AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

November 8, 1979

3:30 p.m. - Room A-160
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 OCTOBER 25, 1979
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. REPORT ON NOVEMBER 6, 1979 ELECTION RESULTS
      b. REPORT ON ANNUAL CONFERENCE OF CALIFORNIA COMMUNITY & JUNIOR
         COLLEGE ASSOCIATION HELD NOVEMBER 3-5, 1979
      c. REPORT ON COMING EVENTS - Mr. Jim Williams

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS,
             CHANGES FOR PREVIOUSLY-APPROVED INSTRUCTORS, AND SUB-
            STITUTES, CONTINUING EDUCATION DIVISION
             Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF TEMPORARY APPOINTMENT: PATRICIA
             CHAVEZ NUNEZ, COORDINATOR, BILINGUAL/CROSS-CULTURAL PROGRAM
             Attachment 2.1-a(2)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF TEMPORARY APPOINTMENT: EUGENIA LENNON, PROJECT DIRECTOR (GERIATRIC PROJECT), EFFECTIVE 11/9/79 - 6/30/80

Attachment 2.1-a(3)

(4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(4)

b. NON-ROUTINE

No items

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (NON-CLASSIFIED SERVICE EMPLOYEES), MAIN CAMPUS & CONTINUING EDUCATION DIVISION

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 APPROVAL OF ANNUAL SALARY INCREMENTS

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF LONGEVITY INCREMENT (10 YEARS): MARY M. GRIFFITH, BUSINESS SERVICES SUPERVISOR, EFFECTIVE 12/1/79

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF PERSONAL NECESSITY LEAVES FOR FAMILY ILLNESS FOR OCTOBER, 1979

Attachment 2.2-a(5)
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(6) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: TERRI J. FANCETT, SR.ACCT.CLK., STUDENT FINANCE, EFFECTIVE 11/13/79 (6-8 WEEKS)

Attachment 2.2-a(6)

(7) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.2-a(7)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT: LINDA GLIDEWELL, SR. TYP.CLK., PLACEMENT/FINANCIAL AIDS (REPLACING M. WORCOTT), EFFECTIVE 11/9/79

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT, DIRECTOR, FACILITIES & OPERATIONS

(3) RECOMMENDED RATIFICATION OF CHANGES OF SHIFT AND WORKWEEK, FACILITIES & OPERATIONS DEPARTMENT, EFFECTIVE 10/28/79

Attachment 2.2-b(3)

The Business Manager has recommended that several custodial employees be changed from the graveyard shift to a swing shift. The purpose of this change is to provide more comprehensive and balanced custodial coverage by creating a swing shift (3:30 pm to 12 midnight) and alternate workweek (Sunday through Thursday). The permanent employees are James Lynn and Jaime Gonzales, Custodians. The employees have agreed to a change in workweek, required per Article 7.1 of the CSEA Agreement. Ricardo Valenzuela, Custodial Supervisor, will be assigned to the swing shift and remain on the Monday through Friday workweek.

It is recommended that the above changes of shift and workweek be ratified, effective October 28, 1979.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(4) RECOMMENDED RATIFICATION OF WORKING-OUT-OF-CLASSIFICATION:
JOHN SCARVER, GROUNDS SUPERVISOR, FACILITIES & OPERATIONS,
EFFECTIVE NOVEMBER 1, 1979

Attachment 2.2-b(4)

The Business Manager has recommended that Mr. John Scarver be authorized to work out of classification due to the medical emergency absence of Mr. Louis Torres. Mr. Torres normally supervises the grounds crew and is expected to be on health leave of absence for two to three months. It is necessary that a temporary grounds supervisor be designated in order to maintain the campus grounds.

It is recommended that working-out-of-classification status be ratified for John Scarver as Grounds Supervisor, per Section 1216 of the Classified Personnel Rules and Regulations, effective November 1, 1979.

(5) RECOMMENDED APPROVAL OF WORKING-OUT-OF-CLASSIFICATION:
BARBARA JONES, SR. ACCT. CLK., STUDENT FINANCE, EFFECTIVE
NOVEMBER 12, 1979

Attachment 2.2-b(5)

The Controller has recommended that Barbara Jones, Int. Account Clerk, be approved to work out of classification during Terri Fawcett's pregnancy disability leave, which is scheduled from November 13 through January 4, 1980. Mrs. Jones has been cross trained to provide coverage in the Student Finance Office and will assume Mrs. Fawcett's duties effective November 12, 1979.

It is recommended that approval be given for Barbara Jones to work out of classification as Sr. Account Clerk, Student Finance, per Section 1216 of the Classified Rules & Regulations, effective November 12, 1979.
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2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL EXPERT (CONSULTANT)  
STATUS: JUNE SUNDERLAND, IND.GERONTOLOGY PROGRAM, 10/23/79  

Attachment 2.3-a(1)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF SALARY AND PERSONNEL BENEFITS  
ADJUSTMENTS FOR 1979-80

Enclosure #1

Salary and personnel benefits recommendations have  
been developed in discussions with the Superintendent/  
President and representatives of:  

Instructors' Association  
Continuing Education Instructors'  
Association Salary Committee  
Certificated Administrators' Salary  
Committee  
Classified Management/Supervisory/  
Confidential Committee

The recommendations have been incorporated in the appro-  
priate Salary Schedules as contained in Enclosure #1.

