AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

July 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 - Item 2.1-b(3)
   1.5 MINUTES OF REGULAR MEETING OF JULY 14, 1977
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS

   a. A.B. 1724 BECOMES LAW

      Attachment 1.7-a

      A.B. 1724, authored by Assemblyman Gary Hart, has
been passed and signed. This bill will clarify the right
of California's Community Colleges to work through an
organization such as CCJCA to regulate intercollegiate
athletics.

   b. CCCT CORRESPONDENCE AND POSITION STATEMENTS

      Enclosure #1

      Enclosure #1 contains correspondence and position
statements of the CCCT. This is for information only,
unless the Board wishes to take action regarding one or
more of the issues mentioned.
2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTOR AND HOURLY SUBSTITUTE

Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, AND CHANGES TO PREVIOUSLY-APPROVED INSTRUCTORS, CONTINUING EDUCATION DIVISION

Attachment 2.1-a(2)

(3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(3)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF CHANGE IN SABBATICAL LEAVE; GERALD L. FLOYD, PROFESSOR/COUNSELOR, EFFECTIVE SPRING 1978

Attachment 2.1-b(1)

As described in Attachment 2.1-b(1), Mr. Floyd has offered to re-arrange his sabbatical in the best interests of the counseling program.

It is recommended that the sabbatical leave of Mr. Gerald L. Floyd be changed as described.

(2) RECOMMENDED APPROVAL OF APPOINTMENT: CHESTER TOD FORTNER, THEATRE ARTS INSTRUCTOR (SUBJECT TO FUNDING IN LATER AGENDA ITEM), 1977-78 COLLEGE YEAR

Attachment 2.1-b(2)

(3) EXECUTIVE SESSION TO CONSIDER ADJUSTMENT TO THE CONTRACT OF THE SUPERINTENDENT/PRESIDENT
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-Routine - continued:

(4) RECOMMENDED APPROVAL OF RE-APPOINTMENT OF VAUGHN W. WESTERMeyer, M.D., CONSULTANT, STUDENT HEALTH SERVICES FOR 1977-78 COLLEGE YEAR

Attachment 2.1-b(4)

The District has been fortunate to have the services of Dr. Vaughn W. Westermeyer as the consultant for Student Health Services. Dr. Westermeyer is available to continue in his capacity as consultant for another school year.

It is recommended that Dr. Vaughn W. Westermeyer be re-appointed as Consultant, Student Health Services, for the 1977-78 college year on an as-needed basis at a rate of $15.73 per consultation period.

(5) RECOMMENDED ADOPTION OF POLICY SETTING OFFICIAL WORK WEEK FOR NON-CREDIT INSTRUCTION

On June 23, 1977, the Board of Trustees approved agreements with certificated employees regarding personnel benefits which include an agreement to provide prorated benefits for part-time, hourly certificated staff employed for 50% or more of a full-time assignment.

A full-time assignment in the credit program has been identified as 15 TLU's. In the non-credit program, however, there has been no designation of a full-time assignment.

A survey of several other districts which have recognized work weeks indicates that a 25-hour work week is common where there is no differentiation between lecture and laboratory. Such a differentiation, however, is made in this District.

It is recommended, therefore, that a full-time assignment for non-credit instruction be designated as 22 hours of lecture or 30 hours of laboratory instruction, or an equivalent combination of lecture and laboratory instruction.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

Attachment 2.2-a(1)

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

Attachment 2.2-a(2)

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

Attachment 2.2-a(3)

(4) RECOMMENDED ACCEPTANCE OF RESIGNATION: ALEXIS M. MOORE, ADMISSIONS & RECORDS CLK., ADMISSIONS, EFFECTIVE 7/29/77

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF YEARLY SALARY INCREMENTS

Attachment 2.2-a(5)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF LONGEVITY (CAREER) INCREMENT - 20 YEARS: FRANK J. HOLGUIN, ATH.EQUIP.ATTDNT., ATHLETIC DEPT., EFFECTIVE 8/1/77

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT: JUDITH A. COCKRUM, KEYPUNCH OPERATOR, DATA PROCESSING (REPLACING P. HARNESS), EFFECTIVE 8/1/77

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

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF APPOINTMENT; SHARON K. PIFER, TEACHER'S AIDE (REPLACING D. BRADEN), EFFECTIVE 9/6/77

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT; ELOISE M. HOLZGRAFE, ACCT.CLk.,INT., ACCOUNTING (REPLACING L. PALETTI), EFFECTIVE 8/1/77

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF COLLECTIVE BARGAINING AGREEMENT BETWEEN CSEA, CHAPTER 289, AND THE DISTRICT, EFFECTIVE JULY 1, 1977

Enclosure #2

On March 24, 1977, CSEA, Chapter 289, presented an initial collective bargaining proposal, and on April 14, 1977, the District actoped its initial counter proposal. Both proposals were made public in accordance with the public disclosure requirements of the Rodda Act (Section 3547).

The District's negotiation team and the CSEA representatives began negotiating the agreement on May 5, 1977 with negotiations continuing during the months of May, June and July.

