AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

June 28, 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 - REGULAR MEETING OF JUNE 14, 1979
1.6 HEARING OF CITIZENS
1.7 COMMUNICATIONS

a. 1979 NOMINATIONS TO BOARD OF DIRECTORS, CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT)

At the last Board meeting, it was requested that this item be returned for further consideration.

The open period for nominations is June 1 through July 15.

b. APPOINTMENT OF CALIFORNIA COMMUNITY AND JUNIOR COLLEGE ASSOCIATION (CCJCA) TRUSTEE DELEGATE

The CCJCA constitution provides that there be four (4) representatives to the delegate assembly from each community college: chief administrator, faculty, trustee, and student.

It is appropriate for the Board of Trustees to select a representative to serve on the delegate assembly for 1979-80. Mr. Benjamin Wells has served in this capacity since 1971.

The other three delegates from the college are: Dr. David Mertes (administrator), Mr. Glenn Gaston (faculty), and Mr. Steve Zaharias (student).

c. ENROLLMENT REPORT ON 1979 SUMMER INTER-SESSION

d. UPDATE ON FISCAL LEGISLATION

e. REPORT ON COMING EVENTS - Mr. Jim Williams
2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, 1979 SUMMER INTERSESSION

Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, CHANGES OF PREVIOUSLY-APPROVED INSTRUCTORS, SUBSTITUTE, AND CONSULTANT (LECTURER), CONTINUING EDUCATION DIVISION

Attachment 2.1-a(2)

b. NON-ROUTINE

(1) RECOMMENDED ACCEPTANCE OF RESIGNATION: CAROLYN (MULLINS) MATTHEWS, HEAD TEACHER, CHILDREN'S CENTER, EFFECTIVE JUNE 2, 1979

Attachment 2.1-b(1)

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS, CLASSIFIED AND NON-CLASSIFIED SERVICE EMPLOYEES

Attachment 2.2-a(1)

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

Attachment 2.2-a(2)

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

Attachment 2.2-a(3)

(4) RECOMMENDED ACCEPTANCE OF RESIGNATIONS:
    NANCY K. SORENSEN, SR.SECRETARY, ACADEMIC SENATE, 6/30/79
    FREDERIC J. PHANEUF, LIB.TECH. (CETA) 6/29/79
    ERIC A. KRUZEL, A-V REPAIR TECH., AUDIO VISUAL 7/7/79
AGENDA - Regular Meeting
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(5) RECOMMENDED APPROVAL OF PROFESSIONAL GROWTH INCREMENTS
Attachment 2.2-a(5)

(6) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS
Attachment 2.2-a(6)

(7) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
Attachment 2.2-a(7)

b. NON ROUTINE

(1) RECOMMENDED APPROVAL OF RETIREMENT: ROBERT E. EYRE,
DIRECTOR, FACILITIES & OPERATIONS, EFFECTIVE 12/28/79
Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT: NANCY R. VOSS,
FIN.AIDS CLK., FINANCIAL AIDS (REPLACING W. CARLISLE),
effective July 1, 1979
Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF WORKING-OUT-OF-CLASSIFICATION:
MICHAEL ORNELAS, CUSTODIAN, 6/11/79 - 7/13/79
Attachment 2.2-b(3)

Mr. Ricardo Valenzuela, night shift Custodial Supervisor, is scheduled to be on vacation from June 11 through July 13, 1979. Mr. Michael Ornelas has been assigned to replace Mr. Valenzuela and should be compensated at the Custodial Supervisor level according to Section 1216 of the Classified Personnel Rules & Regulations.

It is recommended that approval be given for working-out-of-classification for Michael Ornelas, Custodial Supervisor, effective June 11 through July 13, 1979.
AGENDA - Regular Meeting
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(4) RECOMMENDED APPROVAL OF TEMPORARY, VOLUNTARY REDUCTION OF ASSIGNMENT: KEVIN JETER, SPEC.PROGRAM ASST., EOPS, TO HALF-TIME, EFFECTIVE AUGUST 20 THROUGH DECEMBER 21, 1979

Attachment 2.2-b(4)

Mr. Jeter has requested a temporary reduction of his assignment as a Special Program Assistant in EOPS to half-time in order for him to be appointed as a partial sabbatical replacement for Dr. Gilbert Robledo. He will be recommended as an hourly certificated employee from August 20 through December 21, 1979.

