AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

May 11, 1978

3:30 p.m. - Room A-121
Administration Building
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

a. DISCUSSION OF TERMS OF CONTRACT FOR NEW SUPERINTENDENT/PRESIDENT

1.5 MINUTES OF REGULAR MEETING OF APRIL 27, 1978

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

a. REPORT ON COMING EVENTS, MR. JIM WILLIAMS

1.8 BOARD OF TRUSTEES SUBCOMMITTEES FOR 1978-79

Dr. Joe Dobbs, President of the Board of Trustees, has made
the following appointments to Board Subcommittees for the period
April 1978 through March 31, 1979:

<table>
<thead>
<tr>
<th>BUDGET</th>
<th>FACILITIES &amp; PLANNING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Powell, Chairperson</td>
<td>Mr. Frank, Chairperson</td>
</tr>
<tr>
<td>Mrs. Alexander</td>
<td>Mrs. Gutshall</td>
</tr>
<tr>
<td>Mr. Wells</td>
<td>Mr. Luria</td>
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</tbody>
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<thead>
<tr>
<th>EDUCATIONAL POLICIES</th>
<th>SALARIES - CERTIFICATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Wells, Chairperson</td>
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<td>Mr. Luria</td>
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2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS/SUBSTITUTES, DAY, EVENING AND TWILIGHT COLLEGE

Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY, CHANGES FOR PREVIOUSLY-APPROVED INSTRUCTORS, AND SUBSTITUTE, 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 REDUCED CONTRACT FOR DIANE J. HANDLOSER

Attachment 2.1-b(1)

Mrs. Diane Handloser, Associate Professor Art, has requested a reduction of contract from full-time to four-fifths time for the 1978-79 school year.

It is recommended that her request be approved.

(2) RECOMMENDED APPROVAL OF APPOINTMENT OF ROBERT DINABERG AS ATHLETIC DIRECTOR

Attachment 2.1-b(2)

Mr. Ed DeLacy has resigned to accept a position with UCSB. In addition to his position as basketball coach, Mr. DeLacy has served half-time as Athletic Director.

Effective July 1, 1978, it is recommended that Mr. Robert Dinaberg be appointed to the half-time assignment of Athletic Director, as indicated on Attachment 2.1-b(2).
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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 APPOINT-
MENTS (NON-CLASSIFIED SERVICE EMPLOYEES) FOR CON-
INUING 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 LEAVES OF ABSENCE WITHOUT
PAY: THELMA E. DAWALLO, TYP.CLK.SR., TUTORIAL
CENTER, 5/16/78 THROUGH 8/4/78, AND BARBARA KINDRON,
PABX OPER./RECEPT., SWITCHBOARD, 6/16/78 THROUGH
9/8/78

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF REQUEST FOR PERSONAL
NECESSITY LEAVE FOR FAMILY ILLNESS FOR APRIL 18 -
MAY 1, 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 - continued:

b. NON-Routine

(1) RECOMMENDED APPROVAL OF PROMOTION, LAURO ORTIZ, TO MAINTENANCE WORKER, RANGE 30A, EFFECTIVE JUNE 1, 1978

Attachment 2.2-b(1)

On November 1, 1977, Mr. Ortiz was transferred from Custodian to Maintenance Trainee. The Director of Facilities and Operations has determined that Mr. Ortiz has successfully completed a training program for Maintenance Worker and recommends his promotion per Section 1410.13 of the Classified Personnel Rules and Regulations.

It is recommended that approval be given to promote Lauro Ortiz to Maintenance Worker, Range 30A, effective June 1, 1978.

