AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

June 8, 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
   1.5 MINUTES OF REGULAR MEETING OF MAY 11, 1978
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. RESULTS OF JUNE 6, 1978 ELECTION
         Enclosure #1
         Results of the election will be reviewed. Staff will present the latest available information on contingency planning at the state level and at the District level.
         Action may be recommended depending upon the situation existing at the time of the meeting.
      b. REPORT ON CALIFORNIA COMMUNITY COLLEGE TRUSTEES CONFERENCE
         Representatives of the District attended a recent CCCT Conference. They may wish to present reports of the meeting.
      c. OCCUPATIONAL EDUCATION NEWSLETTER
         Enclosure #2
         For information, the publication "Odds and Ends" on Occupational Education Newsletter was included in materials distributed for the meeting.
      d. REPORT ON COMING EVENTS, MR. JIM WILLIAMS
2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS/SUBSTITUTES (DAY & EVENING), AND HOURLY INSTRUCTORS/SUBSTITUTES (CHILDREN'S CENTER)

Attachment 2.1-a(1)

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

Attachment 2.1-a(2)

(e) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(3)

b. NON-Routine

(1) RECOMMENDED APPROVAL OF FOUR-YEAR CONTRACT WITH DR. DAVID H. MERGES AS SUPERINTENDENT-PRESIDENT

On May 11, 1978, the Board voted unanimously to enter into a four-year contract with Dr. David H. Mertes.

At that time, it was not certain when Dr. Mertes would report. It is now possible for him to report on August 1.

It is recommended that the contract with Dr. Mertes be approved with his service to begin on August 1, 1978.

(2) RECOMMENDED APPROVAL OF PERSONAL LEAVE OF ABSENCE (WITHOUT PAY): ROYCE ADAMS, ASSOCIATE PROFESSOR, ENGLISH DEPT., EFFECTIVE 1978 FALL SEMESTER

Attachment 2.1-b(2)

A letter has been received from Mr. Royce Adams requesting a personal leave of absence for the 1978 fall semester.

Approval of the request is recommended.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: ROBERT FRAME, ASSOCIATE PROFESSOR, ART DEPT., 4/24/78 - 6/15/78

Attachment 2.1-b(3)

Upon the advice of his physician, Mr. Robert Frame is requesting a health leave of absence for the period April 24 through June 15, 1978.

It is recommended that approval be given of this request.

(4) RECOMMENDED APPROVAL OF SUMMER SESSION FACULTY

Enclosure #3

Enclosure #3 contains the list of faculty for the Summer Session program previously approved.

It is relatively certain that the Summer Session will have to be reduced in the event that Prop. #13 is approved. It is possible that the session will have to be cancelled.

A recommendation will be made during the Board meeting depending upon circumstances at that time.

(5) RECOMMENDED APPROVAL OF PERSONAL LEAVE WITHOUT PAY: DR. JOANNE HENDRICK, ASSOC. PROFESSOR, NURSERY SCHOOL, 1978 FALL SEMESTER

Attachment 2.1-b(5)

Dr. Joanne Hendrick has requested a personal leave of absence without pay for the 1978 fall semester in the event that her sabbatical leave is not funded.

Approval of her request is recommended.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(6) RECOMMENDED APPROVAL OF PERSONAL LEAVE OF ABSENCE (WITHOUT PAY): DR. MIKE RICE, PROFESSOR, BUSINESS EDUCATION, 1978 FALL SEMESTER

Attachment 2.1-b(6)

As indicated in Attachment 2.1-b(6), Dr. Mike Rice has requested a personal leave without pay for the 1978 fall semester in the event that his sabbatical leave is not funded.

It is recommended that his request be approved.

(7) RECOMMENDED APPROVAL OF APPOINTMENT OF CERTIFICATED PERSONNEL

This item refers to two certificated replacement positions: one is in Health Occupations; the other is the basketball coach.

The names will be submitted or this item will be withdrawn at the Board meeting depending upon results of the June 6 election.

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 APPOINTMENTS (NON-CLASSIFIED SERVICE EMPLOYEES), CONTINUING EDUCATION DIVISION

Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: GENERAL PROGRAM

Attachment 2.2-a(3)
2. PERSONNEL - continued:
   2.2 CLASSIFIED PERSONNEL - continued:
      a. ROUTINE - continued:

(4) RECOMMENDED APPROVAL OF REQUESTS FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS, MAY 1978
    Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF HEALTH LEAVES OF ABSENCE: LILY GLOCKLER, LAB.TECH., CHEMISTRY; BRUNO PAROLA, GROUNSKPR., FAC. & OPER.; MARILU SCHACK, SEC.SR., OCC. & CAREER ED.
    Attachment 2.2-a(5)

