AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

February 23, 1978

Time: 3:00 p.m.
Place: Room A-121 (former Accounting Offices - 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 FEBRUARY 9, 1978
   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 ADDITIONAL HOURLY SUBSTITUTES
           (DAY & EVENING), AND ADDITIONAL HOURLY INSTRUCTORS (DAY),
           SPRING 1978 SEMESTER

           Attachment 2.1-a(1)

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

           Attachment 2.1-a(2)

       (3) RECOMMENDED APPROVAL OF ADDITIONS/CHANGES OF PREVIOUSLY-
           APPROVED INSTRUCTORS, EVENING COLLEGE, SPRING 1978 SEMESTER

           Attachment 2.1-a(3)
AGENDA - Regular Meeting  
Board of Trustees - SBCCD  
February 23, 1978

2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(4)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY T.V. INSTRUCTORS, SPRING 1978 SEMESTER

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF INSTRUCTORS, SPRING TWILIGHT COLLEGE

Attachment 2.1-b(2)

(3) RECOMMENDED APPROVAL OF NOTIFICATION OF TERMINATION OF TEMPORARY CERTIFICATED (CONTRACT) PERSONNEL, AND TEMPORARY (HOURLY-DAY, EVENING, & CONTINUING EDUCATION) CERTIFICATED PERSONNEL, EFFECTIVE AT END OF SPRING 1978 SEMESTER

Attachment 2.1-b(3)

The Education Code provides that certificated faculty must be either "regular" or "temporary". "Temporary" certificated personnel are employed to replace "regular" employees on leave or for special temporary enrollment situations.

Several outstanding certificated employees are serving the District this year as in past years in "temporary" assignments. It is necessary to take official action prior to March 15 of the year in the case of "temporary" employees who are employed over 60 percent of a full assignment if they are not to be re-employed as permanent employees.

It is recommended, therefore, that approval be given to notify certificated personnel, listed in Attachment 2.1-b(3), that their temporary assignment will terminate at the end of the Spring 1978 semester.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(4) RECOMMENDED APPROVAL OF CHANGE IN SABBATICAL LEAVE PLAN: DR. FRANK COX, 1977-78 COLLEGE YEAR

Enclosure #1

Dr. Frank Cox, who is on sabbatical leave for the 1977-78 college year has requested approval of changes in the plan which was submitted and approved originally.

The appropriate faculty review groups have discussed and negotiated the proposed changes with Dr. Cox and now recommend approval of the changes he requests. A copy of the approved plan is contained in Enclosure #1.

Approval is recommended.

(5) RECOMMENDED APPROVAL OF CONTINUED EMPLOYMENT OF DOROTHY A. ANNABLE, ASSOCIATE LIBRARIAN, FOR THE 1978-79 COLLEGE YEAR

Enclosure #2

The passage of AB 568 permits certificated employees to continue employment beyond age 65. On February 9, the Board adopted policies to implement the new law.

Dorothy A. Annable, Associate Librarian, has submitted a request to continue.

It is recommended that Dorothy A. Annable be employed as an Associate Librarian for the 1978-79 college year.

(6) RECOMMENDED APPROVAL OF PROPOSED POLICIES FOR CERTIFICATED NON-ADMINISTRATIVE PERSONNEL

On February 9, 1978, the re-organized Personnel Policies for Certificated Non-Administrative Personnel were presented to the Board for a first reading.

The Personnel Policies were developed in order that the various Board-adopted faculty personnel policies could be numbered and consolidated into one manual for ease of reference and future update.

The policies were submitted on December 20, 1977, to the Board Subcommittee on Educational Policies and the President of the Academic Senate for their review.

