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

October 27, 1977
3:00 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 13, 1977
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. REPORT OF ACTION BY STATE ALLOCATIONS BOARD
         The State Allocations Board approved the District's request to continue use of the Nopal Street facility for the Marine Tech Program until August 31, 1978 pursuant to A.B. 1794 passed in August, 1977.
      b. REPORT ON COMING EVENTS, MR. JIM M. WILLIAMS

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS/SUBSTITUTES (DAY & EVENING)
            Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF HOURLY, CHANGES OF PREVIOUSLY-APPROVED INSTRUCTORS, AND SUBSTITUTE, CONTINUING EDUCATION DIVISION
            Attachment 2.1-a(2)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS: CHARLES HAYES and KENNETH ZANOSCO, P.E. DEPARTMENT, FALL SEMESTER 1977

Attachment 2.1-a(3)

(4) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS - TWILIGHT COLLEGE, 10/10/77 - 12/16/77

Attachment 2.1-a(4)

(5) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(5)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL EXPERTS (CONSULTANTS): CIRENIO RODRIGUEZ and MARTA SANCHEZ-ZILZ, TITLE VII BILINGUAL/CROSS CULTURAL PROGRAM, 10/1/77 - 6/30/78

Attachment 2.1-b(1)

The Board has previously approved Cirenio Rodriguez and Marta Sanchez-Zilz as professional experts (consultants) to provide support in the Title VII Bilingual/Cross Cultural Program. A continuation of the program has been recommended by the program's supervisor as indicated in the attached. Appropriate federal and state grant funds are available to support continuation of this program.

It is recommended that approval be given for employment of Cirenio Rodriguez and Marta Sanchez-Zilz as professional experts (consultants) for the Title VII Bilingual/Cross Cultural Program for the period October 1, 1977 through June 30, 1978, pending approval of funding in a later agenda item.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS, (NON-CLASSIFIED SERVICE EMPLOYEES)

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS, (NON-CLASSIFIED SERVICE EMPLOYEES), CONTINUING EDUCATION DIVISION

Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: COLLEGE WORK STUDY (ON- AND OFF-CAMPUS) AND TUTORIAL PROGRAMS

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF CHANGE OF SHIFT: BRIAN A. BEACH, CUSTODIAN, FROM GRAVEYARD SHIFT TO DAY SHIFT, EFFECTIVE 11/1/77

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF CHANGE OF RESIGNATION DATE: IRENE BUTLER, ADMIN.SEC., BUSINESS SERVICES, FROM 11/18/77 TO 11/30/77

Attachment 2.2-a(5)

(6) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: MARIANN A. ZACHARELLIS, FIN.AIDS CLK., FINANCIAL AIDS, EFFECTIVE 10/28/77 FOR APPROX. 6-8 WEEKS

Attachment 2.2-a(6)

(7) RECOMMENDED APPROVAL OF YEARLY SALARY INCREMENTS

Attachment 2.2-a(7)

(8) RECOMMENDED APPROVAL OF YEARLY SALARY INCREMENTS, MANAGEMENT/SUPERVISORY/CONFIDENTIAL

Attachment 2.2-a(8)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(9) RECOMMENDED APPROVAL OF LONGEVITY INCREMENTS: ROBERT E. BENNETT, CUSTODIAN, AND LOIS E. BLICKENSTAFF, TEACHER'S AIDE, BOTH 10 YEARS

Attachment 2.2-a(9)

(10) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.2-a(10)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF TRANSFERS: LAURO S. ORTIZ, FROM CUSTODIAN TO MAINTENANCE TRAINEE, EFFECTIVE 11/1/77; AND MARIAN F. RAPP, FROM ADM. SEC., INSTRUCTION OFFICE, TO ADM. SEC. (CONFIDENTIAL), BUSINESS SERVICES, EFFECTIVE 11/21/77

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF PROFESSIONAL CONSULTANT: WILLIAM LOMBARD, PRINTING & Duplicating Dept., EFFECTIVE 10/28/77

Attachment 2.2-b(2)

The lack of availability of qualified hourly linotype operator help in the Print Shop is interfering with the production of The Channels newspaper. It is requested that Mr. Lombard be employed as a Professional Consultant to operate the linotype until a study of the alternative methods of producing the newspaper is completed.