(6) RECOMMENDED APPROVAL OF MATERNITY LEAVE OF ABSENCE: ROBIN ABBOTT, TYP.CLK.INT., HEALTH OCCUPATIONS, 8/14/78 - 2/14/79
    Attachment 2.2-a(6)

(7) RECOMMENDED ACCEPTANCE OF RESIGNATIONS: DON TRENT, DIRECTOR, FACIL. DEVELOP., 5/31/78; STEVE RODGERS, ATH.EQPT.ATTND., ATHLETICS, 6/2/78; DONALD M. O'KARMA. A-V TECH., MEDIA SERVICES, 6/9/78; AND EDWARD CLODFELTER, A-V REPAIR TECH., MEDIA SERVICES, 6/16/78
    Attachment 2.2-a(7)

(8) RECOMMENDED APPROVAL OF PROBATIONARY DISMISSAL: ROBERT GARCIA, CUSTODIAN, FACIL. & OPER., EFFECTIVE 5/12/78
    Attachment 2.2-a(8)

(9) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
    Attachment 2.2-a(9)

b. NON-ROUTINE

(1) RECOMMENDED CHANGES IN CLASSIFIED ASSIGNMENTS
    Attachment 2.2-b(1)

Requests have been received and the Resources Allocation Review Board has recommended a one-month extension of the assignments in two positions: Stagecraft Technician and Intermediate Typist Clerk. Both positions are in the Continuing Education Division.

Approval of the extensions is recommended subject to approval of funding at the next meeting of the Board.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF WORKING-OUT-OF-CLASSIFICATION:
ROBERT BENNETT, 6/5/78 THROUGH 6/23/78

Attachment 2.2-b(2)

Mr. Ricardo Valenzuela, night Custodial Supervisor, will be away from his position from June 5 through June 23, 1978. Mr. Robert Bennett will assume his responsibilities and should be compensated at the supervisor's level.

It is recommended that approval be given for Robert Bennett to work out of classification as described.

(3) RECOMMENDED APPROVAL OF APPOINTMENTS OF CLASSIFIED PERSONNEL

This item refers to two classified positions: one is a computer operator; the second is an intermediate typist clerk for the Enabler Program.

The names will be submitted or this item will be withdrawn at the Board meeting depending upon the results of the June 6 election.

(4) RECOMMENDED APPROVAL OF SUMMER REPERTORY THEATRE HOURLY APPOINTMENTS (NON-CLASSIFIED SERVICE EMPLOYEES)

Attachment 2.2-b(4)

Several hourly positions are needed to support the special Summer Repertory Theatre. A CETA grant has been secured to assist in paying such consultants. A later agenda item recommends acceptance of the CETA grant.

It is recommended that the hourly appointments be approved, subject to acceptance of the CETA grant later in the agenda.
2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

a. RECOMMENDED APPROVAL OF PROFESSIONAL CONSULTANTS - SUMMER REPERTORY THEATRE

Attachment 2.3-a

In connection with the Summer Repertory Theatre, professional consultants are required. A CETA grant has been secured to assist in paying such consultants. A later agenda item recommends acceptance of the CETA grant.

It is recommended that the professional consultants be approved, subject to acceptance of the CETA grant later in the agenda.

b. RECOMMENDED APPROVAL OF DISTRICT AFFIRMATIVE ACTION GOALS & TIMETABLES

Enclosure #4

In accordance with the District's Affirmative Action Program Plan and the Board of Governors Regulations (Section 53000, California Administrative Code), the Affirmative Action Goals & Timetables are submitted in Enclosure #4.

The Goals & Timetables were developed over a period of two years by the Board's Educational Policies Subcommittee. The Goals & Timetables which also contain a Workforce/Utilization Analysis follow guidelines provided by the Chancellor's office and will be submitted to that office for their review and approval.

The Board of Governors' Affirmative Action Regulations also require that the District report every two years to the Chancellor's office its progress in reaching its Affirmative Action Goals.

It is recommended that the Affirmative Action Goals & Timetables, as contained in Enclosure #4, be approved for submission to the Chancellor's office.
3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN ARTS DEGREE

Enclosure #5

The Superintendent recommends that the Board confer upon each of the 344 candidates listed in Enclosure #5 the Associate in Arts Degree, subject to completion of the State and local requirements for the degree.

3.3 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN SCIENCE DEGREE

Enclosure #5

The Superintendent recommends that the Board confer upon each of the 133 candidates listed in Enclosure #5 the Associate in Science Degree, subject to completion of the State and local requirements for the degree.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF COURSES FOR 1978 SUMMER TERM, CONTINUING EDUCATION DIVISION

Attachment 4.1

4.2 STATUS OF REGIONAL ADULT & VOCATIONAL EDUCATION COUNCIL (RAVEC) DELINEATION OF FUNCTION AGREEMENT

Attachment 4.2

4.3 PROPOSED CHANGES IN INDEPENDENT STUDY POLICY

Attachment 4.3

Attachment 4.3 contains recommended policy for Independent Study. This policy will be reviewed by the Educational Policies Subcommittee on June 5.

