AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

September 27, 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 SEPTEMBER 6, 1979
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. REPORT ON COMING EVENTS - Mr. Jim Williams

1.8 OATH OF OFFICE FOR NEWLY-APPOINTED MEMBER OF THE GOVERNING BOARD

   On August 9, 1979, the Board of Trustees adopted Resolution #4 (1979-80) providing for the provisional appointment of Mr. Gary R. Ricks to fill the vacancy on the Board created by the resignation of Mrs. Ann Gutshall.

   In accordance with the provisions of Section 1162 of the Education Code, the appointment was effective in thirty days (September 10, 1979) since no challenge petition was filed with the County Superintendent of Schools.

   Therefore, the oath of office may be administered to Mr. Ricks.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL
   a. ROUTINE
      .. (1) RECOMMENDED APPROVAL OF TEMPORARY HOURLY, (NON-TEACHING) CERTIFICATED PERSONNEL, FALL 1979 SEMESTER

Attachment 2.1-a(1)
AGENDA - Regular Meeting  
SBCCD Board of Trustees  
September 27, 1979

2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF TEMPORARY HOURLY INSTRUCTOR, FALL 1979 SEMESTER

Attachment 2.1-a(2)

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

Attachment 2.1-a(3)

(4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(4)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF TEMPORARY APPOINTMENT: JAMES R. BREEDING, INSTRUCTOR, ELECTRONICS, 10/1/79 THROUGH 7/3/80

Attachment 2.1-b(1)

On August 23, 1979, the Board approved the CETA Electronic Technician Training Project for the period October 1, 1979 through July 3, 1980.

It is recommended that James R. Breeding be appointed as the instructor of the Electronics Project, effective October 1, 1979 through July 3, 1980, to be paid on a 10-month regular contract basis.

(2) RECOMMENDED APPROVAL OF TEMPORARY APPOINTMENT: PATRICIA A. HEAPHY, DIRECTOR, WOMEN'S CENTER/COUNSELOR (REPLACING P. SMITH, PERSONAL LEAVE FALL 1979, AND M. MC GILLIN, ON SABBATICAL LEAVE SPRING 1980), EFFECTIVE OCTOBER 8, 1979 - MAY 30, 1980

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

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF APPOINTMENT OF CLUSTER LEADERS

It is recommended that the following persons be approved to serve as Cluster Leaders for the areas indicated during the 1979-80 and 1980-81 school years:

Dwight Anderson   Counseling/Personel Development

Jeannette Webber  English/Journalism

Phil Olsen        Life Science/Geology/Marine Technology

Jim Edmondson    Physical Science/Math/Foreign Language

(4) RECOMMENDED APPROVAL OF APPOINTMENT OF DEPARTMENT CHAIRPERSONS

It is recommended that the following persons be approved to serve as Department Chairpersons for the area indicated during the 1979-80 school year:

Jeannette Webber  English/Journalism

John Eggler       Ethnic Studies

Robert Gray/Karl Halbach Geology (Earth Science)

Elwood Schapansky Physics/Engineering/Aeronautics

John Kay          Political Science
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(5) RECOMMENDED ELECTION TO PARTICIPATE IN EARLY RETIREMENT PROGRAM

Current law provides for normal retirement at age 60, early retirement at age 55, and at age 50 with 30 or more years of service.

SB 1021 became law on July 6, 1979 and provides for early retirement at age 50 with 25 years or more of service. This law is part of the early retirement incentive program and there is no cost to the district to participate. The duration of the program is limited to members retiring on or after July 6, 1979 and before January 1, 1983.

It is recommended that the district elect to participate in this early retirement program by approval of the following Certificated Personnel (Non-Administrative) policy:

2341.6 - State Teachers' Retirement System

An employee may apply for retirement at age 50 with 25 or more years of service providing the following conditions exist:

a. the employee must have 25 years of credited service excluding unused sick leave credit;

b. the employee must have attained age 50 on the effective date of retirement; and

c. the effective date of retirement is on or after July 6, 1979 and before January 1, 1983.