It is recommended that approval be given to employ William Lombard as a Professional Consultant, Print Shop, effective 10/28/77 (not to exceed 90 days).

(3) RECOMMENDED APPROVAL OF APPOINTMENT: LUCAS R. TOMASSO, BOOKSTORE ASST. MANAGER, BOOKSTORE (REPLACING C. LEY), EFFECTIVE 11/1/77

Attachment 2.2-b(3)
2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF DISTRICT POLICY ON A PRIORITY SYSTEM FOR REGISTRATION AND ENROLLMENT AND ADOPTION OF RESOLUTION No. 13 (1977-78)

Attachment 3.2

The Board of Governors has adopted new Title V regulations providing for each community college district to adopt a policy on a priority system for registration and enrollment.

This item was referred at the October 13 Board meeting back to the Educational Policies Subcommittee for further consideration.

It has been re-considered by the subcommittee and adoption of Resolution No. 13 (1977-78) as the policy on a priority system for registration and enrollment is recommended.

3.3 RECOMMENDED APPROVAL OF ADN SELECTION PROCEDURES FOR 1977-78

Attachment 3.3

The Educational Policies Subcommittee of the Board of Trustees has considered ADN selection procedures suggested by the ADN faculty.

The proposed procedure for 1977-78 is contained in Attachment 3.3. The committee recommends adoption of the proposed procedure for 1977-78 with the understanding that it is the intention of the Board for future years to establish a pool of candidates through the use of scores on achievement tests in Mathematics, English, and Science.

4. CURRICULUM AND INSTRUCTION

No items
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. P78-0759 through and including P78-0889.

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 ACCEPTANCE OF FUNDS FOR BILINGUAL/CROSS CULTURAL TEACHER TRAINING GRANT

Attachment 5.2-a

The District has been notified that the U.S. Office of Education has approved of the Bilingual/Cross Cultural Teacher Training proposal. The share of the grant applicable to Santa Barbara City College is $15,755. Attachment 5.2-a delineates the budget categories for which the funds are appropriated.

The Superintendent recommends acceptance of the award of $15,755 for its share of the Bilingual/Cross Cultural Teacher Training Grant.

b. RECOMMENDED APPROVAL OF LEASE OF FACILITIES FOR INDO-CHINESE INSTRUCTIONAL PROGRAM

A lease has been negotiated with the Salvation Army for use of facilities in which to conduct the Indo-Chinese Instructional Program. This site has been selected because of its proximity to the participants. The lease requires a rental fee of $120 per month.

Dr. Sorsabal will speak in detail to this item at the meeting.

It is recommended that approval be given of a lease of facilities with the Salvation Army at a monthly cost of $120.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED APPROVAL OF FEE STRUCTURE FOR USE OF THE JAMES R. GARVIN MEMORIAL THEATRE

Attachment 5.2-c

Pursuant to the Board's adopted Community Services Policy, a fee structure has been developed to reflect charges for use of the Performing Arts facilities, and specifically the James R. Garvin Memorial Theatre. This item will be discussed in detail at the meeting.

The Superintendent recommends approval of the James R. Garvin Memorial Theatre Schedule of Facility Use Fees as delineated in Attachment 5.2-c.

d. RECOMMENDED APPROVAL OF AMENDMENT TO 1977-78 MILEAGE ALLOWANCES LIST

Attachment 5.2-d

The attachment covers mileage allowances for Work Experience activities for the Fall semester 1977. Also listed is an allowance for a Summer Session instructor inadvertently omitted in previous amendments to the Master List.

Approval of the amendment contained in Attachment 5.2-d is recommended.

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

Enclosure #1

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

It is recommended that updated portions of the Civil Defense, Disaster and Disturbance Plan, as contained in Enclosure #1, be approved.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED CONSIDERATION OF ADDITIONAL EXPENDITURES FROM
   APPROVED 1977-78 RARB PRIORITIZATION LIST

Attachment 5.2-f

The final adopted Budget for 1977-78 reflects inclusion of Items #2 through #10 of the RARB Prioritization List For 1977-78. A review of the fourth week attendance figures and a projection of attendance based upon the fourth week figures indicate that the original projections were close to accurate and consideration of additional items can be made at this time.