A recommendation from the subcommittee will be made at the meeting.
4. CURRICULUM AND INSTRUCTION - continued:

4.4 RECOMMENDED APPROVAL OF CURRICULUM CHANGES

Enclosure #6

Enclosure #6 contains recommendations from the Curriculum Advisory Committee.

Proposed program revisions are presented in Item II. They include changes in the Dental Assisting and Hotel & Restaurant Management programs.

Approval of the proposed program changes is recommended.

4.5 RECOMMENDED APPROVAL OF NEW HEALTH EDUCATION DEPARTMENT

Attachment 4.5

As described in Attachment 4.5, it appears appropriate to establish a Health Education Department within the Health Occupations Cluster. The proposal includes five elements.

Approval of the proposed changes is recommended.

4.6 RECOMMENDED APPROVAL OF EXTENSION OF DISTRICT PLAN FOR WORK EXPERIENCE TO JULY 1, 1979

Attachment 4.6

The present District Plan for Work Experience expires July 1, 1978. In compliance with a directive from the Chancellor's office, District Plans for Work Experience will not be rewritten at this time as Title V revisions are being developed that may change the required format. Instead, only a single "Statement of Assurances" is required to extend the present Plan to July 1, 1979.

Approval of the submission of the Statement of Assurances, contained in Attachment 4.6, is recommended.
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. P78-2214 through and including P78-2466.

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 MAY 31, 1978

Attachment 5.1-c

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

- Marine Technology: 53% complete
- Physical Science Addition: 13% complete
- Auto Shop Exhaust System: 85% complete

5.2 NON-ROUTINE

a. RECOMMENDED ACCEPTANCE OF CETA GRANT FOR $10,148 FOR SUMMER REPERTORY THEATRE

Enclosure #7

The District applied for and has received authorization to utilize qualified CETA employees in the Summer Repertory Theatre. Enclosure #7 delineates the number and kind of employees to be used. The amount of the grant is $10,148.

The Superintendent recommends approval of the Agreement for Use of CETA Funds in the amount of $10,148 for employment of selected personnel for the Summer Repertory Theatre.
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Board of Trustees - SBCCD
June 8, 1978

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED ACCEPTANCE OF SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS AND COLLEGE WORK-STUDY FUNDS FOR 1978-79

Attachment 5.2-b

The District has been notified that the level of 1978-79 funding for Supplemental Educational Opportunity Grants (SEOG) will be $70,267 and for College Work-Study (CWS) will be $352,595.

The Superintendent recommends acceptance of the 1978-79 funding for Supplemental Educational Opportunity Grants and College Work-Study, as delineated in Attachment 5.2-b

c. RESULTS OF DISPOSAL OF SURPLUS ITEMS AT SANTA BARBARA COUNTY AUCTION

Attachment 5.2-c

Attachment 5.2-c contains the statement from the County of Santa Barbara of the results of District surplus items sold at the auction held May 13, 1978.

A total of $690 was received less 10% commission and the District's share of expenses. The net balance to the District is $606.57.

d. RECOMMENDED APPROVAL OF AGREEMENT WITH THE FUND FOR SANTA BARBARA CITY COLLEGE

Enclosure #8

THE FUND FOR SANTA BARBARA CITY COLLEGE has received, as a gift, a 24-foot Del Rey sloop called "SHALOM".

It is the wish of the donor that the sloop be used in the instructional program of the college for at least one year, if possible. Arrangements for such use have been made with all costs connected with its use to be deducted from the proceeds when the boat is sold.

It is recommended that the agreement in Enclosure #8 with THE FUND FOR SANTA BARBARA CITY COLLEGE for use of the sloop be approved.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. RECOMMENDED RATIFICATION OF SUBMISSION OF APPLICATION TO CONTINUE ADULT BASIC EDUCATION PROGRAM

Attachment 5.2-e

On May 10, 1978, an application was submitted to the State Department of Education for funds to continue the Adult Basic Education Program in the Continuing Education Division. This proposed project will continue the Adult ESL Program for another year. Grant funding requested was $20,000. Additional local funds of $38,758 will come from State apportionment.

Ratification of the submission of this application is recommended.

f. RECOMMENDED RATIFICATION OF THE SUBMISSION OF AN APPLICATION FOR GRANT FUNDS FOR RADIOLOGIC TECHNOLOGY

Attachment 5.2-f

An application has been submitted to the Department of Health, Education and Welfare for third-year funding of a present grant to improve the Radiologic Technology Program. Funding requested was $19,332. No matching funds are required.