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. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(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: TELMA
DAWALLO, SR.TYP.CLK., TUTORIAL CENTER, 8/20/79 THROUGH
10/12/79
Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF TERMINATION OF CETA EMPLOYEE: BETTE
DAVIS, DEPT.TRAINEE, ART DEPT., EFFECTIVE DATE 9/30/79
Attachment 2.2-a(4)

(5) RECOMMENDED ACCEPTANCE OF RESIGNATIONS: BARBARA ARMSTRONG,
SECRETARY, PRESIDENT'S OFFICE (9/28/79): JOAN WASIL, ADM.
& REC. OFFICE SUPV., ADMISSIONS & RECORDS (9/21/79), AND
EDWIN PIPERSBURG, CUSTODIAN, FACIL.& OPER.DEPT. (9/14/79)
Attachment 2.2-a(5)

(6) RECOMMENDED APPROVAL OF TRANSFER: DAVID CHAVEZ, CUSTODIAN,
FROM GRAVEYARD SHIFT TO DAY SHIFT (NEW POSITION), FACIL. &
OPERATIONS DEPT., EFFECTIVE 9/17/79
Attachment 2.2-a(6)

(7) RECOMMENDED APPROVAL OF LONGEVITY (CAREER) INCREMENTS - 10
YEARS: WILLIAM DEMPSEY, SECURITY OFFICER: LILY GLOCKLER,
LAB. TECH., AND EDWARD R. GONZALEZ, GROUNDSKEEPER, EFFECTIVE
10/1/79
Attachment 2.2-a(7)

(8) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS
Attachment 2.2-a(8)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT: MELVIN J. CURTIS, LAB.
TECH., PHYSICS (REPLACING C. CHRISTIAN) ½ TIME/12 MOS.,
EFFECTIVE 10/1/79
Attachment 2.2-b(1)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:


Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: NANCY P. ROY, TUTOR II, READING CENTER (REPLACING J. MOORE), EFFECTIVE 10/1/79

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: GARNET MARIE WALDMIER, SR. SECRETARY, ACADEMIC SENATE (REPLACING N. SORENSON), EFFECTIVE 10/1/79

Attachment 2.2-b(4)

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS

Attachment 2.3-a(1)

(2) RECOMMENDED APPROVAL OF PROFESSIONAL EXPERT (CONSULTANT) STATUS

Attachment 2.3-a(2)

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 REPORT ON THE 1978-79 EXTENDED OPPORTUNITIES PROGRAMS AND SERVICES PROJECT

Enclosure #1

Enclosure #1 represents the report submitted to the California Community Colleges Chancellor's Office on the 1978-79 activities of the EOPS project.

Mr. Kevin Jeter will present highlights of the report and be responsive to questions.
4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF ADULT EDUCATION CLASS - TEARGAS FOR CITIZENS' SELF DEFENSE

Participants will be taught the proper and safe use of hand-held aerosal teargas weapons as prescribed by Penal Code 1240.7 and mandated by California State Department of Justice. The course is applicable for security guard personnel and others. All students must complete a comprehensive examination before application for a permit is granted.

It is recommended that the Board approve a two-meeting class, TEARGAS FOR CITIZENS' SELF DEFENSE, to be held on October 20 and 27, from 8:00 am to 1:00 pm on the City College campus.

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 Order Nos. P90-0375 through and including P90-0482.

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 RATIFICATION OF THE 1979-80 BUDGET FOR EXTENDED OPPORTUNITIES PROGRAMS AND SERVICES

Enclosure #2

Annually, the district submits a budget for Extended Opportunities Programs and Services to the Chancellor's office. The budget is based on the actual allocation made by the State of California. As a result of a new allocation formula, Santa Barbara City College has received approximately $11,000 less for 1979-80 than for 1978-79. The budget, however, provides for essentially the same program as last year's program. Mr. Kevin Jeter will be present to respond to questions.

Ratification of the 1979-80 Budget for Extended Opportunities Programs and Services is recommended.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

b. RECOMMENDED APPROVAL OF CETA CONTRACT #5062 FOR THE PERIOD
   OCTOBER 1, 1979 THROUGH JUNE 30, 1980

   On August 23, 1979, the Board approved a request for ex-
   tension of two department trainee positions in the Art and
   Theatre Arts Departments. Since the approval, the Art Depart-
   ment has requested that their position be discontinued as of

   A formal contract needs to be executed in order to con-
   tinue funding one department trainee in the Theatre Arts Depart-
   ment. The total amount requested from CETA is $9,980 for the
   period indicated and there are no costs to the district.

