AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

April 27, 1978

3:00 p.m. (NEW TIME)
Room A-121 (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 ANNUAL ORGANIZATIONAL MEETING AND REGULAR MEETING OF APRIL 13, 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 INSTRUCTORS/SUBSTITUTES (DAY & EVENING), SPRING 1978 SEMESTER

          Attachment 2.1-a(1)

      (2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, CHANGES OF PREVIOUSLY-APPROVED INSTRUCTORS, SUBSTITUTES, AND CONSULTANT (LECTURER), CONTINUING EDUCATION DIVISION

          Attachment 2.1-a(2)

      (3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

          Attachment 2.1-a(3)
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2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED RE-APPOINTMENT OF DR. MARTIN BOBGAN AND MR. MEL ELKINS TO RAVEC

Attachment 2.1-b(1)

The letter from Dr. Bailon in Attachment 2.1-b(1) describes the need to appoint two members to two-year terms on the Santa Barbara County Regional Adult and Vocational Education Council (RAVEC). Dr. Bobgan and Mr. Elkins have served two-year terms which will expire June 30, 1978.

It is recommended that Dr. Martin Bobgan and Mr. Mel Elkins be re-appointed to new two-year terms on the RAVEC Council as representatives of the Santa Barbara Community College District beginning July 1, 1978.

(2) RECOMMENDED APPROVAL OF PERSONAL LEAVE OF ABSENCE (WITHOUT PAY): DR. ROBERT CARMAN, PROFESSOR/DIRECTOR, LEARNING RESOURCES CENTER, FALL SEMESTER, 1978

Attachment 2.1-b(2)

As indicated in Attachment 2.1-b(2), Dr. Carman is requesting a one semester personal leave of absence in the event that funding is not available for his sabbatical leave.

It is necessary that Dr. Carman make plans and it is not possible for him to wait until the question of funding is resolved. Naturally, he prefers that his leave be on a sabbatical basis but wishes to pursue his plans even if the sabbatical is not funded.

It is recommended that approval be given for a personal leave of absence (without pay) for Dr. Robert Carman, Professor/Director, Learning Resources Center, effective August 21, 1978 through December 22, 1978.
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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 STUDENT APPOINTMENTS: COLLEGE WORK STUDY (ON- AND OFF-CAMPUS), GENERAL AND TUTORIAL PROGRAMS

Attachment 2.2-a(2)

(3) RECOMMENDED ACCEPTANCE OF RESIGNATIONS: THOMAS F. BARBERE, A-V PROD.COORD., AUDIO VISUAL DEPT. (EFFECTIVE 5/19/78), AND GARY D. WYNN, LAB.TCHG.AST., PSYCHOLOGY (EFFECTIVE 6/15/78)

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF REQUESTS FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS FOR APRIL 10-17, 1978

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS

Attachment 2.2-a(5)

(6) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.2-a(6)
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

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Attachment 2.2-a(1)

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Attachment 2.2-a(6)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF NEW POSITION AND CLASSIFICATION OF TYP.CLK.INT., HANDICAPPED STUDENTS PROGRAM

Attachment 2.2-b(1)

On March 27, 1978, the Resources Allocation Review Board approved a recommendation to employ a full-time, 10-month clerk typist for the Handicapped Students Program. Extensive state-required recordkeeping and various other clerical functions to serve physically disabled and learning disabled students were justification for a new position. This position is funded under AB 77 and would require no costs to the district this year.

The Personnel Department has conducted a desk audit of the proposed position and recommends that the position be classified as a Typist Clerk Intermediate, Range 21.

It is recommended that approval be given to establish a new classified service position of Typist Clerk Intermediate, Range 21, for the Handicapped Students Program, effective May 1, 1978.

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS

Attachment 2.3-a(1)

(2) RECOMMENDED APPROVAL OF PROFESSIONAL EXPERTS (CONSULTANTS)

Attachment 2.3-a(2)

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS
3. **STUDENT SERVICES - continued:**

3.2 **REPORT OF STUDENT CHARACTERISTICS STATISTICS, SPRING 1978**

Enclosure #1

Enclosure #1 contains the report of Student Characteristics Statistics based on the fourth week attendance report. Also, included is a summary of the past five years based on fall enrollment figures.

Mrs. Lynda Rodrigues, Assistant Dean of Admissions & Records, will be present to respond to questions.

4. **CURRICULUM AND INSTRUCTION**

4.1 **RECOMMENDED APPROVAL OF 1978 SUMMER SESSION SCHEDULE**

Enclosure #2

Enclosure #2 contains the proposed Summer Session Schedule for 1978 as prepared by Mr. David Emerson, Assistant Dean, Instructional Operations.

It is recommended that approval be given of the Summer Session Schedule for 1978.

