AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

December 22, 1977

Time: 3:00 p.m.
Room A-160 (Administration Bldg.)
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 SPECIAL MEETING OF DECEMBER 1, 1977

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

   a. REPORT ON CSBA-ACSA JOINT ANNUAL CONFERENCE, DECEMBER 9-11, 1977

   b. REPORT ON BOARD OF GOVERNORS' MEETING OF DECEMBER 8, 1977

   c. REPORT ON COMING EVENTS, MR. JIM WILLIAMS

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

   a. ROUTINE

      (1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS AND
          SUBSTITUTES (DAY & EVENING), FALL SEMESTER 1977

          Attachment 2.1-a(1)

      (2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, CHANGES/
          ADDITIONS OF PREVIOUSLY-APPROVED INSTRUCTORS, SUBSTITUTE,
          AND CONSULTANTS (LECTURERS), 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:
       ANNETTE OWEN AND DEBORAH WEEKS, GYMNASICS, P.E. DEPT.

       Attachment 2.1-a(3)

   (4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

       Attachment 2.1-a(4)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE; DR.
    TIMOTHY FETLER, PROFESSOR, SOCIAL SCIENCE, EFFECTIVE
    11/21/77 - 1/30/78

       Attachment 2.1-b(1)

       Dr. Timothy Fetler, Professor of Philosophy has re-
       quested a health of absence.

       It is recommended that approval be given to this
       request.

(2) 1978-79 SABBATICAL LEAVE APPLICATIONS

       Enclosure #1

   Enclosure #1 contains applications from faculty for
   sabbatical leaves for 1978-79. They are presented for
   information and for comment by the Board of Trustees. No
   action is recommended at this time. Representatives of
   the Professional Standards and Leave Committee will be
   available to respond to questions.

   It should be noted that the Professional Standards
   and Leave Committee and the Representative Council have
   examined applications with considerable care and concern
   for quality and that proposals and guidelines for quality
   control are being developed.
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), GENERAL AND TUTORIAL PROGRAMS

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF RETIREMENT DATE: IRENE BUTLER, ADMIN. SEC. (CONF.), BUSINESS SERVICES, 11/30/77

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF PROFESSIONAL CONSULTANT (EXTENSION OF WORK ASSIGNMENT): NAOMA R. HAYNES, CONTINUING EDUCATION DIVISION, 12/7/77 THROUGH 1/6/78

Attachment 2.2-a(5)

(6) RECOMMENDED APPROVAL OF REQUESTS FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS (7/15/77 THROUGH 12/6/77)

Attachment 2.2-a(5)

(7) RECOMMENDED APPROVAL OF RESIGNATION: ARDITH LERCKE, WOMEN'S CENTER ASST., WOMEN'S CENTER, EFFECTIVE 1/2/78

Attachment 2.2-a(7)

(8) RECOMMENDED APPROVAL OF PROBATIONARY DISMISSAL: O. Z. HOLLAND, CUSTODIAN, FACILITIES & OPERATIONS, EFFECTIVE 12/8/77

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

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(9) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREASES, CLASSIFIED PERSONNEL, AND MANAGEMENT/SUPERVISORY/CONFIDENTIAL EMPLOYEE

Attachment 2.2-a(9)

(10) RECOMMENDED APPROVAL OF LONGEVITY INCREASES: WILLIAM REGIS (10 YRS.), LIBRARY TECH., LIBRARY, AND MARY J. MOFFAT (20 YRS.), ADMIN.SEC., STUDENT PERSONNEL, BOTH EFFECTIVE JANUARY 1, 1978

Attachment 2.2-a(10)

(11) RECOMMENDED APPROVAL OF RETIREMENT: SHIRLEY PURDY, DIVISION AIDE, LIFE SCIENCE, EFFECTIVE FEBRUARY 9, 1977

Attachment 2.2-a(11)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF RETIREMENT: CHARLOTTE M. SPAFFORD, BUSINESS SERVICES ASST., BUSINESS SERVICES, EFFECTIVE JANUARY 31, 1978

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT: DARLENE E. BITAR, SECRETARY, DRAMA/MUSIC DEPT. (REPLACING P. FOLEY), EFFECTIVE 1/9/78

