AGENDA

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

May 17, 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 - REGULAR MEETING OF APRIL 12, 1979
                 - REGULAR MEETING OF APRIL 26, 1979
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. INTRODUCTION OF NEW ACADEMIC SENATE PRESIDENT - GLENN GASTON
      b. INTRODUCTION OF NEW ASSOCIATED STUDENT PRESIDENT - STEVE ZAHARIAS
      c. STATUS REPORT ON FISCAL LEGISLATION

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, CHANGES FOR
             PREVIOUSLY-APPROVED INSTRUCTOR, 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 APPROVAL OF INSTRUCTORS, 1979 SUMMER INTERSESSION

       Attachment 2.1-b(1)

   (2) RECOMMENDED APPROVAL OF CANCELLATION OF SABBATICAL LEAVES:
       ROBERT J. CUMMINGS, LIFE SCIENCE, AND ELINOR EVANS, ENGLISH,
       1979-80 COLLEGE YEAR

       Attachment 2.1-b(2)

   (3) RECOMMENDED APPROVAL OF CHANGE IN RESIGNATION DATE: SALLEE
       MARCUSS, INSTRUCTOR/ENABLER, FROM 6/2/79 TO 5/11/79

       Attachment 2.1-b(3)

   (4) RECOMMENDED APPROVAL OF REDUCTION IN CONTRACT: ISIDOR ELIAS,
       ASSOC. PROF., PHYSICAL SCIENCE DEPT., FROM FULL-TIME TO TWO-
       THIRDS TIME, 1979-80 COLLEGE YEAR

       Attachment 2.1-b(4)

   (5) RECOMMENDED APPROVAL OF EXTENSION OF PERSONAL LEAVE OF
       ABSENCE (WITHOUT PAY): MARGARET SMITH, ASST. PROF./COUNSELOR,
       EFFECTIVE 8/20/79 THROUGH 12/21/79

       Attachment 2.1-b(5)

       On September 28, 1978, the Board approved a maternity/
       personal leave of absence for Margaret Smith for the period
       October 16, 1978 through June 1, 1979. Mrs. Smith is re-
       questing an extension of her personal leave of absence from
       August 20, 1979 through December 21, 1979.

       It is recommended that approval be given this request.

   (6) RECOMMENDED ACCEPTANCE OF RESIGNATION: DR. DONALD K. SORSABAL,
       ASST. SUPERINTENDENT, BUSINESS SERVICES, EFFECTIVE JUNE 30,
       1979

       Attachment 2.1-b(6)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(7) RECOMMENDED APPROVAL OF EXTENSION OF TEMPORARY APPOINTMENT
(LONG TERM SUBSTITUTE): VIRGINIA W. JASS, COUNSELOR/DIRECTOR,
WOMEN'S CENTER, EFFECTIVE FALL 1979 SEMESTER

Attachment 2.1-b(7)

On January 25, 1979, the Board approved the temporary appointment of Virginia Jass as Counselor/Director, Women’s Center, replacing Margaret Smith. As Mrs. Smith is requesting an extension of her personal leave of absence through December 21, 1979, it is recommended that approval be given for the temporary appointment of Virginia W. Jass, Counselor/Director, Women’s Center, for the Fall 1979 semester, replacing Margaret Smith.

(8) RECOMMENDED APPROVAL OF APPOINTMENT - HEAD LIBRARIAN:
VIRGINIA ROWLEY, ASSOC. PROF./LIBRARIAN, FOR THE 1979-80 COLLEGE YEAR

Attachment 2.1-b(8)

(9) RECOMMENDED APPROVAL OF CHANGE TO DISTRICT POLICIES,
SECTION 1900, INSTRUCTOR LOAD

Attachment 2.1-b(9)

The current instructor load policy provides that teaching assignments shall not exceed 15 teacher load units (TLU's) per semester. However, the policy allows for unbalanced loads (overloads or underloads) upon approval of the Dean of Instruction.

