AGENDA

ADJOURNED MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

March 29, 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 - Personnel matters
   1.5 MINUTES OF SPECIAL MEETING OF MARCH 2, 1979
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. REPORT ON COMING EVENTS - Mr. Jim Williams
   1.8 BOARD ACTION FOR SECRETARY/CLERK AND ASSISTANT SECRETARY/CLERK
      a. RECOMMENDED APPROVAL OF EXTENSION OF TERMS OF OFFICE

With the passage of A.B. 2224 (Young), community college trustee elections will be consolidated with other special district elections as a means to reduce costs of elections. The bill provides for terms of incumbent trustees to be continued from March 31, 1979 to November 30, 1979, and from March 31, 1981 to November 27, 1981.

The terms of office as Secretary/Clerk and Assistant Secretary/Clerk end March 31, 1979. It is appropriate that these terms be extended to coincide with the provisions of A.B. 2224.

It is recommended that the terms of office be extended for Dr. David Mertes as Secretary/Clerk and Dr. Donald K. Sorsabal, Assistant Secretary/Clerk to the Board of Trustees from April 1, 1979 to November 30, 1979.
2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF TEMPORARY HOURLY INSTRUCTORS, SPRING 1979 SEMESTER
    Attachment 2.1-a(1)

(2) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
    Attachment 2.1-a(2)

(3) RECOMMENDED APPROVAL OF PROFESSIONAL EXPERTS (CONSULTANT STATUS), SECRETARIAL SCIENCE DEPT. AND H.R.M. DEPT., SPRING 1979 SEMESTER
    Attachment 2.1-a(3)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, ADDITIONS/CHANGES FOR PREVIOUSLY-APPROVED INSTRUCTORS, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION, SPRING 1979 TERM
    Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF PERSONAL LEAVE OF ABSENCE (WITHOUT PAY): RONALD G. ROBERTSON, ASST. PROF. FINE ARTS DEPT., EFFECTIVE FALL 1979 SEMESTER
    Attachment 2.1-b(2)

(3) RECOMMENDED APPROVAL OF THE CREATION OF AN ANNUAL FACULTY LECTURE SERIES
    Attachment 2.1-b(3)

An Annual Faculty Lecture Series has been proposed as a means of recognizing outstanding classroom teaching and/or dedicated service to Santa Barbara City College, and as a means of focussing attention on the quality of teaching at Santa Barbara City College.

Each year, a faculty member will be selected by a committee of peers to receive the honor. Budget implications will be presented at a later date along with the total 1979-80 budget.

The Superintendent recommends approval of an Annual Faculty Lecture Series.
2. Personnel - continued:

2.1 Certified Personnel - continued:

b. non-routine - continued:

(4) Recommended Approval of Change in Doctoral Bonus Policy - Certified Personnel Policies (Appendix C)

On September 7, 1978, the Board approved a change recommended by Representative Council requiring that certificated personnel receive their doctorate from a fully-accredited institution in order to be eligible for the doctoral bonus.

On November 6, 1978, Rep Council approved an amendment to this policy by adding the statement "any exception to this policy must be based upon evidence presented to the appropriate reviewing bodies that doctorate work undertaken at an unaccredited institution was substantially equivalent to that required by a fully-accredited institution". This change was made to provide for appropriate flexibility in interpreting the bonus policy.

The recommended statement reads as follows:

"Certificated personnel with an earned doctorate from a fully-accredited institution receive an additional $645 annually. Fully-accredited institution means an institution of higher education accredited by a United States recognized regional accredited association. Any exception to this policy must be based upon evidence presented to the appropriate reviewing bodies that doctorate work undertaken at an unaccredited institution was substantially equivalent to that required by a fully-accredited institution."

This most recent amendment was reviewed by both County Counsel and the Board Subcommittee on Educational Policies.

