AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

July 27, 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 JULY 13, 1978
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. LETTER FROM LOS PADRES FORMATION COMMITTEE
         Attachment 1.7-a
         Attachment 1.7-a is a letter from the Los Padres Formation Study Committee expressing appreciation for use of District facilities.
      b. LETTER REGARDING SUMMER CHAMBER MUSIC FESTIVAL
         Attachment 1.7-b
         A letter from Mrs. John D. Furnas regarding the Summer Chamber Music Festival is included in Attachment 1.7-b.
      c. REPORT ON COMING EVENTS -
         MR. Jim Williams is on military leave of absence.

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTOR, 1978 SUMMER SESSION
         Attachment 2.1-a(1)
2. PERSONNEL - continued:

2.1 CERTIFIED PERSONNEL - continued:

b. NON-Routine

(1) RECOMMENDED CHANGE IN SABBATICAL LEAVES FOR DR. JOANNE B. HENDRICK AND DR. MIKE RICE

Attachment 2.1-b(1)

Dr. Hendrick and Dr. Rice were approved for full-year sabbaticals. As a result of the uncertainty and changes in sabbatical leaves, they have requested that they be on sabbatical only for the Fall, 1978.

It is recommended that their requests be approved.

(2) RECOMMENDED APPROVAL OF REDUCTION OF CONTRACT FOR MRS. ELEANOR SIMMONS, ASST. PROFESSOR, P. E. DEPT., EFFECTIVE 1978-79 COLLEGE YEAR

Attachment 2.1-b(2)

As indicated in Attachment 2.1-b(2), Mrs. Eleanor Simmons has requested a 50 percent reduction in contract for the 1978-79 school year.

She requests retirement credit as if employed on the basis of full-time, which is now possible, and service credit as if employed full-time, if that becomes possible.

It is recommended that her request be approved.

(3) RECOMMENDED APPROVAL OF APPOINTMENT OF FRANK CARBAJAL AS REPLACEMENT FOR MR. ED DELACY, 1978-79 COLLEGE YEAR

Attachment 2.1-b(3)

The position of Head Basketball Coach and Physical Education instructor has been open since Mr. DeLacy resigned to accept a position at UCSB. Recruitment for the position was completed but no appointment was recommended because of uncertainties resulting from Proposition 13. The position has been reviewed by RARB which, also, considered the fact that Mrs. Eleanor Simmons intends to resign half-time. It is proposed that Mrs. Simmons' half-time position not be filled but that Mr. Frank Carabajal be appointed as Head Basketball Coach and P. E. Instructor.

It is recommended that he be appointed effective with the Fall, 1978 semester.
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS: CLASSIFIED SERVICE EMPLOYEES, AND NON-CLASSIFIED SERVICE EMPLOYEES

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS, NON-CLASSIFIED SERVICE EMPLOYEES, SUBJECT TO FUNDING IN A LATER AGENDA ITEM

Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: COLLEGE WORK STUDY (ON- AND OFF-CAMPUS)

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF LONGEVITY INCREMENT (10 YEARS): CHARLOTTE CONNELL, TYP.CLK.INTER., COUNSELING & GUIDANCE, EFFECTIVE 8/1/78

Attachment 2.2-a(5)

(6) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: SYLVIA SPARKS, COMPUTER OPERATOR, DATA PROC. DEPT., EFFECTIVE 7/17/78 - 12/7/78

Attachment 2.2-a(6)

(7) RECOMMENDED APPROVAL OF CHANGE OF SHIFT: EDWARD LESKA, PROGRAMMER/ANALYST, DATA PROC. DEPT., (REPLACING S. SPARKS), EFFECTIVE 7/17/78 THROUGH 7/28/78

Attachment 2.2-a(7)

(8) RECOMMENDED ACCEPTANCE OF RESIGNATION: BARBARA ORTIZ, TYP.CLK.INTER., CONTINUING EDUCATION DIVISION, EFFECTIVE 7/31/78

Attachment 2.2-a(8)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT: BEAU M. MC COY, COMPUTER OPERATOR, DATA PROC. DEPT. (REPLACING S. SPARKS) EFFECTIVE 7/31/78

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF STAFFING CHANGES, ADMISSIONS & RECORDS OFFICE, EFFECTIVE AUGUST 1, 1978

Attachment 2.2-b(2)

The Administrative Dean, Student Services, has proposed staffing changes in light of a recent resignation of an Admissions & Records Clerk assigned to the swing shift. The proposal calls for changes of shift for Ms. Bernice Colombana, Admissions & Records Clerk, and Mr. Richard Franz, Principal Clerk, and requests authorization of a four-day/40 hr. week for Mr. Franz. A four-day/40 hr. work week is allowed under Section 7.7 of the CSEA contract and Education Code Section 88031.

The recommended actions provide for more effective use of current personnel in the Admissions & Records Office in that one employee, Mr. Franz, will replace two on the swing shift.

It is recommended that approval be given for the following actions:

1. Change of shift: Ms. Bernice Colombana, Admissions & Records Clerk, from swing shift to day shift; discontinue 2½% differential.

