AGENDA
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

October 26, 1978

3:30 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 REGULAR MEETING OF OCTOBER 12, 1978 - not yet available
   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 TEMPORARY HOURLY INSTRUCTOR, FALL 1978 SEMESTER
             Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTOR 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) RECOMMENDED APPROVAL OF TEMPORARY ASSIGNMENT: BOB MOORE, MEN'S VOLLEYBALL COACH, 1978-79 VOLLEYBALL SEASON
             Attachment 2.1-b(1)
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (CLASSIFIED SERVICE EMPLOYEES)

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (NON-CLASSIFIED SERVICE EMPLOYEES)

Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (NON-CLASSIFIED SERVICE EMPLOYEES), CONTINUING EDUCATION DIVISION

Attachment 2.2-a(3)

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

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF REQUESTS FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS FOR SEPTEMBER, 1978

Attachment 2.2-a(5)

(6) RECOMMENDED ACCEPTANCE OF RESIGNATION: FRANCESCA M. PARKER, TYP.CLLK.SR., (MANAGEMENT/SUPERVISORY/CONFIDENTIAL GROUP), PERSONNEL OFFICE, EFFECTIVE NOVEMBER 27, 1978

Attachment 2.2-a(6)

(7) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS

Attachment 2.2-a(7)

(8) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.2-a(8)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF MILITARY LEAVE OF ABSENCE (WITH PAY): EDWARD H. LESKA, PROGRAMMER/ANALYST, DATA PROCESSING, 10/23/78 THROUGH 11/17/78

Attachment 2.2-b(1)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF PERSONAL LEAVE OF ABSENCE WITHOUT PAY: NANCY SORENSEN, SECRETARY, SR., ACADEMIC SENATE, EFFECTIVE 10/27/78 - 6/30/79

Attachment 2.2-b(2)

Mrs. Sorensen has requested a personal leave of absence without pay for the remainder of this fiscal year. The Dean of Instruction and her supervisor, Dr. John Kay, recommend approval of her leave. Arrangements have been made to temporarily assign Ms. Arlene Douglas, Secretary, Sr., Facilities Development, to substitute part-time for Mrs. Sorensen, whose position will remain vacant.

It is recommended that approval be given for a personal leave of absence without pay for Nancy Sorensen, Secretary, Sr. (half-time), Academic Senate, effective 10/27/78 - 6/30/79.

2.3 GENERAL PERSONNEL

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF REVISION OF STUDENT PERSONNEL POLICY 3251.4

Attachment 3.2

To comply with current regulations of the California Community and Junior College Association and of the Western States Conference, revision of Student Personnel Policy 3251.4, as shown in Attachment 3.2, is recommended.
4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF CONTINUING EDUCATION CLASS - ADVANCED CARDIOPULMONARY RESUSCITATION

It is recommended that the Board approve an eight-hour class in Advanced Cardiopulmonary Resuscitation to be held on Saturday, November 11.

The one-day workshop will prepare and certify medical, paramedical, and other personnel in the knowledge and skills of Advanced Cardiac Life Support. The class, which will meet from 8:00 am to 5:00 pm will require a small materials fee but no enrollment fee.

4.2 RECOMMENDED APPROVAL OF EXTENSION OF A.D.N. SELECTION PROCEDURES FOR 1978-79

Attachment 4.2

The administrative staff recommends a one-year extension of the existing administrative policy for the selection procedures for A.D.N. (R.N.) students. Basically, the policy calls for applications to be available on November 15 and that the first 200 applications received be processed. Applications from district residents will be processed prior to those of non-residents. A pool will be established from those applicants who meet the basic requirements. Available places in the class will be filled by names selected by lottery from the available pool.

In addition, it is recommended that the following conditions be concomitant to the extension of the policy:

a) To give priority consideration in 1978-79 to those eligible students not accepted in 1977-78.

b) During the academic year 1978-79, evaluate all options for admission procedures into the A.D.N. (R.N.) program.

c) Recommend an admission procedure for the A.D.N. Program to the Board of Trustees for 1979-80 and thereafter, prior to May 1, 1979.

