AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

January 26, 1978

Time: 3:00 p.m.
Place: Room A-121 (former
    Accounting Office -
    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 JANUARY 12, 1978
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. REPORT ON ENROLLMENT FOR SPRING 1978 SEMESTER
      b. REPORT ON COMING EVENTS, MR. JIM WILLIAMS

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, ADDITIONS/
             CHANGES OF PREVIOUSLY-APPROVED INSTRUCTORS, AND LECTURER
             (CONSULTANT), CONTINUING EDUCATION DIVISION

Attachment 2.1-a(1)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF PROFESSIONAL EXPERT (CONSULTANT), P.E. DEPT. J. SOBIESZCZYK, TRACK SEASON

Attachment 2.1-a(2)

(3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(3)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS (DAY CLASSES), SPRING 1978 SEMESTER

Enclosure #1

(2) RECOMMENDED APPROVAL OF EVENING COLLEGE HOURLY INSTRUCTORS, SPRING 1978 SEMESTER

Enclosure #2

(3) RECOMMENDED APPROVAL OF APPOINTMENT: NANCY ESKILSON, ADN PROGRAM (REPLACING S. SIEMENS ON LEAVE), SPRING 1978 SEMESTER

Attachment 2.1-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: SALLY LEWIS, DENTAL ASSISTING (REPLACING G. BARROCA ON SABBATICAL LEAVE), SPRING 1978 SEMESTER

Attachment 2.1-b(4)


Attachment 2.1-b(5)
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2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(6) RECOMMENDED APPROVAL OF PROCEDURES FOR SELECTION OF SUPERINTENDENT/PRESIDENT

In accordance with established policy, the Superintendent/President submitted proposed procedures for the selection of a Superintendent/President to the Representative Council of the Academic Senate. Some of the suggestions made by the Representative Council at their January 16, 1978 meeting are being incorporated and the proposed procedures will be made available prior to the Board meeting.

It is recommended that the proposed procedures be approved and that the search and selection procedure be initiated as soon as possible.

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) AND GENERAL PROGRAMS

Attachment 2.2-a(3)
2. PERSONNEL – continued:

2.2 CLASSIFIED PERSONNEL – continued:

   a. ROUTINE – continued:

   (4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

       Attachment 2.2-a(4)

   (5) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: RUTH
       WARWICK, TYP.CLK.INT., COMMUNITY SERVICES, EFFECTIVE
       1/12/78 - 4/27/78

       Attachment 2.2-a(5)

   (6) RECOMMENDED APPROVAL OF EXTENSION OF HEALTH LEAVE OF
       ABSENCE: M. ZACHARELLIS, FIN.AIDS CLK., PLACEMENT &
       FINANCIAL AIDS OFFICE, EFFECTIVE JANUARY 16, 1978 FOR
       APPROXIMATELY 4-6 WEEKS

       Attachment 2.2-a(6)

   (7) RECOMMENDED APPROVAL OF REQUESTS FOR PERSONAL NECESSITY
       LEAVE FOR FAMILY ILLNESS (1/6/78 THROUGH 1/10/78)

       Attachment 2.2-a(7)

   (8) RECOMMENDED APPROVAL OF CHANGE IN POSITION ASSIGNMENTS:
       AUREO B. ALVIAR FROM 3/4-TIME TO FULL TIME AND LAWRENCE
       N. BROWN FROM FULL-TIME TO 3/4-TIME, LAB. TEACHING
       ASSISTANTS, H.R.M. DEPARTMENT, EFFECTIVE 2/1/78

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

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine

(1) RECOMMENDED APPROVAL OF APPOINTMENT (PROMOTION): JAIME G. FLORES, TUTOR II, TUTORIAL CENTER (REPLACING T. HALL), EFFECTIVE 2/1/78

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF ADOPTION OF CLASSIFIED PERSONNEL RULES & REGULATIONS FOR CSEA BARGAINING UNIT MEMBERS, EFFECTIVE JANUARY 27, 1978

Attachment 2.2-b(2)

With the adoption of the CSEA contract on July 1, 1977, Personnel Policies were established for CSEA Unit members. These policies were all within the scope of negotiations provided for under S.B. 160. There are many Classified Personnel Policies which are deemed to be outside the scope of negotiations and are therefore not included in the CSEA contract. These policies are found in the District's Classified Rules & Regulations contained in the Classified Management/Supervisory/Confidential Handbook.