The Superintendent recommends ratification of the submission of this application.

g. RECOMMENDED APPROVAL OF COSMETOLOGY/COSMETICIAN CONTRACT FOR 1978-79

Enclosure #9

A Cosmetology/Cosmetician Training Program to serve 63 F.T.E. students (through contracted instruction) is planned for the 1978-79 college year.

The contract complies with rules and regulations set forth under Title 5 and VEA Public Law 94-482.

Approval of the contract is recommended subject to approval of funding at the next Board meeting.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RECOMMENDED APPROVAL OF SECURITY AGREEMENT - ACTORS' EQUITY ASSOCIATION

Enclosure # 10

The 1978 Summer Repertory Theatre anticipates conducting several performances in which professional actors will be used. Enclosure #10 contains an agreement with the actors' union for these services.

The Superintendent recommends approval of the Security Agreement with Actors' Equity Association, as delineated in Enclosure #10.

i. RECOMMENDED APPROVAL OF $3,500 ALLOCATION FOR REPLACEMENT OF LOST, STOLEN, OR VANDALIZED EQUIPMENT

Attachment 5.2-1

During the course of the year, several items of equipment have been reported as lost, stolen, or vandalized. In past years these replacements were handled administratively. In the 1977-78 year no funds were provided for this purpose. Insurance deductible negates participation by our insurance carrier in the replacement. As suggested by the Board in the budget adoption session, the staff requests funds in the amount of $3,500 be allocated now to allow the replacement of the missing items.

The Superintendent recommends funds in an amount not to exceed $3,500 be allocated from the 1977-78 contingency reserve for replacement of lost, stolen or vandalized equipment.

j. RECOMMENDED AUTHORIZATION TO ROUGH GRADE WEST CAMPUS WAREHOUSE SITE

Attachment 5.2-j

The general contractor for the West Campus Bridge Abutment Erosion Control project has proposed to remove soil from the West Campus Warehouse site at no cost to the District. The soil removal is to be controlled by Penfield & Smith and would adhere to rough grades already established for the proposed Warehouse project. Attachment 5.2-j includes the contractor's proposal for this work. Penfield & Smith will coordinate with District staff the quantity of soil removal so that sufficient soil will remain for pending erosion control projects.

The Superintendent recommends that authorization be given to South Coast Contractors, Inc. to rough grade the proposed Warehouse site and remove excess soil from the campus at no cost to the District.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #78-097, 098, 099, 100 and 101

Attachment 5.2-k

#78-097 in the amount of $2,573: To cover expenses for supplies within the Art Cost Center.

#78-098 in the amount of $914: To cover expenses of field trip to NBC by Media Services Cost Center.

#78-099 in the amount of $100: To cover consultant fees for Physical Education Cost Center.

#78-100 in the amount of $198: To cover equipment repair for the Graphic Cost Center.

#78-101 in the amount of $2,999: To cover cost of equipment repair for Hotel/Restaurant Management Cost Center.

It is recommended that the above appropriation transfers be approved.

1. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #78-094, 095 and 096 AND ADOPTION OF RESOLUTIONS PROVIDING FOR TRANSFER OF FUNDS FROM CONTINGENCIES ACCOUNT

Attachment 5.2-1

#78-094 in the amount of $3,643 and Resolution No. 44 (1977-78):
Transfer from Contingencies to cover expenses for legal action and additional advertising for Admissions.

#78-095 in the amount of $2,220 and Resolution No. 45 (1977-78):
Transfer from Student Aid to Contingencies (Continuing Education Division) for behind-the-wheel-driving instruction costs.

#78-096 in the amount of $34,833 and Resolution No. 46 (1977-78):
Transfer from Contingencies to cover cost of contract and architect fees, Auto Exhaust remodeling, Administration Bldg.

It is recommended that the above appropriation transfers be approved and that the above resolutions be adopted.
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5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

m. RECOMMENDED ACCEPTANCE OF ADDITIONAL CETA FUNDS FOR ESL PROGRAM

Attachment 5.2-m

The College has been notified of the award of additional CETA funding in the amount of $10,286 to extend the CETA-funded ESL Program from June 19 to September 29, 1978.

The Superintendent recommends acceptance of these funds.

6. GENERAL INFORMATION

6.1 CONSIDERATION OF PROPOSED ART WORK

The Board of Trustees agreed to hold in reserve a space on the campus for an art work by Mr. Henri Toussaint pending approval of the proposed art work.

Mr. Toussaint has prepared a proposal and is seeking outside funding. He has submitted his proposal to the College Art Works Committee. They will report their recommendation at the meeting.

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, June 22, 1978 at 3:30 p.m. in Room A-121, Santa Barbara City College, Santa Barbara, California.