AGENDA

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

September 7, 1978

3:30 p.m. - BOARD ROOM
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 - DISCUSSION OF PERSONNEL MATTER
   1.5 MINUTES OF SPECIAL MEETING OF AUGUST 17, 1978
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. CALIFORNIA SCHOOL BOARDS ASSOCIATION DELEGATE ASSEMBLY BALLOT
         Enclosure #1

         Information on candidates for the CSBA Delegate Assembly is included in Enclosure #1. The top page of the enclosure is a copy of the ballot. The official ballot must be mailed to have a postmark prior to midnight of September 30, 1978.

         Board members will be provided with individual ballots at the Board meeting which can be marked and tabulated later in the Superintendent's office.

      b. REPORT ON ENROLLMENT FOR FALL 1978 SEMESTER

      c. REPORT ON COMING EVENTS - Mr. Jim Williams
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2. PERSONNEL

2.1 CERTIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF TEMPORARY HOURLY INSTRUCTORS, FALL 1978 SEMESTER

Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, SUBSTITUTE, CHANGES/ADDITIONS OF PREVIOUSLY-APPROVED INSTRUCTORS, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION

Attachment 2.1-a(2)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF AMENDMENT TO PERSONAL LEAVE OF ABSENCE (WITHOUT PAY): DENNIS COON, ASST. PROFESSOR, SOCIAL SCIENCE, SPRING 1979 SEMESTER

Attachment 2.1-b(1)

On March 23, 1978 the Board approved a full semester leave of absence without pay for Dr. Dennis Coon for the 1979 Spring semester.

Dr. Coon is requesting that this be changed to a 2/5 personal leave without pay and a 3/5 teaching load for Spring '79.

It is recommended that approval be given of this request.


Attachment 2.1-b(2)
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2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF APPOINTMENT: CLAUDIA MITCHELL, ASSISTANT ADN DIRECTOR, 1978-79 YEAR

Attachment 2.1-b(3)

On June 16, 1978 Dr. Betty Dean resigned her position as Assistant Director, ADN Program to accept an administrative position at Golden West College.

It is recommended that Claudia Mitchell, currently an Assistant Professor in the ADN Program be assigned the duties of Assistant Director, ADN Program on a part-time basis, 8 hours per week, release time. Hourly lab instructors will be appointed to replace Mrs. Mitchell's 8 hour-instruction assignment.

Approval of this recommendation is requested.

(4) RECOMMENDED APPROVAL OF TEMPORARY APPOINTMENT (40% ASSIGNMENT): PAT NUNEZ, COORDINATOR, BILINGUAL/BICULTURAL PROGRAM, SUBJECT TO FUNDING IN LATER AGENDA ITEMS

Attachment 2.1-b(4)

Special Title VII and state funding have been received which makes possible continued support of the Bilingual/Bicultural Program. Acceptance of these funds will be considered in later agenda items. Arrangements have been made for a 40% assignment for a Coordinator with duties as described in the attachment.

It is recommended that Pat Nunez be appointed as Coordinator, Bilingual/Bicultural Program on a temporary (40%) assignment, as described in Attachment 2.1-b(4), and subject to funding in later agenda items.
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2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUNTE - continued:

(5) RECOMMENDED APPROVAL OF CHANGE IN DOCTORAL BONUS POLICY - CERTIFICATED PERSONNEL

On May 15, 1978 the Representative Council approved an amendment to the district's doctoral bonus policy for certificated personnel by adding the statement "from a fully-accredited institution".

The amended statement reads as follows:

"Certificated personnel with an earned doctorate from a fully-accredited institution receive an additional $645 annually."

The amended statement was reviewed on August 15, 1978 by the Board Educational Policies Subcommittee.

It is recommended that approval be given to the change in the doctoral program as described above.

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: COLLEGE WORK STUDY (ON- AND OFF-CAMPUS), GENERAL AND TUTORIAL PROGRAMS

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF REQUEST FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS FOR AUGUST, 1978

Attachment 2.2-a(4)
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2. PERSONNEL – continued:

2.2 CLASSIFIED PERSONNEL – continued:

a. ROUTINE – continued:

(5) RECOMMENDED ACCEPTANCE OF RESIGNATIONS:  ALTHEA J. GARCIA, FOOD SERVICE HELPER, HRM DEPT.; MARILYN M. PANEL, TYP.CLK. INT., CONT. EDUCATION: ANNETTE CORDERO, TUTOR II, TUTORIAL CENTER: AND MANUEL H. RAMIREZ, CUSTODIAN, FACIL. & OPERS.