2. Change of shift: Mr. Richard Franz, Principal Clerk, from day shift to swing shift; add 2½% differential.

3. Establish a four-day/40 hr. work week for Mr. Richard Franz.
2. PERSONNEL – continued:

2.2 CLASSIFIED PERSONNEL – continued:

b. NON-ROUTINE – continued:

(3) RECOMMENDED APPROVAL OF TEMPORARY EXTENSION OF ASSIGNMENTS FOR THREE HALF-TIME EMPLOYEES FOR REGISTRATION ASSISTANCE, SUBJECT TO FUNDING IN A LATER AGENDA ITEM

Attachment 2.2-b(3)

The Admissions & Records Office recommends that the following half-time employees be approved for extensions of their normal assignments for registration assistance as needed: Shar-Lynn Timm, Typ.Clk.Inter.; Janice Martin, Typ.Clk.Inter.; and Patricia Heintz, Adm. & Rec. Clk.

The above employees will provide assistance to the Admissions Office during peak registration periods for the Fall and Spring semesters during FY 78-79.

It is recommended that approval be given, subject to funding in a later agenda item, to extend the half-time assignments of the employees listed in Attachment 2.2-b(3) on an as-needed basis to assist in registration, effective July 28, 1978 through June 30, 1979.

(4) RECOMMENDED APPROVAL OF REVISION OF CLASSIFIED PROFESSIONAL GROWTH PROGRAM, EFFECTIVE JULY 1, 1978

Enclosure #1

The Professional Growth Board has proposed a revision of the current Professional Growth Program which has been in effect since 1971. The main changes which have been proposed are to: 1) make the dollar incentive an annual cash bonus instead of monthly increments; 2) reduce the number of hours of district orientation from 22 to 10 hrs.; 3) increase the program's flexibility for employees to tailor their program toward individual goals and needs; and 4) revise the composition of the Professional Growth Board to conform to district job series.

The proposed revisions were reviewed and approved by the Board Subcommittee on Educational Policies at their meeting on July 6, 1978.

It is recommended that approval be given of the revised Classified Professional Growth Program, as contained in Enclosure #1, effective July 1, 1978.
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Board of Trustees - SBCCD
July 27, 1978

2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(4) RECOMMENDED APPROVAL OF PROFESSIONAL GROWTH INCREMENTS

Attachment 2.2-b(4)

2.3 GENERAL PERSONNEL

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

4. CURRICULUM AND INSTRUCTION

No items

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. P78-2572 through and including P78-2585 (Prior Year), and Purchase Orders No. P89-001 through and including P89-0051.

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 TWO (2) SPANISH CHAIRS FROM WILLIAM MC ADAMS, ASSOCIATE PROFESSOR, DRAMA DEPT.
   Attachment 5.2-a

   Mr. William McAdams has donated two (2) chairs to the Theatre Arts Program. These chairs can be used as props in theatrical productions and have a value of $50.

   It is recommended that the Board accept this gift and give authorization to send a letter of appreciation.

b. RECOMMENDED APPROVAL OF EXTENSION OF SPACE LEASE AGREEMENT No. V344R-28 WITH THE VETERANS ADMINISTRATION
   Attachment 5.2-b

   The Veterans Administration has requested extension of the lease agreement with the District for the use of the trailer space for their on-campus program. There is no cost to the District. The current lease will expire July 31, 1978.

   The Superintendent recommends approval of the extension of the agreement with the Veterans Administration, No. V344R-28, for use of the trailer space for the period August 1, 1978 to July 31, 1979.

c. RECOMMENDED ACCEPTANCE OF EROSION AND DRAINAGE INVESTIGATION REPORT
   Enclosure #2

   The Penfield & Smith report in Enclosure #2 details recommendations regarding the erosion control projects necessitated by the heavy rains in the 1978 winter season. Funds for this project are available in the Bond Fund account. An additional $35,000 is available through the Federal Disaster Office. Mr. Danny Wynn of Penfield & Smith will be present for detailed discussion of the project and his recommendations.

   The Superintendent recommends acceptance of this report and requests authorization to pay Penfield & Smith in accordance with contract terms.
5. BUSINESS SERVICES – continued:

5.2 NON-ROUTINE – continued:

d. RECOMMENDED APPROVAL OF WORKING DRAWINGS FOR ADMINISTRATION BUILDING REMODEL

On July 20, 1978, the Board Facilities Subcommittee reviewed working drawings for the Administration Building Remodel. Seating will not be fixed in classrooms except in A-210 (the larger lecture room/Board room). Cost analysis indicates that the sun control treatment will be less expensive than anticipated.

The Facilities Subcommittee agreed to recommend that the working drawings be approved. Authorization to go to bid will not be sought until the preliminary budget is completed. When the project is bid, the committee recommends four additive alternates:

1. Elevator for handicapped
2. Other alterations for handicapped
3. Sun protection on ground level
4. Sun protection on second floor

Approval of working drawings is recommended at this time.

e. RECOMMENDED AMENDMENTS TO THE TENTATIVE BUDGET

Attachment 5.2-e

The Resources Allocation Review Board is reviewing personnel items which result from vacated positions and from the elimination of classified hourly funding.

In some cases, personnel must be replaced in order to provide vital services. In almost every case, service is being re-instated at a much lower level or cost.

It is recommended that the Tentative Budget be amended as described in Attachment 5.2-e and that the changes be reflected in the Publication Budget.
6. GENERAL INFORMATION

No items

7. ADJOURNMENT

7.1 RECOMMENDED CHANGES IN MEETING DATES, BOARD OF TRUSTEES' MEETINGS

Legislative action to postpone the budget calendar and the budget considerations required by Proposition 13 have resulted in the need to adjust Board meeting dates. The following schedule of meetings is recommended for August and September:

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