AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

October 28, 1976

4:00 p.m. - Board Room
Santa Barbara City College
Santa Barbara, California

1. GENERAL FUNCTIONS
   1.1 CALL TO ORDER
   1.2 ROLL CALL
   1.3 WELCOME TO GUESTS
   1.4 EXECUTIVE SESSION
   1.5 MINUTES OF REGULAR MEETING OF OCTOBER 14, 1976
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS (DAY & EVENING COLLEGE), AND CHANGES FOR PREVIOUSLY-APPROVED HOURLY INSTRUCTORS AND SUBSTITUTES
            Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF HOURLY, SUBSTITUTES, AND CHANGES FOR PREVIOUSLY-APPROVED INSTRUCTORS, CONTINUING EDUCATION DIVISION
            Attachment 2.1-a(2)
         (3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
            Attachment 2.1-a(3)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON ROUTINE

(1) RECOMMENDED APPROVAL OF MODIFICATION OF SABBATICAL LEAVE: MICHEL MASSON, ASST. PROFESSOR, LIFE SCIENCE

Attachment 2.1-b(1)

Due to unforeseen circumstances, Mr. Michel Masson has had to change the nature of his plans for sabbatical leave for the 1976-77 college year. The proposed changes are described in the attachment.

It is recommended that the modification of the sabbatical leave for Mr. Michel Masson be approved as described in Attachment 2.1-b(1)

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS, AND HOURLY APPOINTMENTS FOR CONTINUING EDUCATION DIVISION (NON-CLASSIFIED)

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: GENERAL AND TUTORIAL PROGRAMS

Attachment 2.2-a(2)

(3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER: VERA PELLIZZONI, GENERAL CLERICAL DUTIES, FALL 1976 SEMESTER

Attachment 2.2-a(4)

b. NON ROUTINE

(1) RECOMMENDED APPROVAL OF YEARLY SALARY INCREMENTS

Attachment 2.2-b(1)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF CAREER (LONGEVITY) INCREMENT (15 YEARS): LORENZO RIVERA, GROUNDSKEEPER, CONTINUING EDUCATION DIVISION, EFFECTIVE 11/1/76

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENTS (8) CLASSIFIED SERVICE, CONTINUING EDUCATION DIVISION: INSTRUCTIONAL AIDE, RANGE 21, 15 HRS/WK, ALPHA TRAINING CENTER, EFFECTIVE NOVEMBER 1, 1976

Attachment 2.2-b(3)

On October 14, 1976, the Board approved eight permanent part-time Instructional Aide positions in the Classified Service for the Continuing Education Division. The eight positions are assigned to the Alpha Training Center.

The Continuing Education Division has conducted a selection process and recommends that approval be given of eight Instructional Aides at Range 21 for 15 hours per week.

The eight appointees shall be in the regular Classified Service and shall serve a 12-month probationary period.

It is recommended that approval of appointments be given for eight Instructional Aides (Alpha Training Center), Range 21, 15 hours/week, listed in Attachment 2.2-b(3).
2. personnel - continued:

2.2 classified personnel - continued:

b. non-routine - continued:

(4) public hearing and recommended adoption of district's initial classified employee collective bargaining contract proposal for 1976-77

Attachment 2.2-b(4)

On October 14, 1976, the District officially received the CSEA initial contract proposal for 1976-77. As required by the Rodda Act, the Board gave notice to the public that at its October 28, 1976 Board meeting a hearing would be held to provide the public with an opportunity to express itself regarding the CSEA proposal. It is recommended that this hearing be held.

As provided in the Rodda Act (Section 3547), after the hearing is concluded and the public has had the opportunity to express itself, the District may adopt its initial proposal. Attachment 2.2-b(4) contains the District's initial contract proposal.

It is recommended that the Board:

1) adopt the District's initial proposal as contained in Attachment 2.2-b(4);

2) make the District's proposal a matter for public record for public pickup in the Superintendent-President's office and the Personnel Department; and

3) give notice by District news release to the public that at its next Board meeting on November 18, 1976, a hearing will be held to provide the public with an opportunity to express itself regarding the District's initial proposal.
2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

a. RECOMMENDED APPROVAL OF RULES AND REGULATIONS FOR CLASSIFIED MANAGEMENT, SUPERVISORY, AND CONFIDENTIAL EMPLOYEES

Enclosure #1

The Board has recognized Chapter 289, California School Employees Association, as the exclusive bargaining representative for members of the District Classified staff in the bargaining unit. Agreements regarding matters within the scope of bargaining may not be negotiated with CSEA for employees not in the bargaining unit. It is appropriate to establish separate rules and regulations for classified Management, Supervisory, and Confidential employees.

Enclosure #1 contains elements of proposed rules and regulations for Classified personnel not in the bargaining unit. The proposed rules and regulations are those currently in effect for all Classified personnel with some exceptions which will be described at the meeting. Major changes are included in Enclosure #1.

