MINUTES

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

November 21, 2002

4:00 p.m. – REGULAR MEETING
Room A-211
MAC Building
Santa Barbara City College
721 Cliff Drive

1. GENERAL FUNCTIONS

1.1 CALL TO ORDER

President Livingston called the meeting to order at 4:08 p.m.

1.2 ROLL CALL

Members present:

Dr. Kathryn Alexander (arrived at 4:20 pm)
Dr. Joe Dobbs
Ms. Joan Livingston, President
Mr. Eli Luria
Mr. Desmond O'Neill, Vice President
Mrs. Joyce Powell
Mr. Luis Villegas
Mr. Rod Ebrahim, Student Trustee

Others present for all or a portion of the meeting:

Mr. John Romo, Supt/President and Secretary Clerk to the Board of Trustees
Auchincloss, Liz, President, CSEA
Baker, Ron, Dean, Educational Programs
Barber, Celeste, Adjunct Instructor, English Dept.
Barber, Ken, Guest
Bruce, Kay, Public Information Officer
Dietrich, David, Director, Foundation for SBCC
English, Pat, Manager, Human Resources
Endrijondas, Erika, Dean, Educational Programs
Fairly, Lynda, Vice President, Continuing Education
Friedlander, Jack, Executive Vice President
Fryslie, Ann, Director, Student Activities
Gibson, Mary, Professor, Theater Arts
Griffin, Leslie, Controller, Business Services
Hamre, Bill, Vice President, Information Resources
Kay, John, President, Instructors' Association
1.3 WELCOME

Ms. Livingston extended a cordial welcome to all present.

1.4 CLOSED SESSION - NONE

1.5 MINUTES OF THE REGULAR MEETING OF OCTOBER 24, 2002

Upon motion by Mr. O’Neill, seconded by Dr. Dobbs, the Board approved the Minutes of the regular meeting of October 24, 2002. Ms. Livingston abstained.

1.6 HEARING OF CITIZENS

Celeste Barber spoke with regard to the school bond measure, which had recently passed, and from which SBCC was expected to receive funds. Ms. Barber handed out copies of a letter, which was written to the Board with an alternative suggestion on how those funds could be used.

Andrew Wiedmann requested an update on the progress in procuring faculty/staff housing. President Romo gave an update on what the college is doing with regard to housing.

1.7 COMMUNICATIONS

The following reports were presented to the Board of Trustees about various matters involving the District. No action was taken unless listed on a subsequent Agenda.

a. REPORT BY ACADEMIC SENATE – Ms. Lana Rose

Ms. Rose reported on the following: The Senate is forwarding to the State its nominee for the Hayward this year, which is Tom Garey. Laurie Vasquez is being nominated for the Stanback Stroud Award; and resubmitting the Health and Wellness Program for the Exemplary Program Award. Acknowledge the work of Jane Craven, Jack Friedlander, and Andreea Serban with regard to the Calendar and also the work, which took place on the Nepotism Policy. The Senate has been busy hearing and ranking faculty positions. There will not be a Holiday dance this year, instead a trolley ride will take place on December 19 to look at holiday lights and go Christmas caroling. Thanked the Board for the work they do for SBCC.

b. REPORT BY ASSOCIATED STUDENTS – Ms. Yarid Ramirez

Ms. Ramirez reported on the following: The Student Senate contributed to both the EOPS Thanksgiving turkey giveaway and to the United Way campaign. The Student Senate will be kicking off the Annual Food Drive for the Unity Shop and donation boxes will be placed in various locations on campus. Student Senate was very pleased for the amount of participation they were allowed in determining the 16-week calendar. Again
invited all present to attend a Student Senate meeting, which take place every Tuesday, at 3:30 p.m. in CC-223.

c. REPORT ON CLASSIFIED EMPLOYEES – Ms. Liz Auchincloss

Ms. Auchincloss had to leave before she could give her report.