It is recommended that Kevin Jeter's assignment be reduced to half-time for the period 8/20/79 - 12/21/79.

(5) RECOMMENDED APPROVAL OF A NEW CLASSIFICATION OF DEPARTMENT TRAINEE, RANGE 21 OF THE CSEA CLASSIFIED SALARY SCHEDULE, EFFECTIVE JULY 1, 1979

Attachment 2.2-b(5)

In order to continue the district's participation in an Agreement For Use of Comprehensive Employment and Training Act Funds with the City of Santa Barbara, the district is required to amend an agreement signed on March 22, 1979, effective April 1 through September 30, 1979. A later Business item recommends an amendment to CETA Agreement #5607.

For the contract amendment to be valid, the district must create a new trainee class. The recommended class is Department Trainee, Range 21 of the CSEA Salary Schedule.

It is recommended that the class of Department Trainee be established at Range 21 of the CSEA Salary Schedule and be included in the clerical job series, effective July 1, 1979, and subject to a later agenda item.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(6) RECOMMENDED APPROVAL OF DEMOTION OF TWO CETA EMPLOYEES, EFFECTIVE JULY 1, 1979

Attachment 2.2-b(6)

Department of Labor regulations prohibit CETA employees from earning more than $11,000 per year. Hilary Hacker and Bette Davis are currently classified as Division Aides (Range 28) and assigned to the Theatre Arts and Art Departments, respectively. In order to continue them as CETA employees beyond July 1, 1979 the district must demote them to a newly-established class of Department Trainee (Range 21). Both employees agree with the demotion.

This action is subject to approval of a later Business Services item.

It is recommended that Hilary Hacker and Bette Davis be demoted to Department Trainees, Range 21, Step A, effective July 1, 1979, subject to a later agenda item.

2.3 GENERAL PERSONNEL

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

4. CURRICULUM AND INSTRUCTION

4.1 RESOLUTION OF CALIFORNIA COMMUNITY COLLEGE TRUSTEES REGARDING DETERMINATION OF CREDIT AND NON-CREDIT COURSES

Attachment 4.1

The California Community College Trustees adopted a resolution regarding the determination of credit and non-credit courses on May 26, 1979. At the present time, considerable controversy exists in California regarding the interpretation of existing Title 5 definitions of a credit course by the staff of the State Chancellor's office. The CCCT resolution establishes the CCCT position on this issue.
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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. P89-1930, and P89-1999 through and including P89-2064.

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.

5.2 NON-Routine

a. RECOMMENDED APPROVAL OF AMENDMENT TO 1978-79 MILEAGE ALLOWANCE LIST

   Attachment 5.2-a

   Adjustments for mileage allowance have been made based on actual miles reported by the faculty members of the Health Technology Department for the Fall semester and averaged for the Spring semester.

   It is recommended that approval be given to amend the 1978-79 Mileage Allowance List as delineated in Attachment 5.2-a.

b. RECOMMENDED APPROVAL OF REVISED AGREEMENTS FOR USE OF CLINICAL FACILITIES

   Attachment 5.2-b

   On June 30, 1979, agreements between the district and various hospitals within the area will expire. These agreements specify an understanding relative to clinical experiences for students enrolled in the Associate Degree Nursing, Licensed Vocational Nursing and Radiologic Technology programs. Agreements for the Radiologic Technology program only are renewed annually, and agreements encompassing all three programs cover a five-year period. The attachment contains the list of health agencies and the minor modifications made to the contracts.

   It is recommended that the board approve the revised agreements with the agencies listed on the attachment.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED APPROVAL OF AMENDMENT TO CETA, TITLE VI, CONTRACT #5607, EFFECTIVE JULY 1, 1979 THROUGH SEPTEMBER 30, 1979

An amendment is proposed to the Agreement for Use of Comprehensive Employment and Training Act Funds, adopted on March 22 with the City of Santa Barbara. Under the agreement, two Division Aide positions were funded, assigned to the Art and Theatre Arts Departments.

Department of Labor regulations prohibit CETA participants from earning in excess of $11,000 per year. Due to recent cost-of-living increases, the annual salary for the Division Aide class exceeds the maximum payable salary.

