AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

November 10, 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 27, 1977

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

a. REPORT OF ATTENDANCE AT FALL CONFERENCE OF CCJCA

b. NOMINATIONS FOR MEMBERS TO THE COUNTY COMMITTEE ON
   SCHOOL DISTRICT ORGANIZATION

   Attachment 1.7-b

c. REPORT ON COMING EVENTS

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

   (1) RECOMMENDED APPROVAL OF HOURLY SUBSTITUTES (DAY & EVENING),
       HOURLY INSTRUCTORS (DAY & EVENING), AND CHANGES FOR PRE-
       VIOUSLY-APPROVED HOURLY SUBSTITUTES (DAY & EVENING)

       Attachment 2.1-a(1)

   (2) RECOMMENDED APPROVAL OF CHANGES/ADDITIONS OF PREVIOUSLY-
       APPROVED INSTRUCTORS, CONTINUING EDUCATION DIVISION

       Attachment 2.1-a(2)
AGENDA - Regular Meeting
Board of Trustees - SBCCD
November 10, 1977

2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS: SUSAN W. CRAPO (ART) AND STANFORD T. CRAPO (MACHINE SHOP & WELDING/MARINE TECH), FALL 1977 SEMESTER

Attachment 2.1-a(3)

(4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(4)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF REDUCTION IN CONTRACT: SYDNEY SIEMENS, ASSOCIATE PROFESSOR, ADN PROGRAM, FROM FULL-TIME TO 33-1/3% CONTRACT, EFFECTIVE SPRING 1978 SEMESTER

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF CHANGE IN HOURLY SALARY PLACEMENT: ROBERT W. BROWN, INSTRUCTOR, ENGLISH

Attachment 2.1-b(2)

Upon reviewing the transcripts for Robert Brown, it has been discovered that he was eligible for placement at a higher salary classification on the hourly instructors' salary schedule.

Therefore, his salary placement for the 1975-76 college year should be changed from II-4 to III-4, and his placement for the 1976-77 college year should be changed from II-5 to III-5. This change will result in a retroactive payment in the amount of $402.78.

Approval of the change in salary placement is recommended.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

Attachment 2.2-a(1)
AGENDA - Regular Meeting
Board of Trustees - SBCCD
November 10, 1977

2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(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), GENERAL AND TUTORIAL PROGRAMS

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF YEARLY SALARY INCREMENTS

Attachment 2.2-a(4)

(5) RECOMMENDED ACCEPTANCE OF RESIGNATION: TIMOTHY HALL, TUTOR II, TUTORIAL CENTER, EFFECTIVE 10/31/77

Attachment 2.2-a(5)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL CONSULTANT: NAOMA R. HAYNES, CONTINUING EDUCATION DIVISION

Attachment 2.2-b(1)

Naoma Haynes, former employee (retired), is recommended as a professional consultant to substitute for Linda Jones, Account Clerk, who will be on a leave of absence from December 7 through December 23, 1977.

It is recommended that approval be given to appoint Ms. Naoma Haynes as a Professional Consultant, effective 12/7/77 through 12/23/77.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF REVISION OF CLASSIFIED PERSONNEL RULES & REGULATIONS, SECTION 1400

Attachment 2.2-b(2)

The Personnel Department has reviewed and revised Section 1400 which deals with recruitment, selection and examination of classified service employees.

Proposed revisions in the attachment contain three new subsections -- Promotional Recruitments (1410.12), Upward Mobility Training (1410.13), and Permanent Employee Preference (1410.14). These subsections place greater emphasis on staff development and promotion of district employees. Other revisions make the selection process more efficient while ensuring selection of the best qualified applicants for district positions.

The proposed revisions have been reviewed by all district supervisors, the Affirmative Action Committee, and the Board Educational Policies Subcommittee. On November 1, 1977, the subcommittee discussed the proposed revisions and recommended their approval.

It is recommended that approval be given to revise Section 1400 of the Classified Personnel Rules & Regulations, as contained in Attachment 2.2-b(2), effective November 14, 1977.

