AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

July 13, 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 JUNE 22, 1978

MINUTES OF SPECIAL MEETING OF JUNE 29, 1978

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

   a. REPORT OF SUMMER SESSION ENROLLMENT

   b. REPORT ON COMING EVENTS, MR. JIM WILLIAMS

1.8 RECOMMENDED APPROVAL OF UP-DATED POLICIES FOR BOARD OF TRUSTEES

Enclosure #1

Enclosure #1 contains an updated version of Board policies. This revision, for the most part, results from changes in Education Code Section numbers. No substantive policy changes are proposed.

These were presented to the Policies Subcommittee and are now presented to the full Board for consideration.

Approval of the up-dated policies is recommended.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

   a. ROUTINE

      (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTOR, AND HOURLY
      INSTRUCTOR AND SUBSTITUTES FOR CONTINUING EDUCATION DIVISION

      Attachment 2.1-a(1)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF ADDITIONAL INSTRUCTORS AND CHANGE FOR PREVIOUSLY-APPROVED INSTRUCTOR, 1978 SUMMER SESSION

Attachment 2.1-a(2)

(3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(3)

b. NON-ROUTINE

(1) RECOMMENDED ACCEPTANCE OF RESIGNATION: DR. BETTY DEAN, ASSOC.PROF. ADN/ASST.DIR., ADN, EFFECTIVE JUNE 16, 1978

Attachment 2.1-b(1)

Dr. Betty Dean, Associate Professor, ADN, and Assistant Director of the ADN Program has submitted a resignation. She has accepted a full-time administrative position with Golden West College.

It is recommended that her resignation be accepted.

(2) CONSIDERATION OF REPLACEMENT FOR MRS. GWEN M. JENKINS

Mrs. Jenkins retired from her position as LVN instructor. Because of Proposition #13, the position has not been filled.

It is anticipated that a recommendation will be received from the Resources Allocation Review Board prior to the Board meeting regarding the possible replacement of Mrs. Jenkins.

(3) CONSIDERATION OF REPLACEMENT FOR MR. ED DELACY

Mr. DeLacy resigned to accept a position with UCSB. Because of Proposition #13, the position of Basketball Coach and P.E. instructor has not been filled.

It is anticipated that a recommendation will be received from the Resources Allocation Review Board prior to the Board meeting regarding the possible replacement of Mr. DeLacy.
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2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(4) RECOMMENDED ADOPTION OF CERTIFICATED SALARY SCHEDULES FOR 1978-79

Enclosure #2

On June 22, 1978, the Board of Trustees approved certificated salary and benefit schedules for certificated personnel. The 1977-78 schedules will apply through 1978-79.

It is recommended that the 1978-79 Certificated Salary Schedules, as described in Enclosure #2, be adopted.

(5) RECOMMENDED APPROVAL OF CHANGES IN CERTIFICATED EVALUATION POLICY

Enclosure #3

Enclosure #3 contains proposed changes in certificated evaluation policy. The first proposed change is an addition to Section I-B-2. The second proposed change is that Section II-C be deleted and replaced with a new Section C and D.

Both changes are recommended by the Representative Council and have been reviewed and approved by the Board Policies Subcommittee.

Approval of the changes is recommended.

(6) RECOMMENDED APPROVAL OF UPDATED POLICIES FOR ADMINISTRATORS

Enclosure #4

Enclosure #4 contains an updated version of Policies for Administrators. Most of the revisions result from changes in Education Code Section numbers.

These were presented to the Policies Subcommittee and are now presented to the full Board for consideration.

