AGENDA

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

December 1, 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 NOVEMBER 10, 1977
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. REPORT ON MEETING OF CHANCELLOR'S ADVISORY COMMITTEE
      b. REPORT ON COMING EVENTS, MR. JIM WILLIAMS

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF HOURLY SUBSTITUTES AND HOURLY
             INSTRUCTORS (DAY & EVENING), FALL 1977 SEMESTER
             Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, SUBSTITUTES,
             AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION
             Attachment 2.1-a(2)
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2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

   (3) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS:
       STEVEN ROSS, ATHLETICS

       Attachment 2.1-a(3)

   (4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

       Attachment 2.1-a(4)

b. NON-ROUTINE

   No items

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

       Attachment 2.2-a(1)

   (2) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (NON-CLASS-
       IFIED 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 INCREMENT

       Attachment 2.2-a(4)

   (5) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

       Attachment 2.2-a(5)
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine

(1) RECOMMENDED APPROVAL OF APPOINTMENT: EDWARD L. CLODFELTER, A-V REPAIR TECH., A-V DEPT. (REPLACING J. MORIN), EFFECTIVE 12/5/77

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT: MARY GONZALEZ, TYP. CLK., INT., (CETA RESTRICTED POSITION), EFFECTIVE 12/5/77

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: MICHAEL A. RUDOLPH, GROUNDSKEEPER, FACIL. & OPER. DEPT., (NEW POSITION), EFFECTIVE 12/5/77

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF REQUESTS FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS

Attachment 2.2-b(4)

Previous to July 1, 1977, the District's personnel rules allowed use of personal necessity leave in cases of family illness. Personal necessity days off would be charged to sick leave balances. The recently negotiated CSEA contract does not allow for such use of personal necessity leave for family illness, but provides that approval may be given on a case-by-case basis.

It is recommended that Personal Necessity Leave be allowed for family illness for those employees listed in Attachment 2.2-b(4).

2.3 GENERAL PERSONNEL

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS
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4. CURRICULUM AND INSTRUCTION

4.1 REPORT ON RESPONSE TO AUDIT OF VEA EXPENDITURES

Attachment 4.1

In late September, State auditors examined district documents and claims for VEA funds for the year ending June 30, 1975.

Attachment 4.1 contains the audit report and a report by Mr. Elkins of district action and follow-up in response to recommendations in the audit report.

4.2 RECOMMENDED APPROVAL OF 1978 WINTER TERM COURSES, CONTINUING EDUCATION DIVISION

Attachment 4.2

It is recommended that the courses for the Winter Term 1978 for the Continuing Education Division be approved as contained in Attachment 4.1.

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. P67-2759 (Prior Year), and P78-1006 through and including P78-1133.

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. 4, MARINE TECHNOLOGY BUILDING

Attachment 5.1-c
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5. BUSINESS SERVICES - continued:

5.2 NON ROUTINE

a. COUNTY FINANCIAL DATA REPORT

Enclosure #1

Enclosure #1 is the annual Santa Barbara County Financial Data Report. This is an information item.

Dr. Sorsabal will respond to questions on the report.

b. TOOLS FOR SCHOOLS REQUEST

Enclosure #2

On October 13, 1977, the Board of Trustees authorized the staff to seek equipment through the "Tools For Schools" Program.

Enclosure #2 contains a copy of the proposal which has been submitted. This item is for information. No action is required.

c. RECOMMENDED ACCEPTANCE OF THE AUDIT REPORT FOR THE SANTA BARBARA COMMUNITY COLLEGE DISTRICT FOR THE 1976-77 FISCAL YEAR

Enclosure #3

The annual independent financial audit of the District has been completed by Mr. William H. Kendall, C.P.A. The audit report and its implications will be discussed at the meeting.

The Superintendent recommends acceptance of the audit report and further recommends payment of the audit fee.

d. RECOMMENDED APPROVAL OF REQUEST FOR SUNDAY USE OF FACILITIES

Attachment 5.2-d

The Santa Barbara Elks, Lodge #613, has requested use of the gymnasium for Sunday, January 8, 1978 and January 22, 1978 for purposes of a free throw basketball contest (Hoop Shoot) for boys and girls in the 8-13 age group.