(3) RECOMMENDED APPROVAL OF APPOINTMENT: IRIS BECKER, TYP. CLK.INT., PERSONNEL SERVICES (CETA EMPLOYEE) EFFECTIVE 11/14/77

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: BARBARA J. POINTER, TYP.CLK.INT., SECRETARIAL SUPPORT SERVICES CENTER (CETA EMPLOYEE), EFFECTIVE 11/14/77

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT OF ADMINISTRATIVE SECRETARY, CONFIDENTIAL, BUSINESS SERVICES OFFICE (REPLACING I. BUILER) -- TO BE ANNOUNCED AT BOARD TIME
2. PERSONNEL - continued:
   2.3 GENERAL PERSONNEL

   No items

3. STUDENT SERVICES
   3.1 REPORT BY ASSOCIATED STUDENTS
   3.2 STUDENT CHARACTERISTIC REPORTS

   Enclosure #1

   Enclosure #1 contains a summary of student characteristic studies for the past five years and the Fall 1977 study.

   This is an information item.

4. CURRICULUM AND INSTRUCTION
   4.1 REPORT ON THE STATUS OF EDUCATIONAL PROGRAMS

   Attachment 4.1

   Each year the District is required to submit an update of Educational Programs outlining potential programs at Santa Barbara City College to the Chancellor's Office. The report is merely a planning device and is not the Academic Master Plan. The Academic Master Plan is to be submitted in Spring, 1978.

   The Inventory of Programs is included in the attachment. Dr. Richard Sanchez will be present to speak to this item.

   It is recommended that approval be given to the Inventory of Programs.

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. P78-0648, P78-0885, and P78-0990 through and including P78-1005.
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

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.

c. INSPECTOR'S REPORT NO. 2 - MARINE TECHNOLOGY BUILDING

Attachment 5.1-c

Due to delay in receipt of a distribution breakdown, the inspector's narrative report is being presented at this time.

5.2 NON-ROUTINE

a. RECOMMENDED ACCEPTANCE OF 485 BOOKS FROM MR. & MRS. PARKE H. KOOSER

Attachment 5.2-a

Mr. and Mrs. Kooser have generously offered these books to the Library and are in the area of Literature, History, Philosophy and Psychology. The books have an estimated value of $750.

The Superintendent recommends acceptance of these books and requests authorization to send a letter of appreciation to Mr. and Mrs. Parke H. Kooser.

b. REPORT ON GRANTS ACTIVITY IN 1976-77

Enclosure #2

Enclosure #2 contains a report from Mr. Burt Miller regarding grants activity in academic year 1976-77.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED ADOPTION OF POLICY ON GRANTS FOR SPECIAL PROJECTS

Attachment 5.2-c

For some time there has been felt a need to have a district policy governing the terms and conditions under which grants may be sought. Such a policy will assure proper internal review and fairer allocation of resources when matching funds, or new personnel, are required or when curriculum is affected.

The proposed policy has been reviewed and approved by the Resources Allocation Review Board and was discussed by the Board Educational Policies Subcommittee.

Mr. Burt Miller will be present to discuss the proposed policy or to answer questions.

Adoption of the policy on grants for special projects is recommended.

d. RECOMMENDED APPROVAL OF SUNDAY USE OF FACILITIES

Attachment 5.2-d

Two requests for Sunday use of facilities are included in the attachment.

First is a request from Friends of the Santa Barbara Public Library for use of the Alhecama Theater on December 4.


Approval of these Sunday uses is recommended.

e. RECOMMENDED APPROVAL OF COMBINED HEALTH AGENCY DRIVE (C.H.A.D.)

The District has been requested by the representatives of C.H.A.D. to authorize a fund-raising drive within the District. The purpose of this drive is to provide a one-time solicitation for the various health agencies which are not included in the United Way Drive.

The Superintendent recommends approval of the authorization for the District to participate in the Combined Health Agency Drive (C.H.A.D.).
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED APPROVAL OF REVISION OF DISTRICT TRAVEL AND CONFERENCE REGULATIONS AND PROCEDURES

Attachment 5.2-f

A review of the current District Travel and Conference Regulations & Procedures with regard to reimbursement for travel by employees on District business indicates that in most instances the current level of reimbursement requires the employees to pay a considerable amount from their own funds without being reimbursed. Current policy calls for reimbursement of a maximum of $25 per day for room and board when overnight lodging is required. A review of appropriate accommodations would indicate that generally rooms are now in excess of $25 per day, thereby leaving no funds for reimbursement of meals. The recommendation is that the average daily maximum for combined food and lodging be $50, with lodging at $35 per day maximum and food at $15 per day maximum. This item will be discussed in detail at the meeting.