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: ROBERT GARCIA, CUSTODIAN, FACILITIES & OPERATIONS DEPT. (REPLACING O. Z. HOLLAND), EFFECTIVE 1/9/78

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: JAMES F. LYNN, CUSTODIAN, FACILITIES & OPERATIONS DEPT., EFFECTIVE 1/9/78

Attachment 2.2-b(4)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(5) RECOMMENDED APPROVAL OF SWING SHIFT DIFFERENTIALS: NICHOLAS VIENSELMAN, THEATRE TECH., MARK ALLEN, STAGECRAFT TECH., AND DARLENE BITAR, SEC., EFFECTIVE 11/1/77

Attachment 2.2-b(5)

The above-named employees are assigned to the Drama/Music Facility and provide the needed district staffing for drama and music as well as non-district productions.

These employees are required to maintain flexible work schedules and are called upon to work evening hours as productions are scheduled. The swing shift differential will be authorized during such work weeks as required upon completion of at least three days per week of swing shift work, per CSEA contract, Section 6.3.7.

It is recommended that approval be given for swing shift differentials for Nicholas Vieselman, Mark Allen, and Darlene Bitar, effective November 1, 1977, on an as-needed basis.

2.3 GENERAL PERSONNEL

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF ADDITIONAL 1978 WINTER TERM COURSES, CONTINUING EDUCATION DIVISION

Attachment 4.1

It is recommended that approval be given of the Continuing Education classes for the 1978 Winter Term as listed in Attachment 4.1.
CURRICULUM AND INSTRUCTION - continued:

4.2 RECOMMENDED APPROVAL OF OCCUPATIONAL EDUCATION ADVISORY COMMITTEES

Enclosure #2

Enclosure #2 contains the names of persons serving on twenty-eight individual lay advisory committees which serve both graded and non-graded occupational programs of the district. These advisory committees are a great asset to the college and its programs. Having such committees and listing them in this manner meets part of compliance requirements set forth in VEA Public Law 94-482.

It is recommended that the list of advisory committees be approved.

4.3 TWILIGHT COLLEGE

Enclosure #3

A questionnaire was developed for the Twilight College to determine significant items of information that would appear helpful in planning future sessions. These results are contained in Enclosure #3. In addition, a planning document for the Spring Twilight term is included.

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. P78-1117, and P78-1134 through and including P78-1271.

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. BUSINESS SERVICES - continued:

    5.2 NON-Routine

a. RECOMMENDED ACCEPTANCE OF GIFT OF ELECTRONIC ORGAN FROM MRS. FRANK FROST

    Attachment 5.2-a

    Mrs. Frank Frost has offered to give the college a two-manual electronic organ valued at $4,000.

    It is recommended that the gift be accepted and that a letter of appreciation be authorized.

b. RECOMMENDED ACCEPTANCE OF ADDITIONAL FUNDING OF $6,418 FOR THE NURSING STUDENT LOAN PROGRAM

    Attachment 5.2-b

    Notification has been received from the Department of Health, Education and Welfare of an additional allocation for the Nursing Student Loan Program in the amount of $6,418 for the 1977-78 fiscal year. Required matching District funds of $714 (1/9th of the federal contribution) are included in the 1977-78 adopted budget.

    The Superintendent recommends acceptance of the additional $6,418 for the Nursing Student Loan Program for the 1977-78 fiscal year.

c. RECOMMENDED RATIFICATION OF THE SUBMISSION OF A PROPOSAL FOR DEVELOPMENT OF A HEALTH CARE CONSUMER EDUCATION PROGRAM

    Enclosure #4

    This project proposes to develop a teacher resource manual to be used in classes for women in the effective use of health care services. Particular emphasis will be placed on women who have experienced difficulties in health care consumerism because of low socio-economic status, or limited English-speaking ability. Twenty percent matching is required. This requirement is proposed to be met by the college absorbing indirect costs. The proposal was mailed to meet a December 12 deadline.

