AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

April 28, 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 SPECIAL MEETING OF APRIL 11, 1977
      MINUTES OF ANNUAL ORGANIZATIONAL AND REGULAR MEETING OF APRIL 14, 1977
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. BOARD OF SUPERVISORS ACTION ON DISTRICT CONFLICT OF INTEREST CODE
         Attachment 1.7-a
         Enclosure #1
         The Santa Barbara County Supervisors have made minor changes in the District's proposed Conflict of Interest Code and have approved the Code as amended.
         Attachment 1.7-a includes a summary of the changes made and notification of the adoption of the Code by the Board of Supervisors. Enclosure #1 is a copy of the revised Code.

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS (DAY) AND ADDITIONAL SUBSTITUTES (DAY)
            Attachment 2.1-a(1)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF HOURLY, CHANGES/ADDITIONS FOR PREVIOUSLY-APPROVED INSTRUCTORS, SUBSTITUTES, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION

Attachment 2.1-a(2)

(3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(3)

b. NON-ROUTINE

(1) INITIAL SALARY AND BENEFITS PROPOSAL OF THE INSTRUCTORS ASSOCIATION

It is anticipated that the initial salary and benefits proposal of the Instructors Association will be presented.

It is recommended that the proposal be received and forwarded to the Subcommittee on Salaries.

(2) INITIAL SALARY AND BENEFITS PROPOSAL OF THE CONTINUING EDUCATION INSTRUCTORS ASSOCIATION

It is anticipated that the initial salary and benefits proposal of the Continuing Education Instructors Association will be presented.

It is recommended that the proposal be received and forwarded to the Subcommittee on Salaries.

(3) INITIAL SALARY AND BENEFITS PROPOSAL OF THE ADMINISTRATORS SALARY COMMITTEE

It is anticipated that the initial salary and benefits proposal of the Administrators Salary Committee will be presented.

It is recommended that the proposal be received and forwarded to the Subcommittee on Salaries.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: TUTORIAL PROGRAM

Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF YEARLY SALARY INCREMENTS

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF YEARLY SALARY INCREMENT, MANAGEMENT/SUPERVISORIAL/CONFIDENTIAL

Attachment 2.2-a(4)

(5) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.2-a(5)

b. NON-ROUTINE

(1) PUBLIC HEARING ON DISTRICT'S INITIAL CLASSIFIED EMPLOYEES COLLECTIVE BARGAINING CONTRACT PROPOSAL

On April 14, 1977, the District officially adopted its initial collective bargaining contract proposal and followed appropriate public disclosure procedures regarding its initial contract proposal.

The Board gave notice to the public that at its April 28, 1977 Board meeting a hearing would be held to provide the public with an opportunity to express itself regarding the District's initial proposal.

It is recommended that this hearing be held.
2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL TO ADJUST TEACHING DAYS AND CHANGE SPRING VACATION IN THE 1977-78 COLLEGE CALENDAR

Attachment 3.2

On December 16, 1976, the Board of Trustees adopted the 1976-77 College Calendar. It has since been determined that an additional teaching day should be added to the Fall semester and that one teaching day should be deleted from the Spring semester to balance more effectively the two semesters. The final examination period for the Fall semester will be moved back one day, but the number of days for that period will remain the same. The Spring semester will conclude on June 15, 1978.

At a meeting on April 21, 1977, the Santa Barbara School Districts' Board of Education adopted a change in their calendar's spring vacation. It is felt that Santa Barbara City College may best serve the community by adopting the same change (from March 20-24, 1978, to April 3-7, 1978). Attachment 3.2 reflects these changes.

It is recommended that the adjustment of teaching days for Fall and Spring semesters (1977-78 school year) and the change in the dates for spring vacation as shown in Attachment 3.2 be approved.
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4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF 1977 SUMMER SESSION SCHEDULE

Enclosure #2

Enclosure #2 contains the Summer Session Schedule for 1977, as prepared by Mr. Russell Wenzlau, Assistant Dean of Summer Session.

It is recommended that approval be given of the Summer Session Schedule for 1977, as contained in Enclosure #2.

