AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

November 9, 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
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. LETTER OF APPRECIATION FROM MR. DESMOND O'NEILL
         Attachment 1.7-a
         Attachment 1.7-a contains a letter of thanks for use of facilities in connection with the Fourteenth Santa Barbara Marathon.
      b. LETTER FROM C.S.E.A., CHAPTER 289
         Attachment 1.7-b
         Attachment 1.7-b contains a letter from Leonard Ramirez, President of Chapter 289, CSEA regarding a motion adopted by the membership. The motion requests the Board of Trustees to take a public position in opposition to the cost-of-living freeze provisions of S.B. 154.
      c. REPORT ON COMING EVENTS - Mr. Jim Williams
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Board of Trustees - SBCCD
November 9, 1978

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF TEMPORARY HOURLY INSTRUCTORS, FALL 1978 SEMESTER
Attachment 2.1-a(1)

(2) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
Attachment 2.1-a(2)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT (LONG-TERM SUBSTITUTE): MARGARET CAREY (REPLACING P. SMITH), COUNSELING/WOMEN'S CENTER, DECEMBER 1, 1978 - JUNE 1, 1979
Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF CHANGE IN SABBATICAL LEAVES: MR. H. BAGISH, PROFESSOR, SOCIAL SCIENCE AND DR. J. HENDRICK, ASSOCIATE PROFESSOR, NURSERY SCHOOL EDUCATION
Attachment 2.1-b(2)

Mr. Hank Bagish is requesting a change from a one-year leave to a one-semester leave, and Dr. Joanne Hendrick is requesting a change from a one-semester leave to her original one-year leave.

The Sabbatical Leave Committee and the Representative Council have reviewed the requests and recommend approval.

It is recommended that these requests for change in sabbatical leaves be approved.
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 APPOINTMENT (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 AND TUTORIAL PROGRAMS

Attachment 2.2-a(3)

(4) RECOMMENDED ACCEPTANCE OF RESIGNATIONS: LARRY J. KIMMETT, CUSTODIAN (EFF: 10/19/78), AND BRUNO D. PAROLA, GROUNDS-KEEPER (EFF: 11/27/78), FACILITIES & OPERATIONS DEPT.

Attachment 2.2-a(4)

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

Attachment 2.2-a(5)

(6) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS

Attachment 2.2-a(6)

(7) RECOMMENDED APPROVAL OF LONGEVITY (CAREER) INCREMENT - 10 YEARS: LEONARD M. RAMIREZ, CONTROL CLERK, DATA PROCESSING, EFFECTIVE 11/1/78

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

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF CHANGE OF SHIFT, ERIC KRZUEL, AUDIO VISUAL REPAIR TECHNICIAN, MEDIA SERVICES, EFFECTIVE 11/13/78

Attachment 2.2-b(1)

The Assistant Dean, Instructional Operations, and the Coordinator of Media Services have recommended rescheduling the working hours of the Audio Visual Repair Technician to provide emergency repair and setup service to evening college faculty. The recommended shift is from 11:30 am to 8:00 pm, Monday through Thursday, with a regular day shift on Friday. The proposed swing shift warrants a 2½% shift differential per section 6.3.7 of the CSEA contract.

It is recommended that approval be given to change the shift of Eric Kruzel, Audio Visual Repair Technician, Media Services, effective 11/13/78.

2.3 GENERAL PERSONNEL

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 PRESENTATION OF ANNUAL FINANCIAL AIDS OFFICE REPORT

Enclosure #1

Enclosure #1 contains the annual report of the Financial Aids Office for the 1977-78 year.

Mr. William Cordero, Coordinator, will be present to describe the report and respond to questions.
3. STUDENT SERVICES - continued:

3.3 PRESENTATION OF ANNUAL PLACEMENT OFFICE REPORT

Enclosure #2

Enclosure #2 contains the annual report of the Placement Office for the 1977-78 year.

Mr. William Cordero will be present to describe the report and respond to questions.

4. CURRICULUM AND INSTRUCTION

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

The district's policy governing the A.D.N. selection procedures was adopted on October 27, 1977 for the academic year 1977-78 only.

The Superintendent recommends an extension of the 1977-78 policy for the 1978-79 academic year with an understanding that a complete review of the district's A.D.N. admission policy will be initiated and a recommendation for 1979-80 and thereafter will be presented to the Board of Trustees prior to May 1, 1979.

During the summer of 1978, the problems of 46 students who were unsuccessful in the 1977-78 lottery were discussed by staff and the Subcommittee on Educational Policies.

It is further recommended that the residual, eligible resident students from this group of 46 be admitted to the program prior to the 1978-79 lottery and the number of new students admitted from the 1978-79 pool be reduced accordingly.
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 Order Nos. P89-0458, and P89-0510 through and including P89-0629.

