AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

January 12, 1978

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 REGULAR MEETING OF DECEMBER 22, 1977
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
       a. REPORT ON COMING EVENTS, MR. JIM WILLIAMS

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
       a. ROUTINE

       (1) RECOMMENDED APPROVAL OF HOURLY SUBSTITUTES AND HOURLY INSTRUCTOR (DAY & EVENING), SPRING 1978 SEMESTER

           Attachment 2.1-a(1)

       (2) RECOMMENDED APPROVAL OF INSTRUCTORS AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION

           Attachment 2.1-a(2)

       (3) RECOMMENDED APPROVAL OF PROFESSIONAL EXPERTS (CONSULTANTS)
           P.E. DEPARTMENT

           Attachment 2.1-a(3)

       (4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

           Attachment 2.1-a(4)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT (SABBATICAL LEAVE REPLACEMENT): FRED HOFMANN, POLITICAL SCIENCE, SPRING 1978 SEMESTER

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF SABBATICAL LEAVES FOR 1978-79, SUBJECT TO FUNDING

At the December 22, 1977 meeting of the Board of Trustees, proposed sabbatical leaves for 1978-79 were presented for information and first reading.

At this time, it is recommended that the proposed sabbatical leaves be approved, subject to further consideration regarding funding.

(3) RECOMMENDED APPROVAL OF RETIREMENT OF GLENN G. GOODER, SUPERINTENDENT/PRESIDENT, EFFECTIVE SEPTEMBER 1, 1978

Attachment 2.1-b(3)

As indicated in Attachment 2.1-b(3), the Superintendent/President has requested that he be released from the remainder of his current contract and that his retirement be approved effective September 1, 1978.

Approval is recommended.
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 PROGRAM (ON-AND OFF-CAMPUS)

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF EXTENSION OF HEALTH LEAVE OF ABSENCE: MARIANN ZACHARELLIS, FIN.AIDS CLK., EFFECTIVE 12/26/77 - 1/15/78

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF REQUESTS FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS (12/12/77 THROUGH 12/22/77)

Attachment 2.2-a(5)

(6) RECOMMENDED ACCEPTANCE OF RESIGNATION: GERALD D. ANDERSON, CUSTODIAN, FACILITIES & OPERATIONS DEPT., EFFECTIVE 2/1/78

Attachment 2.2-a(6)

(7) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.2-a(7)
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF REVISION OF SECTION 1560, CLASSIFIED RULES AND REGULATIONS, DISCIPLINARY ACTION AND APPEAL

Enclosure #1

The district has been advised by County Counsel that Section 1560 of the Classified Personnel Rules and Regulations does not meet necessary due process standards as determined by the California Supreme Court decision in Skelly v. State Personnel Board.

As currently written, Section 1560 provides for disciplinary action against an employee prior to the hearing appeal procedure required by the Education Code. The Skelly decision provides that disciplinary action may not take place until there has been an opportunity for a hearing.

Section 1560 has been revised to comply with the above due process requirements. The revised policy has been reviewed by County Counsel for compliance with the provisions of the Education Code. The Board Subcommittee on Educational Policies reviewed and recommended approval of the revision on December 20, 1977.

It is recommended that approval be given of the revision to Section 1560 of the Classified Personnel Rules and Regulations, Disciplinary Action, as contained in Enclosure #1, effective January 13, 1978.

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 RECOMMENDED APPROVAL OF NEW COURSES - SPRING 1978 SEMESTER

Attachment 4.1

Attachment 4.1 contains changes approved by the Curriculum Committee and proposed new courses.

Approval is recommended of the addition of BUSINESS ADMINISTRATION 5 as a course meeting general education requirements under the Social Sciences.

Approval is recommended, also, of the following new courses:

- JOURNALISM 4 Copy Editing (3 units)
- H.O. 20 Medical Care For Women (3 units)
- P.E. 24 AX-CX Ice Skating (1 unit)

4.2 RECOMMENDED APPROVAL OF TV COURSE FOR SPRING 1978 SEMESTER AND ADOPTION OF RESOLUTION No. 33 (1977-78)

Attachment 4.2

On December 13, 1973, the Board of Trustees declared its interest in a coordinated instruction system. Several courses have been offered through this medium.

It is proposed that a new course entitled HOME GARDENER -BOTANY 5 be offered during the Spring 1978 semester.

It is recommended that Resolution No. 33 (1977-78) be adopted approving BOTANY 5 for the Spring 1978 semester.