It is recommended that approval be given of the  
Salary and Personnel Benefits Adjustments for 1979-80,  
as contained in Enclosure #1.
3. **STUDENT SERVICES**

3.1 **REPORT BY ASSOCIATED STUDENTS**

3.2 **RECOMMENDED APPROVAL OF A VOLUNTARY DENTAL PROGRAM FOR STUDENTS**

In response to numerous requests by students for a voluntary program of dental care coverage, the college nurse has made an extensive survey of dental plans offered to students. It has been determined that the Golden West Dental Plan offered by Dental Services, San Jose, California, would best serve the needs of interested students. Miss Marilyn Gonsboll will be present to describe the plan and answer any questions which may arise.

It is recommended that the Golden West Dental Plan be adopted as the voluntary dental program to be offered to students of Santa Barbara City College for the 1979-80 college year.

3.3 **PRESENTATION OF CAMPUS SAFETY REPORT**

Mr. Don Seaver, recently appointed Director of Campus Safety and Traffic Control, will be present to give an oral report on efforts being made to upgrade the security program on campus.

4. **CURRICULUM AND INSTRUCTION**

4.1 **RECOMMENDED APPROVAL OF COOPERATIVE AGREEMENT BETWEEN THE DISTRICT AND THE REGENTS OF THE UNIVERSITY OF CALIFORNIA**

Attachment 4.1

It has been determined that a cooperative agreement between the district and U.C.S.B. would be beneficial for the purpose of exchanging educational media materials (video tapes, slide programs, films, etc.). The agreement shall be reviewed on an annual basis as to its mutual acceptance.

It is recommended that the agreement contained in Attachment 4.1 be approved.
5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDER NOS. P90-0674 THROUGH AND INCLUDING P90-0765 FOR SUPPLIES, EQUIPMENT AND SERVICES

Attachment 5.1-a

b. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PAYMENT OF CLAIMS AS LISTED AND SUCH OTHER CLAIMS AS MAY ARISE PRIOR TO THE MEETING

Attachment 5.1-b

5.2 NON ROUTINE

a. INSPECTORS' REPORTS FOR PERIOD ENDING OCTOBER 31, 1979

Attachment 5.2-a

Presented for information, the attachment contains the inspector's reports for the following projects under construction:

Admin. Bldg. Renovation 99% complete
Campus Center (HRM) Addition 50% complete

b. RECOMMENDED APPROVAL OF STIPEND PAYMENTS

Attachment 5.2-b

Funds for Department Chairpersons and Cluster Leaders are included in the 1979-80 adopted budget. The stipends are paid bi-annually and are scheduled to be processed mid-November 1979 and mid-March 1980.

It is recommended that Department Chairperson and Cluster Leader stipends be paid in the amounts and to the individuals listed in Attachment 5.2-b.
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5. BUSINESS SERVICES – continued:

5.2 NON-ROUTINE – continued:

c. RECOMMENDED ADOPTION OF RESOLUTIONS No. 7, 8 and 9 (1979-80)
AND APPROVAL OF APPROPRIATION TRANSFER #N-001, N-002 and N-003
TO ADD NEW MONIES TO THE GENERAL FUND

Attachment 5.2-c

According to accounting procedures, acceptance of grant funds necessitates increasing the adopted 1979-80 budget in like amounts and allocating the funds to the appropriate cost centers.

It is recommended that Resolutions No. 7, 8 and 9 (1979-80) be adopted authorizing the following actions:

<table>
<thead>
<tr>
<th>Res. No.</th>
<th>Transfer No.:</th>
<th>Amount:</th>
<th>Grant:</th>
<th>Cost Center:</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>N-001</td>
<td>$ 16,199</td>
<td>Bilingual Teacher Corps (Federal)</td>
<td>American Ethnicities</td>
</tr>
<tr>
<td>8</td>
<td>N-002</td>
<td>$ 46,750</td>
<td>Bilingual Teacher Corps (State)</td>
<td>American Ethnicities</td>
</tr>
<tr>
<td>9</td>
<td>N-003</td>
<td>$ 14,648</td>
<td>Indochinese (State)</td>
<td>Special Programs, Continuing Education</td>
</tr>
</tbody>
</table>

d. REQUESTS FOR SUNDAY USE OF FACILITIES

Attachment 5.2-d

Two requests have been retrieved for use of college facilities on Sunday dates.

The Santa Barbara Hot Wheels is requesting use of the gym on Sunday, November 18 and on Sunday, December 9 for wheelchair basketball games.

Secondly, Protecting and Caring Together/CALM organizations wish to have a Jog-A-Thon fundraising event on Sunday, November 18, and request the use of the La Playa Track Field.