In order to comply with the regulations, the district must create a new trainee classification (recommended in a previous agenda item) at a salary rate below $11,000 per year, and demote the two current CETA employees, Hilary Hacker and Bette Davis. Both employees have agreed to the demotions.

The proposed amendment includes downgrading two CETA funded Division Aide (Range 28) positions and demoting the incumbents to a new class of Department Trainee (Range 21). Revised job descriptions, training plans and a new budget have been prepared.

It is recommended that approval be given to amend CETA Agreement #5607 with the City of Santa Barbara, effective July 1 through September 30, 1979.

d. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #79-112, 114, 115 116 and ADOPTION OF RESOLUTION No. 31 (1978-79)

Attachment 5.2-d

#79-112 in the amount of $9,386: To Contingencies due to overages of expenditures during the 1977-78 fiscal year by General Fund Cost Centers.

#79-114 in the amount of $2,845: From Contingencies for cost of West Campus lights by Facilities & Operations Cost Center.

#79-115 in the amount of $10,505: From Contingencies for expense of class schedules by the Publications Cost Center.

#79-116 in the amount of $21,880: From Contingencies to be used for repair of boiler (Gyn) and purchase of boiler (Admin.Bldg.) by Facilities & Operations Cost Center.

It is recommended that the above appropriation transfers be approved and Resolution No. 31 (1978-79) be adopted.
5. BUSINESS SERVICES - continued:

5.2 NON ROUTINE - continued:

e. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS

Requests for end-of-the-year internal adjustments have been submitted to the Accounting Department.

It is recommended that the following appropriation transfers be approved:

<table>
<thead>
<tr>
<th>NO.</th>
<th>AMOUNT</th>
<th>COST CENTER</th>
<th>REMARKS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>79-072</td>
<td>$550</td>
<td>Athletics</td>
<td>From Supplies for laundry expenses</td>
</tr>
<tr>
<td>79-086</td>
<td>110</td>
<td>Management Supervisor</td>
<td>From Supplies for film rental costs</td>
</tr>
<tr>
<td>79-087</td>
<td>619</td>
<td>Media</td>
<td>From Other Operating for additional supplies</td>
</tr>
<tr>
<td>79-093</td>
<td>200</td>
<td>Trustees</td>
<td>From Consultants for additional supplies</td>
</tr>
<tr>
<td>79-096</td>
<td>300</td>
<td>Math</td>
<td>From Other Operating for additional supplies</td>
</tr>
<tr>
<td>79-097</td>
<td>100</td>
<td>Executive</td>
<td>From Consultants for additional supplies</td>
</tr>
<tr>
<td>79-100</td>
<td>381</td>
<td>Executive and Trustees</td>
<td>From Repairs and Mileage for additional supplies</td>
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<tr>
<td>79-101</td>
<td>304</td>
<td>Research &amp; Grants</td>
<td>From Consultants for additional supplies and subscriptions</td>
</tr>
<tr>
<td>79-102</td>
<td>559</td>
<td>Student Activities</td>
<td>From Other Operating for additional costs for Commencement</td>
</tr>
<tr>
<td>79-103</td>
<td>2,984</td>
<td>Geology</td>
<td>From Membership for additional field trip expenses</td>
</tr>
<tr>
<td>79-104</td>
<td>3,000</td>
<td>Geology</td>
<td>From Rental for additional supplies</td>
</tr>
<tr>
<td>79-105</td>
<td>70</td>
<td>H.R.M.</td>
<td>From Supplies for additional cost of consultants</td>
</tr>
<tr>
<td>79-106</td>
<td>500</td>
<td>EOP</td>
<td>From InService for Student Summer Internship program</td>
</tr>
<tr>
<td>79-107</td>
<td>170</td>
<td>Physics</td>
<td>From Repairs for additional supplies</td>
</tr>
<tr>
<td>79-108</td>
<td>337</td>
<td>Course Support</td>
<td>From Film Rental for additional supplies</td>
</tr>
<tr>
<td>79-109</td>
<td>14,445</td>
<td>Cont. Education</td>
<td>From Supplies to correct accounts for the Indochinese program</td>
</tr>
<tr>
<td>79-110</td>
<td>8,457</td>
<td>Various</td>
<td>From Replacement of Equipment to redistribute budgeted amount for equipment to proper account and correct cost centers</td>
</tr>
<tr>
<td>79-117</td>
<td>900</td>
<td>Graphic Comm.</td>
<td>From Equipment for additional supplies and repairs</td>
</tr>
<tr>
<td>79-118</td>
<td>30,000</td>
<td>Cont. Education</td>
<td>From Rental to correct accounts for renovation expenses at Goleta Valley Adult Ed Center</td>
</tr>
</tbody>
</table>
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5. BUSINESS SERVICES - continued:  