4.2 RECOMMENDED APPROVAL OF CONTINUING EDUCATION DIVISION COURSE: LEADERSHIP AND ASSERTIVENESS TRAINING WORKSHOP

It is recommended that the Board approve a new Continuing Education course, Leadership and Assertiveness Training Workshop, which will be held on May 7, 1977 from 9:00 am to 3:00 pm. The one-day workshop for career and non-working women will combine both the theory and practice of both leadership and assertiveness training to further personal development and community involvements, with particular emphasis on women's issues, affirmative action, and career development.

4.3 ACCREDITATION SITE VISITS FOR THE ADN PROGRAM AND THE DENTAL ASSISTING PROGRAM

Accreditation reports have been prepared and sent to the National League for Nursing for the ADN Program and to the American Dental Association for the Dental Assisting Program. Site visits will be May 9-11 for the Nursing Program and May 19-20 for the Dental Assisting Program.

Both programs received accreditation eight years ago with progress reports submitted four years ago.

4.4 RECOMMENDED APPROVAL OF PROPOSED IMPROVEMENT OF INSTRUCTION PROJECTS SUBJECT TO FUNDING

Enclosure #3

Enclosure #3 contains proposed projects for Improvement of Instruction. At this time, it is appropriate to consider the projects but the question of funding should not be considered until further information is available about the total district budget. Also, the enclosure (p.6) recommends that funds not allocated to instructional development projects be used for in-service training. Consideration of this proposal, also, should be postponed.

It is recommended that the proposed Improvement of Instruction Projects be approved, subject to further consideration of funding at a later date.
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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. P67-2716 through and including P67-2334.

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 BOOKS AND MANUSCRIPTS FROM MR. DICK CARLSON

Attachment 5.2-a

Mr. Dick Carlson has generously offered his books and manuscripts for use in Management and Supervision classes. These items have an estimated value of $500.

The Superintendent recommends the Board's acceptance of the books and manuscripts and requests authorization to send a letter of appreciation to Mr. Carlson.

b. RECOMMENDED ACCEPTANCE OF GIFT OF CAFETERIA EQUIPMENT FROM MR. JOHN DUNN

Attachment 5.2-b

Mr. John Dunn of the HRM/Food Services program has generously offered to the college the cafeteria equipment listed on Attachment 5.2-b. This equipment has an estimated value of $16,677.

The Superintendent recommends the Board's acceptance of this equipment and requests authorization to convey the Board's appreciation to Mr. Dunn.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED APPROVAL OF EXTENSION OF AGREEMENT FOR COMPUTERIZATION OF PARKING TICKETS

For the 1976-77 year, the Board approved the District's participation with the City of Santa Barbara in a project to computerize parking tickets at an estimated cost of $675. The purpose of the project was two-fold: 1) to increase the revenue from tickets, and 2) to centralize and provide the ability to follow up on parking citations. The City has put this project into effect, but not until March 1977, and has, therefore, requested that the agreement be extended through June 30, 1978.

The Superintendent recommends the extension of this agreement with the City of Santa Barbara for the computerization of parking tickets.

d. RECOMMENDED APPROVAL OF AN AGREEMENT FOR COLLECTION SERVICES: FINANCIAL COLLECTION AGENCIES, INC.

Attachment 5.2-d

Since 1962, the District has been a participant in the National Defense Student Loan Program. It has utilized services to follow up on recipients of the loans to ensure that the loans were repaid. It is a requirement of the program that institutions provide follow-up collection services in order to ensure that a revolving fund is established to allow funds for future applicants.

The District has been notified that for 1977-78 no additional funds will be awarded to the institution for National Defense Student Loans because of the excessively high delinquency rate in loan repayments. An analysis of available services indicates that a professionally-staffed firm should be employed to provide the collection services necessary. The fee for this service is 30% of the amount collected. With this service instituted, the District could anticipate in 1978-79 once again receiving funds for the National Defense Student Loan Program.

The Superintendent recommends approval of an agreement with Financial Collection Agencies, Inc., effective immediately for the purpose of collection of delinquent accounts, pursuant to the agreement delineated in Attachment 5.2-d.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. RECOMMENDED RATIFICATION OF THE SUBMISSION OF A PROPOSAL TO AACJC FOR A COURSE by NEWSPAPER (Cbn) PROGRAM

Enclosure #4

The National Endowment for the Humanities has provided funds to the American Association of Community and Junior Colleges to be used to involve Community Colleges in the Course by Newspaper (CbN) programs during the 1977-78 academic year. The SBCC proposal would supplement the Fall CbN theme in several ways. The Fall theme is Crime, Justice, and Punishment. If funded, we will present television programs and supplementary newspaper articles to relate the theme to this community and will offer both credit and non-credit courses that tie into the newspaper series. The credit program will be offered through the existing Political Science 13 course, Society, the Citizen and the Law. Total funding requested is $12,121. No matching funds are required.