The Teacher Load Committee and Representative Council have recommended an addition to the teacher load policy to provide for administrative guidelines for balancing overloads and underloads. These proposed guidelines are contained in Attachment 2.1-b(9). The guidelines provide for a time limit in making up deficit underloads and also assignment of compensatory overloads or underloads when an instructor reaches a maximum overload or underload of six TLU's.

It is recommended that approval be given this proposed change to the Instructor Load Policy, Section 1900, as contained in Attachment 2.1-b(9).
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 HOURLY APPOINTMENTS (NON-CLASSIFIED SERVICE EMPLOYEES), CONTINUING EDUCATION DIVISION

Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: GENERAL AND TUTORIAL PROGRAMS

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF REQUEST FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS FOR APRIL, 1979

Attachment 2.2-a(4)


Attachment 2.2-a(5)

(6) RECOMMENDED ACCEPTANCE OF RESIGNATION: WENDY CARLISLE, FINAN. AIDS CLK., FINANCIAL AIDS OFFICE, EFFECTIVE JUNE 1, 1979

Attachment 2.2-a(6)

(7) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS

Attachment 2.2-a(7)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF LONGEVITY (CAREER) INCREMENTS - 10 YRS. LORING J. MC AULIFFE, DIRECTOR, DATA PROCESSING, AND DAVID PICKERING, CONTROLLER, BUSINESS SERVICES, EFFECTIVE 6/1/79

Attachment 2.2-b (1)
AGENDA - SPECIAL MEETING
Board of Trustees - SBCCD
May 17, 1979

2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF RETIREMENT: GRACE E. BOWMAN, SR.
ACCT.CLK., PAYROLL DEPT., EFFECTIVE MAY 31, 1979

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF RE-INSTATEMENT OF FORMER EMPLOYEE:
MARY BORGMAN, ADMIN.SECRETARY, INSTRUCTION OFFICE, EFFECTIVE MAY 18, 1979

Attachment 2.2-b(3)

2.3 GENERAL PERSONNEL

a. ROUTINE

No items

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL EXPERT (CONSULTANT)
STATUS: DR. DONALD SORSABAL, BUSINESS SERVICES, ON AS-
NEEDED BASIS FOR 1979-80 COLLEGE YEAR

Attachment 2.3-b(1)

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN ARTS DEGREE

Attachment 3.2

The Superintendent recommends that the Board confer upon each of the 317 candidates listed in Attachment 3.2 the Associate in Arts Degree, subject to completion of the State and local requirements for the degree.
3. STUDENT SERVICES - continued:

3.3 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN SCIENCE DEGREE

Attachment 3.3

The Superintendent recommends that the Board confer upon each of the 104 candidates listed in Attachment 3.2 the Associate in Science Degree, subject to completion of the State and local requirements for the degree.

3.4 RECOMMENDED APPROVAL OF CONTINUATION OF THE STUDENT ACCIDENT INSURANCE (MANDATORY) AND VOLUNTARY STUDENT HEALTH AND ACCIDENT INSURANCE POLICIES

The Student Insurance Company of Los Angeles has, for many years, offered the most effective plans for student accident and illness insurance. Policies and premiums for 1979-80 will remain the same as the 1978-79 college year.

It is recommended, therefore, that approval be given to the Student Insurance Company of Los Angeles to serve as the carrier of the mandatory Student Accident Insurance policy, and, also, of the voluntary 24-hour Accident and Sickness Insurance Plan for the period August 25, 1979 through August 24, 1980.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF AGREEMENT FOR REGIONAL FIRE SCIENCE OFFERINGS

Enclosure #1

Enclosure #1 contains a proposed agreement to allow for regional offerings of Fire Science courses for the Santa Barbara Community College and Allan Hancock Community College Districts.

Plans are to offer selected specialty courses on a regional basis beginning with the 1979 Fall semester.

It is recommended that approval be given of the Agreement, as contained in Enclosure #1.
AGENDA - SPECIAL MEETING
Board of Trustees - SBCCD
May 17, 1979

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. P89-1649 through and including P89-1851.