The Superintendent recommends approval of the revised policy for meals and lodging as outlined in the District's Travel and Conference Regulations & Procedures.

g. RECOMMENDED APPROVAL OF AUTHORIZATION TO PROVIDE FOOD SERVICES UNDER THE SANTA BARBARA NUTRITION PROGRAM

The District has been contacted by Mrs. Lillian Chase, representing the residents of the SHIFCO (Senior Housing Interface Corporation) project on the Mesa, to provide limited food service for some residents of the project. The project is funded through the Santa Barbara Nutrition Program and would provide two noon meals per week during those periods when the Food Services operation is functioning. The cost to the residents would be $1.85 per meal per day and would initially provide twenty-two meals; the program could be expanded to a maximum of fifty meals. This item will be discussed in detail at the meeting.

The Superintendent recommends the Board authorize the District to provide limited food services to the residents at the SHIFCO Project on the Mesa.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #78-012, 013 AND 014

Attachment 5.2-h

#78-012 in the amount of $441: From Salary Account to In-Service Account to correct account for EOP Grant used by EOP Cost Center.

#78-013 in the amount of $2,032: From Other Operation to Supply & Field Trip accounts to correct accounts where expenditures will be charged for HRM Cost Center.

#78-014 in the amount of $2,600: From Certificated Hourly to Student Hourly account for student help in Learning Center (recommended by RARB 9/14/77).

It is recommended that the above appropriation transfers be approved.

i. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #78-011 AND ADOPTION OF RESOLUTION No. 14 (1977-78)

Attachment 5.2-i

#78-011 in the amount of $638: Transfer of funds from Contingencies to Salary Account to correct budgeted amount used for salaries for the Capitation Grant in the Health Occupations Cost Center.

It is recommended that Appropriation Transfer #78-011 be approved and Resolution No. 14 (1977-78) be adopted.

j. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #78-015 AND ADOPTION OF RESOLUTION No. 15 (1977-78)

Attachment 5.2-j

#78-015 in the amount of $43,430: Transfer of funds from Contingencies to accounts to set up matching District funds for the Adult Education Grant, Special Program Cost Center for Continuing Education Division.

It is recommended that Appropriation Transfer #78-015 be approved and Resolution No. 15 (1977-78) be adopted.
AGENDA - Regular Meeting
Board of Trustees - SBCCD
November 10, 1977

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #78-016 AND ADOPTION OF RESOLUTION No. 16 (1977-78)

Attachment 5.2-k

#78-016 in the amount of $3,200: Transfer of funds from Contingencies to appropriate accounts (4% administrative fee from H.E.W. monies) for additional supplies, printing and hourly help in Financial Aids Office.

It is recommended that Appropriation Transfer #78-016 be approved and Resolution No. 16 (1977-78) be adopted.

1. RECOMMENDED ADOPTION OF RESOLUTIONS TO ADD NEW MONIES TO THE GENERAL FUND

Attachment 5.2-1

In accordance with present accounting procedures, it is necessary to increase the District's Income Budget and distribute new monies to the proper cost centers.

Therefore, it is recommended that:

Resolution No. 17(1977-78) be adopted to add $15,755 (Federal Bilingual/Cross Cultural Grant) to the General Fund and distribute to the American Ethnic Cost Center;

Resolution No. 18(1977-78) be adopted to add $28,050 (State Bilingual/Cross Cultural Grant) to the General Fund and distribute to the American Ethnic Cost Center;

Resolution No. 19(1977-78) be adopted to add $17,065 (Adult Education Project) to the General Fund and distribute to the Special Programs Cost Center, Continuing Education Division;

Resolution No. 20(1977-78) be adopted to add $20,674 (CETA 1977-78 ESL Program) to the General Fund and distribute to the Special Programs Cost Center, Continuing Education Division;

Resolution No. 21(1977-78) be adopted to add $3,976 (Summer CETA Program) to the General Fund and distribute to the Special Programs Cost Center, Continuing Education Division;

Resolution No. 22(1977-78) be adopted to add $16,464 (Capitation Grant) to the General Fund and distribute to the Health Occupations Cost Center.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

m. RECOMMENDED CONSIDERATION OF ADDITIONAL EXPENDITURES FROM APPROVED 1977-78 R.A.R.B. PRIORITIZATION LIST

Attachment 5.2-m

At the last Board meeting, this item was referred to the Budget Subcommittee for discussion and analysis.

