AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

April 26, 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 - ADJOURNED MEETING OF MARCH 29, 1979
   - SPECIAL MEETING OF MARCH 30, 1979
1.6 HEARING OF CITIZENS
1.7 COMMUNICATIONS
   a. REPORT ON CCJCA DELEGATE ASSEMBLY, APRIL 20-21, 1979
   b. REPORT ON COMING EVENTS, Mr. Jim Williams

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

   a. ROUTINE

   (1) RECOMMENDED APPROVAL OF CHANGES FOR PREVIOUSLY-APPROVED
       INSTRUCTORS AND CONSULTANTS (LECTURERS), CONTINUING
       EDUCATION DIVISION

       Attachment 2.1-a(1)

   (2) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

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

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-Routine

(1) RECOMMENDED ACCEPTANCE OF RESIGNATION: DONNA COFFMAN, DIRECTOR, CHILDREN'S CENTER, EFFECTIVE JUNE 13, 1979

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF PERSONAL LEAVE OF ABSENCE (WITHOUT PAY): WILLIAM J. CORDERO, COORDINATOR, STUDENT SERVICES, EFFECTIVE MAY 1 - MAY 31, 1979

Attachment 2.1-b(2)

A request has been made by William Cordero for approval of a personal leave of absence (without pay) for the month of May.

It is recommended that approval be given this request.

(3) RECOMMENDED APPROVAL OF APPOINTMENT OF NEW CLUSTER LEADERS

It is recommended that the following Cluster Leader appointments be approved:

Robert Gray          Life Science/Geology/ Marine Technology  effective immediately
Jeanette Webber     English/Journalism       effective Fall, 1979

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 APPOINTMENT (NON-CLASSIFIED SERVICE EMPLOYEE), CONTINUING EDUCATION DIVISION

Attachment 2.2-a(2)
AGENDA - Regular Meeting
Board of Trustees - SBCCD
April 26, 1979

2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: GENERAL PROGRAM

Attachment 2.2-a(3)

(4) RECOMMENDED ACCEPTANCE OF RESIGNATIONS: EMERY HUGHES, PROP.CUST.TECH., MARINE TECH, EFFECTIVE 5/21/79, AND IVA SCHATZ, TYP.CLK.SR., PLACEMENT OFFICE, EFFECTIVE 6/1/79

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: GLORIA L. CATHCART, TYP.CLK.SR., CAREER DEVELOP., EFFECTIVE 5/12/79 THROUGH 6/22/79

Attachment 2.2-a(5)

(6) RECOMMENDED APPROVAL OF LEAVE OF ABSENCE (WITHOUT PAY): NAOMI AICHES, CRED.CLK., PERSONNEL DEPT., EFFECTIVE 6/4/79 THROUGH 8/31/79

Attachment 2.2-a(6)

(7) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS

Attachment 2.2-a(7)

(8) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.2-a(8)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF RE-INSTATEMENT OF FORMER EMPLOYEE: JAMES F. LYN, CUSTODIAN, FACIL. & OPER. DEPT., EFFECTIVE MAY 1, 1979

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF TRANSFER: JULIETTE SANGSTER, FROM TYP.CLK.INTER., LIBRARY TO TEACHER'S AIDE, LIFE SCIENCE (REPLACING E. ROULSTON), EFFECTIVE MAY 1, 1979

Attachment 2.2-b(2)
2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

   a. ROUTINE

      (1) RECOMMENDED APPROVAL OF PROFESSIONAL EXPERT (CONSULTANT) STATUS: THEODORE KNAPP, WELDING, SPRING 1979 SEMESTER

          Attachment 2.3-a(1)

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF 1979 SUMMER SESSION SCHEDULE

Enclosure #1

Enclosure #1 contains the Summer Session Schedule for 1979 as prepared by Mr. David Emerson, Assistant Dean, Instructional Operations.

It is recommended that approval be given of the 1979 Summer Session Schedule, as contained in Enclosure #1.

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. P89-1573 through and including P89-1648.

   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 GIFT ON BEHALF OF THE FUND FOR SANTA BARBARA CITY COLLEGE

Attachment 5.2-a

A gift of records has been offered to the college which can be used for instructional purposes in the Learning Resource Center. These records were donated by Mr. and Mrs. Ronald Ousey and have an estimated value of $300.