Consideration of these requests is recommended.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. RECOMMENDED ACCEPTANCE OF GIFT FOR THE SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Dr. T. Airlie Brown of Vancouver, B.C. has generously sent to the college a cash gift of $2,108.75 ($2,500 Canadian dollars). Per his request, the funds have been placed in the Ian Brown Memorial Scholarship Fund. A letter of appreciation will be sent to Dr. Brown.

Official acceptance of this gift is recommended.

f. RECOMMENDED ACCEPTANCE OF GIFTS ON BEHALF OF THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE

To assist in various instructional programs, the following donations have been given to the college:

<table>
<thead>
<tr>
<th>Estimated Value:</th>
<th>Donor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100 (cash)</td>
<td>Browning-Ferris Industries</td>
</tr>
<tr>
<td>50</td>
<td>George Cavaletto</td>
</tr>
<tr>
<td>100</td>
<td>Vernon and Mary Cheadle</td>
</tr>
<tr>
<td>125</td>
<td>Santa Barbara Lions Club</td>
</tr>
<tr>
<td>100</td>
<td>Carpinteria Lions Club</td>
</tr>
<tr>
<td>350</td>
<td>Santa Barbara Host Lions</td>
</tr>
<tr>
<td>150</td>
<td>Mary H. Stoven</td>
</tr>
<tr>
<td>100</td>
<td>David M. Yager</td>
</tr>
<tr>
<td>50</td>
<td>Epsilon Sigma Alpha, Omicron Chapter, Santa Barbara</td>
</tr>
<tr>
<td>2,000</td>
<td>Rod A. Baer</td>
</tr>
</tbody>
</table>

2,000 Art Collection of Kurt Baer (Art Historian)

The Superintendent recommends acceptance of the above gifts on behalf of THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE and that appropriate letters of appreciation be sent to respective donors.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

  g. PRESENTATION OF DISTRICT FINANCIAL REPORTS

  Enclosure #2

  Enclosure #2 contains the report of the financial status of the district covering the period July 1, 1979 through September 30, 1979 for the following funds and accounts:

  Bond Building Fund
  Cafeteria Account
  Children's Center Fund
  Construction & Rehabilitation Fund
  Harold R. Frank Trust Fund
  General Fund
  Health Fee Fund
  Marine Technology & Special Reserve Fund
  Special Reserve Fund
  Student Finance

  This is an informational item only. Mr. David Pickering, Controller, will be present to respond to questions.

  h. PRESENTATION OF REPORT OF CAMPUS BOOKSTORE

  Attachment 5.2-h

  Attachment 5.2-h contains a summary of the operations of the Campus Bookstore covering the period July 1, 1979 through September 30, 1979.

  Mrs. Charlotte Ley, Bookstore Manager, will be present to respond to questions.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. RECOMMENDED APPROVAL OF MICHAEL E. PHINNEY & ASSOCIATES FOR APPRAISAL SERVICES OF PARCELS 29-292-17, 20, 21, 26 and 27 AT 914 SANTA BARBARA STREET; PARCELS 31-012-18 AT 814 SANTA BARBARA STREET, AND 29-240-07 LOCATED AT N.E.C. OF OLIVE AND CANON PERDIDO STREETS

The Board Facilities Subcommittee met on October 24, 1979 and reviewed the written proposals. The Committee authorized the Business Manager to discuss a prospective agreement with Phinney & Associates.

Appraisal services will consist of a comprehensive report containing a brief description of neighborhood and subject sites and improvements, current market conditions and their effect on the subject properties as well as the appraiser's opinion of market values. The appraisal and completed report is to be completed by January 4, 1980 at a total cost not to exceed $4,500. The district will provide preliminary title reports and building and plot plans.

The Superintendent recommends approval of the agreement with Phinney & Associates for respective appraisal services.

j. RECOMMENDED DENIAL OF CLAIMS: MRS. LENI GILLIS AND MRS. TRUDI GREEN, ASSOCIATE PROFESSORS, SECRETARIAL SCIENCE DEPARTMENT

In compliance with Government Code, the Board is authorized to take action regarding claims against the District. Mrs. Leni Gillis and Mrs. Trudi Green have submitted a claim for backpay contending that they have not been compensated in accordance with the terms of their employment contract, stating that they were not properly placed upon the Instructors' Salary Schedule.

These claims for backpay have been submitted to County Counsel for review and Counsel has recommended that the claims be denied.

The Superintendent recommends denial of the claims and that Mrs. Gillis and Mrs. Green be sent an appropriate notice of denial of claim.
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6. GENERAL INFORMATION

No items

7. ADJOURNMENT

As a result of action taken by the Board of Trustees on October 11, 1979, the regularly-scheduled meeting of November 22, 1979 was cancelled.

The next regular meeting of the Board of Trustees is scheduled for Thursday, December 13, 1979 at 3:30 p.m. at Santa Barbara City College, Santa Barbara, California. (Room location to be announced.)