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 NOVEMBER 8, 1979

MINUTES OF SPECIAL MEETING OF DECEMBER 4, 1979

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

   a. STATUS REPORT ON CAMPUS SECURITY

      The Superintendent will give a verbal status report on activities related to campus security.

   b. REPORT ON COMING EVENTS - Mr. Jim Williams

1.8 ACTIONS RELATED TO THE GOVERNING BOARD

   a. OATH OF OFFICE FOR NEWLY-ELECTED MEMBER OF THE GOVERNING BOARD

      Attachment 1.8-a

      Official results of the November 6, 1979 election have been received and Mr. Gary R. Ricks, successful candidate, will now serve a two-year term (ending November 27, 1981) as a representative for Area #3.

      Therefore, the Oath of Office will be administered to Mr. Ricks by Dr. David Mertes, Secretary/Clerk to the Board.
AGENDA - Regular Meeting
SBCCD Board of Trustees
December 13, 1979

1. GENERAL FUNCTIONS - continued:

1.8 continued:

b. ELECTION OF PRESIDENT AND VICE-PRESIDENT

The Education Code requires that a President and Vice-President be elected during this meeting. In accordance with Board policy established on March 11, 1971, "The President shall be elected for a one-year term and may succeed himself/herself in office for one additional year".

c. ELECTION OF SECRETARY/CLERK AND ASSISTANT SECRETARY/CLERK

The Superintendent recommends the following actions:

(1) That the Superintendent/President, Dr. David Mertes be elected Secretary/Clerk for the period from December 1, 1979 to November 27, 1981.

(2) That the Business Manager, Mr. Charles L. Hanson, be elected Assistant Secretary/Clerk for the period December 1, 1979 to November 27, 1981.

d. ELECTION OF REPRESENTATIVES TO THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

Annually, the Board has elected one of its members to represent the district on the County Committee on School District Organization. For the past two years, Mrs. Kathryn Alexander has fulfilled this assignment.

e. ESTABLISHMENT OF MEETING DATES, TIME, AND PLACE

In accordance with Board policy established on March 11, 1971, the Board of Trustees has met on the second and fourth Thursdays of each month. During the past year, the meetings have been held in Room A-160 on a temporary basis. Official action on April 13, 1978 changed the starting time of meetings to 3:30 p.m.

f. LIAISON REPRESENTATIVE, COMMUNITY COLLEGE DIVISION OF THE CALIFORNIA SCHOOL BOARDS ASSOCIATION (CSBA)

Mr. Sidney Frank has served in this capacity for the past five years.
AGENDA - Regular Meeting
SBCCD Board of Trustees
December 13, 1979

1. GENERAL FUNCTIONS - continued:
   1.8 continued:
   g. SUBCOMMITTEES FOR THE BOARD OF TRUSTEES FOR 1979-80

   Attachment 1.8-g

   Membership on the Subcommittees for the Board of Trustees
   for the coming year are listed in the attachment.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

   a. ROUTINE

   (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, ADDITIONS/
       CHANGES OF PREVIOUSLY-APPROVED INSTRUCTORS, SUBSTITUTES,
       AND CONSULTANTS (LECTURERS), WINTER TERM 1980, CONTINUING
       EDUCATION DIVISION

       Enclosure #1

   (2) RECOMMENDED APPROVAL OF CANCELLATION OF SABBATICAL LEAVE:
       ROBERT H. GALLUN, PROFESSOR, SPANISH, SPRING 1980 SEMESTER

       Attachment 2.1-a(2)

   (3) RECOMMENDED APPROVAL OF HEALTH OF LEAVE OF ABSENCE: FRANK S.
       TRIMBLE, ASSOCIATE PROFESSOR, LIFE SCIENCE, EFFECTIVE
       11/1/79 - 12/21/79

       Attachment 2.1-a(3)

   (4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

       Attachment 2.1-a(4)

   b. NON-ROUTINE

   (1) RECOMMENDED ACCEPTANCE OF RESIGNATION: MARYLIN J. GROSBOILL,
       COLLEGE NURSE, EFFECTIVE DECEMBER 21, 1979

       Attachment 2.1-b(1)
AGENDA - Regular Meeting
SBCCD Board of Trustees
December 13, 1979