It is recommended that approval be given to this change in the doctoral bonus policy for certificated personnel.
AGENDA - Adjourned Meeting  
Board of Trustees - SBCCD  
March 29, 1979

2. PERSONNEL - continued:

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

Attachment 2.2-a(2)


Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREASES

Attachment 2.2-a(4)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF RE-INSTATEMENT OF ELINOR ROULSTON, TCHR.AIDE, LIFE SCIENCE, TO SR.SECRETARY, CONTINUING EDUCATION DIVISION, EFFECTIVE APRIL 2, 1979

Attachment 2.2-b(1)

On January 11, 1979, the Board approved a voluntary demotion for Elinor Roulston, from Sr. Secretary to Teacher's Aide, effective January 29, 1979.

This employee has requested re-instatement to her former class and position of Sr. Secretary in the Continuing Education Division. The Dean of Continuing Education concurs in this re-instatement together with restoration of employment benefits per Section 6.3.6 of the CSEA Agreement.

Approval of the re-instatement request is recommended.
AGENDA – Adjourned Meeting
Board of Trustees – SBCCD
March 29, 1979

2. PERSONNEL – continued:

2.2 CLASSIFIED PERSONNEL – continued:

b. NON-ROUTINE – continued:

(2) RECOMMENDED APPROVAL OF APPOINTMENT (CETA POSITION): BETTE L. DAVIS, DIVISION AIDE, ART GALLERY, 3/30/79 – 9/30/79

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT (CETA POSITION): HILARY HACKER, DIVISION AIDE, THEATRE ARTS, 3/30/79 – 9/30/79

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT (CETA POSITION): MARIA A. ZILIOTTO, TYP.CLK.INT., PERSONNEL DEPT. (REPLACING IRMA CARBAJAL), 3/30/79 – 9/30/79

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF BASIC CLASSIFIED SALARY SCHEDULE FOR FISCAL YEAR 1978-79 FOR C.S.E.A. BARGAINING UNIT MEMBERS, EFFECTIVE JULY 1, 1978

Attachment 2.2-b(5)

The California Supreme Court has ruled that the wage freeze provision of S.B. 154, the State's 'bail-out' bill, was unconstitutional. The effect of the court's ruling was to authorize all public employers with negotiated employee contracts to honor cost-of-living clauses retroactively to previously negotiated effective dates.

On March 8, 1979, the Board of Trustees approved the implementation of the negotiated C.S.E.A. Agreement. The second year of the district's agreement with C.S.E.A., Chapter 289, provides for a 5.5% cost-of-living salary adjustment for all bargaining unit members, effective July 1, 1978.

It is recommended that approval be given to adopt the Basic Classified Salary Schedule for fiscal year 1978-79 for C.S.E.A. Bargaining Unit Members, effective July 1, 1979, as contained in Attachment 2.2-b(5).

This recommendation excludes non-bargaining unit members (non-classified service hourly employees) as they are not covered by the terms of the agreement. Non-classified hourly employees shall continue to be paid according to the 1977-78 salary schedule.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(6) RECOMMENDED APPROVAL OF SALARY ADJUSTMENTS, CETA PERSONNEL, EFFECTIVE APRIL 2, 1979

Attachment 2.2-b(6)

The recent Supreme Court ruling overturning portions of S.B. 154 has resulted in the district honoring the cost-of-living sections of the CSEA Agreement. The district, as part of its participation in CETA programs, has employed two CETA participants, Douglas Wood, Maintenance Trainee, and Frederic Phaneuf, Library Technician. CETA regulations require that participants be paid equal wages for same classification as regular employees.

The recommended 5.5% salary adjustment for these two employees will bring their salaries in line with CSEA Unit members.

It is recommended that approval be given to adjust the salaries for the above-named CETA employees by 5.5%, effective April 2, 1979.
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<tr>
<th>NAME</th>
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<th>RATE</th>
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<td>Phaneuf, Frederic J.</td>
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<td>Wood, Douglas L.</td>
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AGENDA - Adjourned Meeting
Board of Trustees - SBCCD
March 29, 1979

2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

   No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL TO CHANGE STUDENT PERSONNEL POLICIES 3131 and 3132
   BY PROVIDING FOR A NEW POLICY ON CREDIT BY EXAMINATION

   Attachment 3.2

   Attachment 3.2 contains existing policies on credit by evaluation and credit by examination as well as the recommended change to a single policy on credit by examination. The recommendation was made by the Scholastic Standards Committee and has been reviewed by the Representative Council and the Board Subcommittee on Educational Policies.