d. REPORT ON CURRENT EVENTS – Ms. Kay Bruce

Ms. Kay Bruce reported on the following: Sunday, November 24, Symphony Concert at 7:00 p.m. at the Garvin Theater. December 6, 7, and 8, Choir of Voyces presents its Mysteries of Christmas Concert at St. Anthony’s Seminary Chapel. Concert Band Winter Concert will take place at 7:00 p.m. in the Garvin Theater. December 9, Jazz Ensemble concert at the Garvin at 7:00 p.m. Anton in Show Business is now playing through December 14. Sheryl Coon Art Exhibit will take place through December 19.

e. REPORT ON CURRENT ISSUES – Mr. John Romo, President

Mr. Romo reported on the following:

1. Major topic of the CEOs meeting held at the CCLC Conference on November 14 was the State Budget shortfall. It was reported that the state is now projecting a $21 billion short fall, $8 billion of that will be in this year. $15 billion is projected for 2003-04. The Chancellor’s Office and the CEOs general sense is that this is an underestimate of what the real situation is going to be. The Board of Governors took action by accepting the recommendation of the Task Force established by the Chancellor’s office, to reduce by one-half the full time faculty obligation under our rules for the coming years. No further specifics are expected until after the Governors address in January.

2. Also discussed at this conference was the Master Plan for Education. David Viar reported that the primary objective of the Master Plan recommendation was to get community colleges out of the control of the Legislature. The intent of this concept of public trust is a model similar to the CSU and UC systems to basically allow the colleges to operate with a level of independence from the Legislature.

3. Attended a meeting for CEO’s with districts that have Continuing Education Programs. Four primary issues were focused on and they were: Growth within the context of overall community college and higher education growth; Matriculation Funding; Funding Equity; and the final was Attendance Accounting.

4. Had the privilege of introducing and also meeting Angela Belcher at the CCLC Conference. Angela was at the luncheon on Friday and also present at the luncheon was Jim Julca, from our Chemistry Department; Angela had asked that he be her guest. Angela spoke in such a positive tone about her experiences here at SBCC, she gave recognition to both Jim Julca and Larry Friesen and the importance they played in her life and educational development. Angela also indicated that she would be interested in giving a lecture here on campus, which is something we will follow up on.

5. Attended a reception honoring Candace Childs, who was here from the American Culinary Foundation, to do a site visit of our HRC Program. Ms. Childs was very
impressed with the improvements taking place and we hope to receive our accreditation notice soon.

6. Choir of Voyces — Mary and I attended the high school concert program, which was their final session. 500 high school students from across the state provided a wonderful program.

7. Congratulated The Channels for the 20 awards received from the Journalism Association of Community Colleges.

8. Reported on one of the events attended, which was the ceremony in which 96 gardeners completed the Green Gardener Certificate Program.

1.8 GOVERNING BOARD

Ms. Joan Livingston acknowledged what a proud moment it was for the college to have John Romo address his first statewide conference as President. Ms. Livingston also noted that the Legislative Conference was coming up and encouraged the Board members to attend because of the many current critical issues, i.e. budget, Master Plan, etc., dates are February 2 and 3. Ms. Livingston acknowledged the nice letter to the editor on the use of the turf and field.

Item 3.1 was taken out of order at this time.

2. HUMAN RESOURCES & LEGAL AFFAIRS – Ms. Susan Ehrlich

2.1 HUMAN RESOURCES & LEGAL AFFAIRS CONSENT ITEMS

Upon motion by Mr. O'Neill, seconded by Mrs. Powell, the Board unanimously approved the Human Resources and Legal Affairs Consent items, as contained in the agenda and attachments.

CLASSIFIED APPOINTMENTS

Christine Matson  
Switchboard  
PABX Operator/ Receptionist  
23A  
12/02/02  
½ Time/12 Mo.

Robert Mendoza  
Duplicating Operator, Sr.  
Duplicating Machine  
28E  
12/02/02  
RE:C Miller  
FT/12 Mo.