Approval of the updated policies is recommended.
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS, INCLUDING 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 TUTORIAL PROGRAMS

Attachment 2.2-a(2)

(3) RECOMMENDED ACCEPTANCE OF RESIGNATIONS: CHRISTY ANN CARNAGHI, AM. & REC.CLP., ADMISSIONS, EFFECTIVE 7/5/78, AND SUNG IN HORTON, TYP.CLP.SR., LIBRARY, EFFECTIVE 7/11/78

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF PROBATIONARY DISMISSAL: LINDA J. HUGHES, FIN.AIDS CLP., PLACEMENT/FINANCIAL AIDS, EFFECTIVE 6/30/78

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF REQUEST FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS FOR JUNE, 1978

Attachment 2.2-a(5)

(6) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: MARILYN M. FALETTI, ACCT.CLP.SR., ACCOUNTING, EFFECTIVE 7/3/78, APPROXIMATELY 6-8 WEEKS

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

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF RE-ASSIGNMENT AND LAYOFF

Attachment 2.2-b(1)

Due to the lack of funds resulting from passage of Proposition #13, the Board on June 22, 1978 authorized elimination of the parking ticket function assigned to the Business Services Division, in order to reduce expenditures. This function was performed by a full-time 11 months Security Officer.

The incumbent, Cynthia Pyle, shall be reassigned to the graveyard shift, according to seniority in the class, and this will result in a recommended lay off of the least senior Security Officer, Mr. Joseph L. McEnulty.

This layoff action is recommended in accordance with Section 1524 of the Classified Personnel Rules & Regulations and Ed Code Sections 88017, 88117, and 88127, which provide for lay offs of permanent classified service employees in the event of lack of work or lack of funds. A minimum of 30 days' notice must be given to any laid off employee.

Mr. McEnulty has been consulted and is aware of his rights under the law. He has been offered a transfer to a permanent position in another department, which he has declined. There remains no alternative but to recommend lay off of Mr. McEnulty and place him on a re-employment list for 39 months from the effective date of lay off, August 14, 1978.

It is recommended that approval be given to initiate the following personnel actions:

1. Eliminate the position of Security Officer (C. Pyle, incumbent-day shift) effective 7/5/78.

2. Reassign Cynthia Pyle, Security Officer, to the graveyard shift and extend her assignment to 12 months per year, effective 7/5/78.

3. Issue a Notice of Layoff to Joseph L. McEnulty per Section 1524, Classified Rules & Regulations, with layoff to be effective August 14, 1978.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF REORGANIZATION OF FACILITIES DEVELOPMENT DEPARTMENT AND CHANGE IN JOB DESCRIPTIONS, EFFECTIVE JULY 3, 1978

Enclosure #5

Due to the resignation of the Director, Facilities Development, the slow down in construction of district projects, and the need to reduce personnel costs, it is recommended that the functions of the Facilities Development Department be assumed by existing district staff members. This shift in assigned functions is summarized below and is fully described in the enclosure, Part A.

Assistant Superintendent, Business Services (New Duties):

a. Coordinate and supervise construction contracts.

b. Assist in studies to increase effective and efficient use of facilities.

c. Coordinate facility development effort.

Administrative Assistant to Superintendent/President (New Duties):

a. Establish and maintain data base describing district facilities, including resources and needs.

b. Coordinate facility planning and development.

c. Prepares requests for grants and financial assistance for facilities.

Director, Facilities & Operations (New Duties):

a. Coordinate and supervise construction projects.

b. Plan, coordinate and supervise the district's security effort and security personnel.

Assistant Director, Facilities & Operations (New Duties):

a. Plan, coordinate and supervise functions of maintenance staff.

Under the reorganization, there are no changes in lines of authority with the exception that the Administrative Assistant to the Superintendent/President would report to the Assistant Superintendent, Business Services, on planning needs and their effect on the District's Master Plan. No changes in job classification are recommended at this time although the job descriptions (Part B) have been revised to reflect changes in assigned duties and responsibilities.

It is recommended that the reorganization of the Facilities Development Department described in Enclosure #5, Part A, and the new job descriptions, Part B, be approved effective July 3, 1978.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE

(3) RECOMMENDED APPROVAL OF NEW SECTION 1524.13, DISPLACEMENT RIGHTS, OF CLASSIFIED PERSONNEL RULES & REGULATIONS, EFFECTIVE JULY 14, 1978

Attachment 2.2-b(3)

County Counsel has advised this district that in the event of layoffs of classified employees, the district is required to provide for employee displacement rights (bumping) on the basis of seniority by classification.