   It is recommended that approval be given to execute CETA
   Contract #5062, effective October 1, 1979 through June 30, 1980.

c. RECOMMENDED RATIFICATION OF A CONTRACT WITH SANTA BARBARA
   COUNTY CETA PRIME SPONSOR FOR OPERATION OF AN ELECTRONICS
   PROGRAM

   Enclosure #3

   Enclosure #3 outlines a budget summary for the period
   October 1, 1979 through July 3, 1980 which will partially
   support an Electronics Training Program. The Board pre-
   viously approved a budget for the period August 20, 1979
   through September 30, 1979 in the amount of $24,192.

   Ratification of this contract is recommended.

d. RECOMMENDED ACCEPTANCE OF A $46,750 GRANT FOR THE BI-LINGUAL
   TEACHER CORPS PROGRAM

   Attachment 5.2-d

   The college has been notified that its application for
   funds under A.B. 2817 has been approved in the amount of
   $46,750.

   The Superintendent recommends acceptance of the grant
   in the amount of $46,750 for the Bi-Lingual Teacher Corps
   Program.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. RECOMMENDED ACCEPTANCE OF FUNDS IN THE AMOUNT OF $16,199 TO AUGMENT THE BI-LINGUAL TEACHER CORPS PROGRAM

Attachment 5.2-e

The college has been notified that it is to receive funding of $16,199 in Title VII funds through U.C.S.B. to augment the state funds received under A.B. 2817.

The Superintendent recommends acceptance of these funds to augment the Bi-Lingual Teacher Corps Program.

f. RECOMMENDED ACCEPTANCE OF FEDERAL GRANT TO CONTINUE THE INDOCHINESE ESL PROGRAM

Attachment 5.2-f

Notification has been received from the Social Security Administration, Dept. of H.E.W., that the district has been awarded a grant of $57,500 to continue the English As a Second Language Program for the Indochinese refugees. The original application requested $69,218. The difference will be made up by a grant from the state.

The Superintendent recommends acceptance of the grant funds in the amount of $57,500 for the Indochinese ESL Program.

g. RECOMMENDED ACCEPTANCE OF GRANT FROM STATE DEPARTMENT OF SOCIAL SERVICES TO CONTINUE THE INDOCHINESE ESL PROGRAM, AND AUTHORIZATION FOR DR. BAGNALL TO EXECUTE AGREEMENT FOR THE DISTRICT

Attachment 5.2-g

The California Department of Social Services has offered the college a grant in the amount of $14,648 to supplement the Indochinese ESL grant from the Social Security Administration. In order to receive this grant, it was necessary to execute a contract with the state on September 21, 1979. This was done by Dr. Joseph Bagnall on behalf of the district, subject to Board approval.

The Superintendent recommends acceptance of this grant and authorization for Dr. Bagnall to sign the necessary agreement on behalf of the district.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RECOMMENDED APPROVAL OF CONTRACT WITH SANTA BARBARA COUNTY TO CONTINUE CETA PROJECTS

Attachment 5.2-h

The college has been notified that the Santa Barbara County Office of CETA Programs wishes to continue the current ESL, ABE/CED, and FEEDER projects in Continuing Education from October 1, 1979 to September 30, 1980. A contract must be executed by October 1. There will be no cost to the district.

The Superintendent recommends that the contract for these services be approved.

i. RECOMMENDED APPROVAL OF AUTHORIZED PERSONNEL TO ISSUE PARKING CITATIONS

Attachment 5.2-i

At the last Board meeting a list of personnel was presented for authorization to issue parking citations. The attachment contains a list of additional staff to be assigned the responsibility of issuing citations.