2.2 HUMAN RESOURCES & LEGAL AFFAIRS ACTION ITEMS

a. RECOMMEND APPROVAL OF MEMO OF UNDERSTANDING REGARDING COMPREHENSIVE COMPENSATION PACKAGE FOR CONFIDENTIAL EMPLOYEE GROUP.

A comprehensive Memo of Understanding regarding compensation/benefits given to the Confidential Employees group had been produced. This MOU incorporates elements of compensation and benefits given to the group through the meet and confer process for past years as well as recent modifications to the compensation and benefits package. This single document replaces all previously developed MOUs for Confidential Employees.
Upon motion by Mr. O'Neill, seconded by Dr. Alexander, the Board unanimously approved the Memo of Understanding for the Confidential Employee Group as contained in the agenda and attachment.

b. RECOMMEND APPROVAL OF POLICIES AND PROCEDURES REGARDING COMPUTER USE BY EMPLOYEES.

This item was pulled from this agenda and will be submitted on next month's agenda.

c. RECOMMEND APPROVAL OF POLICY REGARDING NEPOTISM.

Upon motion by Mr. O'Neill, seconded by Dr. Alexander, the Board unanimously approved the policy regarding Nepotism as contained in the agenda and attachment.

d. RECOMMEND APPROVAL OF DESTRUCTION OF CLASS 3 DISPOSABLE RECORDS, PURSUANT TO BP3310 AND AP3310

Upon motion by Mr. O'Neill, seconded by Mrs. Powell, the Board unanimously approved the destruction of documents as contained in the agenda and attachment.

3. EDUCATIONAL PROGRAMS – Dr. Jack Friedlander

3.1 SABBATICAL LEAVE PRESENTATION

Mary F. Gibson, Associate Professor in Theatre Arts reported on her sabbatical leave activities during the 2000-2001 academic year.

3.2 RECOMMEND APPROVAL OF THE 16-WEEK CALENDAR TO BE IMPLEMENTED BEGINNING SUMMER 2003.

At its October 30, 2002 meeting, the Academic Senate voted to approve the 16-week calendar option. Input was considered from classified staff, students and adjunct faculty. The critical dates of this calendar are: Summer 2003 begins June 16 and ends July 26; Fall Semester 2003 begins September 2 and ends December 20; and Spring semester 2004 begins January 20 and ends May 15.d

Upon motion by Mr. O'Neill, seconded by Mrs. Powell, the Board unanimously approved the 16-week calendar to be implemented beginning Summer 2003 as contained in the agenda and attachment.

4. CONTINUING EDUCATION – Ms. Lynda Fairly - None

5. BUSINESS SERVICES – Mr. Brian Fahnestock

Upon motion Dr. Dobbs, seconded by Mrs. Powell, the Board unanimously approved the following Business Consent items, as contained in the agenda and attachments.

a. RATIFICATION OF PURCHASE ORDERS, Attachment 5.1-a

b. RATIFICATION OF PAYMENTS AS SUMMARIZED BELOW (Detailed report may be viewed in the Accounting Office, A-130.)
c. ACKNOWLEDGMENT OF RECEIPT OF QUARTERLY FINANCIAL REPORT ENDING 9/30/02, Enclosure #1

d. ACKNOWLEDGMENT OF RECEIPT OF FINANCIAL STATEMENT AND AUDITOR'S LETTER OF MANAGEMENT FOR THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE FOR FISCAL YEAR ENDING 6/30/2002, Attachment 5.1-d

e. AUTHORIZATION OF KARA RAMIREZ, PURCHASING TECHNICIAN, TO ACT AS AN AGENT FOR THE BOARD OF TRUSTEES REGARDING PURCHASE ORDERS (LIMIT $15,000)

f. AUTHORIZATION TO ACCEPT BIDS AND AWARD CONTRACTS:

1) BLUE PACIFIC NEWSPAPERS AND PRINTING, CULVER CITY, FOR PRINTING OF THE CHANNELS NEWSPAPER, BID #571, Attachment 5.1-f 1)