Current Personnel Rules & Regulations, Section 1524, Layoffs, contain no provision for displacement of less senior employees by more senior employees in the event that layoffs are necessary. The proposed Section 1524.13, Displacement Rights, sets forth the conditions under which employees may be displaced according to seniority. The proposed section was reviewed by the Board Subcommittee on Educational Policies on July 6, 1978.

It is recommended that approval be given to add Section 1524.13, Displacement Rights, to the Classified Personnel Rules & Regulations, effective July 14, 1978.

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL CONSULTANTS - SUMMER REPERTORY THEATRE

Attachment 2.3-a(1)

(2) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS: BRIAN ANDERSON, EARTH SCIENCE, AND ROBIN WEILER, LIFE SCIENCE

Attachment 2.3-a(2)
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3. STUDENT SERVICES  

3.1 REPORT BY ASSOCIATED STUDENTS  

3.2 RECOMMENDED APPROVAL OF CHANGE IN THE WITHDRAWAL POLICY  

A proposed change in the withdrawal policy, recommended by the Representative Council, was considered by Mr. Wells, as the only member present at a meeting of the Educational Policies Committee on June 5.  

The proposed change, indicated below, will be more equitable for part-time students. It is the intention, also, to enforce the policy vigorously in order that students with a record of withdrawal will not take available class space from more persistent students.  

"A student who fails to complete two-thirds (2/3rds) of the units attempted during the semester shall be placed on withdrawal probation except students enrolled in 6 units or less. A student on withdrawal probation who fails to complete two-thirds (2/3rds) of the units attempted during the semester will be subject to disqualification except students enrolled in 6 units or less."

Approval of the change is recommended.  

3.3 RECOMMENDED APPROVAL OF CHANGE IN LIBRARY CHARGE POLICY  

Attachment 3.3  

In 1975, the Board of Trustees approved a policy which withholds grades, transcripts, diplomas, and registration privileges until students return or pay for the replacement of library books. It is proposed to extend the policy to cover situations in which students have not paid outstanding fines even though the book may have been returned. The proposed change is included in Attachment 3.3.  

Approval of the change in library policy is recommended.  

3.4 RECOMMENDED CHANGE IN MANDATORY STUDENT HEALTH FEE  

Since 1973, a mandatory student fee for accident insurance has been assessed all day credit students. On March 9, 1978, the Board extended the requirement to evening credit students.  

It is now proposed that, effective August 21, 1978, the fees be increased from $2 to $5 per semester for credit students enrolled in 7 or more units and from $1 to $2 per semester for students enrolled in 6 units or less. It is proposed, further, that all credit students enrolled in Summer Session be assessed $2 per session beginning with Summer 1979.  

Approval of the changes in health fees is recommended.
4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF CHANGE IN TEACHER AIDE ASSISTANCE POLICY

Attachment 4.1

Attachment 4.1 contains a recommendation from the Representative Council for a slight change in the policy regarding Teacher Aide assistance. Present staffing is available to cover the policy and it should encourage more large class enrollment.

Approval of the proposed change is recommended.

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDER NUMBERS FOR SUPPLIES, EQUIPMENT AND SERVICES

Attachment 5.1a

The Superintendent recommends authorization and/or ratification of the purchase of supplies, equipment and services on Purchase Orders No. P78-2539 through and including P78-2571.

b. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PAYMENT OF CLAIMS

Attachment 5.1b

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 JUNE 30, 1978

Attachment 5.1c

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

- Marine Technology 63% complete
- Physical Science Addition 22% complete
- Auto Shop Exhaust System 100% complete
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5. BUSINESS SERVICES – continued:

5.2 NON-ROUTINE

a. POSTPONED CONSIDERATION OF SABBATICAL LEAVES

On June 22, 1978, the Board postponed consideration of a proposal initiated by the Representative Council for approval of sabbatical leave funding for 1978-79. The proposal provided for instructors on leave to be paid only the difference between their regular salary and the maximum salary of the Long-Term Substitute and Sabbatical Replacement Teachers' Salary Schedule.

Representatives of the faculty will be available to speak to this item.