It is recommended that the re-organized Personnel Policies for Certificated Non-Administrative Personnel be adopted, effective February 24, 1978.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

Attachment 2.2-a(1)

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

Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF REQUEST FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS, 1/24/78 THROUGH 2/8/78

Attachment 2.2-a(3)

(4) RECOMMENDED ACCEPTANCE OF RESIGNATIONS: THOMAS J. ONLEY, PROP. CUSTODIAN/TECH., MARINE TECH, EFFECTIVE 2/24/78, AND PATRICIA J. FOLEY, TYP. CLK. INT., COORD. INSTRUCTION, EFFECTIVE 2/28/78

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF ANNUAL INCREMENTS

Attachment 2.2-a(5)

(6) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.2-a(6)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF CAREER (LONGEVITY) INCREMENTS

Attachment 2.2-b(1)

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS

Attachment 2.3-a(1)
AGENDA - Regular Meeting
Board of Trustees - SBCCD
February 23, 1978

2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL EXPERT (CONSULTANT), PATRICIA MARSHALL, THEATRE ARTS, 1977-78 SEASON

Attachment 2.3-b(1)

The Director, Theatre Management, has entered into a proposed contract with Patricia Marshall for her services as a professional consultant in the design and construction of costumes and makeup in the Theatre Arts Department. The proposed contract is contained in the attachment indicating the Theatre Arts production schedule and recommended payment.

It is recommended that the contract be approved and payment be authorized.

(2) ANNUAL AFFIRMATIVE ACTION PROGRAM ACTIVITY REPORT - 1977

Enclosure #3

Enclosure #3 contains the annual Report for 1977 of Affirmative Action Program Activity.

The information report is provided in accordance with the District's Affirmative Action Plan.

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 STATUS OF 1978-79 COLLEGE CALENDAR DISCUSSIONS

For several weeks, members of the faculty have been discussing the possibility of a change in the College Calendar.

Dr. John Kay will report on the status of those discussions.

4. CURRICULUM AND INSTRUCTION

No items
AGENDA – Regular Meeting
Board of Trustees – SBCCD
February 23, 1978

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. P78-1571 through and including P78-1642.

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. REQUEST FOR SUNDAY USE OF FACILITIES

Attachment 5.2-a

A request has been received to use the practice soccer field for a game on Sunday, April 16, 1978.

It is recommended that the request be approved, subject to provision by those making the request of liability insurance coverage acceptable to the Assistant Superintendent, Business Services.

b. NOTIFICATION OF ALLOCATION UNDER SUBPARTS 2 AND 5, PART A, VOCATIONAL EDUCATION (P.L. 94-482)

Attachment 5.2-b

The District has received notification of its allocation of funds under the provisions of Education Amendments of 1976 (P.L. 94-482) titled to Vocational Education. The District under Part A, Sub-part 2 (Basic Grant) is allocated $129,683 and under Part A, Sub-part 5 (Consumer & Homemaking Education) the District has been allocated $43,183.

The applicable special provisions concerning the use of the funds are included in the attachment.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED APPROVAL OF APPLICATION FOR VOCATIONAL EDUCATION FUNDS, TITLE II, PART A, SUBPART 2 (BASIC GRANT) FOR 1977-78

Enclosure #4

Enclosure #4 contains an application for Vocational Education funds in compliance with the Educational Amendments of 1976 (Public Law 94-482) Title II, Vocational Education, Part A, Subpart 2, Basic Grant, for 1977-78.

It is recommended that the application be approved for submission.

d. RECOMMENDED RATIFICATION OF REQUEST FOR REAL ESTATE SCHOLARSHIPS

Attachment 5.2-d

The California Community Colleges cooperate with the California Real Estate Division in a scholarship program for real estate students. Each community college offering such a course of study is entitled to apply for scholarships even though the number available is limited.

Attachment 5.2-d contains an application for scholarships for students of this district which has been mailed to meet a deadline date.

Ratification of submission of the application is recommended.

e. RECOMMENDED APPROVAL OF SUBMISSION OF APPLICATION FOR A NURSING CAPITATION GRANT

Enclosure #5

The Public Health Service has solicited applications for nursing capitation grants. The amount of the grant is determined by formula. Last year the college received $16,464. No matching funds are required.

The Superintendent recommends approval of the submission of the application.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED APPROVAL OF LOAN OF EQUIPMENT AGREEMENT, AND ADOPTION OF EXECUTION RESOLUTION No. 38 (1977-78)

Enclosure #6

Many pieces of machine shop equipment have been requested to be returned to MDTA. Another federal program is available which will provide some replacement equipment. Mr. Elkins and Dr. Sorsabal will discuss the details of the program, the agreement, and the resolution.