   It is recommended that approval be given to the new policy on Credit by Examination (3131), as contained in Attachment 3.2.

3.3 RECOMMENDED APPROVAL TO CHANGE STUDENT PERSONNEL POLICY 3134.5

   Attachment 3.3

   Attachment 3.3 presents the recommended change in Student Personnel Policy 3134.5 as well as the rationale for the recommendation. The Scholastic Standards Committee has recommended the change, and the recommendation was also approved by Representative Council.

   It is recommended that approval be given of the change in Student Personnel Policy 3134.5 as delineated in Attachment 3.3.

3.4 RECOMMENDED APPROVAL OF A NEW POLICY ON INTERDISTRICT ATTENDANCE AGREEMENTS

   Attachment 3.4

   Attachment 3.4 provides a brief summary of policies and procedures for interdistrict attendance agreements previously used by California Community Colleges and a recommended change in Student Personnel Policy 3171. Changes in state law and in fiscal matters suggest the need to update the Student Personnel Policy on Interdistrict Attendance Agreements. The recommended policy has been reviewed by the Board Subcommittee on Educational Policies.

   It is recommended that approval be given to the policy on Interdistrict Attendance Agreements, as contained in Attachment 3.4.
AGENDA - Adjourned Meeting
Board of Trustees - SBCCD
March 29, 1979

3. STUDENT SERVICES - continued:

3.5 RECOMMENDED APPROVAL TO PARTICIPATE AS A MEMBER OF THE CENTRAL COAST STUDENT OPPORTUNITY AND ACCESS PROGRAM (SOAP) CONSORTIUM

Attachment 3.5

The California Student Opportunity and Access Program (Cal-SOAP) was established in 1978 by the State legislature. The program, administered by the Student Aid Commission, is designed to encourage cooperative, inter-institutional efforts to increase the accessibility of postsecondary educational opportunities to low-income students.

Five institutions of higher learning are seeking to participate in this program as the Central Coast Student Opportunity and Access Program Consortium. Santa Barbara City, Allan Hancock College, Hartnell College, California Polytechnic State University at San Luis Obispo and the University of California at Santa Barbara are those institutions seeking to participate in the consortium. The expected period of participation is July 1, 1979 to June 30, 1980. There is no cost to the district.

It is recommended that approval be given to participate as a member of the Central Coast Student Opportunity and Access Program Consortium.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF DEPARTMENT CHAIRPERSON SELECTION POLICY AND PROCEDURES

Attachment 4.1

On December 13, 1978, the Cluster Leader Council approved the Department Chairperson Selection Policy and Procedures contained in Attachment 4.1. This policy has also been reviewed by the Board Subcommittee on Educational Policies.

It is recommended that approval be given of the Department Chairperson Selection Policy and Procedures, as contained in Attachment 4.1.

4.2 RECOMMENDED APPROVAL OF NEW COURSES FOR 1979 SPRING TERM, CONTINUING EDUCATION DIVISION

Enclosure #1

Enclosure #1 contains the list of new courses to be offered by the Continuing Education Division.

Approval of the courses listed in Enclosure #1 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 Order Nos. P89-1213, and P89-1329 through and including P89-1395.

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.