The committee will report its recommendations.

n. RECOMMENDED APPROVAL OF SUBMISSION OF REVISED BUDGET FOR PLAN FOR SERVICES TO THE HANDICAPPED FOR 1977-78

Enclosure #3

On April 28, 1977, the Board approved the 1977-78 Plan For Services to the Handicapped with an estimated budget of $62,967. Subsequent to that submission, the District has been advised that additional items should be added to the budget and program. These additional changes will be found in Enclosure #3. This item will be discussed in detail at the meeting. All excess costs will be reimbursed by the State through A.B. 77.

It is recommended that approval be given for submission of the revised budget and program for the Plan For Services To The Handicapped for 1977-78 as contained in Enclosure #3.

o. RECOMMENDED RATIFICATION OF CHANGE ORDER No. 1, MARINE TECHNOLOGY BUILDING PROJECT, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-o

Ratification of Change Order No. 1 is requested in order that progress of the construction be expedited. This change order does not require any additional change in the contract price; it makes technical changes to the original plans and specifications. This change has been reviewed by the Board Facilities Subcommittee.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original contract</td>
<td>$599,900</td>
</tr>
<tr>
<td>Change Order No. 1</td>
<td>-0-</td>
</tr>
<tr>
<td>New Contract Price.</td>
<td>$599,900</td>
</tr>
</tbody>
</table>

It is recommended that Change Order No. 1 be ratified at no additional cost to the contract with J. W. Bailey Construction Company, contractor.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

p. RECOMMENDED APPROVAL OF WORKING DRAWINGS FOR THE PHYSICAL SCIENCE ADDITION AND RENOVATION PROJECT AND AUTHORIZATION TO GO TO BID

Attachment 5.2-p

The architects have completed preparation of the construction documents and their approval has been obtained from the Office of the State Architect and California Community Colleges. The Coastal Commission hearing for this project is scheduled for November 4, 1977. A report of the hearing will be made at the Board meeting. Matching State funds for construction have been released by the California Public Works Board. The current architects' estimate for the project is $877,786. The attachment includes the anticipated schedule of construction and State and District budgets for total projects costs.

The Superintendent recommends approval of the Physical Science Addition and Renovation working drawings and requests authorization be given to staff to advertise for bids, subject to Coastal Commission approval.

q. RECOMMENDED APPROVAL OF SCHEMATIC DRAWINGS FOR THE CAMPUS CENTER (HRM) ADDITION AND AUTHORIZATION TO PROCEED WITH PRELIMINARY PLANS

Attachment 5.2-q

On September 22, 1977, the Board approved revising the Campus Cenzer (HRM) Addition program to 3,840 ASF of new space (omitting all Campus Center renovation), relocation of the existing Bookstore and addition of 960 ASF to the Bookstore. The architect has completed the revised schematic drawings for this project and will be at the meeting to present the drawings to the Board. If approved by the Board, the architect will proceed with the design development phase of work and District staff will request release of working drawings funds from the State Public Works Board. The attachment includes the anticipated time schedule for the project.

The Superintendent recommends approval of schematic drawings for the Campus Center (HRM) Addition and requests authorization to proceed with preliminary plans.
AGENDA - Regular Meeting
Board of Trustees - SBCCD
November 10, 1977

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

r. CONSIDERATION OF PROPOSED NEGATIVE DECLARATION FOR RELOCATION OF TEMPORARY BUILDINGS

Attachment 5.2-r

The Negative Declaration for this project was completed and distributed in accordance with the Board's recommendation of October 27, 1977.

A public hearing will be held to afford an opportunity for the public to express their opinion concerning the proposed Negative Declaration orally or in writing.

The Board will then consider the proposed Negative Declaration for the relocation of temporary buildings.

6. GENERAL INFORMATION

No items

7. ADJOURNMENT

The next meeting of the Board of Trustees is a specially-scheduled meeting for Thursday, December 1, 1977 at 3:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.