It is possible to consider an allocation up to $130,000 for priority items. Within this allocation, funds would be available for the NSF Equipment Grant approved at the Board meeting of October 13, 1977; this project could be funded.

Dr. Sorsabal will discuss the basis and implications of this recommendation.

8. PRESENTATION OF DISTRICT FINANCIAL REPORTS FOR THE QUARTER
   ENDING SEPTEMBER 30, 1977

Enclosure #2

Enclosure #2 contains the financial report for the quarter ending September 30, 1977 for the following funds and accounts:

Associated Student Trust Fund
Bond Building Fund
Cafeteria Account
Children's Center Fund
Children's Center Special Reserve Fund
Construction & Rehabilitation Fund
General Fund
Restricted:
   Community Services Override
   Lease Cost Override
   Harold R. Frank Trust Account
   Marine Technology Special Reserve Fund
   Special Reserve Fund

This is presented as information. Dr. Sorsabal will respond to any questions.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. REPORT OF SUMMARY OF OPERATIONS OF CAMPUS BOOKSTORE AND STUDENT FINANCE

Enclosure #3

Enclosure #3 contains a summary of the operations of the Campus Bookstore and Student Finance for the period ending September 30, 1977.

This is an information item.

i. RECOMMENDED APPROVAL OF THE 1978-79 BUDGET CALENDAR

Attachment 5.2-i

Each year the Board of Trustees establishes the budget process sequence which results in the adoption of the budget in August. The proposed Budget Calendar for 1978-79 has been approved by the Resource Allocation Review Board. The intent is to have a firmly established 1978-79 budget by the end of May, 1978.

Approval of the 1978-79 Budget Calendar, contained in Attachment 5.2-i, is recommended.

j. RECOMMENDED AUTHORIZATION TO RELOCATE TEMPORARY BUILDINGS ON THE SANTA BARBARA CITY COLLEGE CAMPUS

Attachment 5.2-j

The current District Five-Year Construction Plan includes the relocation and/or renovation of four temporary buildings (Priority No. 8). One temporary in this project has been renovated for duplicating and it is now recommended that the three temporary structures at La Playa Stadium be relocated and re-conditioned for instructional use. Attachment 5.2-j contains a description and schedule of the proposed project.

It is recommended that the staff be authorized to relocate three temporary buildings to the Santa Barbara City College Mesa from La Playa Stadium and provide storage space for physical education and maintenance.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED APPROVAL OF EMPLOYMENT OF ARENDT, MOSHER, GRANT, PEDESEN, PHILLIPS, ARCHITECTS, FOR CONSULTING SERVICES IN RELOCATION OF TEMPORARY BUILDINGS

Attachment 5.2-k

The relocation of three temporary buildings will require some architectural consultation to coordinate utility connections, obtain approvals, and develop specifications. Arendt, Mosher, Grant, Pedersen, Phillips are project architects for the Campus Center project which is immediately adjacent to the relocation site for the temporary buildings. The architects have proposed to provide necessary consulting services to assist the District in the relocation at an hourly rate as needed per Attachment 5.2-k.

Approval of the employment of Arendt, Mosher, Grant, Pedersen, Phillips, architects, for consulting services in relocation of temporary buildings at a cost not to exceed $2,000 is recommended.

1. CONSIDERATION OF INITIAL ENVIRONMENTAL STUDY FOR RELOCATION OF TEMPORARY BUILDINGS

Enclosure #4

District staff, in accordance with procedures adopted by the Board, has prepared an initial study to determine whether an Environmental Impact Report (EIR) or Negative Declaration should be prepared for the relocation of three existing temporary buildings. The initial study indicates that the relocation will not have a significant effect on the environment.

It is recommended that a Negative Declaration be prepared and a public meeting be set for a future environment hearing.

6. GENERAL INFORMATION

No items

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, November 10, 1977 at 3:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.