The Board Budget Subcommittee has reviewed and will have a recommendation on this item.

b. RECOMMENDED APPROVAL OF MEDICAL CARRIERS AND PREMIUM FOR EMPLOYEE BENEFIT PROGRAM FOR 1978-79

Attachment 5.2-b

Proposals for medical coverage have been presented to staff for consideration. Under federal law, each employer who has 25 or more employees must provide optional prepaid coverage at employees' selection if a federally-approved Health Maintenance Organization (H.M.O.) is within 30 miles of the employer's offices. Such an approved (federally qualified) organization exists in Santa Barbara through the California Medical Group Health Plan, Inc., therefore this district must allow employees the option of participating in the prepaid program or the indemnity program.

Three proposals have been received for medical coverage under the indemnity type program. These are Blue Cross, Travellers, and Medic-Aid. Medic-Aid's proposal was not received until after the joint Personnel Benefits Committee disbanded. Blue Cross' proposal which was recommended by the Personnel Benefits Committee provides for a continuation of the 1977-78 rates @ $68.97 for employees, $133.43 for two-party, and $160.03 for family coverage. (These are tenthly rates.) Travellers' proposal provides reduced coverage at higher rates: employee, $74.41; two-party, $162.76; and family, $221.79. Medic-Aid's proposal is to duplicate the Blue Cross proposal at a reduced cost of approximately 9%: employee, $63.44; two-party, $122.75; and family, $147.22. Because of the action of the Personnel Benefits Committee, Blue Cross and California Medical Group are the recommended medical carriers.

The Superintendent recommends approval of proposals from Blue Cross and California Medical Group Health Plan, Inc., as medical carriers for the 1978-79 college year at the rates indicated in Attachment 5.2-b.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

c. RECOMMENDED APPROVAL OF CHANGE IN TRAVEL AND CONFERENCE ADMINISTRATIVE REGULATIONS AND PROCEDURES

Attachment 5.2-c

The Superintendent recommends approval of the change in policy to delete reimbursement for meals for travel not involving overnight stay.

d. RECOMMENDED APPROVAL OF DISTRICT MEMBERSHIPS

Attachment 5.2-d

Annually, the Board has approved selected memberships deemed important to the district. Because of the passage of Prop. #13, the number of memberships has been reduced. Approximately $8,500 has been budgeted for memberships for 1978-79 compared to approximately $21,000 for 1977-78. Attachment 5.2-d indicates the memberships recommended for approval in 1978-79 as compared to 1977-78.

The Superintendent recommends approval of institutional memberships for:

- Accrediting Commission for Community & Junior Colleges
- California Community College Trustees
- California Community & Junior College Association
- Joint Review Committee on Education in Radiologic Technology
- National League for Nursing

Three additional memberships may be recommended as a result of discussion in the Board Budget Subcommittee and the Resources Allocation Review Board.

e. RECOMMENDED APPROVAL OF POLICY TO RESTRICT USE OF FACILITY USE FEES

With the enactment of Prop. 13, the district has lost the availability of special funds for community use of facilities. In its stead, the district will require payment of full cost of facilities including utilities, filing fees, overhead and repair and replacement. Within our current policy, this collection is provided; however, in the past the funds collected have offset the need for taxes in subsequent years. Such fees could and should be used to repair and replace facilities and equipment used by outside agencies.

The Superintendent recommends that funds collected by community users of district facilities be set aside for repair and replacement of facilities.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED APPROVAL OF SUNDAY USE OF FACILITIES AT NO COST TO THE DISTRICT

Attachment 5.2-f

Use of the stadium and facilities in connection with the Santa Barbara Marathon is requested for Sunday, October 22, 1978.

The facilities are available. However, no district funds are available for any related services.

It is recommended, therefore, that the use request be granted subject to an agreement which results in no cost to the District.

g. RECOMMENDED CONSIDERATION OF REQUEST FOR FACILITIES FOR A STAN KENTON CONCERT

Attachment 5.2-g

The Santa Barbara City College Arts and Lectures Committee has requested use of the Sports Pavilion for a fund-raising concert featuring the Stan Kenton orchestra. Because this is a concert, it is being brought to the Board for consideration.