5.2 NON-ROUTINE - continued:  

f. RECOMMENDED ADOPTION OF RESOLUTION No. 32 (1978-79) FOR ADJUSTMENTS TO THE 1978-79 FISCAL YEAR BUDGET TO REFLECT UNBUDGETED INCOME  

Attachment 5.2-f  

During the 1978-79 fiscal year, income other than that originally budgeted has been received. Several federal grants have already been submitted to the board as adjustments to the budget. Resolution No. 32 includes all remaining amounts not yet officially designated as budget adjustments.  

The amounts representing CETA funds, parking fees and use of facility (Community Service) funds have been allocated for specific uses. The remaining $367,981 is unencumbered and, therefore, is added to the Appropriation for Contingencies.  

The Superintendent recommends adoption of Resolution No. 32 (1978-79) directing that the $403,436 in additional income be added to the 1978-79 fiscal year budget.  

g. RECOMMENDED APPROVAL OF CHANGE ORDER #1 THROUGH #5, GOLETA VALLEY ADULT EDUCATION CENTER PARKING LOTS, PHASE I AND II, GRANITE CONSTRUCTION COMPANY, CONTRACTOR  

Attachment 5.2-g  

Several field construction problems have arisen at the Goleta Valley Center during the development of the parking lots. Change Orders #1 through #5, as shown in the attachments, reflect these problems. The total additional cost of these changes is $7,732.46 and three days extension to the contract completion date. The Board Subcommittee on Facilities has reviewed the requested changes and recommends their approval.  

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract</td>
<td>$140,165.00</td>
</tr>
<tr>
<td>Change Order #1</td>
<td>+ $1,661.16</td>
</tr>
<tr>
<td>Change Order #2</td>
<td>+ 362.30</td>
</tr>
<tr>
<td>Change Order #3</td>
<td>+ 128.00</td>
</tr>
<tr>
<td>Change Order #4</td>
<td>+ 4,558.00</td>
</tr>
<tr>
<td>Change Order #5</td>
<td>+ 1,023.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$147,897.46</strong></td>
</tr>
</tbody>
</table>

As a result of the review by the Board Subcommittee, the Superintendent recommends approval of Change Orders #1, 4 and 5, and ratification of Change Orders #2 and 3 to the contract with Granite Construction Company, Contractor, Parking Lots, Phase I and II, for an increase of $7,732.46 and a new completion date to August 8, 1979.
AGENDA - Regular Meeting
Board of Trustees - SBCCD
June 28, 1979

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RECOMMENDATION RATIFICATION OF CHANGE ORDER #4, PHYSICAL SCIENCE ADDITION PROJECT, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-h

Change Order #4 has been reviewed and approved by the Asst. Superintendent, Business Services, and the Superintendent/President. This change order encompasses several bulletings, the net effect of which is an addition to the contract in the amount of $1,633.75. The change order will be discussed as necessary at the board meeting.

Original contract: $ 1,029,500.00
Change Orders #1 - #3 $ - 4,155.84
Change Order #4 $ 1,025,344.16
New Contract Cost: + $ 1,633.75

$ 1,026,977.91

No additional time will be required due to this change order, therefore, the completion date remains April 30, 1979.