5.2 NON-ROUTINE

a. REPORT OF ADJUSTED AUTHORIZATION CEILING FOR THE 1978-79 BASIC EDUCATIONAL OPPORTUNITY GRANT PROGRAM (BEOG)

Attachment 5.2-a

Notification of a change in the authorization ceiling for Basic Grant entitlements has been received. The previously approved authorization of $399,640, as reported at the Sept. 7, 1978 board meeting, has been increased by $185,360 for a total of $585,000. The approved authorization acts as a line-of-credit in the disbursement of funds through the Financial Aids office.

b. RECOMMENDED APPROVAL OF SUBMISSION OF CHILD CARE FOOD PROGRAM APPLICATION AND AGREEMENT

Enclosure #2

Annually, the district submits an application or an agreement extension for participation in the Child Care Food Program. Enclosure #2 contains the application and agreement for the period July 1, 1979 through June 30, 1980.

Approval to submit the application and agreement is recommended.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:


The City of Santa Barbara, Office of CETA Programs, has allotted $514 to the district for two Division Aide positions in the Art and Theatre Arts Departments. This allocation is for the period March 26 through March 31, 1979. A second allocation of $13,963 for the same positions covers the period April 1 through September 30, 1979.

One Division Aide will be assigned to the Art Department and will work in the Art Gallery's management, operations, and public relations. The other Division Aide will be assigned to the Theatre Arts Department and will perform costuming duties to include sewing costumes, pattern design, and makeup application techniques.

There will be no additional costs to the district. The difference between the maximum allowable CETA wages and the district salaries for Division Aides totals approximately $700. The Art Gallery Fund shall donate $700 to the district for the district's share of wages for both positions. The CETA program will pay the employer's share of PERS contributions. Should the Dept. of Labor require employers to bear retirement costs, the agreements may be terminated by the district within 30 days.

It is recommended that the Agreement For Use of CETA Funds for the period 3/26/79 - 3/31/79 be ratified, and further that the Agreement For Use of CETA Funds for the period 4/1/79 - 9/30/79 be approved.

d. RECOMMENDED DENIAL OF CLAIM - MRS. RUTH LITTLE

Attachment 5.2-d

In compliance with Government Code, the Board is authorized to take action regarding claims against the district. Mrs. Ruth Little, Head Librarian, has submitted a claim for payment of $4,232 based upon the claim that she is entitled to thirty (30) extra working days beyond her normal 10-month contract for the 1978-79 Summer Session.

Mrs. Little did not receive the compensation for 30 extra days for the 1978-79 school year because the administration re-assigned the 30 extra days to another librarian to provide for rotation of the 30 extra day assignment. This summer school extra day assignment rotation policy will again be followed for 1979-80 summer school assignments.

Mrs. Little's claim for compensation has been submitted to County Counsel for review and Counsel has recommended that the claim be denied.

The Superintendent recommends denial of the claim and that Mrs. Little be sent an appropriate notice of denial of claim.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

e. RECOMMENDED APPROVAL OF CHANGE ORDER #2, PHYSICAL SCIENCE ADDITION & ALTERATIONS PROJECT, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-e

Change Order #2 is a compilation of many changes which were deemed necessary to make the facility function more effectively. As required, the change order will be discussed at the meeting. This change order is an additive to the original contract in the amount of $1,113.44.

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<tr>
<td>New Contract Price</td>
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The Superintendent recommends approval of Change Order #2 in the additive amount of $1,113.44 to the contract with J. W. Bailey Construction Company, contractor, for the Physical Science Addition and Alteration Project, with no change in completion date of March 6, 1979.

f. RECOMMENDED EXTENSION OF SERVICE AGREEMENT WITH MR. JOSEPH CONNELL, CIVIL ENGINEER

Mr. Connell is employed to develop plans and specifications for the Goleta Valley Adult Education Center parking areas. In doing the preliminary survey work, he found that one property line corner stake had at one time been displaced. Preliminary survey work indicates this corner is located 1.4 feet northly from its true position, as shown on the construction plans for the former Cathedral Oaks campus. On advice of the County Surveyor's Office, it appears in the district's best interest to file a record of survey maps. This will require considerable time and consequently additional expense - estimated at $1,000.