4.2 **RECOMMENDED APPROVAL OF 1978-79 BUDGET & COMPREHENSIVE PLAN OF SUPPORT SERVICES FOR HANDICAPPED STUDENTS (AB 77)**

Enclosure #3

Enclosure #3 contains a brief summary and the budget for the 1978-79 Plan of Support Services for Handicapped Students. Ms. Sallee Marcussen, Enabler, will be present to respond to questions.

It is recommended that approval be given of the 1978-79 Budget & Comprehensive Plan of Support Services for Handicapped Students.

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. P78-1990, and P78-2000 through and including P78-2113.

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. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE

a. RECOMMENDED ACCEPTANCE OF A WATER-DAMAGED 1978 NOVA 4-DR. SEDAN FROM CHEVROLET MOTOR DIVISION

The Chevrolet Motor Division through C&H Chevrolet of Santa Barbara has donated a 1978 Chevrolet to be used by the Auto Shop. This provides the Auto Shop with a new automobile with all the latest smog equipment to work with.

The Superintendent recommends acceptance of this gift and requests authorization to send a letter of appreciation to the Chevrolet Motor Division and to C&H Chevrolet, Santa Barbara.

b. RECOMMENDED RATIFICATION OF SUBMITTAL OF APPLICATION FOR NURSING STUDENT LOAN AND SCHOLARSHIP FUNDS FOR 1978-79

Attachment 5.2-b

Attachment 5.2-b contains the application to participate in the Nursing Student Loan and Scholarship Programs for the period July 1, 1978 through June 30, 1979.

A 1/9 matching fund requirement applies only to the loan request portion. If the loan request is allocated at 100% of the requested level, $4,556 in district funds will be required. Historically, the District has received about one-third of the amount requested. An amount of $1,500 is included in the 1978-79 Preliminary Budget as matching funds.

Ratification of the submission of the Nursing Student Loan and Scholarship application for 1978-79 is recommended.

c. RECOMMENDED APPROVAL OF MODIFICATIONS TO ADMINISTRATION BUILDING VENTILATION SYSTEM

The Board on February 23, 1978 authorized the design of modifications to the Administration Building ventilation system in Rooms A-121, 123, 123A, 124 and 124A. The engineering is now complete and ready for bidding. The engineer's estimate for this work is $3,050. Staff will be available at the meeting to describe the modifications.

It is recommended that approval be given of the engineering design and staff authorized to go to bid for the modifications to Administration Building ventilation system in Rooms A-121, 123, 123A, 124 and 124A.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. RECOMMENDED APPROVAL OF ADDITIONAL SERVICES WITH PENFIELD 
& SMITH ENGINEERS, INC., FOR BRIDGE ABUTMENT EROSION CONTROL 
PROJECT

Attachment 5.2-d

Penfield & Smith Engineers, Inc., were employed by the District for design of erosion control at the West Campus bridge abutment on January 26, 1978. The engineers incurred additional expenses due to district bidding procedures and coordination with the city on an easement. An additional not-to-exceed amount of $650 will be necessary to cover $321.58 of additional expenses plus $328.42 for anticipated construction consultation.

It is recommended that approval be given for additional services for bridge abutment erosion control with Penfield & Smith Engineers, Inc., at a cost not to exceed $650.

e. RECOMMENDED AUTHORIZATION FOR THE COUNTY SUPERINTENDENT 
TO MAKE TRANSFERS IN DISTRICT FUNDS AND ADOPTION OF RESO-
LUTION No. 44 (1977-78)

Attachment 5.2-e

In accordance with Education Code Section 85200, the Board of Trustees is asked annually to authorize the County Superintendent to make transfers between the Appropriation for Contingencies and any expenditure classification to balance the budget.

It is recommended that the Board authorize the County Superintendent to make necessary transfers in Santa Barbara Community College District funds for this year and adopt Resolution No. 44 (1977-78).
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

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

Enclosure #4

Enclosure #4 contains a summary of the operations of the Campus Bookstore and Student Finance for the period ending March 31, 1978.

This is presented as information.

g. PRESENTATION OF DISTRICT FINANCIAL REPORTS FOR THE QUARTER ENDING MARCH 31, 1978

Enclosure #5

Enclosure #5 contains the financial report for the district for the quarter ending March 31, 1978. 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

6.1 ANNUAL INFORMATION REPORT TO THE ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES

Enclosure #6

Each Spring, the college is required to submit a summary report of programs to the Accrediting Commission.

A copy of the report for 1977-78 is contained in Enclosure #6 for information.

6.2 RECOMMENDED ADOPTION OF RESOLUTION No. 43 (1977-78) OPPOSING PROPOSITION #13 AND SUPPORTING PROPOSITION #8 ON THE JUNE 6, 1978 BALLOT

Attachment 6.2

Attachment 6.2 contains a revised resolution indicating opposition to Proposition #13 and support of Proposition #8 on the June 6 ballot.

Adoption of Resolution No. 43 (1977-78) is recommended.

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, May 11, 1978 at 3:30 p.m. in the Board Room (A-121) of Santa Barbara City College, Santa Barbara, California.