    The Superintendent recommends ratification of the submission of this proposal.
5. BUSINESS SERVICES - continued:

5. NON-ROUTINE - continued:

d. RECOMMENDED RATIFICATION OF GRANT REQUEST FOR GRAPHIC COMMUNICATION PROJECT

Enclosure #5

Mr. John Morrisohn has developed and prepared a request for $4,700 in VEA funds to develop learning modules in graphic communication so that students may learn at a variable rate. This grant is requested under Sub-Part 3, P.L. 94-482.

The Superintendent recommends ratification of the submission of this grant request.

e. RECOMMENDED APPROVAL OF LEASE AGREEMENT WITH COUNTY SPLIT STUDY COMMISSION

Arrangements have been made for the County Split Study Commission to use Continuing Education office space during the period of the study they are conducting.

An agreement is being developed by County Counsel which will provide that the District be reimbursed only for direct costs.

It is anticipated that the agreement will be available for consideration and approval. It will be presented and discussed by Dr. Sorsabal.

f. RECOMMENDED AUTHORIZATION TO REQUEST OPTIONAL METHOD FOR COMPUTING DISTRICT AID, Education Code 84733

When tax revenues are less than would be collected because of a redevelopment agency, a district may request the Chancellor's office to compute district aid based upon the reduced assessed valuation. S.B. 1841 requires that this request be made once and that request would be honored until changed by the district. It has been the practice in this district to compute district aid by this optional method but it is now required that an official request be filed.

The Superintendent recommends the Board authorize staff to request the Chancellor's Office to compute district aid based upon a reduced assessed valuation due to the inclusion of the redevelopment agency.
AGENDA - Regular Meeting
Board of Trustees - SBCCD
December 22, 1977

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

8. RECOMMENDED ADOPTION OF RESOLUTION No. 32 (1977-78) ESTABLISHING NON-RESIDENT TUITION FEE FOR 1978-79

Attachment 5.2-g

Annually, by January 1, the Board is required to establish a non-resident tuition fee for credit students. The district has an option to either charge a fee based upon District prior year current expenses of education, or the statewide average expenditure per unit of average daily attendance. The district's computed current expense of education for 1976-77 for a full-time student is $1,307; the statewide average is $1,389. A per unit rate for less than full-time student is $43.50 for the district's expenditure and $46.30 for the statewide average.

Current legislation (AB 459, Ch. 915) does not allow a fee charge for non-credit, non-resident students; this is a change from past procedures.

The Superintendent recommends adoption of Resolution #32 (1977-78) establishing the non-resident tuition rate for the 1978-79 college year at $1,389 for full-time, non-resident credit students, or $46.30 per unit for less than full-time non-resident credit students.

h. RECOMMENDED APPROVAL OF HOURLY RATE INCREASE FOR COLLEGE WORK STUDY AND GENERAL STUDENT EMPLOYEES TO COINCIDE WITH NEW FEDERAL MINIMUM WAGE EFFECTIVE JANUARY 1, 1978

Effective January 1, 1978, the minimum wage is increased as a result of federal legislation. The new minimum wage will be $2.65 per hour.

A recent survey by the Financial Aid and Placement office shows that all neighboring postsecondary public school districts will or have increased their minimum wage to $2.65 as of January 1, 1978.

It is recommended that the hourly rate of district student employees and College Work Study employees be increased from the current rate of $2.50 per hour to $2.65, effective January 1, 1978. It is recommended, further, that the next step of student worker pay be increased from the current rate of $2.70 per hour to $2.90 per hour, effective January 1, 1978. It is assumed that there will be no increase in the budget or additional cost to the District. The proposed action will reduce the number of student worker hours since the rate per hour will be increased.
5. BUSINESS SERVICES – continued:

5.2 NON-ROUTINE – continued:

i. RECOMMENDED APPROVAL OF STIPEND PAYMENTS – DEPARTMENT CHAIRPERSONS

Attachment 5.2-i

Attachment 5.2-i lists the names of two additional staff members who, according to District policy, are eligible to receive a stipend for supplemental services rendered. These Department Chairpersons will receive payment on January 3, 1978 and March 10, 1978 (two equal payments).