Attachment 2.2-a(5)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT: ERIC KRUZEL, A-V REPAIR TECH. (REPLACING E. CLODFELTER), EFFECTIVE 9/11/78

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT: EVELYN S. LAWSON, LAB.TCHG.ASSST. (REPLACING J. METIU), HEALTH OCCUPATIONS, EFFECTIVE 9/11/78

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: JACK SHANDROFF, A-V PRODUCTION COORDINATOR (REPLACING T. BARBERE), EFFECTIVE 9/8/78

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT OF LIAISON PERSON TO LOCAL COASTAL PROGRAM

In August, 1977 Mr. Don Trent was designated by the Board to be liaison person to the Local Coastal Program. Since Mr. Trent's resignation, there is no one officially assuming this responsibility. Since there are several areas where coordination between the college and the LCP are important, it is advisable to appoint some one to work in this area.

It is recommended that Mr. Burton Miller be designated as the district liaison person to the Local Coastal Program.

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLLUNTEER STATUS

Attachment 2.3-a(1)
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3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF ADDITIONAL CLASS FOR THE 1978 FALL TERM,
CONTINUING EDUCATION DIVISION

Attachment 4.1

4.2 RECOMMENDED APPROVAL OF LATE START CLASSES AND ADOPTION OF RESOLUTION #4
(1978-79) FOR APPROVAL OF NEW T.V. COURSES

Attachment 4.2

As a result of student demand for selected course offerings and
high interest in others, a schedule of Late Start Classes is proposed.
These classes will commence on September 18, 1978.

Included in the list of short courses are three T.V. courses: Project: Universe, As Man Behaves, and The Long Search. Attachment 4.2
contains a resolution required for these T.V. courses together with
the forms to be sent to the Chancellor's Office.

It is recommended that approval be given for the Late Start Classes,
listed in Attachment 4.2, and Resolution No. 4 (1978-79) be adopted
approving of the T.V. courses.

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 ratifi-
cation of the purchase of supplies, equipment and services on
Purchase Order Nos. P78-2586 through and including P78-2888
(prior year), and P89-0176 through and including P89-0299.

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

Attachment 5.1-b

The Superintendent recommends authorization and/or ratifi-
cation 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. PUBLIC HEARING AND RECOMMENDED APPROVAL OF 1978-79 GENERAL FUND, CAFETERIA, CHILD CARE CENTER, BOND FUND, AND SPECIAL RESERVE FUND BUDGETS

Enclosure #2

The Board is required by law to hold a public hearing on the proposed annual District Budget. Following the hearing, action(s) can be taken to discuss whether to accept or alter the proposed budget. Changes to the Tentative and Publication budgets approved by the Board have been incorporated in the proposed 1978-79 budget. The details of the budget will be discussed at the meeting.

The Superintendent recommends the adoption of the proposed 1978-79 budgets as presented.

b. RECOMMENDED ACCEPTANCE OF VETERANS' COST-OF-INSTRUCTION PROGRAM ALLOCATION OF $34,700

Attachment 5.2-b

Recent changes in guidelines for the Veterans' Cost-of-Instruction Program have made Santa Barbara City College eligible once again for VCIP funds. These funds are provided to assist the district in offering certain services for veterans. Even though the allocation is for $34,700, the actual amount will be determined by the number of veterans enrolled in the 1978-79 college year.

The Superintendent recommends acceptance of the $34,700 allocation for the Veterans Cost-Of-Instruction Program for 1978-79.

c. REPORT OF NOTIFICATION OF APPROVED AUTHORIZATION CEILING FOR BASIC EDUCATIONAL OPPORTUNITY GRANT PROGRAM FOR 1978-79

Attachment 5.2-c

Notification has been received from the Department of Health, Education and Welfare of the authorization ceiling for the Basic Educational Opportunity Grant Program (BEOG) for 1978-79. The approved authorization is $399,640 and acts as a line-of-credit in the disbursement of funds through the college's Office of Financial Aids.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. RECOMMENDED ACCEPTANCE OF $18,483 GRANT FROM UCSB TO SUPPORT THE BILINGUAL TEACHER CORPS PROGRAM

Attachment 5.2-d

The college has been notified by UCSB that it is to receive $18,483 from UCSB under the consortium arrangement that exists with the University and Allan Hancock College. This money together with state funds under AB 2817 will support continuation of the Bilingual/Cross-Cultural Program for 1978-79.

The Superintendent recommends acceptance of this grant.

e. RECOMMENDED ACCEPTANCE OF $26,180 TO CONTINUE THE BILINGUAL TEACHER CORPS PROGRAM

Attachment 5.2-e

The college has been notified that it has been awarded $26,180 under AB 2817 to continue the Bilingual Teacher Corps Program with 14 FTE students. These funds will be supplemented with federal Title VII funds of $18,483 received through UCSB. There is no cost to the district.