2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) RECOMMENDED APPROVALS FOR DENNIS L. COON, ASSOCIATE PROF., PSYCHOLOGY:

(a) REDUCTION IN CONTRACT FROM FULL-TIME TO 4/5 CONTRACT, SPRING 1980 SEMESTER

(b) PERSONAL LEAVE OF ABSENCE FOR 1980-81 COLLEGE YEAR

Attachment 2.1-b(2)

(3) EXECUTIVE SESSION FOR ADJUSTMENT TO THE CONTRACT FOR THE SUPERINTENDENT/PRESIDENT

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: COLLEGE WORK STUDY (ON- AND OFF-CAMPUS), GENERAL AND TUTORIAL PROGRAMS

Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: LOUIS M. TORRES, ASST. DIRECTOR, FACILITIES & OPERATIONS DEPT., 10/16/79 THROUGH 2/1/80

Attachment 2.2-a(3)

(4) RECOMMENDED ACCEPTANCE OF RESIGNATIONS:

CHARLES CORDERO  UTILITY WORKER, CONT. EDUCATION
SUZANNE HOSTETTER  LAB.TECH., LIFE SCIENCE
LAURA J. FIGONE  ACCT.CLK.,JR., PAYROLL DEPT.

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

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(5) RECOMMENDED APPROVAL OF CHANGE OF PREVIOUSLY-APPROVED RETIREMENT DATE: ROBERT E. EYRE, FROM 12/28/79 TO 12/31/79

Attachment 2.2-a(5)

(6) RECOMMENDED APPROVAL OF CHANGE OF SHIFT: CYNTHIA PYLE AND TERRENCE L. RYAN, SECURITY OFFICERS, TO SWING SHIFT FROM GRAVEYARD SHIFT, EFFECTIVE 12/15/79

Attachment 2.2-a(6)

(7) RECOMMENDED APPROVAL OF VOLUNTARY REDUCTION OF ASSIGNMENT: BARBARA KINDRON, FAX/RECEPTIONIST, SWITCHBOARD, FROM FULL-TIME TO 5/8-TIME, EFFECTIVE 12/17/79

Attachment 2.2-a(7)

(8) RECOMMENDED APPROVAL OF VOLUNTARY DEMOTION: DIANE R. LOPEZ, FROM JR.ACCT.CLK, ACCOUNTING DEPT. TO CASHIER, BOOKSTORE, EFFECTIVE 11/26/79

Attachment 2.2-a(8)

(9) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS

Attachment 2.2-a(9)

(10) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.2-a(10)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF CHANGE OF CLASSIFICATION (CETA POSITION)

Attachment 2.2-b(1)

The CETA monitor of the County Schools has requested that Mr. Douglas Wood's position of Maintenance Trainee be change to Groundskeeper. An audit of his job had been made by them.

It is recommended that change of classification of Mr. Wood's CETA position be approved, effective 12/14/79.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF WORKING-OUT-OF-CLASSIFICATION:

(a) JEAN PIERRE DUPART AS GROUNDS SUPERVISOR, EFFECTIVE JANUARY 2, 1980 THROUGH THE MONTHS OF JANUARY AND FEBRUARY

This is due to the health leave of absence of Louis Torres. Mr. Dupart will be assigned to supervise the grounds crew until Mr. Torres returns. Mr. John Scarver will return to his Groundskeeper class, effective the same date, per a previous agreement.

(b) ROBERT E. BENNETT AS SENIOR CUSTODIAN, EFFECTIVE DECEMBER 14, 1979

The new swing shift (3:30 pm to midnight) is supervised by the Custodial Supervisor. The graveyard shift has no supervisor from 12 midnight to 6:30 a.m. The Business Manager recommends that Mr. Bennett, Custodian, be authorized to act as leadman (Senior Custodian) until a permanent arrangement can be made for supervision of the graveyard crew.