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. P78-1272 through and including P78-1364.
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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.

c. INSPECTOR'S REPORT No. 3, MARINE TECHNOLOGY BUILDING PROJECT, FOR PERIOD ENDING DECEMBER 31, 1977

Attachment 5.1-c

5.2 NON-ROUTINE

a. RECOMMENDED APPROVAL OF THE SUBMISSION OF THE APPLICATION FOR CONTINUED FUNDING UNDER S.B. 164 (ALQUIST) OF EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

Enclosure #2

The application in Enclosure #2 represents an updating of the EOPS project and is the eighth year requests for funds have been submitted. Dr. Silvera and Mr. Gilbert Robledo will be present to represent the project and respond to questions.

It is recommended that approval be given for submittal of the Extended Opportunity Programs and Services (EOPS) Application for 1978-79.

b. RECOMMENDED AUTHORIZATION TO ENTER JOINT POWERS AGREEMENT FOR CHANNEL COAST REGIONAL TRAINING CENTER

Enclosure #3

On July 14, 1977, the Board of Trustees approved an agreement with the Channel Coast Regional Training Center. It has been determined that participation in the Center should be based upon a Joint Powers agreement. The proposed agreement is included in Enclosure #3.

It is recommended that authorization be given to enter into the Joint Powers Agreement.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED APPROVAL TO SUBMIT GRANT REQUEST FOR SUPPORT OF BI-LINGUAL VOCATIONAL SECRETARIAL TRAINING PROJECT

Enclosure #4

Enclosure #4 contains a re-submittal of a proposal requesting support for a Bi-lingual Secretarial Training project. If approved, the project would serve 65 students during the coming year. The project would provide for self-paced instruction as a bi-lingual secretary in the present program. Matching may be done through "in-kind" expenditures without budget implications.

Approval to submit the application is recommended.

d. RECOMMENDED APPROVAL OF THE SUBMISSION OF A GRANT APPLICATION FOR COLLEGE LIBRARY RESOURCES

Attachment 5.2-d

Title II-A of the Higher Education Act provides for grants of up to $5,000 for the purchase of library materials. This year it is expected that grants will be about $3,800.

The Superintendent recommends approval of the submission of this grant application.

e. RECOMMENDED APPROVAL OF THE SUBMISSION OF A LETTER OF INTENT TO CONTINUE THE BI-LINGUAL TEACHER CORPS PROGRAM UNDER A.B. 2817

Attachment 5.2-e

Colleges who wish to continue Bi-lingual Teacher Corps Programs are requested to submit a letter of intent by January 16.

The Superintendent recommends approval of the submission of this letter of intent.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED RATIFICATION OF THE SUBMISSION OF A PRELIMINARY PROPOSAL TO THE FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION FOR THE DEVELOPMENT OF ESL MATERIALS

Enclosure #5

Many ESL students encounter difficulty with the instructional materials that are available because it is assumed that they have considerable education in their native tongue when, in fact, many have less than an eighth-grade education. This project will produce special materials which do not assume a knowledge of grammatical construction. Materials will be animated films, slides, and video-tapes. No matching funds are required.

The proposal was mailed to meet a January 11 deadline.

It is recommended that the submission of this proposal be ratified.

g. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #78-043 AND #78-044

Attachment 5.2-g

#78-043 in the amount of $44: Transfer from Supply Account to Salary Account for extra costs related to Professional Librarians meeting.

#78-044 in the amount of $2,000: Transfer from Security Account to Salaries Account for use of security personnel salaries.

These transfers are for internal actions in the Accounting Office.

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

5.2 NON-Routine - continued:

h. RECOMMENDED ADOPTION OF RESOLUTION No. 34 (1977-78) TO ADD NEW MONIES TO THE GENERAL FUND

Attachment 5.2-h

On October 13, 1977, the Board accepted a grant to provide ESL classes for IndoChinese refugees. In accordance with accounting procedures, it is necessary to increase the District's Income Budget by $50,000 and distribute the new monies to the proper cost center.

It is recommended that Resolution No. 34 (1977-78) be adopted to add $50,000 (IndoChinese Grant) to the General Fund and distribute to the Special Programs Cost Center of the Continuing Education Division.

i. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #78-040, 041 AND 042 AND ADOPTION OF RESOLUTION No. 35 (1977-78)

Attachment 5.2-1

#78-040 in the amount of $33,794: Transfer from Contingencies to Salaries Account for matching funds for the IndoChinese Grant, Continuing Education Cost Center.

#78-041 in the amount of $1,000: Transfer from Contingencies to Supplies Account for the Veterans Office.

#78-042 in the amount of $347: Transfer from Contingencies to Mileage Account for increase in mileage allowance for V.Benavides.

It is recommended that the above-listed Appropriation Transfers be approved and Resolution No. 35 (1977-78) be adopted.

6. GENERAL INFORMATION

No items

7. ADJOURNMENT

The next meeting of the Board of Trustees is the regular meeting scheduled for Thursday, January 26, 1978 at 3:00 p.m. in Room A-160 (Administration Building) of Santa Barbara City College, Santa Barbara, California.