It is recommended that the Board of Trustees accept the gift on behalf of THE FUND FOR SANTA BARBARA CITY COLLEGE and request staff to send a letter of appreciation to the donors.

b. RECOMMENDED APPROVAL OF THE SUBMISSION OF AN APPLICATION FOR NURSING CAPITATION GRANT

Enclosure #2

Each year the district is invited to apply for a capitation grant for the Associate Degree Nursing Program. These grants vary around $10,000 to $20,000 (last year’s grant was $12,506). Funds can be used in any way to further the A.D.N. Program, and no matching funds are required.

The Superintendent recommends approval of the submission of the application for a Nursing Capitation Grant.

c. RECOMMENDED RATIFICATION OF SUBMISSION OF GERIATRIC NURSING PROPOSAL

Enclosure #3

Enclosure #3 contains an application for a proposed project to instruct associate degree level nursing students in assessing the special health needs of the elderly. The application was mailed to meet a deadline date. There are no matching funds required of the district.

It is recommended that submission of the application, contained in Enclosure #3, be ratified.
5. BUSINESS SERVICES - continued:

5.2 NON ROUTINE - continued:

d. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #79-026, 033, 060, 061, 062, 063, 068, 070, 071, and 072

Attachment 5.2-d

#79-026 in the amount of $500: Return of funds from Equipment Account to Rental Account due to rental cost being less than purchasing cost.

#79-033, 060, and 061 in the amount of $3,610: Transfer of funds to correct accounts in Student Aid, Environment, EOPS, and Business Administration Cost Centers.

#79-062, 063, 068, and 070 in the amount of $474: Transfer of funds to correct accounts in ADN Health Occupations, Affirmative Action, LVN Health Occupations and American Ethnic Cost Centers.

#79-071 in the amount of $1,100: Transfer from Supplies Account to Repair Account for repair costs for the Chemistry Cost Center.

#79-072 in the amount of $14,827: Transfer of funds from Supplies Account to correct accounts for the IndoChinese Grant by the Continuing Education Cost Center.

e. RECOMMENDED AUTHORIZATION TO ORDER SUPPLY AND EQUIPMENT ITEMS FOR FISCAL YEAR 1980

Due to delivery schedules, it is necessary that certain supply and equipment items required for the opening of the 1979-80 college year be ordered in advance of budget approval. Such orders will be minimal.

The Superintendent recommends that the Board authorize the issuance of notices of intent to purchase selected supply and equipment items necessary for the 1979-80 college year in advance of the budget adoption and that such authorization be limited to an amount not to exceed 50% of the total amount budgeted for supply items for the 1978-79 college year.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED AUTHORIZATION FOR THE COUNTY SUPERINTENDENT OF SCHOOLS TO MAKE TRANSFERS IN DISTRICT FUNDS AND ADOPTION OF RESOLUTION No. 29 (1978-79)

Attachment 5.2-f

In accordance with Education Code Section 85200, the Board of Trustees is asked annually to authorize the County Superintendent to make transfers between the Appropriation For Contingencies and any expenditure classification to balance the budget.

It is recommended that the Board of Trustees authorize the County Superintendent of Schools to make necessary transfers in Santa Barbara Community College District funds for this year and adopt Resolution No. 29 (1978-79).

g. RECOMMENDED DENIAL OF CLAIM: MYRNA HARKER, ASST. PROFESSOR, SECRETARIAL SCIENCE DEPT.

Attachment 5.2-g

In compliance with the Government Code, the Board is authorized to take action regarding claim against the district. Mrs. Myrna Harker has submitted a claim for back pay based upon her incorrect salary classification for the years 1973-74 to 1977-78.

The employee’s current salary classification for 1978-79 was corrected by earlier Board action in accordance with district policy, Section 4.00 (Overpayments and Underpayments), Attachment 5.2-g. This district policy has a one-year limit on retroactive corrections in pay.

Mrs. Harker’s claim for back pay has been submitted to legal counsel for review and counsel has recommended that the claim be denied.

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

6.1 ANNUAL INFORMATION REPORT TO ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES

Attachment 6.1

Each Spring, the college is required to submit a summary report of programs to the Accrediting Commission for Community and Junior Colleges.

Attachment 6.1 contains a copy of the summary report for 1978-79 which is presented for information only.

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, May 10, 1979 at 3:30 p.m. in Room A-160, Administration Building, Santa Barbara City College, Santa Barbara, California.