The Superintendent recommends approval of Loan Agreement S-699 between the United States of American and the Santa Barbara Community College District.

It is further recommended that Resolution No. 38 (1977-78) be adopted authorizing Dr. Sorsabal to execute the agreement on behalf of the Santa Barbara Community College District.

g. RECOMMENDED APPROVAL OF LEASE OF REAL PROPERTY, FAMILY SERVICE AGENCY

Attachment 5.2-g

Annually, the Board of Trustees has entered into a no-cost lease arrangement with the Family Service Agency for real property to be used as a parking lot.

It is recommended that approval be given of a no-cost lease with the Family Service Agency, as described in Attachment 5.2-g.

h. REPORT ON OSHA COMPLIANCE

Attachment 5.2-h

During a recent CAL-OSHA compliance inspection by the Division of Industrial Safety, the District was cited for several code violations. The violations dealt primarily with lack of warning signs and exit signs where required by the code.

This is an information item showing all violations have been corrected.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. RECOMMENDED CONSIDERATION OF ADDITIONAL SERVICES WITH CHARLES MISTRETTA FOR BUSINESS SERVICES VENTILATION PROJECT

Attachment 5.2-i

The Board approved extra services at the February 9 meeting related to the Auto Shop Exhaust System. A proposal for additional ventilation in the Business Services offices was deferred pending consideration by the Board Facilities Subcommittee.

The proposal in the attachment provides for additional ventilation in Rooms A121, 123A, 124 and 124A at an estimated cost of $3,000 with an additional engineering fee of $600. A report will be made at the meeting of the Facilities Subcommittee recommendations.

j. RECOMMENDED APPROVAL OF WORKING DRAWINGS FOR THE DISTRICT WAREHOUSE PROJECT AND AUTHORIZATION TO GO TO BID

Attachment 5.2-j

The architects have completed preparation of the construction documents and approval has been obtained from the Office of the State Architect (OSA). The EIR and Coastal Commission process is completed and CCC approval is anticipated by Board meeting time.

The attachment includes the Anticipated Time Schedule and Project Budget. The architect will be available at the meeting to respond to questions.

It is recommended that approval be given of the District Warehouse working drawings and authorization to advertise for bids.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED APPROVAL OF PRELIMINARY PLANS AND AUTHORIZATION TO PROCEED WITH WORKING DRAWINGS FOR THE ADMINISTRATION BUILDING RENOVATIONS

Attachment 5.2-k

The program for this project was revised and approved by the Board on September 22, 1977. In December, 1977, the District requested State finance approval of the reduced program and Public Works Board release of working drawing funds. The project was deferred one month and approval is now anticipated February 27, 1978. The architects will make a presentation at the meeting. The attachment includes the current project Budget and Schedule.

It is recommended that approval be given of the Administration Building Renovation design development drawings and authorization to proceed with working drawings, contingent upon release of funds by Public Works Board.

1. RECOMMENDED AUTHORIZATION FOR TV COVERAGE OF SANTA BARBARA CITY COLLEGE HOME FOOTBALL GAMES - DESIGNS IN COMMUNICATIONS

Attachment 5.2-1

The staff has been contacted by DESIGNS IN COMMUNICATIONS with a request to give this company the right to televise all of the 1978 home football games. The proposal has been reviewed by the staff and has been found to be in the interest of furthering SBCC football. The TV rights would be given without financial consideration to the District with the exception of a TV library of our home games.

It is recommended that the Board authorize and permit DESIGNS IN COMMUNICATIONS to televise for public view all 1978 Santa Barbara City College home football games.

m. CONSIDERATION OF SALE OF OLIVE & CANON PERDIDO STREET PROPERTY

The District has received an offer from Lewis and Charlotte Zeluck to purchase the property the District owns on the corners of Olive and Canon Perdido Street. In accordance with the Education Code, the Board would first have to decide on selling the property and then to advertise for bids.

