AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

February 9, 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 26, 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 ADDITION FOR PREVIOUSLY-APPROVED INSTRUCTOR, AND ADDITIONAL CONSULTANTS, CONTINUING EDUCATION DIVISION
       Attachment 2.1-a(1)

   (2) RECOMMENDED APPROVAL OF PROFESSIONAL EXPERT (CONSULTANT), P.E. DEPT., LARRY MCKINNON, DANCE
       Attachment 2.1-a(2)

   (3) RECOMMENDED APPROVAL OF HOURLY SUBSTITUTES (DAY & EVENING),
       Attachment 2.1-a(3)

   (4) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, 1978 SPRING SEMESTER
       Attachment 2.1-a(4)
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2. PERSONNEL - continued:

2.1 CERTIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(5) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a (5)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF EXTENSION OF HEALTH LEAVE OF ABSENCE
DR. TIMOTHY FETLER, EFFECTIVE JANUARY 30, 1978, THROUGH
June 15, 1978

Attachment 2.1-b (1)

On December 22, 1977, the Board approved a health leave
of absence for Dr. Timothy Fetler, Professor, Philosophy,
effective through January 30, 1978. Dr. Fetler will not be
able to return for the Spring, 1978, semester.

It is recommended that approval be given for an exten-

(2) RECOMMENDED APPROVAL OF RETIREMENT: GWEN JENKINS, ASSISTANT
PROFESSOR, HEALTH OCCUPATIONS, LVN, EFFECTIVE JUNE 30, 1978

Attachment 2.1-b (2)

(3) RECOMMENDED ADOPTION OF RETIREMENT - EMPLOYEE'S COMPETENCE
POLICY, CERTIFIED PERSONNEL, EFFECTIVE FEBRUARY 9, 1978

Attachment 2.1-b (3)

The passage of AB 568 (1977) permits certificated
employees to continue employment beyond the age of 65, upon
certification of competency, thereby eliminating automatic
mandatory retirement at that age. Further, this legislation
requires that policies be adopted defining how this legisla-
tion will be implemented.

As a result, the attached policy has been prepared for
adoption. The proposed policy is based upon a model policy
developed by the County Superintendent of Schools Office
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2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) continued:

for use by local school districts, and it has been reviewed by the Santa Barbara County Counsel. The proposed policy was also reviewed by the Board of Trustees' Educational Policies Subcommittee (2/2/78) which recommended approval of the policy.

It is recommended that the proposed Retirement - Employee's Competence Policy, Certificated Personnel, be approved effective February 9, 1978.

(4) PRESENTATION FOR INFORMATION OF PROPOSED POLICIES FOR CERTIFICATED NON-ADMINISTRATIVE PERSONNEL

Enclosure #1

Enclosure #1 contains the re-organized Personnel Policies for Certificated Non-Administrative Personnel. They are presented to the Board of Trustees for information only.

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

NOTE: Those items indicated by an asterisk (*) in the index represent policies which have not been formally adopted by the Board of Trustees in the past; however, these policies represent the District's actual past practice in handling personnel matters.

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

(5) RECOMMENDED APPROVAL OF SPECIFICATIONS FOR SUPERINTENDENT/PRESIDENT AND OF TENTATIVE CALENDAR FOR SELECTION

Attachment 2.1-b(5)

The Screening Committee has met and developed recommendations for specifications for the position of Superintendent/President and a proposed calendar for selection procedures.

The recommendations contained in Attachment 2.1-b(5) are presented for Board consideration.
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

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 REQUESTS FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS (1/16/78 THROUGH 1/23/78)

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS

Attachment 2.2-a(4)

(5) RECOMMENDED ACCEPTANCE OF RESIGNATIONS: JAIME R. GONZALES, EFFECTIVE 1/31/78; JOE J. MENDOZA, EFFECTIVE 1/10/78, BOTH CUSTODIANS, FACILITIES & OPERATIONS DEPT.

Attachment 2.2-a(5)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT: JUAN J. MARTIN, CUSTODIAN (REPLACING G. ANDERSON), EFFECTIVE 2/9/78

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF NEW POSITION AND CLASSIFICATION FOR MUSIC DEPARTMENT AIDE, EFFECTIVE FEBRUARY 10, 1978

Attachment 2.2-b(2)

On November 10, 1977, the Board of Trustees approved Item #17 on the RARB 1977-78 Prioritization List, which was a full-time, 10-month classified position for the Music Department. A classification study has been concluded to determine the proper title and salary range for the position and is included in the attachment. A new classification of Department Aide is recommended at salary range 25 (Bargaining Unit Salary Schedule). The proposed class specification for Department Aide is also included in the attachment.
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

continued:

It is recommended that approval be given for the new position of Department Aide at salary range 25 and for the class specification in Attachment 2.2-b(3), effective 2/10/78.

(4) RECOMMENDED APPROVAL OF RECLASSIFICATION OF ACCOUNTING OFFICE SUPERVISOR AND PAYROLL SUPERVISOR TO BUSINESS SERVICES SUPERVISOR, EFFECTIVE 2/1/78

Attachment 2.2-b (4)

On January 26, 1978, the Board of Trustees approved a proposed re-organization of the Business Services Office. The re-organization eliminated the position of Business Services Assistant and assigned the primary responsibilities to the Accounting Office Supervisor and Payroll Supervisor. It was recommended that the Personnel Department conduct a classification study to determine if the added responsibilities warranted reclassification of the Accounting Office Supervisor and Payroll Supervisor.