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.

c. INSPECTORS' REPORTS FOR PERIOD ENDING APRIL 30, 1979

Attachment 5.1-c

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

- Physical Science Addition 94% complete
- Admin. Bldg. Renovations 40% complete
- Campus Center (HRM) Addition 8% complete

5.2 NON-ROUTINE

a. RECOMMENDED ACCEPTANCE OF GIFTS ON BEHALF OF THE FUND FOR SANTA BARBARA CITY COLLEGE

Attachment 5.2-a

Two gifts have been offered to the college which will be an asset in the instructional program.

The Sandpipers Track Club has donated $150 to be applied to the cost of covering the track and field pits. Also, Mrs. Melville Sahyun has donated chemicals and instruments useful in the chemistry department and valued at $7,424.10.

It is recommended that the Board of Trustees accept these gifts on behalf of THE FUND FOR SANTA BARBARA CITY COLLEGE and request staff to send letters of appreciation to the donors.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED APPROVAL OF SABBATICAL LEAVE FUNDING FOR 1979-80

Attachment 5.2-b

On July 13, 1978, the Board approved a one-year interim (Representative Council) proposal which provided for 1978-79 sabbatical leaves at no additional cost to the district.

On February 8, 1979, the Board approved sabbatical leaves for the 1979-80 year with the understanding that a funding proposal would be developed at a later date.

Representative Council on April 16, 1979, approved a recommendation that sabbatical leaves again be funded in 1979-80 in such a way that there will be no additional cost to the district, and that the available funds be distributed equally among those going on leave. This funding policy recommendation and the method for administering this policy is contained in Attachment 5.2-b.

Approval of funding for sabbatical leaves for the 1979-80 school year on this no-cost basis, and as described in Attachment 5.2-b, is recommended.

c. RECOMMENDED RATIFICATION OF APPLICATION FOR VETERANS' COST-OF-INSTRUCTION PROGRAM (VCIP) FUNDS

Attachment 5.2-c

Santa Barbara City College is eligible to apply for Veterans' Cost-of-Instruction Program funds. This funding will serve to augment district income to provide services currently being offered by the college to student veterans. No district funds are required. An application was filed to meet the May 16, 1979 deadline.

Ratification of the application for Veterans' Cost-of-Instruction Program funds is recommended.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. RECOMMENDED RATIFICATION OF APPLICATION TO EXTEND CETA-SPONSORED ESL PROJECT

Attachment 5.2-d

An application has been submitted to extend an existing CETA-sponsored ESL project for an additional fifteen (15) weeks from June 18 to September 28, 1979, to accommodate 20 referrals. Additional funding is $12,044. No district funds are required.

Ratification of the application is recommended.

e. RECOMMENDED APPROVAL OF PROPOSAL FOR REVISION OF APPRAISAL OF DISTRICT FACILITIES - MARSHALL & STEVENS, INC.

The district has had a continuing contract for annual appraisal of all its facilities. As new construction is completed, it must be added to the inventory. In 1978-79, the Marine Technology building and Cathedral Oaks School was added, and the Physical Science addition is nearing completion. The cost for the 1979 appraisal is $1,275. The annual appraisal is essential for maintaining the proper level of insurance and has in the past assisted staff in controlling expenditures for insurance premiums.

The Superintendent recommends approval of the Marshall & Stevens, Inc., proposal for the 1979 facility appraisal at a cost of $1,275.

f. RECOMMENDED APPROVAL OF DISPOSAL OF SURPLUS PROPERTY

Attachment 5.2-f

The items listed on Attachment 5.2-f are deemed surplus and are of no further use to the district.

The Santa Barbara County Auction will be on May 19.

The Superintendent recommends approval of the disposal of the items listed on Attachment 5.2-f, at the Santa Barbara County auction.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

g. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #79-073 thru #79-081 AND ADOPTION OF RESOLUTION No. 30 (1978-79)

Attachment 5.2-g

#79-073 in the amount of $7,024: Transfer from Contingencies for insufficient budgeted funds for Secretarial Studies, Chemistry, Media, Life Science and Summer Repertory.