(2) RECOMMENDED APPROVAL OF RETIREMENT: DOROTHY H. EBERLE, PROGRAM PLANNING ASSISTANT, CONTINUING EDUCATION DIVISION, EFFECTIVE JULY 1, 1978

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: JANICE D. MARTIN, TYP.CLK.INT., (REPLACING P. FOLEY), INSTRUCTION OFFICE, EFFECTIVE 5/15/78

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: BARBARA J. WILLIAMS, TESTING TECH. (REPLACING L. MEREDITH), ENGLISH DEPARTMENT, EFFECTIVE 5/15/78

Attachment 2.2-b(4)
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(5) RECOMMENDED APPROVAL OF RE-ORGANIZATION OF WOMEN'S CENTER PROGRAM AND RECLASSIFICATION OF WOMEN'S CENTER ASSISTANT POSITION, EFFECTIVE MAY 15, 1978

Attachment 2.2-b(5)

The Women's Center currently is authorized a one-half time para-professional classified position entitled Women's Center Assistant, Range 30. Effective fiscal year 1977-78, the Women's Center was administratively placed under the auspices of the Counseling Office.

Since the resignation of the previous incumbent of the Women's Center Assistant position in December, 1977, the position has remained vacant. An hourly typist clerk, intermediate was approved to provide clerical assistance and allow for an evaluation of the position.

The Head Counselor has recommended a re-organization in the Women's Center which would result in the Assistant position being reclassified to Typist Clerk, Intermediate to the program changes as outlined in the attachment.

The Resources Allocation Review Board approved filling the position as a Typist Clerk, Intermediate on April 24, 1978.

It is recommended that approval be given for the proposed reorganization of the Women's Center Program and reclassification of the half-time, 10-month Women's Center Assistant position to half-time, 10-month Typist Clerk, Intermediate, Range 21, effective May 15, 1978.

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL EXPERTS (CONSULTANTS), P. E. DEPARTMENT

Attachment 2.3-a(1)

(2) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS: TINA EASTERLING, GYMNASTICS, AND DEBORAH SCUDLOW, DANCE

Attachment 2.3-a(1)
3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF 1978-79 CALENDAR FOR CONTINUING EDUCATION DIVISION

Attachment 3.2

Attachment 3.2 contains a proposed calendar for the Continuing Education Division for the 1978-79 year. The Continuing Education Division has, for many years, been on a quarter system. However, the "early start" calendar for the credit programs now makes the calendars of the two divisions considerably different. It is believed, therefore, that separate action should be taken on both calendars.

Approval of the Continuing Education Calendar is recommended.

3.3 RECOMMENDED ADOPTION OF PROPOSED ACADEMIC RENEWAL POLICY AND PROCEDURES

Attachment 3.3

In compliance with the provisions of new Sections 51315-51316 and 51318-51319, Chapter 4, Division 2, Part VI, Title 5, California Administrative Code, Attachment 3.3 sets forth the proposed Academic Renewal Policy. Both the Scholastic Standards Committee and the Representative Council of the Academic Senate have reviewed the policy and procedures and have approved them.

It is recommended that the Board of Trustees adopt the Academic Renewal Policy and Procedures, as set forth in Attachment 3.3.

3.4 RECOMMENDED REVISION OF STUDENT PERSONNEL POLICY 3113.8

Attachment 3.4

Attachment 3.4 indicates proposed revisions of Student Personnel Policy 3113.8. The policy provides for refund of tuition payments (for foreign or out-of-state students) under certain conditions. The revisions will serve to bring refund procedures in line with other enrollment procedures of the college.

It is recommended that the revisions of Student Personnel Policy 3113.8, as shown in Attachment 3.4, be adopted.
3. STUDENT SERVICES - continued:

3.4 RECOMMENDED APPROVAL OF PROCEDURES FOR SELECTION OF NON-VOTING STUDENT BOARD MEMBER

Attachment 3.4

On April 13, 1978, the Board adopted policy for selection and service of the non-voting student member of the Board of Trustees. Those policies require that procedures for election of the Student President, who will serve as the student board member, be approved by the Board of Trustees.

Attachment 3.4 contains the student election procedures.

Approval of the procedures is recommended.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF CLASSES FOR CONTINUING EDUCATION DIVISION

It is recommended that the Board approve the following classes, which are scheduled to begin the week of May 15, 1978 in the Continuing Education program:

EMERGENCY CARE - A basic 15-hour class in English on first aid and personal safety, meeting the revised requirements of the American Red Cross for the Standard First Aid Certificate.