It is recommended that stipends be approved in the amounts and for the individuals listed in the attachment.

j. RECOMMENDED APPROVAL OF ADJUSTMENT IN MILEAGE ALLOWANCE FOR VIOLA BENAVIDES, ASSOCIATE PROFESSOR, HEALTH OCCUPATIONS

Attachment 5.2-j

A request for adjustment of the mileage allowance for Viola Benavides has been reviewed and is recommended by the Resources Allocation Review Board.

Approval of the adjustment is recommended as described in Attachment 5.2-j.

k. RECOMMENDED RATIFICATION OF USE OF FACILITIES FOR THE INDOCHINESE ESL PROGRAM

Attachment 5.2-k

To facilitate the instructional program for the Indo-Chinese ESL project, facilities have been located at the Salvation Army, 4849 Hollister Avenue, and at Isla Vista School of the Goleta Union School District.

Attachment 5.2-k delineates the understanding for use of facilities between the Santa Barbara Community College District and the Salvation Army. The rental of Rooms #5 and #6 at the Isla Vista School will be at the same rate of $120 per month.

The Superintendent recommends ratification of the agreements to use the two above-cited facilities at a fee not to exceed $120 per month for each facility.
AGENDA - Regular Meeting  
Board of Trustees - SBCCD  
December 22, 1977

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. RECOMMENDED APPROVAL OF CO-SPONSORSHIP OF A JOG-A-THON, CLUB WEST

In its efforts to raise funds for the all-weather track at La Playa Stadium, Club West is proposing another sporting event - a JOG-A-THON. For insurance purposes it is required that the District co-sponsor this event.

It is recommended that approval be given of the co-sponsorship of Club West's Jog-A-Thon on February 4, 1978.

m. CONSIDERATION OF PROPOSED NEGATIVE DECLARATION FOR THE CAMPUS CENTER (HRM) ADDITION AND BOOKSTORE RELOCATION

Enclosure #6

The initial study for these projects was accepted by the Board December 1, 1977. Also, a Negative Declaration was ordered to be prepared and a public meeting date set for a hearing. The proposed Negative Declaration has been completed, posted and distributed in accordance with District policy.

A public hearing is scheduled 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 Negative Declaration for the Campus Center (HRM) Addition and Bookstore Relocation projects for approval.

n. CONSIDERATION OF LOW BID AND AUTHORIZATION TO AWARD CONTRACT FOR CONSTRUCTION OF THE PHYSICAL SCIENCE ADDITION AND RENOVATION

Attachment 5.2-n

Bids for this project will be received on December 20, 1977. The Board approved a budget of $877,786 for this project on November 10, 1977. The State approved budget is $788,962. If the low bid exceeds the State approved budget, it will be necessary to request augmentation from the Public Works Board prior to the award of the contract. The attachment includes the anticipated construction schedule for the project.

An analysis of the bids received and recommendations for proceeding will be made at the Board meeting.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

o. RECOMMENDED APPROVAL OF EMPLOYMENT OF TESTING LABORATORY FOR REQUIRED TESTING SERVICES, PHYSICAL SCIENCE ADDITION AND RENOVATION PROJECT

Attachment 5.2-o

The project specification requires that all laboratory tests of materials shall be made by agencies appointed by the owner and approved by the architect. The attachment includes the District letter soliciting proposals for testing services. Proposals will be received and evaluated prior to Board meeting time.

A recommendation will be made by staff at the meeting regarding testing services.

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

Attachment 5.2-p

This item was considered by the Board on December 1, 1977, but was referred to the Board Subcommittee on Facilities for further study.

A report will be made at the meeting of the Board Subcommittee's recommendations.

6. GENERAL INFORMATION

6.1 PROPOSED VISIT TO PLANETARIUM

Representatives and staff members of the Planetarium which the District uses and with which the District has cooperated in development have invited members of the Board to see the new installations made possible by the college.

Tentatively, the visit is scheduled for Thursday, January 26, 1978, from 1:15 pm to 2:15 pm. If this time is not convenient for members of the Board, another time will be arranged.

7. ADJOURNMENT

The next meeting of the Board of Trustees is the regular meeting scheduled for Thursday, January 12, 1978 at 3:00 p.m. in Room A-160 (Administration Building) of Santa Barbara City College, Santa Barbara, California.