The Superintendent recommends that the agreement with Mr. Joseph Connell be extended to include services necessary to develop and file a record of survey map under the California Land Survey's Act.
5. BUSINESS SERVICES - continued:
   5.2 NON-Routine - continued:
   g. RECOMMENDED AUTHORIZATION TO LEASE DATA PROCESSING EQUIPMENT -
      BURROUGHS CORPORATION

      Enclosure #3

      By previous memo, the Board has been informed of the status
      of the joint in-depth data processing study currently in progress
      with the Santa Barbara City Schools and Santa Barbara Community
      College District. Burroughs Corporation has proposed an interim
      system to assist this district in meeting needs in the 1979-80
      year, while specification documents and bidding procedures are
      developed to replace the equipment currently in use. It is not
      anticipated that acceptance of this proposal would in any way
      jeopardize the study but would indeed provide for some fiscal
      reductions normally required in the 1979-80 and two subsequent
      years. This proposal and its implications will be discussed in
      detail at the meeting.

      The Superintendent recommends acceptance of the Burroughs
      Corporation proposal, as described in Enclosure #3.

   h. DISCUSSION AND RECOMMENDED ON BIDS FOR EROSION CONTROL PROJECTS,
      AREA #1 AND #8

      On March 2, 1979, bids were received for erosion control
      projects for Areas #1 and #8.

      A recommendation will be made at the meeting.

6. GENERAL INFORMATION

   6.1 REPORT OF THE AD HOC COMMITTEE ON COST EFFECTIVENESS IN CALIFORNIA
       COMMUNITY COLLEGES

      Enclosure #4

      Last Fall, Chancellor Craig appointed a committee to look into costs
      in community colleges. Although working under severe time constraints,
      the committee last month issued a report, Costs in California Community
      Colleges. The project co-directors were Dr. Glenn G. Gooder and Dr.
      Thomas MacMillan.

      Mr. Burt Miller will be present to review the highlights of this
      report.

7. ADJOURNMENT

    The next regular meeting of the Board of Trustees is scheduled for Thurs-
    day, April 12, 1979 at 3:30 p.m. in A-160, Administration Building, Santa
    Barbara City College, Santa Barbara, California.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

i. RECOMMENDED APPROVAL OF REVISED CONTRACT FOR USE OF CETA FUNDS, EFFECTIVE 4/1/79 THROUGH 9/30/79

On March 1, 1979, the district was informed by the City of Santa Barbara that its current contract for use of CETA funds for the Library was being phased out as of March 31, 1979.

Instructions were provided to initiate a new contract for the period of April 1 through September 30, 1979. Currently, a Library Technician is employed under the existing contract.

The new contract has been prepared in compliance with CETA regulations. An additional district cost of $300 (maximum) will be necessary in order to cover increased salary for the Library Technician employed. Funds to cover the increased costs will be transferred from unexpended Instructional Department accounts.

It is recommended that approval be given for the Revised Contract for Use of CETA Funds, effective April 1, 1979 through September 30, 1979.

j. RECOMMENDED APPROVAL OF CONTRACT FOR ATTORNEY SERVICES, THOMAS P. ANDERLE

Enclosure #4

Because of the continuing need for specialized legal services, and because of the overload in the County Counsel's office, the staff recommends that Thomas P. Anderle be employed under provisions of the Education Code. The County Counsel's office has approved such an employment contract.

The Superintendent recommends approval of the contract with Thomas P. Anderle, as contained in Enclosure #4.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED APPROVAL OF INDEMNITY AGREEMENT - DIAMOND L RANCH, OXNARD

Attachment 5.2-k

The Earth Sciences Department has requested permission to utilize explosive charges for seismic studies. Mr. William Harz has offered his property in Ventura County for the purpose of these experiments. The students will not handle or set the charges but will be responsible for detonation at a safe distance. The Earth Sciences staff believe this change in conducting the experiment to measure seismic forces will significantly enhance the understanding by the students in the GeoTech Program.

The Superintendent recommends approval of an Indemnity Agreement with the Diamond L Ranch, as shown in Attachment 5.2-k.