Approval of the request is recommended.

h. RECOMMENDED APPROVAL OF RENEWAL CONTRACT FOR THE CENTRAL COAST PERSONNEL JOINT POWERS AGREEMENT

Enclosure #6

In the past, the District has belonged to the Central Coast Personnel Joint Council for the purpose of receiving legal advice regarding S.B. 160 (Collective Bargaining). The current contract expired on June 30, 1978. It is anticipated the costs for this service will be $750. This item is currently budgeted in the Tentative Budget.

The Superintendent recommends approval of a Joint Powers Agreement with the Central Coast Personnel Council for the period from July 1, 1978 through June 30, 1978 at an annual cost of $750.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

i. RECOMMENDED APPROVAL OF AGREEMENT WITH THE CITY OF SANTA BARBARA

Attachment 5.2-i

Because the City of Santa Barbara owns and the Santa Barbara Community College District utilizes certain parking lots prescribed in the Joint Use Agreement of 1964, liability has never been clarified. During the 1977-78 year, several claims were filed against the City for flood damage to autos. The claimants found the court receptive to the claims. As a result the City enjoined the District because of the Joint Use Agreement. Through negotiations, clarification of liability has been reached. Attachment 5.2-i delineates the terms of agreement between the City and District as applied to the current claims and will serve as the basis for subsequent actions. This item will be discussed in more detail at the meeting.

The Superintendent recommends approval of the agreement in Attachment 5.2-i for sharing costs of investigating, defending and settling or paying claims incurred in joint administration of certain parking lots noted in Exhibit A and in the Agreement.

j. RECOMMENDED APPROVAL OF LIABILITY AND PROPERTY INSURANCE FOR 1978-79 - CAMERON, ROBERTS & SEIDER, BROKERS

Attachment 5.2-j

After nearly seven years of efforts, a carrier has agreed to provide a unified liability insurance policy which covers the District's general exposure and exposure for the Marine Technology program. Because of our excellent rating and the tenacity of Mr. Ray Seider, not only has a proposal been received, the premium ratio is 47% below that which the present carrier offered for 1978-79 without the Marine Technology coverage. The type of coverage is known as layered insurance with Insurance Company of North America being the primary carrier for the first $500,000 of liability and an excess carrier, Puritan Insurance Company, responsible for the next $450,000 -- no deductible on the general liability and automobile plan. The property insurance carries a $10,000 deductible. Board members and employee liability insurance is also provided at $1,000,000. This agenda item will be discussed in detail at the meeting.

The Superintendent recommends approval of the risk management program and premiums as proposed in Attachment 5.2-j.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED APPROVAL OF LICENSING AGREEMENT FOR MUSICAL PERFORMANCES, ASCAP AND BMI

Effective January 1, 1978, changes in the copyright law were implemented. These changes, among others, require licensing to use certain music in schools, colleges and universities. The purpose of licensing contracts is to insure colleges against copyright infringements. Because of the extensive use of music in the District's program, it is essential that some licensing agreement be negotiated.

There are three licensing organizations: American Society of Composers, Authors and Publishers (ASCAP); Broadcast Music Incorporated (BMI); and Society of European Stage, Authors and Composers (SESAC). The effect of the licensing requires the payment of certain fees based upon a flat fee and/or a fee based upon enrollment, seating capacity of performance area, and price of admission.

At this time, staff recommends entering into licensing agreements with ASCAP and BMI only until further analysis reveals the need for a SESAC agreement. The minimum annual fee for ASCAP is $50 plus 6¢ per FTE student (approximately $500); BMI minimum fee is $60 plus 5.5¢ per FTE (approximately $475). Each has an additional fee when performer fees are in excess of $1,000. (SESAC has a single annual fee applicable to this district of $180.) The implications of these licensing agreements will be discussed at the meeting.

The Superintendent recommends entering into licensing agreements with ASCAP and BMI for the period from January 1, 1978 through December 31, 1979.

