.V.A.C. CONTROLS - CHANGE ORDER NO. 1, REVISED

Upon motion by Mr. O’Neill, seconded by Mrs. Powell, the Board unanimously approved Change Order No. 1 in the amount of $2,067 for the Physical Science H.V.A.C. Controls as described in the Attachment.

f. ACCEPTANCE OF BIDS AND AUTHORIZATION TO AWARD CONTRACT: PHYSICAL SCIENCE MECHANICAL EQUIPMENT REPLACEMENT, PHASE II, Bid #491

On April 21, one bid was received for the Physical Science Mechanical Equipment Replacement, Phase II.

Upon motion by Mr. O’Neill, seconded by Ms. Livingston, the Board unanimously approved acceptance of the bid and authorization to award the contract to J. W. Bailey Construction in the amount of $198,688.

6. INFORMATION RESOURCES - Mr. William Hamre

6.1 RECOMMEND APPROVAL OF 1997-98 DISTRICT TECHNOLOGY TRAINING EXPENDITURE PLAN

Upon motion by Ms. Livingston, seconded by Mr. O’Neill, the Board unanimously approved the 1997-98 District Technology Training Expenditure Plan as delineated in the Agenda and the Attachment and its transmittal to the State Chancellor’s Office.

7. ADJOURNMENT

Upon motion by Mr. O’Neill, seconded by Ms. Livingston, the Board unanimously approved adjournment at 5:15 p.m., setting the next Regular meeting of the Board of Trustees on Thursday, May 14, 1998. A Board of Trustees Study Session will be held on Thursday, April 30, at 4:00 p.m., in Room HRC-102 (Catering Room).
APPROVED BY THE BOARD OF TRUSTEES ON May 14, 1998

President, Board of Trustees

Superintendent/President
Secretary/Clerk of the Board