The District negotiators and CSEA, Chapter 289, have reached agreement on a 3-year contract, which is contained in Enclosure #2. The agreement is retroactive to July 1, 1977.

The contract will be described by a member of the District's negotiating team.

It is recommended that the Board approve the agreement between the California School Employees Association, Chapter 289, and the District, effective July 1, 1977, and, as required by Rule 32120, the District file a copy of the written agreement with the Educational Employment Relation Board.
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Board of Trustees - SBCCD
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2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF THE STUDENT ACCIDENT INSURANCE (MANDATORY) AND ADDITIONAL VOLUNTARY STUDENT HEALTH AND ACCIDENT INSURANCE POLICIES

For the past four years, the Student Insurance Company of Los Angeles has been the carrier for the student accident and illness insurance plans. No change is recommended.

It is recommended, therefore, that approval be given for the Student Insurance Company of Los Angeles to serve as the carrier of the mandatory Student Accident Insurance Policy, and, also, of the voluntary 24-hour Accident and Sickness Insurance Plan offer to the college for the period August 25, 1977 through August 24, 1978.

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. P67-2756, and P67-2887 through and including P67-2897 (Prior Year), and P78-0035 through and including P78-0166.
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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.

5.2 NON-ROUTINE

a. RECOMMENDED ACCEPTANCE OF CETA GRANT TO PROVIDE ENGLISH-AS-A-SECOND LANGUAGE CLASSES

Attachment 5.2-a

The Santa Barbara County Office of CETA Programs has offered the College $2,736 to provide six weeks of English-As-A-Second Language training to 15 disadvantaged Spanish-speaking persons. No matching funds are required.

The Superintendent recommends acceptance of these funds and approval of the project.

b. RECOMMENDED RATIFICATION OF THE SUBMISSION OF A PROPOSAL TO PROVIDE ESL CLASSES TO INDO-CHINESE REFUGEES

Enclosure #3

Under the Emergency Adult Education Program for Indochina Refugees, agencies are invited to submit proposals for special adult education programs for Indo-chinese refugees. A proposal was submitted to provide three levels of ESL classes over a 10-month period to Mung-Lao, Cambodian, and Vietnamese refugees.

The proposed project will cost $70,479 in direct funds and $20,597 estimated indirect. Federal funds are requested for the direct costs. No other matching funds are required.

The proposal was mailed to meet a July 25 deadline.

It is recommended that submission of this proposal be ratified.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED APPROVAL OF DISTRICT INSTITUTIONAL MEMBERSHIP LIST FOR 1977-78

Attachment 5.2-c

Attachment 5.2-c contains the list of proposed institutional memberships for 1977-78. Dues for many of the organizations are computed on the basis of a formula based upon fall enrollment figures.

It is recommended that institutional memberships for 1977-78 be approved as indicated in the attachment.

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

Attachment 5.2-d

There are two changes to be made to the original Mileage Allowances List for 1977-78. As indicated in the attachment, one change is to record the name of the new Assistant Dean for Student Activities & Community Services, and the other is to make a reduction in the amount for the Superintendent/President.

It is recommended that the amendment to the original Mileage Allowances List for 1977-78 be approved as delineated in Attachment 5.2-d.

e. REPORT OF 1977-78 HEALTH & WELFARE PROGRAM

Attachment 5.2-f

Negotiations have been concluded and the 1977-78 Health & Welfare Program will continue the 'Cafeteria program' approach and the same options. Attachment 5.2-e notes the basic and mandatory parts of the program.

This item will be discussed in detail at the meeting.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. CONSIDERATION OF BUDGET ITEMS

Possible amendments to the Publication Budget will be introduced for discussion.

g. RECOMMENDED APPROVAL OF R.A.R.B. LIST ITEMS FOR INCLUSION IN THE 1977-78 BUDGET

Attachment 5.2-g

Attachment 5.2-g contains a list of items for which funding has been requested for 1977-78. The Resources Allocation Review Board, the Superintendent/President, and the Budget Subcommittee of the Board of Trustees have reviewed and prioritized the list.

At this time, it is recommended that Item #1, Safety, be deleted from the list and that staff be authorized to make emergency expenditures for safety, subject to ratification by the Board of Trustees, with the understanding that safety expenditures will be from the contingency reserve.

It is recommended, further, that with Item #1 removed, items through #10 on the R.A.R.B List be approved for funding in the 1977-78 budget.

h. RECOMMENDED DENIAL OF CLAIM -- MRS. TRUDI GREEN

Enclosure #4

Enclosure #4 is a claim against the district. Although it is not a tort claim, it is, nevertheless, recommended that the claim be denied and that the letter be referred to Mr. Thomas P. Anderle for legal action as required.
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6. GENERAL INFORMATION

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

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for August 11, 1977. It is necessary to schedule a special meeting and a public hearing for the 1977-78 Budget prior to that date.

It is recommended, therefore, that a special meeting be scheduled for August 4 and that a public hearing on the 1977-78 Budget be held, and the meeting of August 11 be cancelled.

It is also, recommended that the regular meeting of August 25 be cancelled and a special meeting be scheduled for September 1, 1977.