1. RECOMMENDED APPROVAL OF CONSULTANTS FOR FACILITY PLANNING SERVICES

Enclosure #7

With the resignation of the Director of Facilities Development, it has become evident that a need exists to train existing personnel in the planning aspects of that position. Mr. Poolman has worked with the District prior to the employment of the Director, Facilities Development. Staff requests that Mr. Poolman be employed on an interim basis to provide specific services as outlined in Enclosure #7 and to train the Administrative Assistant to the Superintendent/President and the Assistant Superintendent in the requirements of the State Construction Act.

The Superintendent recommends the employment of Robert C. Poolman and Associates at a cost and for the purpose indicated in Enclosure #7.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

m. RECOMMENDED APPROVAL OF ARCHITECTURAL SERVICES FOR HANDICAPPED TRANSITION PLAN PROJECT

Attachment 5.2-m

Under State and Federal regulations the facilities and programs of the District must be barrier free to handicapped persons. In the 1977-78 Five-Year Construction Program, a project was submitted to begin the removal of such barriers. On October 1, preliminary plans must be submitted to detail the District's efforts. To accomplish this, it is necessary to employ architects/engineers to prepare documents which adequately describe what is to be done. The architectural firm of Kruger, Bensen and Ziemer has been very active in handicapped projects, both at UCSB and with the City of Santa Barbara.

The Superintendent recommends the appointment of Kruger, Bensen & Ziemer, architects, to prepare plans, specifications and advise the District on the removal of architectural barriers in District facilities.

n. RECOMMENDED ACCEPTANCE OF AND REQUEST FOR AUTHORIZATION TO FILE NOTICE OF COMPLETION FOR DRAINAGE FACILITIES PROJECT

The contractor has notified the District that work has been completed on the drainage facilities for the pedestrian bridge abutment. The supervising engineers indicate that the work has been satisfactorily completed and recommend the project be accepted, as of July 13, 1978, and that a Notice of Completion be filed. Staff has inspected the job and find it to be completed in accordance with the plans and specifications.

The Superintendent recommends the Board accept the Drainage Facilities Project as completed (July 13, 1978), and authorize the staff to file a Notice of Completion.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

o. RECOMMENDED APPROVAL OF FEE SCHEDULE FOR CERTAIN NON-CREDIT CLASSED

As a result of Prop. #13, no state funds will be available for certain non-credit classes. Since apportionment will not be granted for these classes, enrollment fees may be charged. This was not permitted as long as state funds supported the classes.

Dr. Martin Bobgan has proposed and the Board Budget Subcommittee is recommending a fee schedule for certain non-credit classes of approximately 25c per hour of instruction. It is proposed that Continuing Education terms will be ten weeks each. Enrollment fees for a two-hour course, therefore, would be $5.

It is recommended that:

1. An enrollment fee of approximately 25c per hour of instruction be approved for certain non-credit courses which will be identified in the Fall Quarter Schedule.

2. Full-cost enrollment fees be charged for certain non-credit courses which will be identified in the Fall Quarter Schedule.

3. Certain classes of a community service nature, which will be identified in the Fall Quarter Schedule, be offered free or without enrollment fees.

4. The staff be directed to prepare a fee schedule identifying those courses in each of the categories mentioned above.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

p. REPORT OF STATUS OF BUDGET DEVELOPMENT

For information only, Dr. Sorsabal will describe the latest developments resulting from S.B. 154 and adoption of the State budget.

Dr. Sorsabal will report on the status of development of the District Budget.

6. GENERAL INFORMATION

No items

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, July 27, 1978 at 3:30 p.m. in Room A-121, Santa Barbara City College, Santa Barbara, California.
ADDITIONAL

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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

q. RECOMMENDED ACCEPTANCE OF AND REQUEST FOR AUTHORIZATION TO FILE NOTICE OF COMPLETION FOR AUTO EXHAUST SYSTEM PROJECT

The contractor has completed and the architect has accepted the work on the Auto Exhaust System project. The project meets the specifications of the contract.

The Superintendent recommends the Board accept the Auto Exhaust System Project as completed (July 13, 1978), and authorize the staff to file a Notice of Completion.