These proposed rules and regulations were reviewed by the Board Policies Sub-committee on October 19, 1976, and have been discussed with the employees concerned.

Adoption is recommended.

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

Mr. Randy Polak, President of the Associated Students, indicated at the last meeting that since the administration had denied permission, he would seek Board approval of use of college facilities for a fund-raising activity through the sponsoring of an erotic film series on campus.

Mr. Polak will present the request of the Student Senate regarding this and other items.

3.2 REPORT ON THE HANDICAPPED PROGRAM AT SANTA BARBARA CITY COLLEGE

Mr. Cal Reynolds, Counselor, will present a brief slide showing and speak on the Handicapped Program on campus.
3. STUDENT SERVICES - continued:

3.3 RECOMMENDED ADOPTION OF POLICY REGARDING GRANTING OF A SECOND A.A. OR A.S. DEGREE

Attachment 3.3

Some students find it necessary or desirable to obtain a second A.A. or A.S. degree after having completed requirements for their first A.A. or A.S. degree. District policy is not clear on this issue. The policy statement in the attachment has been prepared to clarify procedures in such a case. The proposed policy was reviewed by the Board Subcommittee on Educational Policies on October 19, 1976.

Adoption of the proposed policy is recommended.

3.4 RECOMMENDED APPROVAL OF CHANGE IN CREDIT/NO CREDIT GRADING POLICY

Attachment 3.4

As a result of a request from the Curriculum Advisory Committee, a proposed change in the credit/no credit grading policy was reviewed and approved by the Scholastic Standards Committee. The proposed change has been reviewed and is recommended by the Representative Council of the Academic Senate and was reviewed by the Educational Policies Subcommittee of the Board of Trustees on October 19, 1976.

It is recommended that the policy on credit/no credit grading be changed as indicated in Attachment 3.4.

3.5 RECOMMENDED APPROVAL OF CHANGES IN ADN SELECTION PROCEDURES

Recent rulings and interpretations regarding selection of students within programs requiring selection have been considered by the nursing faculty, the administration, and the Board Subcommittee on Educational Policies.

Proposed procedures for the selection of ADN students will be presented by the Board Subcommittee on Educational Policies.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF CONTINUING EDUCATION DIVISION COURSE, DRIVER IMPROVEMENT WORKSHOP

It is recommended that the Board approve a new Continuing Education course, Driver Improvement Workshop, an 8-hour class for court-referred traffic violators. The class will present traffic safety and driving attitude as prescribed by the course objectives. The course is approved by the Traffic Safety Unit of the State DMV and will meet on two Saturdays each month, commencing November 6. The enrollment of each class is limited to 40. There is a $10.00 material fee.
4. CURRICULUM AND INSTRUCTION - continued:

4.2 REPORT ON ANNUAL INVENTORY OF ACADEMIC PROGRAMS

Attachment 4.2

Each year the District is required to submit an Academic Master Plan, including an Inventory of Potential Programs, to the Chancellor's Office. However, this year the deadlines have been re-arranged requiring that the Inventory of Programs be submitted prior to November 1, 1976 and the full Academic Master Plan during Spring, 1977.

The Inventory of Programs is contained in Attachment 4.2.

Dr. Betty Dean, Teacher/Coordinator of Educational Planning and Curriculum, will be present to speak to this item.

It is recommended that approval be given of the Inventory of Programs for submittal to the Chancellor's Office.

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDER NUMBERS FOR SUPPLIES, EQUIPMENT AND SERVICES

Attachment 5.1-a

The Superintendent recommends authorization and/or ratification of the purchase of supplies, equipment and services on Purchase Orders No. P67-0759 through and including P67-0912.

b. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PAYMENT OF CLAIMS

Attachment 5.1-b

The Superintendent recommends authorization and/or ratification of payment of claims listed on Attachment 5.1-b and such other claims as may arise prior to the meeting.

5.2 NON-Routine

a. RECOMMENDED APPROVAL OF UPDATED CIVIL DEFENSE, DISASTER AND DISTURBANCE PLAN

Enclosure #2

Annually, the Civil Defense Plan is updated to include the most recent information pertaining to emergency personnel.