The Superintendent recommends acceptance of this grant.

f. RECOMMENDED ACCEPTANCE OF CETA GRANT TO CONDUCT ESL CLASSES

Attachment 5.2-f

The college has been notified of an award of $30,000 from the County Office of Employment and Training Programs (CETA) to conduct ESL classes and basic education programs. This is a continuation of a program conducted last year and will serve 45 disadvantaged persons. Classes are scheduled to begin October 2, 1978, and to run 35 weeks. There is no cost to the district.

The Superintendent recommends acceptance of these CETA funds.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

   g. RECOMMENDED ACCEPTANCE OF GRANT TO CONTINUE INDOCHINESE ESL
      PROGRAM

      Attachment 5.2-g

      Notice has been received the district will receive $45,000
      from the Department of HEW to continue the ESL Program begun
      last year for the Hmong Lao people. This sum is about $40,000
      less than was originally felt to be needed to conduct the pro-
      gram. It is intended to supplement these funds with $20,000
      from state funds for basic education and $13,000 from funds
      collected in Adult Education fees in past years and set aside
      for programs for the disadvantaged.

      The Superintendent recommends acceptance of this grant.

   h. RECOMMENDED APPROVAL OF RENTAL AGREEMENT FOR CLASSROOM SPACE
      FOR THE 1978-79 INDOCHINESE ESL PROGRAM

      Attachment 5.2-h

      Attachment 5.2-h delineates an understanding for use of
      facilities between the district and the General Manager of
      Francisco Torres apartments in Goleta. These facilities will
      be used as classroom space for the Indochines ESL Program.

      Approval of the agreement is recommended.

   i. RECOMMENDED EXTENSION OF AGREEMENT WITH THE CHILD NUTRITION
      SERVICES BUREAU FOR CHILD CARE FOOD PROGRAM

      Attachment 5.2-i

      In addition to providing a majority of the funds for the
      Child Care Center, the state also makes available additional
      funds for food supplied to the participants. Attachment 5.2-i
      is a copy of the extension statement which must be mailed by
      September 15, 1978.

      The Superintendent recommends approval of extension of
      an agreement with the Child Nutrition Services for the Child
      Care Food Program, effective 9/30/78 through 6/30/79.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

j. RECOMMENDED APPROVAL OF SUBMISSION OF APPLICATION FOR VOCATIONAL EDUCATION FUNDS, TITLE II, PART A, SUBPART 2 (BASIC GRANT) FOR 1978-79

Enclosure #3

Enclosure #3 contains an application for Vocational Education funds in compliance with the Educational Amendments of 1976 (Public Law 94-482), Title II, Part A, Subpart 2, Basic Grant.

It is recommended that submission of the application be approved.


Enclosure #4

Annually, an agreement with UCSB is entered into by the district for supervised student teaching. This agreement provides for UCSB students to complete the supervised teaching requirements under the direction of selected faculty members at Santa Barbara City College.

It is recommended that approval be given to enter into an agreement with UCSB for student teachers for the 1978-79 year, as described in Enclosure #4.

1. RECOMMENDED APPROVAL OF AMENDMENT TO LIST OF CLINICAL FACILITIES

Attachment 5.2-1

Attachment 5.2-1 contains an additional clinical affiliate used by the Radiologic Technology program in the Health Occupations Department.

Approval is recommended of the amendment to the list and authorization is requested to enter into an Agreement For The Use of Clinical Facilities with the Santa Barbara Medical Clinic.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

m. RECOMMENDED APPROVAL OF SUPPLEMENTAL AGREEMENT FOR 312 N. NOPAL STREET, TECHNICAL WIRE PRODUCTS INC.

The owners of 312 N. Nopal Street have requested consideration of their use of their facilities that the district is leasing and has leased since 1969. Inasmuch as most of the space will be vacated with the Marine Technology Program moving out, there is space available to sublet to the lessor. The extent of the leased space will be approximately 3200 sq.ft. In the terms of the lease there will be a reduction of $500 per month from the cost to the district.

The Superintendent recommends approval of the supplemental agreement with Technical Wire Products, Inc. for leasing back space to the lessor at a savings to the district of $500 per month, effective September 8, 1978.

n. RECOMMENDED APPROVAL OF FEE REFUND POLICY, CONTINUING EDUCATION DIVISION

Attachment 5.2-n

On August 17, 1978 the Board approved the 1978 Fall Term Course list for the Continuing Education Division. The list indicated fees to be charged. Attachment 5.2-n contains a Fee Refund Policy. This proposed policy had been reviewed by the Board Budget Subcommittee on July 21, 1978 and they recommended it for approval by the full Board.

Approval of the Fee Refund Policy for the Continuing Education Division contained in Attachment 5.2-n is recommended.

o. RECOMMENDED APPROVAL OF MILEAGE ALLOWANCES LIST FOR 1978-79

Attachment 5.2-o

Attachment 5.2-o delineates those administrative, certificated and classified personnel who are required to use their automobiles for district purposes during 1978-79 and the amount of their scheduled reimbursement for intra-district travel.