Because this property does not at this time appear to be surplus to our needs, it is not the Superintendent's recommendation to offer the property for sale.
AGENDA - Regular Meeting
Board of Trustees - SBCCD
February 23, 1978

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

n. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #78-053, 058, 059 and 065

Attachment 5.2-n

#78-053 in the amount of $2,518: From Supplies to correct Cost Center to cover expenses for newspaper ads.

#78-058 in the amount of $600: From Supplies to correct Cost Center for consultants in Administration of Justice.

#78-059 in the amount of $200: From Supplies to correct Cost Center for repairs in Drama/Music.

#78-065 in the amount of $1,385: From Carry-Over to correct Cost Center for consultants in Landscape Horticulture Program.

It is recommended that the above appropriation transfers be approved.

o. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #78-062, 063 AND 064 AND ADOPTION OF RESOLUTION No. 39 (1977-78)

Attachment 5.2-o

#78-062 in the amount of $1,800: Transfer from Contingencies to Media Services Cost Center for County Film Contract expenses.

#78-063 in the amount of $555: Transfer from Contingencies to correct the budgeted amounts for Cost Center Stipends.

#78-064 in the amount of $1,075: Transfer from Contingencies to Repair of Buildings (Continuing Education Division) for expenses of new sink and linoleum.

It is recommended that the above-listed appropriation transfers be approved and Resolution No. 39 (1977-78) be adopted.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

p. RECOMMENDED REDUCTION OF REVOLVING CASH FUND TO $2,500 AND ADOPTION OF RESOLUTION No. 40 (1977-78)

Attachment 5.2-p

Since the use of the revolving cash fund for making immediate payment for purchases in the amount of $100, or less, (Education Code 85420) is limited, it is felt that the fund should be reduced. Resolution No. 40 (1977-78) is a request to reduce the $5,000 fund to $2,500. Thereafter, the remaining amount will be transferred from the Santa Barbara National Bank checking account to the County Treasurer fund where it will earn interest.

It is recommended that Resolution No. 40 (1977-78) be adopted requesting a revolving cash fund be reduced from $5,000 to $2,500.

q. RECOMMENDED APPROVAL OF AGREEMENT WITH MR. THOMAS P. ANDERLE TO SERVE AS TRIAL COUNSEL

Enclosure #7

On July 28, 1977, the Board of Trustees denied the claim of Mrs. Trudi Green and referred the claim to Mr. Thomas P. Anderle for required legal action.

That matter is now proceeding to trial. Enclosure #7 contains a proposed agreement with Mr. Anderle to serve as Trial Counsel in the case.

It is recommended that Mr. Anderle be employed as Trial Counsel and the agreement approved.
6. GENERAL INFORMATION

6.1 RECOMMENDED APPROVAL OF RENEWAL OF DELINEATION OF FUNCTION AGREEMENT FOR 1978-79

Enclosure #8

On May 24, 1977, the Board of Trustees adopted a resolution declaring its intention to limit its vocational and adult course and program offerings to those specified in an agreement with other members of the Santa Barbara County Regional Adult and Vocational Education Council (RAVEC). The agreement was approved at the same time. The agreement must be updated annually. No change is contemplated.

It is recommended, therefore, that the Delineation of Function Agreement be approved for the 1978-79 school year.

6.2 CONSIDERATION OF POSSIBLE BOUNDARY CHANGE RELATED TO COUNTY SPLIT COMMISSION STUDY

The County Split Study Commission is considering whether or not a minor change should be recommended between the Allan Hancock District and this district in case the county split is approved.

Dr. Sorsabal will describe the impact of the boundary change. The Board will be requested to advise staff on the position to present to the Study Commission.

6.3 CONTINUATION OF BUDGET WORKSHOP

Attachment 6.3

On February 9, 1978, the Board of Trustees began an extensive budget workshop in anticipation of preparing the 1978-79 budget.

The Board determined to continue the workshop at this meeting beginning with Item #3.

It is recommended that the Board recess to a Committee-of-the-Whole to conduct the workshop.

7. ADJOURNMENT

The next meeting of the Board of Trustees is the regular meeting scheduled for Thursday, February 23, 1978, at 3:00 p.m. in Room A-121 (Administration Building) of Santa Barbara City College, Santa Barbara, California.