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 REPORTS FOR CONSTRUCTION PROJECTS FOR PERIOD ENDING OCTOBER 31, 1978

Attachment 5.1-c

Attachment 5.1-c contains the inspector's reports for the following projects under construction:

Marine Technology Project 99% complete
Physical Science Addition 64% complete

5.2 NON-ROUTINE

a. RECOMMENDED RATIFICATION OF THE SUBMISSION OF AN APPLICATION FOR COLLEGE LIBRARY RESOURCES GRANT

Attachment 5.2-a

The Office of Education has invited applications for 1979-80 academic year grants for College Library Resources under Title II of the Higher Education Act. An application was submitted to meet a November 6 deadline. No matching funds are required.

The Superintendent recommends ratification of the submission of this application.
5. BUSINESS SERVICES - continued:
   5.2 NON-ROUTINE - continued:

   b. RECOMMENDED APPROVAL OF THE 1979-80 BUDGET CALENDAR

      Attachment 5.2-b

      Each year the Board of Trustees establishes the budget process sequence which results in the adoption of the budget in August. The proposed budget calendar for the 1979-80 fiscal year was reviewed by the Resources Allocation Review Board on November 6.

      Approval of the 1979-80 Budget calendar, as contained in Attachment 5.2-b, is recommended.

   c. RECOMMENDED APPROVAL OF STIPEND PAYMENTS - DEPARTMENT CHAIR-PERSONS

      Attachment 5.2-c

      Attachment 5.2-c lists the names of staff members who, according to District policy, are eligible to receive a stipend for supplemental services rendered. The stipends will be paid bi-annually in mid-November, 1978 and mid-March, 1979.

      It is recommended that stipends be paid in the amounts and to the individuals listed in Attachment 5.2-c.

   d. RECOMMENDED AUTHORIZATION OF PERSONNEL TO ISSUE PARKING CITATIONS

      Attachment 5.2-d

      Due to Prop. #13, the District suspended the issuance of parking citations to illegally parked cars. In its stead, the Board authorized the towing of such vehicles. Staff has determined that in some situations it is better to cite vehicles rather than tow. To do that requires either the employment of a traffic control officer or to authorize selected staff to perform the task. It is staff’s recommendation that certain existing personnel be authorized to issue citations.

      The Superintendent recommends that staff listed on Attachment 5.2-d be authorized to issue parking citations to cars determined to be illegally parked but not requiring tow-away action.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. PRESENTATION OF DISTRICT FINANCIAL REPORTS FOR THE QUARTER ENDING SEPTEMBER 30, 1978

Enclosure #3

Enclosure #3 contains the financial report of the district for the period July 1, 1978 through September 30, 1978 for the following funds and accounts:

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

This is presented as information. Mr. David Pickering, Controller, will be present to respond to questions.

f. PRESENTATION OF REPORT OF SUMMARY OF OPERATIONS OF CAMPUS BOOKSTORE

Attachment 5.2-f

Attachment 5.2-f contains a summary of the operations of the Campus Bookstore for the period July 1, 1978 through September 30, 1978.

Mrs. Charlotte Ley, Bookstore Manager, will be present to respond to questions.

g. PRESENTATION OF REPORT OF STUDENT FINANCE OPERATIONS FOR THE PERIOD ENDING SEPTEMBER 30, 1978

Enclosure #4

Enclosure #4 contains a summary of the operations of Student Finance for the period ending September 30, 1978.

This is an information item.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RECOMMENDED APPROVAL OF LEASE WITH COASTAL LEMON COMPANY

Attachment 5.2-h

The District has for several years leased space at 302 E. Montecito Street for its Skills Center and Apprenticeship classes. That lease expired on October 31, 1978. Since that space will be required until the Cathedral Oaks School site is occupied, it is necessary to extend the lease on a month-to-month basis. Negotiations have been concluded at an increase of $100 per month from $1,700 to $1,800 per month. Dr. Abelino Bailon will discuss this item as may be required.

The Superintendent recommends approval of a lease with the Coastal Lemon Company for space at 302 E. Montecito Street at a cost of $1,800 per month.

i. RECOMMENDED APPROVAL OF SUB-LEASE OF PORTION OF THE 302 E. MONTECITO STREET FACILITY TO CALAVO GROWERS OF CALIFORNIA

Staff has determined that some portion of the facility at 302 E. Montecito St. will not be required for school purposes after November 20, 1978. CALAVO GROWERS OF CALIFORNIA has indicated an interest in the property and will be willing to lease it at District costs, i.e., 18¢ per square foot per month. Dr. Abelino Bailon will be available for questions.

The Superintendent recommends approval of a sub-lease of certain portions of 302 E. Montecito St. facility to CALAVO GROWERS OF CALIFORNIA.

j. RECOMMENDED APPROVAL OF WORKING DRAWINGS AND AUTHORIZATION TO BID -- CAMPUS CENTER ADDITION

The working drawings for the Campus Center Addition have been completed, reviewed by staff, and approved by the Office of the State Architect. The Coastal Commission has authorized that a permit be issued. The project is, therefore, ready to call for bids. If within budget, it is anticipated that construction can begin near the end of January.