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: DAVID L. HILL, DIRECTOR, FACILITIES & OPERATIONS DEPT. (REPLACING R. EYRE), EFFECTIVE JANUARY 15, 1980

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: AGUSTIN CASTELLANOS, CUSTODIAN (REPLACING J. KENNEDY), FACIL. & OPER. DEPT., EFFECTIVE DECEMBER 14, 1979

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT: JAMES R. TARANTINO, CUSTODIAN (REPLACING D. ORTEGA), FACIL. & OPER. DEPT., EFFECTIVE DECEMBER 14, 1979

Attachment 2.2-b(5)
AGENDA - REGULAR MEETING
SBCCD BOARD OF TRUSTEES
DECEMBER 13, 1979

2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL EXPERT (CONSULTANT)
   STATUS: BEVERLY RUSS, DECEMBER 4, 1979

   Attachment 2.3-a(1)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF CHANGE TO CLASSIFIED WINTER HOLIDAY SCHEDULE

   Attachment 2.3-b(1)

   Article 8 of the CSEA Agreement and Section 1360 of the Classified Personnel Rules & Regulations provide that December 24, 1979 shall be a work day and that the Friday of Spring vacation (April 4, 1980) shall be a holiday for Classified Service employees.

   CSEA Chapter 289 has requested that the district agree to designate December 24, 1979 as a holiday for classified service employees, in lieu of the Friday of Spring vacation (April 4, 1980). The CSEA contract provides for such a change in the holiday schedule upon mutual agreement by both parties.

   The Superintendent recommends that the CSEA request be approved and Monday, December 24, 1979 be designated an official district holiday with all offices closed and that Friday, April 4, 1980, be designated a regular district work day with all offices open.

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF WINTER TERM 1980 COURSES, CONTINUING EDUCATION DIVISION

   Enclosure #2
AGENDA - Regular Meeting  
SBCCD Board of Trustees  
December 13, 1979

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDER NOS. P90-0766 THROUGH AND INCLUDING P90-0961 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

c. RECOMMENDED ACCEPTANCE OF AUGMENTATION OF $1,012 TO THE 1979-80 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES ALLOCATION  
Attachment 5.1-c

On December 3, 1979, notice was received from the Chancellor's office that the district had been granted an augmentation to its state allocation. The amount of the augmentation is $1,012 and brings the total allocation for the year to $184,569.

d. RECOMMENDED ACCEPTANCE OF REAL ESTATE SCHOLARSHIP AWARD IN THE AMOUNT OF $2,219 FOR 1979-80  
Announcement of a Real Estate scholarship award in the amount of $2,219 for 1979-80 has been received from the Chancellor's office. Annually, a portion of funds derived from real estate licensing fees is distributed to colleges which offer instructional programs in real estate.

e. RECOMMENDED APPROVAL OF AMENDMENT TO ORIGINAL LIST OF TAX SHELTERED ANNUITY ACCREDITED PLANS  
Attachment 5.1-e

The PAUL REVERE VARIABLE ANNUITY INSURANCE COMPANY has requested approval to sell tax sheltered annuities to employees of the district. A Hold Harmless Agreement has been filed with the district.

The Superintendent recommends approval of the above routine items.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE

a. RECOMMENDED ACCEPTANCE OF $1,000 GRANT FROM EXXON USA FOUNDATION

Attachment 5.2-a

The EXXON USA FOUNDATION has donated $1,000 specifically for the Marine Technology Program. This seventh monetary grant from EXXON will be deposited in the Marine Technology Special Reserve Fund.

The Superintendent recommends acceptance of the grant from the EXXON USA FOUNDATION and that an appropriate letter of appreciation be sent to the donor.

b. RECOMMENDED ACCEPTANCE OF GIFT FROM MR. AND MRS. WARD SMALL

Attachment 5.2-b

Mr. and Mrs. Ward Small have donated a 23' Columbia Sloop, the WAYWARD I, to the college for use by the Physical Oceanography Department and as stipulated in the agreement contained in the attachment. It has an estimated value of $8,500.