EMERGENCY CARE - A basic 15-hour class in Spanish on first aid and personal safety, meeting the revised requirements of the American Red Cross for the Standard First Aid Certificate.

POWERS TO ARREST, PART II - Two 6-hour sessions, giving an overview of what powers to arrest are approved for security personnel to meet licensing requirements mandated by the State Bureau of Consumer Affairs.

FIREARMS QUALIFICATIONS - A 10-hour class, outlining the legal and moral aspects involving the use of firearms by security personnel to meet licensing requirements mandated by the State Bureau of Consumer Affairs.

FIREARMS RE-QUALIFICATION - A 6-hour class for security personnel, reviewing firearms practice and re-qualification on the firing range to meet licensing requirements mandated by the State Bureau of Consumer Affairs.
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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. P78-2114 through and including P78-2213.

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 APRIL 30, 1978

Attachment 5.1-c

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

- Marine Technology 43% complete
- Physical Science Addition 13% complete
- Auto Shop Exhaust System 75% complete

5.2 NON-ROUTINE

a. RECOMMENDED AUTHORIZATION TO ORDER SUPPLY AND EQUIPMENT ITEMS FOR FISCAL YEAR 1979

Due to delivery schedules, it is necessary that certain supply and equipment items required for the opening of the 1978-79 college year be ordered in advance of budget approval. Such orders are anticipated to be minimal.

The Superintendent recommends that the Board authorize the issuance of notices of intent to purchase selected supply and equipment items necessary for the 1978-79 college year in advance of the budget adoption and that such authorization be limited to an amount not to exceed 50% of the total amount budgeted for supply items for the 1977-78 college year.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED APPROVAL OF THE DISPOSAL OF SURPLUS EQUIPMENT AT COUNTY AUCTION ON MAY 13, 1978

Attachment 5.2-b

The items listed on Attachment 5.2-b have been declared surplus and are of no further use to the District. They can be disposed of at the Santa Barbara County Auction to be held on May 13, 1978.

It is recommended that approval be given for the disposal of these items and staff authorized to do so at the County Auction.

c. RECOMMENDED EMPLOYMENT OF TESTING LABORATORY FOR FOUNDATION INVESTIGATION, ADMINISTRATION BUILDING RENOVATION PROJECT

The architects for the Administration Building Renovation project have requested a foundation investigation in the area of the new elevator in order to complete their structural design. Proposals to provide the testing services will be received by the District prior to the Board meeting.

A recommendation will be made by staff at the meeting for employment of the testing laboratory.

d. NOTIFICATION OF PROVISIONAL AUTHORIZATION FOR REPAIR OF DISASTER-CAUSED DAMAGE IN MAJOR DISASTER AREA

Attachment 5.2-d

As a result of the severe rains this past winter, the District applied for federal funds to correct the most seriously eroded areas. The application was for an amount in excess of $270,000. Notification has now been received from the U.S. Department of Health, Education and Welfare, Office of Education, that the District has been provisionally authorized to proceed to repair only disaster-caused damage in an amount not to exceed $34,950.

Attachment 5.2-d indicates those areas which have been approved for correction and the budget allocated to restore the areas. The figures listed, however, are estimates and the amount allocated is not a final commitment with respect to each item. It does appear that adjustments can be made if significant or omitted items are discovered.

It is recommended that the funds be accepted and the staff be authorized to proceed with the repair work as indicated.
6. GENERAL INFORMATION

6.1 REPORT OF ESTIMATED COSTS OF BUDGET ALTERNATIVES

Enclosure #1

Enclosure #1 contains estimated price tags for alternatives which may be considered in the event that Proposition #13 is passed by the voted on June 6.

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, May 25, 1978 at 3:30 p.m. in the Board Room (A-121) of Santa Barbara City College, Santa Barbara, California.

Due to planned attendance at a California Community College Trustees Conference by Board members, it is suggested that the regularly-scheduled meeting on May 25, 1978 be cancelled.

It is further suggested that a special meeting be scheduled by the Board of Trustees on Thursday, June 1, 1978.