The Superintendent recommends approval of this request.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. RECOMMENDED RATIFICATION OF CHILD CARE FOOD PROGRAM APPLICATION

Attachment 5.2-e

Annually, the District submits an application for participation in the Child Care Food Program. This year the application was submitted on November 7.

The Superintendent recommends ratification of the submission of the application for participation in the Child Care Food Program for the period October 1, 1977 through September 30, 1978.

f. RECOMMENDED APPROVAL OF STIPEND PAYMENTS - CLUSTER LEADERS AND DEPARTMENT CHAIRPERSONS

Attachment 5.2-f

Attachment 5.2-f lists the names of staff members who, according to District policy, are eligible to receive a stipend for supplemental services rendered.

The Cluster Leaders will receive two (2) equal payments on December 1, 1977 and March 10, 1978. The Department Chairpersons will receive payment on December 10, 1977 and March 10, 1978.

It is recommended that stipends be paid in the amounts and to the individuals listed in Attachment 5.2-f.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

g. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #78-018, 023, 024, 026, 027, 028, 029, 033, and 035

Attachment 5.2-g

#78-018 in the amount of $2,200: Transfer from Supplies to County Contract Account to correct account number.

#78-023 in the amount of $1,040: Transfer from Repairs to Supplies Account to redistribute to correct account numbers as requested by Athletic Department.

#78-024 in the amount of $162: Transfer from Supplies to Repair account for repair cost on safe for Student Activities Office.

#78-026 in the amount of $1,355: Transfer from Supplies to Books Account to correct account for HEA, Title IV Grant, Library.

#78-027 in the amount of $104: Transfer from Supplies to Repair Account for equipment repair for Dental Assisting Cost Center.

#78-028 in the amount of $500: Transfer from Supplies to Repair Account for equipment repairs for the Chemistry Cost Center.

#78-029 in the amount of $16,787: Transfer for Capitation Grant to correct object accounts.

#78-033 in the amount of $4,383: Transfer from Supplies to Equipment Account to correct distribution of carry-over funds, Electronics and Welding/Machine Shop Cost Center.

#78-035 in the amount of $150: Transfer from Supplies to Memberships Account for partial NLN membership dues against the Capitation Grant Funds.

These transfers are for internal actions in the Accounting Office.

It is recommended that the above appropriation transfers be approved.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

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

Attachment 5.2-h

In accordance with 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. 23 (1977-78) be adopted to add $6,000 (National Science Foundation Grant) to the General Fund and distribute to the Physics Cost Center.

Resolution No. 24 (1977-78) be adopted to add $20,879 (X-Ray Technician Grant) to the General Fund and distribute to the Radiologic Cost Center.

Resolution No. 25 (1977-78) be adopted to add $127,756 (Enabler/Handicapped Program) to the General Fund and distribute to the Enabler Cost Center.

i. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #78-025, 031, 034, 036, and 037 AND ADOPTION OF RESOLUTIONS PROVIDING FOR TRANSFER OF FUNDS FROM CONTINGENCIES ACCOUNT

Attachment 5.2-i

#78-025 in the amount of $18,852 and Resolution No. 26 (1977-78):
Transfer from Contingencies to Student Aid to set up funds in Continuing Education Budget to be used for the disadvantaged student.

#78-031 in the amount of $6,825 and Resolution No. 27 (1977-78):
Transfer from Contingencies to correct accounts for Continuing Education in several budget categories.

#78-034 in the amount of $6,035 and Resolution No. 28 (1977-78):
Transfer from Contingencies to Equipment Account as matching funds for the NSF Grant in the Physics Cost Center.

#78-036 in the amount of $29,518 and Resolution No. 29 (1977-78):
Transfer to Contingencies from F.I.R.E. Cost Center; from Contingencies to CETA Benefits; to Contingencies under Tutorial Cost Center.