The Superintendent recommends approval of working drawings for the Campus Center Addition and further recommends that staff be authorized to call for bids.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED ACCEPTANCE OF THE MARINE TECHNOLOGY BUILDING AS SUBSTANTIALLY COMPLETE AND AUTHORIZATION TO FILE NOTICE OF COMPLETION, SUBJECT TO CONDITIONS

The District has been notified by the architect that the Marine Technology Building is substantially complete with the exception of completion of all the punch list items. These items should be complete by the date of the Board meeting. However, if they are not, staff recommends that the building be accepted as substantially complete and the authorization to file Notice of Completion be withheld until all terms and conditions of the contract have been met as certified by the architect.

A representative of the architectural firm of Arendt/Mosher/Grant will be present to answer any questions.

It is recommended that the Marine Technology Building be accepted as substantially complete and that the Notice of Completion be filed, subject to the completion of all items on the punch list.

l. RECOMMENDED APPROVAL OF APPOINTMENT OF MR. JOSEPH CONNELL, CIVIL ENGINEER, FOR ENGINEERING SERVICES AT CATHEDRAL OAKS SCHOOL

There will be a need for minor engineering work to complete the parking lots and roadways at Cathedral Oaks School. Mr. Joseph Connell, a member of the District's hourly staff and a licensed civil engineer, has agreed to perform the services on an hourly basis at the rate of $20 per hour, plus direct costs for supplies and materials used.

The Superintendent recommends the appointment of Mr. Joseph Connell to develop grading, site planning and general engineering work as required at the Cathedral Oaks School.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

m. RECOMMENDED APPROVAL OF CATEGORICAL EXEMPTION FOR EROSION CONTROL PROJECT - AREA #9

Attachment 5.2-m

Under State EIR Guidelines, the erosion control work proposed for Area #9 behind the Marine Technology Building qualifies for a Categorical Exemption from the environmental review process under Class 1: Existing Facilities.

The Superintendent recommends a finding of categorical exemption for Erosion Control Project, Area #9, and requests authorization for staff to file a Notice of Exemption with the County Clerk in accordance with procedures adopted by the Board in May, 1974.

n. RECOMMENDED APPROVAL OF PLANS AND SPECIFICATIONS FOR EROSION CONTROL PROJECT, AREA #9 AND AUTHORIZATION TO GO TO BID

Penfield & Smith have completed the drawings and specifications for the identified areas needing correction for erosion problems. Because of the urgency and nature of the problem in Area #9, the bank on the west side of the Administration Building, Coastal Commission approval was sought and received for this project. All other areas will have to be reviewed by the Coastal Commission before work can begin. Staff believe that Area #9 should be completed as soon as possible.

A representative of the engineering firm of Penfield & Smith will be present to respond to questions.

The Superintendent recommends approval of the plans and specifications for the Erosion Control Project as submitted by Penfield & Smith. Further, it is recommended that notice to contractors be authorized for area #9 of the Erosion Control Project.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

o. CONSIDERATION OF INITIAL ENVIRONMENTAL STUDY OF THE ACQUISITION OF CATHEDRAL OAKS SCHOOL AND CONVERSION TO USE AS AN ADULT EDUCATION CENTER

Enclosure #5

In accordance with procedures adopted by the Board in May, 1974, staff has prepared an initial study of the environmental effects of this project to determine if significant adverse environmental impacts might occur. The study indicates that the project will not have significant impact.

Accordingly, it is recommended that the Board direct that a Negative Declaration be prepared and that a public hearing date be set on December 14, 1978 to review this matter.

6. GENERAL INFORMATION

6.1 BOARD OF GOVERNORS - CREDIT/NON-CREDIT DEFINITIONS

Enclosure #6

The staff of the California Community Colleges, headed by Allan Petersen and John Meyer, are in the process of establishing definitions for credit/non-credit courses.

The first presentation of the position paper in Enclosure #6 was withdrawn from the October 26-27 meeting of the Board of Governors and is now tentatively scheduled for the November meeting.

Mr. Huglin will present a summary of this agenda item.
7. ADJOURNMENT

7.1 As a result of Board action on October 12, 1978, the regularly-scheduled meeting of the Board of Trustees on November 23, 1978 (Thanksgiving Day) has been cancelled.

At the October 26, 1978 Board meeting, the Superintendent, at the request of Board members, suggested that the Board schedule a special meeting as an executive session for personnel matters. The dates of November 16, 1978 and December 7, 1978 were discussed, and all members could be available on December 7.

It is recommended that a special meeting as an executive session for personnel matters be scheduled for Thursday, December 7, 1978 at 3:30 p.m. in the President's Office at Santa Barbara City College.

The next regular meeting of the Board of Trustees is scheduled for Thursday, December 14, 1978 at 3:30 p.m. in the Board Room, Santa Barbara City College, Santa Barbara, California.