The Superintendent recommends approval of the Mileage Allowance List for 1978-79, as contained in Attachment 5.2-o.
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5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

p. RECOMMENDED APPROVAL OF CHANGE OF CARRIER FOR EMPLOYEE LIFE INSURANCE

Attachment 5.2-p

For the past several years life insurance coverage has been available to employees of the district under the district's personnel benefit program. In the recent past, the Insurance Company of North America has been the carrier. During negotiations INA notified the district that the rates would remain the same for 1978-79 as they were for 1977-78. However, in the final proposal the coverage was substantially reduced. Staff attempted to find a substitute carrier so that both benefits and premiums would remain the same. Keenan & Associates, a well established insurance brokerage, has provided a proposal that not only keeps the premium the same but also increases the benefits from 18% to 74% depending on the age of the employee. Additionally, supplemental life insurance coverage is available for employees wishing additional coverage. Attachment 5.2-p indicates the new schedules and delineates the changes proposed by INA.

The Superintendent recommends approval of Great West Life Insurance Company as the carrier for district employees.

q. RECOMMENDED APPROVAL OF ESTABLISHMENT OF HEALTH FEE FUND AND ADOPTION OF RESOLUTION No. 3 (1978-79)

Attachment 5.2-q

Passage of S.B. 2088 requires community colleges to establish a separate fund for student health fees and accompanying authorized expenditures. Attachment 5.2-q contains a proposed resolution to establish such a fund.

The Superintendent recommends adoption of Resolution No. 3 (1978-79) establishing the Santa Barbara Community College District Health Fee Fund.

r. PRESENTATION OF RECOMMENDED COLOR SELECTIONS, PHYSICAL SCIENCE ADDITION PROJECT

Mr. Don Ziemer, Kruger/Bensen/Ziemer, will be in attendance to present to the Board recommended color schemes for the Physical Science Addition Project. The Board will be requested to approve colors appropriate to the building.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

s. RECOMMENDED AUTHORIZATION TO BID REMODEL OF OCCUPATIONAL EDUCATION SPACES IN THE ADMINISTRATION BUILDING

At a previous Board meeting, the working drawings for the remodel project were approved. The project calls for remodeling the facilities for Business Education classes, Electronics, and Graphic Production. The remodeling will take place in the "A" building (Administration) where the classes are currently conducted. Upon receipt of approval from the Coastal Commission, the project will be ready for bidding.

The Superintendent recommends authorization to call for bids for the project entitled Administration Building Remodel, subject to approval by the Coastal Commission.

t. RECOMMENDED ENDORSEMENT OF PENFIELD & SMITH, INC. FOR ENGINEERING SERVICES - REPAIR AND CORRECTION OF EROSION PROBLEMS

Attachment 5.2-t

To proceed with correction of erosion problems caused by last winter's rains will require the employment of professional services to design and engineer solutions. Penfield & Smith has identified and recommended solutions to the major problem areas. It is necessary to prepare plans and specifications for bidding purposes for several of the identified erosion areas. Penfield & Smith, Inc. are recognized as excellent in the field. District experience with them on other projects confirms their expertise. A proposal for the engineering work has been received and reviewed. After discussion, staff recommends acceptance of Penfield & Smith's proposal on a time-and-material basis as outlined in their report.

The Superintendent recommends the employment of Penfield & Smith, Inc. to provide topographic surveying, prepare construction plans, technical specifications, bid schedule and final construction cost estimates for the erosion and drainage facilities sites 1a, 1c and areas 6, 7, 8 and 9 identified in the Phase II report at an estimated cost of $8,400.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

u. RECOMMENDED APPROVAL OF LEASE/PURCHASE AGREEMENT WITH GOLETA UNION SCHOOL DISTRICT FOR ACQUISITION OF CATHEDRAL OAKS SCHOOL

Enclosure #5

At the August 17, 1978 Board meeting, the Board approved terms and conditions of an offer to the Goleta Union School District's Board of Trustees for the acquisition of the Cathedral Oaks School. That offer was received and approved by the Goleta Board. Negotiations with the representatives of the Goleta School District have concluded with a lease/purchase agreement which staff recommends. The details and intent of that agreement will be discussed at the meeting.

The Superintendent recommends approval of a lease/purchase agreement with the Goleta Union School District for lease and acquisition of the Cathedral Oaks School located at 300 North Turnpike Road.

6. GENERAL INFORMATION

No items

7. ADJOURNMENT

Board action on July 27, 1978 cancelled the next regular meeting of September 14, 1978. Therefore, the next meeting of the Board of Trustees will be held on September 28, 1978 at 3:30 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.