2) DONOVAN ELECTRIC OF SANTA BARBARA FOR EAST CAMPUS HIGH VOLTAGE LINE REPLACEMENT (NEW PRIMARY SERVICE, ADMINISTRATION BUILDING), BID #572, Attachment 5.1-f 2)

g. APPROVAL OF SERVICES AGREEMENT #2009-01 WITH NATIONAL COMPUTER SYSTEMS, INC., FOR THE OUTSOURCING OF REPORTING RESPONSIBILITIES UNDER THE TAXPAYER RELIEF ACT OF 1997, Attachment 5.1-g

Services include the processing of the 1098T forms sent out to all students who made tuition payments during the calendar year. It is a mandatory Federal Government requirement for all institutions. Students may qualify for Hope Tax Credit or be eligible for the Lifetime Learning Tax Credit.

h. APPROVAL OF LEASE AGREEMENT WITH SANTA BARBARA COUNTY EDUCATION OFFICE AND KINKO'S EARLY LEARNING CENTER FOR JOINT USAGE, 9/9/02 - 6/13/03, Attachment 5.1-h

i. ACCEPTANCE OF FUNDING/RETROACTIVE APPROVAL OF CONTRACT WITH SANTA BARBARA COUNTY PUBLIC HEALTH DEPT, TOBACCO EDUCATION, $7,000, 7/1/02 - 6/30/04, Attachment 5.1-i

j. APPROVAL OF AFFILIATION AGREEMENT WITH LOS ROBLES REGIONAL MEDICAL CENTER FOR HEALTH INFORMATION TECHNOLOGY PROGRAM, Attachment 5.1-j

k. AUTHORIZATION TO DECLARE/DISPOSE OF SURPLUS EQUIPMENT:
5.2 BUSINESS ACTION ITEMS

a. ADOPTION OF RESOLUTION NO. 17 (2002-03) AUTHORIZING ROUTINE INTERNAL BUDGET TRANSFERS

Upon motion by Mr. O'Neill, seconded by Mrs. Powell, the Board unanimously approved Resolution No. 17 (2002-03) authorizing routine internal transfers as contained in the agenda and attachment. The vote follows:

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

Noes: None

Absent: None

Concur: Rod Ebrahimi, Student Trustee

b. ADOPTION OF RESOLUTION NO. 18 (2002-03) PROVIDING FOR 2002-03 BUDGET REVISIONS DUE TO RECEIPT OF UNBUDGETED REVENUE

Upon motion by Dr. Alexander, seconded by Mr. Villegas, the Board unanimously approved Resolution No. 18 (2002-03) authorizing 2002-03 budget revisions for unbudgeted revenue as contained in the attachment. The vote follows:

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

Noes: None

Absent: None

Concur: Rod Ebrahimi, Student Trustee

c. CERTIFICATION OF INITIAL STUDY/FINAL MITIGATED NEGATIVE DECLARATION, SANTA BARBARA CITY COLLEGE CREEK MAINTENANCE PLAN (Copies are available for review in the Office of the Vice President of Business Services.)
Upon motion by Mr. O'Neill, seconded by Dr. Alexander, the Board unanimously approved the certification of the negative declaration for the Plan; however, no funds are to be used on this until clarification is provided to the Board with regard to responsibility of creek maintenance.

6. INFORMATION RESOURCES – Mr. Bill Hamre

6.1 DISTRICT TECHNOLOGY EXPENDITURE AND TRAINING PLAN

Upon motion by Mr. O'Neill, seconded by Mr. Villegas, the Board unanimously approved the District's Telecommunications Expenditure and Training Plan to the State Chancellor's Office.

7. ADJOURNMENT

Upon motion by Mr. O'Neill, seconded by Mr. Villegas, the Board approved adjourning this Board meeting, setting the next Regular Meeting of the Board of Trustees on Thursday, December 12, 2002, at 4:00 p.m., in Room A-211.

APPROVED BY THE BOARD OF TRUSTEES ON December 12, 2002

President, Board of Trustees

Superintendent/President
Secretary/Clerk of the Board