Rationale for this recommendation is outlined in Attachment 4.2. The Educational Policies Subcommittee of the Board of Trustees has reviewed this recommendation.

The Superintendent/President recommends continuance of the existing district policy for the selection of students into the A.D.N. (R.N.) program for the academic year 1978-79.
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5. BUSINESS SERVICES

5.1 ROUTINE

a. PURCHASE ORDER NUMBERS - Not available

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 NURSING CAPITATION GRANT OF $12,506

Attachment 5.2-a

The College has been notified of the award of a $12,506 Nursing Capitation Grant for 1978-79.

The Superintendent recommends acceptance of this grant.

b. RECOMMENDED APPROVAL OF BUDGET FOR THE VETERANS' COST-OF-INSTRUCTION PAYMENTS (VCIP)

Attachment 5.2-b

On August 28, 1978, notification was received from the Department of Health, Education and Welfare of an allocation of $34,700 for the Veterans' Cost-of-Instruction Payments (VCIP) Program. The budget in Attachment 5.2-b has been developed on the basis of Federal Guidelines and Regulations for expenditure of the funds.

The Superintendent recommends approval be given of the budget for the Veterans' Cost-of-Instruction Payments Program, as contained in Attachment 5.2-b.
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5. BUSINESS SERVICES - continued:  

5.2 NON-ROUTINE - continued:  

c. RECOMMENDED APPROVAL OF UPDATED CIVIL DEFENSE DISASTER AND DISTURBANCE PLAN  

Enclosure #1  

Annually, the Board is required to review and update its Civil Defense Disaster and Disturbance Plan. The only changes which are recommended this year are primarily 'name and number' corrections. No changes have been or are recommended in the procedures.  

The Superintendent recommends approval of the updated Civil Defense Disaster and Disturbance Plan.  

d. SUMMARY OF GRANT ACTIVITY FOR 1977-78  

Enclosure #2  

Enclosure #2 contains a summary of grant activity during academic year 1977-78.  

Mr. Burt Miller will be present to discuss the report.  

e. RECOMMENDED ADOPTION OF RESOLUTION No. 17 (1978-79) REGARDING FUNDING OF PROGRAMS FOR INDOCHINESE REFUGEES  

Attachment 5.2-e  

For the past two years, Santa Barbara City College has provided ESL classes for refugees from Indochina who have settled in the Santa Barbara area. These programs were partly funded through federal grants with the remainder coming from state apportionment. This year federal funding has been reduced and state funding has been shifted from apportionment based on average daily attendance to a block grant. This places the district in a difficult position of choosing between these programs and others which have been developed for long-time district residents.  

The Superintendent recommends the adoption of Resolution No. 17 (1978-79) directing the staff to seek outside funding and to communicate to state and federal officials its concerns that these programs be adequately funded.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED RATIFICATION OF AGREEMENT FOR CONSTRUCTION INSPECTOR SERVICES

Attachment 5.2-f

Mr. Louis LeButt has submitted his resignation as building inspector requiring the employment of a replacement inspector. Mr. Newell Renaux has been recommended to the district, has been interviewed and has been found to meet the job requirements.

The Superintendent recommends employment of Mr. Newell Renaux as building inspector in accordance with the terms and conditions of the agreement as found in Attachment 5.2-f.

g. RECOMMENDED RATIFICATION OF RENEWAL OF TRAVEL ACCIDENT INSURANCE POLICY

In 1976-77, Travel Accident insurance was provided for employees while on business for the district. The original premium was $1,033. Based on actual travel days for 1977-78, the district was invoiced for $1,627.20 in premium for the period 9/1/78 through 8/31/79.