It is recommended that the updated Civil Defense, Disaster and Disturbance Plan, contained in Enclosure #2, be approved.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. REPORT ON AMOUNT AND SOURCES OF MATCHING FUNDS FOR 1975-76 GRANTS RECEIVED

Attachment 5.2-b

Attachment 5.2-b was prepared by Mr. Burt Miller in response to questions at the October 14 Board meeting. It should be noted that this list of grants does not include grants related to student financial aid, VEA, or EOP grants.

c. RECOMMENDED APPROVAL OF AMENDMENT TO INTRA-DISTRICT MILEAGE ALLOWANCE LIST FOR 1976-77

Attachment 5.2-c

It is recommended that the Intra-District Mileage Allowance List for 1976-77 be amended to include mileage allowances for Work Experience activities for the Fall semester, September 7, 1976 through January 26, 1977.

d. RECOMMENDED ACCEPTANCE OF $16,134 FROM U.S. OFFICE OF EDUCATION TO SUPPORT PARTICIPATION IN A BI-LINGUAL CROSS-CULTURAL TEACHER AIDE TRAINING PROGRAM

Enclosure #3

For some time efforts have been made to obtain support for a bi-lingual cross-cultural Teacher Aide Training Program through a consortium involving the University of California at Santa Barbara, the Allan Hancock Community College District, and the Santa Barbara Community College District.

Notice has been received that the proposal submitted by UCSB has been approved and funded. The Santa Barbara Community College District portion of the funding is $16,134 which will be received through UCSB. No matching funds are required.

Mr. Pablo Buckelew will be present to describe the project.

It is recommended that the funds be accepted.

e. RECOMMENDED RATIFICATION TO ENTER INTO AGREEMENTS WITH THE DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE COVERING PARTICIPATION IN PROGRAMS OF STUDENT FINANCIAL AID FOR 1977-78

Enclosure #4

Enclosure #4 contains agreement forms and application which are required for continued participation in federal programs for student financial aid. The deadline date was October 18, 1976.

It is recommended that submission of the agreements for the 1977-78 year be ratified.
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Board of Trustees – SBCCD  
October 28, 1976

5. BUSINESS SERVICES – continued:

5.2 NON-Routine – continued:

f. RECOMMENDED APPROVAL OF THE SUBMITTAL OF AN APPLICATION FOR THE CHILD CARE FOOD PROGRAM FOR THE PERIOD OF OCTOBER 1, 1976 THROUGH SEPTEMBER 30, 1977

Attachment 5.2-f

The California State Department of Education, Food and Nutrition Services makes available each year funds to support the Child Care Center meal program. Last year 65% of the cost of the Child Care Center food service was financed by this program. This application, if approved, would reimburse the District approximately 80% of the meal costs, or approximately $7,700.

It is recommended that approval be given for the submission of this application, and that Mr. David Pickering, Controller, be authorized to sign the report.

g. RECOMMENDED APPROVAL OF CORRECTION TO LEGAL DESCRIPTION FOR WATER METER EASEMENT

Attachment 5.2-g

On September 23, 1976, the Board approved the execution of an easement for water meter purposes for the West Campus. In filing the easement it was discovered that the legal description submitted to us by our consultants was in error.

It is recommended that the legal description as noted in Attachment 5.2-g be approved and submitted to the City of Santa Barbara.

h. RECOMMENDED APPROVAL OF SUNDAY USE OF FACILITIES, EASTER SEAL SOCIETY FOR CRIPPLED CHILDREN AND ADULTS OF SANTA BARBARA COUNTY, INC.

Attachment 5.2-h

In accordance with Board policy, each requested Sunday use of facilities is brought to the Board for approval. The Easter Seal Society for Crippled Children and Adults of Santa Barbara County, Inc., has requested the use of the college gymnasium for its Wheelchair Basketball Program on three Sundays – December 12, 1976 and January 16 and 23, 1977. The costs of supervision and custodial services will be borne by the Society.

The Superintendent recommends approval of the use of the specified facilities by the Easter Seal Society for Crippled Children and Adults of Santa Barbara County, Inc., for December 12, 1976 and January 16 and 23, 1977.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. RECOMMENDED APPROVAL OF THE BUDGET CALENDAR FOR 1977-78

Attachment 5.2-1

Annually, the Board of Trustees establishes the budget process sequence, the result of which are the adopted budget in August. The proposed Budget Calendar for 1977-78 has been submitted to the Resources Allocation Review Board, approved by that body, and is hereby recommended for your approval.

It is the intent that this year a budget can be firmly established by the end of May, 1977.

The Superintendent recommends the approval of the 1977-78 Budget Calendar as outlined in Attachment 5.2-1.

j. CONSIDERATION OF ACCEPTANCE OF PORTIONS OF SITE DEVELOPMENT, PHASE I-A, AS BEING SUBSTANTIALLY COMPLETE

Attachment 5.2-j

The architects for this project have indicated that certain portions of the landscaped area may be completed and ready for acceptance by October 28.

Dr. Sorsabal will discuss the situation at the meeting.

6. GENERAL INFORMATION

6.1 REPORT ON COMING EVENTS, MR. JIM M. WILLIAMS

7. ADJOURNMENT

The next meeting of the Board of Trustees has been specially-scheduled for Thursday, November 18, 1976 at 4:00 pm in the Board Room of Santa Barbara City College, Santa Barbara, California.