Due to recent questions regarding the applicability of these policies to CSEA Bargaining Unit members, it has been recommended that they be formally adopted to clarify this concern.

It is, therefore, recommended that those sections of Classified Rules & Regulations (contained in the Classified Management/Supervisory/Confidential Handbook) listed in Attachment 2.2-b(2) be adopted for all CSEA Bargaining Unit members, effective January 27, 1978.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF RE-ORGANIZATION IN BUSINESS SERVICES OFFICE

Attachment 2.2-b(3)

With the retirement of the Business Services Assistant on January 31, 1978, the Controller is recommending a re-organization in his department. The Controller feels that the proposed re-organization will result in a more efficient organization and better utilization of personnel as described in Attachment 2.2-b(3). Mr. Pickering will be present to review the re-organization proposal for the Board.

A summary of the re-organization includes the following recommendations:

1. Eliminate the present Business Services Assistant position.

2. Distribute the major responsibilities to the present Payroll and Accounting Office Supervisors.

3. Change the job descriptions, titles and salary ranges of the Payroll and Accounting Office Supervisors to reflect the added responsibilities.

4. Hire an Intermediate Account Clerk to perform the more routine tasks now performed by the present Business Services Assistant, Payroll and Accounting Office Supervisors.

5. Request that the Personnel Department conduct a job classification study in accordance with Classified Rules & Regulations, Section 1221, to determine the proper classification of the Payroll and Accounting Office Supervisor positions.

It is recommended that the proposed re-organization in the Business Services Office be approved; that recommendations #1 through #4 in Attachment 2.2-b(3) be implemented; and that the Personnel Office be authorized to conduct a job classification study for future Board action.
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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 CANDIDATES FOR THE ASSOCIATE IN ARTS DEGREE

Attachment 3.2

The Superintendent recommends that the Board confer upon each of the 127 candidates listed in Attachment 3.2 the Associate in Arts degree, subject to the completion of the State and local requirements.

3.3 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN SCIENCE DEGREE

Attachment 3.3

The Superintendent recommends that the Board confer upon each of the 37 candidates listed in Attachment 3.3 the Associate in Science degree, subject to the completion of the State and local requirements.

3.4 PRESENTATION OF THE 1977-78 GOALS AND OBJECTIVES OF THE STUDENT SERVICES DEPARTMENTS

Enclosure #3

Enclosure #3 is a copy of the 1977-78 Statement of Goals and Objectives for Student Services. It is presented as an information item. A brief overview of trends and issues affecting student services and references to changes occurring during the last few years are included.

Shown also are current items for Institutional Study and Action and the relationships of student services goals to the general goals of the college.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF UPDATED ACADEMIC PLAN

Enclosure #4

By February 1st each year, a District 5-Year Construction Plan must be submitted to the Chancellor's Office. An Academic Plan must also be submitted, since facility planning is based on instructional needs. Enclosure #4 contains the Academic Plan.

It is recommended that the Academic Plan, contained in Enclosure #4, be approved for submittal to the Chancellor's office.
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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. P78-1172, P78-1248, P78-1295 and P78-1365 through and including P78-1474.

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 RATIFICATION OF AUTHORIZATION TO OPEN LIBRARY ON SUNDAYS; RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #78-055; AND RECOMMENDED ADOPTION OF RESOLUTION No. 37(1977-78)

Attachment 5.2-a

On January 12, 1978, the Board authorized the administration to provide limited library service on Sundays for the 1977-78 year beginning on January 15, 1978. In effect, this was an approval of RARB Item 24. The costs amount to $801.55 for the period January 15 through June 11, 1978 which is approximately $600 less than estimated on the RARB List for the full college year.