A classification study was conducted as directed and is included in Attachment 2.2-b (4). The study concluded that both positions were significantly changed in type and level of responsibilities to merit reclassification to Business Services Supervisor. The classes of Accounting Office Supervisor and Payroll Supervisor would be abolished as a result.

The two incumbents (Attachment 2.2-b (4)) are recommended for reclassification from Accounting Office Supervisor, Range 31, and Payroll Supervisor, Range 29, to Business Services Supervisor, Range 35, per District Personnel Rules and Regulations, Sections 1220 and 1334.

It is recommended that approval be given to abolish the class of Business Services Assistant and reclassify the present Accounting Office Supervisor, Range 31, and Payroll Supervisor, Range 29, to Business Services Supervisor, Range 35, of Classified Management Salary Schedule, effective February 1, 1978.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(5) RECOMMENDED APPROVAL OF ADOPTION OF RETIREMENT - EMPLOYEE'S COMPETENCE POLICY, CLASSIFIED RULES AND REGULATIONS, EFFECTIVE FEBRUARY 9, 1978

Attachment 2.2-b (5)

The passage of AB 568 (1977) permits Classified employees to continue employment beyond the age of 67, upon certification of competency, thereby eliminating automatic mandatory retirement at that age. Further, this legislation requires that policies be adopted defining how this legislation will be implemented. In addition, the Public Employees' Retirement System has determined that since the retirement system has contact with the County Superintendent of Schools Office, the certification of an employee's competency must be approved by that office.

As a result, a policy has been prepared for adoption and is contained in the attachment. The proposed policy is based upon a model policy developed by the County Superintendent of Schools Office for use by local school districts, and it has been reviewed by the Board of Trustees Subcommittee on Educational Policies on 2/2/78 which recommended approval.

It is recommended that the proposed Retirement-Employee's Competence Policy, Classified Rules & Regulations (Management and CSEA Unit Members) be approved, effective February 9, 1978.

2.3 GENERAL PERSONNEL

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF SCHEDULE OF CLASSES FOR SPRING, 1978, SEMESTER TWILIGHT COLLEGE

Attachment 4.1
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. P78-1475 through and including P78-1570.

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. 4, MARINE TECHNOLOGY BUILDING PROJECT

Attachment 5.1-c

5.2 NON-Routine

a. REPORT OF ADJUSTED AUTHORIZATION CEILING FOR THE 1977-78 BASIC EDUCATIONAL OPPORTUNITY GRANT PROGRAM (BEOG)

Attachment 5.2-a

Notification of a change in the authorization ceiling for Basic Grant entitlements has been received. The previously approved authorization of $454,580, as reported at the September 1, 1977, Board Meeting, has been increased to $597,094 for 1977-78. The approved authorization acts as a line-of-credit in the disbursement of funds through the Financial Aids Office.

b. RECOMMENDED APPROVAL OF ADDITIONAL SERVICES WITH CHARLES MISTRETTA FOR BUSINESS SERVICES VENTILATION PROJECT

Attachment 5.2-b

Mr. Charles Mistretta, Mechanical Engineer, was employed by the District for design of an exhaust system for the Auto Shop and Quad area. In addition to the design of the auto exhaust system, Mr. Mistretta agreed to obtain OSA approval of the project and administer the bidding of the project. His costs for the additional work have exceeded his original estimate of fee by $1,039.30, which includes reimbursable printing costs, bidding administration and anticipated construction coordination. The District also has asked Mr. Mistretta for estimates to provide additional ventilation into Rooms A-121, 123A, 124 and 124A. The estimated cost of this
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. continued:

work is $3,000 with an additional engineering fee of $600. Attachment 5.2-b includes letters from Mr. Mistretta regarding the auto exhaust fee and the estimates for additional accounting area ventilation.

The Superintendent recommends services with Charles Mistretta for reimbursement of extra costs related to the auto exhaust system and for design of ventilation in the Accounting rooms for an additional fee not to exceed $1,639.30.

c. RECOMMENDED APPROVAL OF PRELIMINARY PLANS AND AUTHORIZATION TO PROCEED WITH WORKING DRAWINGS FOR CAMPUS CENTER (HRM) ADDITION AND BOOKSTORE RELOCATION

Attachment 5.2-c

The program for this project was revised and approved by the Board on September 22, 1977. Schematic drawings and a $672,500 building budget was approved November 10, 1977. The revised program has since been approved by the Chancellor's Office, Coastal Commission, and the EIR completed. Working drawing funds were released by the Public Works Board on January 30, 1978. The architects will make a presentation at the meeting and will be available for questions. Attachment 5.2-c includes the current project budget and schedule.

The Superintendent recommends approval of the Campus Center (HRM) Addition and Bookstore Relocation preliminary drawings and requests authorization to proceed with working drawings.

6. GENERAL INFORMATION

6.1 WORKSHOP ON 1978-79 BUDGET

Attachment 6.1

Attachment 6.1 contains the agenda for the Budget Workshop requested by the Board of Trustees.

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.