#78-037 in the amount of $68,566 and Resolution No. 30 (1977-78):
Transfer from Contingencies per RARB Items #11 through #17 as approved by the Board on 11/10/77.

It is recommended that the above appropriation transfers be approved and that the above resolutions be adopted.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

j. RECOMMENDED ADOPTION OF RESOLUTION No. 31 (1977-78) FOR PARTICIPATION IN FEDERAL SURPLUS PERSONAL PROPERTY PROGRAM

Attachment 5.2-j

This District is eligible to participate in the Federal Surplus Personal Property Program. Periodically, the State of California Department of Education requests that each participating District update its eligibility. This resolution (in the attachment) would authorize Dr. Bailon, Dr. Sorsabal, Mr. Elkins, Mr. Ankeny, and Mr. Pickering to represent the District to acquire federal surplus property from the California State agency for surplus property.

It is recommended that Resolution No. 31 (1977-78) be adopted authorizing participation in the Federal Surplus Personal Property Program.

k. RECOMMENDED RATIFICATION OF EMPLOYMENT OF CHARLES MISTRETTA, MECHANICAL ENGINEER, FOR AUTO EXHAUST SYSTEM DESIGN AND AUTHORIZATION TO PROCEED WITH INSTALLATION

Ventilation problems in the accounting, admissions, records and counseling areas of the Administration Building have been isolated and determined to be the result of automobile exhaust emissions from the adjacent auto shop and quad. The solution to this problem will require the relocation of a fresh air vent and the installation of a filtered exhaust system for the auto shop quad area. In an effort to minimize the effects of the emissions in as short a time as possible, the administration has authorized Mr. Charles Mistretta, mechanical engineer, to design the exhaust system for the auto shop and determine the relation of the fresh air intake.

Mr. Mistretta will be present at the meeting to present design and cost data on the exhaust system.

The Superintendent recommends ratification of employment of Charles Mistretta, mechanical engineer, for auto exhaust system design and authorization to proceed with installation.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. CONSIDERATION OF SOLAR ASSISTANCE ALTERNATE FOR PHYSICAL SCIENCE ADDITION AND RENOVATION PROJECT

Attachment 5.2-1

The Public Utilities Commission in attempting to deal with dwindling natural gas reserves has developed priority criteria for its customers. Customer service will be interrupted per the established priorities listed in Attachment 5.2-1. District natural gas peak demand load is nearing the 100 or more MCF, which is the borderline between priority 1 and 2. Three major construction projects will be constructed in the next two years with potential of increasing natural gas demand beyond the 100 MCF limitation. Conservation measures are in operation to reduce consumption; however, District staff have recommended consideration be given to solar assistance for heating hot water in the Physical Science and Campus Center projects.

The architects for the Physical Science Addition project will be present at the meeting to present solar cost data for possible consideration as an alternate bid in the Physical Science Addition project.

m. CONSIDERATION OF INITIAL ENVIRONMENTAL STUDIES FOR CAMPUS CENTER (HRM) ADDITION AND BOOKSTORE RELOCATION

Enclosure #4

The Environmental Impact Report (EIR) for the District Master Plan included the Campus Center (HRM) Addition and relocation of the Bookstore. However, the scope of both of these projects has been reduced. The initial study for the revised programs has been completed by staff. The initial study indicates the reduced scope of this project will have less impact on the environment than the program considered in the Master Plan EIR.

It is recommended that a Negative Declaration be prepared and a public meeting be set for December 22, 1977, for an environmental hearing.
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6.  GENERAL INFORMATION

6.1  ITEMS FOR INSTITUTIONAL STUDY AND ACTION

Enclosure #5

For several years, the management staff prepared a list of items for study and action. These were goals for the year that went beyond the usual operational responsibilities of each administrative office.

For 1977-78, the practice of developing and implementing items for study and action is being renewed. Enclosure #5 contains the list of items for the current year.

7.  ADJOURNMENT

The next meeting of the Board of Trustees is the regular meeting for Thursday, December 22, 1977 at 3:00 p.m. in Room A-160 (Administrative Building) of Santa Barbara City College, Santa Barbara, California.