The Superintendent recommends ratification of Change Order #4 for an additional amount of $1,633.75 to the contract price with J. W. Bailey Construction Company, contractor, with no change in completion date of April 30, 1979.

i. RECOMMENDED CONSIDERATION OF POLICY FOR ESTABLISHMENT OF A RESERVE FUND FOR MAINTENANCE OF FACILITIES, GROUNDS AND EQUIPMENT

Attachment 5.2-1

Over the past several years, funds for the maintenance of the district's facilities have not been allocated in sufficient amounts to keep them in adequate repair. To overcome these deficiencies and to provide for continued allocation of funds to maintain the facilities, equipment and grounds, a policy has been proposed to the Resources Allocation Review Board. The concept has been supported by RARB. It is recognized that it will be impossible to establish such a fund in one year, however, over a period of several years such a fund can be developed. In prioritizing resource requests for 1979-80, RARB has placed $100,000 as the top item in its ranking of such requests. The proposal was reviewed by the Subcommittee on Facilities.

Because of the importance and fiscal impact of this proposal, the item is being presented for discussion purposes. The Superintendent will make an appropriate recommendation when the district's income situation is clarified and a final district budget is proposed.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

j. RECOMMENDED APPROVAL OF 1979-80 TENTATIVE BUDGET

Enclosure #1

The proposed 1979-80 Tentative Budget reflects the 1978-79 expenditure level plus 4.1% increase. The 4.1% increase between the two budgets results from additional mandated costs from previous contract arrangements or formal agreements.

At the present time, the district does not know the mechanism for funding community colleges in 1979-80 nor the expected level of state support. When a fiscal legislative proposal is adopted by the legislature and signed by the governor, the staff will recommend the appropriate adjustments to this proposed minimum maintenance budget.

In the interim, the Superintendent recommends approval of the proposed Tentative 1979-80 Budget.

k. RECOMMENDED APPROVAL OF INSURANCE PROPOSAL

Attachment 5.2-k

The district's Property, Liability, Boiler and Fidelity Bond Insurance coverage comes due on June 30, 1979. Staff has been seeking quotes for comprehensive coverage and has been working with the other school districts in the county to determine the best coverage for the least premium. Cameron, Roberts & Seider, Inc., district's agents, have presented a proposal which duplicates the present coverage including the Marine Tech and Health Technology exposures, and adds an excess liability coverage of $5 million (making a total of $10 million) for less premium than required for 1978-79. This proposal also provides more coverage at less cost than that proposed to this district under the plan through the County Superintendent of Schools office. The cost of the insurance for 1979-80 will be as shown in the attachment.

The Superintendent recommends the approval of the insurance proposal from Cameron, Roberts & Seider, Inc., for 1979-80 in the amount of $54,473.
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Board of Trustees - SBCCD
June 28, 1979

5. BUSINESS SERVICES - continued:

5.2 NON ROUTINE - continued:

1. RECOMMENDED APPROVAL OF CHANGE ORDER #1, ADMINISTRATION REMODEL PROJECT, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-1

Through the efforts of the architect and the college's Coordinator of Media Services, it has been decided that it is in the best interests of the district to delete the proposed sound system for A-210 as required in the contract, and to design and install a more appropriate sound system through the district's forces. This change order will be a deduction to the contract of $5,129.60.

<table>
<thead>
<tr>
<th>Original contract</th>
<th>$ 853,600.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Order #1</td>
<td>- 5,129.60</td>
</tr>
<tr>
<td>New Contract price</td>
<td>$ 848,470.40</td>
</tr>
</tbody>
</table>

The contract completion date for the base bid will remain July 24, 1979.

The Superintendent recommends approval of Change Order #1 to the contract with J. W. Bailey Construction Company, Contractor, at a decrease in price of $5,129.60 for the Administration Remodel Project.

6. GENERAL INFORMATION

6.1 RECOMMENDED APPOINTMENT TO THE BOARD OF DIRECTORS FOR THE FUND FOR SANTA BARBARA CITY COLLEGE

The Board of Directors of THE FUND FOR SANTA BARBARA CITY COLLEGE have increased the number of directors from 13 to 15. The by-laws specify that 8 of the 15 directors shall be individuals affiliated with the Santa Barbara Community College District.

At the present time, the college district is represented by: Mr. Eli Luria, Mr. Sidney R. Frank, Dr. David Mertes, Dr. Donald Sorsabal, and Dr. John Forsyth.

It is recommended that one additional member of the Board of Trustees and one additional member of the college staff be appointed to the Board of Directors for THE FUND FOR SANTA BARBARA CITY COLLEGE.

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, July 12, 1979 at 3:30 p.m. in Room A-160, Administration Building, Santa Barbara City College, Santa Barbara, California.