The Superintendent recommends that the personnel listed on Attachment 5.2-i be authorized to issue parking citations for the 1979-80 college year.

j. RECOMMENDED APPROVAL OF AMENDMENT TO 1979-80 MONTHLY MILEAGE ALLOWANCE LIST

Attachment 5.2-j

It is recommended that the Monthly Mileage Allowance List for 1979-80 be amended to include travel allowances for Work Experience Activities for the Fall 1979 semester.
AGENDA - Regular Meeting
SBCCD Board of Trustees
September 27, 1979

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED RATIFICATION OF USE OF FACILITIES FOR THE INDO-
CHINESE ESL PROGRAM

Attachment 5.2-k

To facilitate the instructional program for the Indo-Chinese ESL project, facilities have been located at the University Church of Goleta.

Attachment 5.2-k delineates the understanding for use of the facilities. Two classrooms will be used: one room in the Educational Building will be at the monthly rate of $100; the main sanctuary will be at the monthly rate of $180.

The Superintendent recommends ratification of the agreement to use the two rooms at the University Church of Goleta for the above-cited rates.

1. RECOMMENDED APPROVAL OF REQUEST FOR USE OF FACILITIES

Attachment 5.2-1

A request has been received to use district facilities on Sunday, October 21, for the Annual Marathon Run. This request has been honored in the past.

It is recommended that approval be given of the request.

m. RECOMMENDED APPROVAL TO NEGOTIATE A CONTRACT WITH UNITED AIRLINES
FOR H.R.M. DEPARTMENT TO PROVIDE FOOD PREPARATION SERVICE

The H.R.M. Department has been approached by United Airlines to prepare the food for the new Santa Barbara/Denver flights. United Airlines will furnish all equipment, related items, and transportation to the airport. If selected, the district (H.R.M. Department) would contract with United Airlines if the contract provisions and remuneration are acceptable. The contract would be effective October 28, 1979 for a one-year period (30 day cancellation clause). Mr. Hanson and Mr. John Dunn will be present to respond to questions.

The Superintendent recommends approval to negotiate a contract with United Airlines to provide food preparation service.
5. BUSINESS SERVICES – continued:

5.2 NON-ROUTINE – continued:

n. RECOMMENDED RATIFICATION OF CHANGE ORDERS #14 and #15, ADMINISTRATION BUILDING RENOVATIONS PROJECT, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-n

Change Orders #14 and #15 have been authorized by the Superintendent/President and the Business Manager pursuant to Board policy. They are a deduction of $953 to the contract price. In addition to deducted costs, the contract completion date has been changed from August 29 to August 27, 1979. Change Order #16 has already been approved by the Board at the last meeting.

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o. RECOMMENDED APPROVAL OF CONTRACT WITH EMPLOYEE MANAGEMENT SERVICES FOR A CLASSIFICATION STUDY

Enclosure #4

The Board approved an overall classification study of all classified positions in 1976 which was conducted by Employee Management Services and its results adopted on July 1, 1976. At that time, a policy developed by EMS was adopted which provided for a major study every three to four years as determined by the Board. This new policy was supported by all elements on campus. The Board approved the policy with the understanding that there would be no interim classifications studies, with exception of those resulting from major department reorganizations which are approved by the Board in advance. The proposed contract in the enclosure provides the cost, methodology and timetable for completion of the study.

It is recommended that the contract with Employee Management Services for a campus-wide classification study be approved.

6. GENERAL INFORMATION

No items

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, October 11, 1979 at 3:30 p.m. in Room A-160, Administration Building, Santa Barbara City College, Santa Barbara, California.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

p. RECOMMENDED ADOPTION OF RESOLUTION No. 5 (1979-80) TO APPOINT A REPRESENTATIVE AND AN ALTERNATE FOR THE JOINT POWERS SELF-INSURANCE PROGRAM FOR THE WORKERS' COMPENSATION ADVISORY COMMITTEE

Attachment 5.2-o

Due to Mr. Hanson's appointment as Business Manager, a resolution, replacing that adopted in July, 1977, is required naming him as the representative to the Advisory Committee; Mr. Pickering remains as the alternate.

The Superintendent recommends adoption of Resolution No. 5 (1979-80) to appoint Mr. Charles Hanson as the representative and Mr. David Pickering as the alternate to the Advisory Committee for the Self-Insurance Program for Workers' Compensation.