The Superintendent recommends acceptance of the gift on behalf of THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE and that an appropriate letter of appreciation be sent to the donors.

c. RECOMMENDED ACCEPTANCE OF GIFTS FROM MR. STANFORD T. CRAPO

Mr. Stanford Crapo has donated items to the college that will be of assistance in the Geology, Marine Technology, Oceanography, Navigation, Music and Electronics programs. The items are:

One (1) 1975 Jeep Cherokee Station Wagon
One (1) M37 Dodge 4x4 truck with winch & hardtop cab
Assorted Leica Camera equipment
One (1) 27 ft. recreational vehicle (Travco)
One (1) acoustic 470 Bass Guitar Amplifier
Television test equipment including sweep marker generator, TV Analysis equipment, transistor analyst, other assorted test equipment
Oceanographic books and charts

The donor approximates the total value at $35,000.

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

5.2 NON-ROUTINE

d. RECOMMENDED APPROVAL OF APPLICATION TO CETA FOR SUPPLEMENTAL FUNDS FOR ELECTRONICS ASSEMBLY PROGRAM AND ACCEPTANCE OF FUNDS

Attachment 5.2-d

A request has been submitted to the Santa Barbara County CETA office for $2,500 to supplement the funds allocated to the Electronics Assembly project approved by the Board on August 23, 1979. These funds, to be used for supplies and a half-time teaching assistant, were in the original application and were deleted. CETA has now approved the additional funds for the project and has so notified the college by telephone.

The Superintendent recommends approval of the request for additional funds and acceptance of $2,500 to complete the program.

e. RECOMMENDED APPROVAL OF SUBMITTAL OF APPLICATION FOR COLLEGE LIBRARY RESOURCES GRANT

Attachment 5.2-e

This application is to the Office of Education for funds under Title II-A of the Higher Education Act to purchase library materials. Grants this year are expected to be about $2,000. No matching funds are required.

The Superintendent recommends approval of the submission of this application.

f. RECOMMENDED APPROVAL OF INCREASE IN STUDENT SALARIES, EFFECTIVE JANUARY 1, 1980

On January 1, 1980, the federal minimum wage will be increased from $2.90 per hour to $3.10 per hour.

To bring student salaries into compliance with the federal minimum wage law, it is recommended that the hourly rate be increased from $2.90 to $3.10 per hour commencing on January 1, 1980.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

   g. RECOMMENDED ADOPTION OF RESOLUTION No. 10 (1979-80) ESTABLISHING NON-RESIDENT TUITION FEE FOR 1980-81

   Attachment 5.2-g

   Annually by January 1, the Board is required to establish a non-resident tuition fee for credit students. The fee is either the amount per student enrolled, derived by dividing the current expense during the preceding year by the average daily attendance during the same year, or the statewide average current expense per unit of ADA during the preceding year. The 1978-79 statewide average current expense per unit of ADA is $56.36 per credit unit.

   The Superintendent recommends adoption of Resolution No.10 (1979-80) establishing the non-resident tuition rate for the 1980-81 college year at $57 per credit unit to a maximum of $1,710 for a full-time non-resident credit student.

5.3 INFORMATION

   a. INSPECTOR'S REPORTS FOR PERIOD ENDING NOVEMBER 30, 1979

   Attachment 5.3-a

   The attachment contains the inspector's reports for current projects:

   Admin.Bldg.Renovation 99% complete
   Campus Center (HRM) Addition 65% complete

   b. NOTIFICATION OF ALLOCATION UNDER SUBPART 3, EDUCATION AMENDMENTS OF 1976 - VEA

   Attachment 5.3-b

   The District has been notified of a $18,833 allocation for program improvement and supportive services under Subpart 3 of the Education Amendments of 1976 (Title II of P.L. 94-482 and P.L. 95-40). Application for such funds was approved September 6, 1979 by the Board of Trustees.

   The applicable special provision concerning the use of the funds is included in the attachment.
6. GENERAL INFORMATION

6.1 CONSIDERATION OF SETTING MEETING DATE FOR SUBCOMMITTEE ON FACILITIES & OPERATIONS

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, January 10, 1980.

As a result of Board action on Item 1.8-e (this agenda), starting time and location of meetings will be announced.