#79-074 in the amount of $17,500: Transfer from Contingencies for insufficient budgeted funds for Facilities & Operations Cost Center.

#79-075 in the amount of $4,500: Transfer from Contingencies for costs of D.S.K., Inc., consultant services.

#79-076 in the amount of $1,500: Transfer from Contingencies for legal services rendered by T. Anderle.

#79-077 in the amount of $3,000: Transfer from Contingencies for cost of clearing drainage channel at Pershing Park.

#79-078 in the amount of $5,220: Transfer from Contingencies for Financial Aids (cost of packets), and Admissions Cost Center (computer forms and commencement expenses).

#79-079 in the amount of $1,167: Transfer from Contingencies for additional cost of sabbatical replacement in Math Cost Center.

#79-080 in the amount of $109,732: Transfer from Contingencies for cost-of-living increase for CSEA district employees.

#79-081 in the amount of $326,546: Transfer from Contingencies for salary increase for administrative, certificated and management district employees.

Approval of the above-listed transfers and adoption of Resolution No. 30 (1978-79) is recommended.

h. PRESENTATION OF REPORT OF SUMMARY OF OPERATIONS -CAMPUS BOOKSTORE

Attachment 5.2-h.

Attachment 5.2-h contains a summary of the operations of the Campus Bookstore for the period ending March 31, 1979.

This is an information item,
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

j. PRESENTATION OF REPORT OF STUDENT FINANCE OPERATIONS

Enclosure #2

Enclosure #2 contains a summary of the operations of Student Finances for the period ending March 31, 1979.

This is an information item.

j. PRESENTATION OF DISTRICT FINANCIAL REPORTS

Enclosure #3

Enclosure #3 contains the financial report of the district for the period July 1, 1978 through March 31, 1979.

This is presented for information. Dr. Sorsabal will speak to this item and respond to questions.

k. PRESENTATION OF 1979-80 PRELIMINARY BUDGET

Enclosure #4

Enclosure #4 is a summary of the 1979-80 Preliminary Budget.

The expenditure portion is designed to maintain the 1978-79 level of programs, services and policies. It includes approved salary adjustments for the C.S.E.A. Bargaining Unit members but no other adjustments. The income portion is only a very tentative guess and, therefore, at this time cannot be relief upon to reflect with any degree of accuracy the final income figures.

The Preliminary Budget will be discussed at the meeting.
6. GENERAL INFORMATION

6.1 STATUS OF PROPOSED REVISION OF THE FACULTY MEASURING INSTRUMENT FOR PROFESSIONAL GROWTH AND DEVELOPMENT

A proposed revision of the Measuring Instrument was adopted by the Representative Council and forwarded to the Superintendent for consideration. After carefully reviewing the proposal with faculty and staff, the Superintendent disapproved it. Since a long history of discussions over the Measuring Instrument had occurred prior to the Superintendent's arrival, the Superintendent suggested that faculty representatives might want to discuss the issue with the Board subcommittee on Educational Policies. A meeting for this purpose was held on Thursday, April 19.

At the subcommittee meeting, the importance of a formal program of staff development was emphasized by the Board representatives. However, unanimous trustee concern was expressed over the concept of coupling staff development to the salary schedule.

Since the meeting with the Board subcommittee, the faculty has withdrawn the proposed revision. It is mutually agreed that the faculty will explore alternate approaches to the establishment of a formal program of staff development without linking the program to the salary schedule.

7. ADJOURNMENT

As a result of Board action on April 26, 1979, the regular meeting scheduled for May 24, 1979 is cancelled.

The next regular meeting of the Board of Trustees is scheduled for Thursday, June 14, 1979 at 3:30 p.m. in Room A-160, Administration Building, Santa Barbara City College, Santa Barbara, California.