The Superintendent recommends ratification of the submission of this proposal.

f. RECOMMENDED RATIFICATION OF THE SUBMISSION OF A PROPOSAL TO CONTINUE BI-LINGUAL, BI-CULTURAL INSTRUCTIONAL AIDE PROGRAM UNDER A.B. 2817

Enclosure #5

During the current semester SBCC has developed a program to instruct Bilingual, Bicultural Instructional Aides for work in the elementary and secondary schools of the District. This program articulates with UCSB for those who wish to continue on to the B.A. and/or a credential.

Under A.B. 2817, State funds are now available to conduct this kind of program. This proposal, mailed to meet an April 27 deadline, will provide stipends of $1,500 to each student, plus certain other expenses for student services and administration. Total funding requested is $74,800. No District funds are required.

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

5.2 NON-ROUTINE - continued:

8. RECOMMENDED APPROVAL OF SUBMISSION OF PLAN FOR SERVICES TO HANDICAPPED STUDENTS

Enclosure #6

AB 77 (Lanterman), passed last year, provides up to $785 per student for special services to handicapped students, including both physical and learning disabilities. The regulations require a comprehensive plan to be submitted by May 1. The plan includes an overall budget of approximately $60,000 in extra services.

The Superintendent recommends approval of the submission of this plan.

h. RECOMMENDED ACCEPTANCE OF THE LOAN OF TWO DRIVER EDUCATION VEHICLES FOR CONTINUING EDUCATION FOR THE YEAR APRIL 15, 1977 THROUGH APRIL 14, 1978 — C&H CHEVROLET, INC.

C&H Chevrolet, Inc., has offered to lend the District two 1977 Chevelles for use in the Continuing Education Driver Education program. In the past, C&H Chevrolet, Inc., has made available to the District a single vehicle. However, because of the extensive use of the vehicle by the handicapped, they have offered to provide two vehicles for this year, one especially equipped for the handicapped. The District will be responsible for operational expenses, including gasoline, maintenance and insurance.

The Superintendent recommends acceptance of the two driver education vehicles on loan and requests authorization to send a letter of appreciation to C&H Chevrolet, Inc.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

i. RECOMMENDED APPROVAL OF AMENDMENT TO 1976-77 INTRA-DISTRICT TRAVEL ALLOWANCE LIST

Attachment 5.2-i

A change in hourly instructors has occurred in the Community Health Technician Program, Health Occupations Division. Therefore, it is appropriate to initiate a mileage allowance for the current hourly instructor.

It is recommended that approval be given of an amendment to the 1976-77 Intra-District Travel Allowance List as delineated in Attachment 5.2-i.

j. RECOMMENDED AUTHORIZATION FOR COUNTY SUPERINTENDENT TO MAKE TRANSFERS IN DISTRICT FUNDS AND ADOPTION OF RESOLUTION No. 44 (1976-77)

Attachment 5.2-j

In accordance with Education Code Section 85201, the Board of Trustees is asked annually to authorize the County Superintendent to make transfers between the Appropriation for Contingencies and any expenditure classifications to balance the budget.

It is recommended that the Board authorize the County Superintendent to make the necessary transfers in Santa Barbara Community College District funds for this year and adopt Resolution No. 44 (1976-77).
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED APPROVAL OF CHANGE ORDER No. 3, PERSHING PARK, PHASE III-A, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-k

Change Order No. 3 is a request from the contractor for an extension of 27 days to the contract time due to rain and relocation of water services. There will be no additional cost to the contract.

Original Contract Price $ 159,000
Change Orders No. 1 - 2 + 275

$ 159,275

Change Order No. 3 -0-

New Contract Price. . . $ 159,275

It is recommended that approval be given of Change Order No. 3, Pershing Park Phase III-A project, Don Greene Contractor, Inc., contractor, to extend the contract completion date to May 3, 1977.

6. GENERAL INFORMATION

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

7. ADJOURNMENT

The next meeting of the Board of Trustees is scheduled for Thursday, May 12, 1977 at 3:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.