It is recommended that the action of January 12, 1978 be ratified; Appropriation Transfer #78-055 be approved; and Resolution #37 (1977-78) be adopted for transfer of funds from the Contingencies Account.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED APPROVAL OF NON-STUDENT LIBRARY FEE

The Library received requests for use of the library from members of the community on February 28, 1977. The Library Committee approved the issuance of library cards to members of the community with a $5 service fee. This fee covers the cost of issuing library cards. Senior citizens will continue to have free use of library materials.

It is recommended that the Board of Trustees approve the non-student library fee.

c. RECOMMENDED APPROVAL OF DISTRICT'S 1979-83 FIVE-YEAR CONSTRUCTION PLAN

Enclosure #5

February 1, 1978 is the required filing date for annual submittal to the Chancellor's office of the updated District's Five-Year Construction Plan. This Plan is a projection of facilities for the next five-year period and a basis for future requests for State matching funds under the Community College Construction Act of 1967. Enclosure #5 includes the proposed District order of priority for the facilities plan which will be reviewed by the Board Subcommittee on Facilities prior to the meeting.

It is recommended that approval be given for submittal of the District's 1979-83 Five-Year Construction Plan to the Chancellor's Office.

d. CONSIDERATION OF LOW BID AND AUTHORIZATION TO AWARD CONTRACT FOR CONSTRUCTION OF THE SBCC AUTO SHOP EXHAUST SYSTEM

Bids for this project will be received on January 26, 1978. On December 1, 1977, the Board authorized proceeding with the installation of this work and approved a budget of $26,450 for the project.

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

5.2 NON-ROUTINE - continued:

e. RECOMMENDED APPROVAL OF EMPLOYMENT OF PENFIELD & SMITH, ENGINEERS, INC., FOR AN EROSION CONTROL STUDY

Attachment 5.2-e

The surface erosion at the West Campus bridge abutment has become a serious problem especially with the recent heavy rains. The engineering firm of Penfield & Smith have been contacted for recommendations. Mr. Danny Wynn from this firm will be at the meeting to discuss the erosion problem and a proposed solution. The anticipated cost of the corrective work is $8,000. The engineer proposes to provide the design and bid documents on an hourly rate with a not-to-exceed fee of $1,500. Recommendations will be made at the meeting regarding procedures and schedule for the construction of the drainage system.

It is recommended that approval be given for the employment of Penfield & Smith, Engineers, Inc., for an erosion control study of the West Campus bridge abutment area at a cost not to exceed $1,500.

f. REPORT OF SUMMARY OF OPERATIONS OF CAMPUS BOOKSTORE AND STUDENT FINANCE

Enclosure #6

Enclosure #6 contains a summary of the operations of the Campus Bookstore and Student Finance for the period ending December 31, 1977.

This is presented as information.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

   g. PRESENTATION OF DISTRICT FINANCIAL REPORTS FOR THE QUARTER
      ENDING DECEMBER 31, 1977

      Enclosure #7

      Enclosure #7 contains the financial report for the District for the quarter ending December 31, 1977. The report
      gives the status of the following funds and accounts:

      Bond Building Fund
      Cafeteria Account
      Children's Center Fund
      Children's Center Special Reserve
      Construction & Rehabilitation Fund
      General Fund
      Harold R. Frank Trust Account
      Marine Technology Special Reserve Fund
      Special Reserve Fund

      This is presented as information. Dr. Sorsabal will respond to any questions.

6. GENERAL INFORMATION

   No items

7. ADJOURNMENT

   By Board action on January 12, 1978, the next regular meeting scheduled for February 9, 1978 will be a Special Meeting starting at 10:00 a.m.
   with a Workshop and continuing on to the 3:00 p.m. Board agenda.

PLEASE NOTE: Starting with the January 26, 1978 meeting, all meetings of the Board of Trustees of the Santa Barbara Community College District will be held
in Room A-121 (the former Accounting Office) in the Administration Building of Santa Barbara City College, until further notice.