It is recommended that payment of the $1,627.20 premium for Travel Accident insurance with the Insurance Company of North America be ratified.

h. REQUEST FOR SUNDAY USE OF FACILITIES

Attachment 5.2-h

A request has been received from the Santa Barbara District of the Metropolitan Opera Western Regional Auditions for use of the James R. Garvin Memorial Theatre. This request is for Sunday, February 18, 1979 for the purpose of holding the Metropolitan Opera auditions for the Santa Barbara, Ventura, and San Luis Obispo area.

A representative will be present to respond to questions.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. RECOMMENDED APPROVAL OF PAYMENT OF CLUSTER LEADER STIPENDS

Attachment 5.2-1

On August 17, 1978, the Publication Budget was approved by the Board and its approval included Items #1 through #22 of the Resources Allocation Review Board List. Item #15 on that list included funds for stipends for Cluster Leaders.

It is recommended that approval be given for payment on the Cluster Leader stipends to those listed in Attachment 5.2-1.

j. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #79-003 and #79-010

Attachment 5.2-j

#79-003 in the amount of $800: From supplies to Consultants to correct account for Administration of Justice Cost Center.

#79-010 in the amount of $1,661: From Field Trip & Rental to Mileage, Repair and Printing Accounts to correct accounts for HRM Cost Center and Economic/Geography Cost Center.

It is recommended that the above appropriation transfers be approved.

k. RECOMMENDED ADOPTION OF RESOLUTION No. 14 (1978-79) TO ADD NEW MONIES TO THE GENERAL FUND

Attachment 5.2-k

On August 28, 1978, the Board accepted an allocation of $34,700 for the Veterans Cost-of-Instruction Program. The 1978-79 budget includes $30,000 of this allocation. According to accounting procedure, it is necessary to increase the 1978-79 Income Budget by $4,700 and allocate these funds to the Veterans Cost-of-Instruction Cost Center.

It is recommended that Resolution No. 14 (1978-79) be adopted to authorize this action.
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5. BUSINESS SERVICES - continued:  

5.2 NON-ROUTINE - continued:  

1. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #79-004, 005, 006, 007, 008 and 009 AND ADOPTION OF RESOLUTION No. 18 (1978-79)  

Attachment 5.2-1  

#79-004 in the amount of $347.20: From Contingencies to Insurance Account for additional premium cost for Employee Travel Insurance.  

#79-005 in the amount of $10,250: From Contingencies to Supply Account for restoration of amount budgeted for Summer Repertory Theatre supplies.  

#79-006 in the amount of $1,504: From Contingencies to Salary Account to increase actual expenditures for H.R.M. Classified salaries.  

#79-007 in the amount of $1,240: From Contingencies to Printing/Duplicating Account for cost of Module Packets for A.D.N. Program.  

#79-008 in the amount of $21,875: From Contingencies to Salary Account for additional cost of salaries for Late Start/Twilight College Courses and T.V. courses.  

#79-009 in the amount of $5,600: From Contingencies to Consultant Account for cost of consultant services, Robert Poolman.  

It is recommended that the above appropriation transfers be approved and Resolution No. 18 (1978-79) be adopted.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

m. RECOMMENDED RELOCATION OF CONTINUING EDUCATION ACTIVITIES

Enclosure #3

With the completion of the purchase of Cathedral Oaks School, it is possible to vacate the leased premises at 302 E. Montecito Street and move activities from there to Cathedral Oaks School. This will effect an annual savings of about $29,000 and will house the programs in a more appropriate facility. The proposed move has been discussed by the Facilities Subcommittee.

The enclosure describes plans for this move and other Continuing Education facilities.

The Superintendent recommends moving all programs from 302 E. Montecito Street to Cathedral Oaks School as soon as the facility can be made ready.

6. GENERAL INFORMATION

No items

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, November 9, 1978 at 3:30 p.m. in the Board Room, Santa Barbara City College, Santa Barbara, California.