AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

June 26, 1980

4:00 p.m. - Room A-211
Administration Building
Santa Barbara City College
Santa Barbara, California

1. GENERAL FUNCTIONS

1.1 CALL TO ORDER

1.2 ROLL CALL

1.3 WELCOME

1.4 EXECUTIVE SESSION - Personnel Matters

1.5 MINUTES OF REGULAR MEETING OF JUNE 12, 1980

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

a. PROCLAMATION OF APPRECIATION

Attachment 1.7-a

On May 23, 1980, THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE sponsored the 'International Tour de Cuisine' at the Coral Casino, a special fund-raising activity for Santa Barbara City College's H.R.M. Program.

Under the leadership of Mrs. Gertrude Calden, President of THE FOUNDATION FOR SBCC, the event was planned and implemented with the help of a large number of citizens from this community who worked in cooperation with the students and staff of SBCC. The result was a memorable evening for those in attendance. The benefit netted in excess of $43,000 for the H.R.M. Program.

The Superintendent recommends that the Board of Trustees of the Santa Barbara Community College District formally adopt a Proclamation of Appreciation for all of the people who made the 'International Tour de Cuisine' such an outstanding success. It is understood that appropriate letters will be forwarded to each individual notifying him or her of this action by the Board of Trustees and expressing a personal 'thank you' on behalf of the Board of Trustees.
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1. GENERAL FUNCTIONS - continued:

1.7 COMMUNICATIONS - continued:

b. APPOINTMENT OF CALIFORNIA COMMUNITY & JUNIOR COLLEGE ASSOCIATION TRUSTEE DELEGATE

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

It is appropriate for the Board to select a representative to serve on the delegate assembly for 1980-81. 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. Bob Creenan (student).

c. REPORT ON COMING EVENTS - Mr. Jim Williams

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF TEMPORARY HOURLY PERSONNEL

Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY AND SUBSTITUTES, CONTINUING EDUCATION DIVISION

Attachment 2.1-a(2)

(3) RECOMMENDED APPROVAL OF ADDITIONAL INSTRUCTORS, 1980 SUMMER INTERSESSION

Attachment 2.1-a(3)

b. NON-Routine

(1) RECOMMENDED APPROVAL OF APPOINTMENT: KAROLYN R. HANNA INSTRUCTOR, ADN PROGRAM (REPLACING S. CARPENTER), EFFECTIVE 9/12/80

Attachment 2.1-b(1)
2. PERSONNEL - continued:

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) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (CLASSIFIED SERVICE EMPLOYEES), MAIN CAMPUS AND CONTINUING EDUCATION DIVISION

Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: COLLEGE WORK STUDY PROGRAM (ON- AND OFF-CAMPUS)

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF REQUEST FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS FOR MAY AND JUNE, 1980

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF TRANSFER: ARLENE M. DOUGLAS, SR. SECRETARY, FROM BUSINESS SERVICE TO CONTINUING EDUCATION DIVISION (REPLACING S. HOLDER), EFFECTIVE 7/21/80

Attachment 2.2-a(5)

(6) RECOMMENDED APPROVAL OF PROFESSIONAL GROWTH INCREMENTS

Attachment 2.2-a(6)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF PROMOTION: ROBERT E. BENNETT, SR. CUSTODIAN, FACIL. & OPER. (NEW POSITION), EFFECTIVE 6/27/80

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT: CAROL A. DEAN, LAB. TCHG.ASS'T., H.R.M. DEPT. (NEW POSITION), EFFECTIVE 6/30/80

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

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF EXTENSION OF EXISTING CSEA CONTRACT, CSEA CHAPTER 289, FOR FY 1980-81

Attachment 2.2-b(3)

On June 30, 1980, the current three-year CSEA, Chapter 289, contract will expire. CSEA and the district are in the process of negotiating a new contract for the 1980-81 fiscal year.

CSEA has requested that the current CSEA contract be extended on a day-to-day basis until a new agreement has been ratified and that the new contract be retroactive to July 1, 1980.

It is recommended that the board approve the extension of the existing CSEA contract on a day-to-day basis until a new CSEA contract has been adopted.

It is further recommended that the board make no commitment regarding retroactivity.

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL CONSULTANT (EXPERT) STATUS: EUGENIA LENNON, PROJECT DIRECTOR, GERIATRIC GRANT, HEALTH TECHNOLOGY DEPT., EFFECTIVE 7/1/80 – 9/30/80

Attachment 2.3-a(1)

(2) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS

Attachment 2.3-a(2)

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS
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4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF CONTINUING EDUCATION CALENDAR FOR THE 1980-81 SCHOOL YEAR

Attachment 4.1

Attachment 4.1 contains a proposed calendar for the 1980-81 school year for the Continuing Education Division. It should be noted that the calendar begins one week earlier than the credit division, and that the spring vacation will be one week later than that of the credit division.

It is recommended that the board approve the 1980-81 calendar for the Continuing Education Division, as contained in Attachment 4.1.

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS No. P90-1930 THROUGH AND INCLUDING P90-1986 FOR SUPPLIES, EQUIPMENT AND SERVICES

Attachment 5.1-a

b. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PAYMENT OF CLAIMS AS LISTED ON Attachment 5.1-b AND SUCH OTHER CLAIMS AS MAY ARISE PRIOR TO THE MEETING

Attachment 5.1-b

c. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS No. 80-025 THROUGH No. 80-047 FOR INTERNAL ACCOUNTING ACTIONS

Attachment 5.1-c

d. RECOMMENDED ACCEPTANCE OF GIFTS ON BEHALF OF THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE

Attachment 5.1-d

The Superintendent recommends acceptance of the gifts listed on Attachment 5.1-d, and requests authorization to send letters of appreciation to the donors.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE

a. RECOMMENDED APPROVAL OF THE 1980-81 TENTATIVE BUDGET

Enclosure #1

The budget development procedures and the implementation of the 1980-81 General Fund Tentative Budget will be discussed at the board meeting.

The Superintendent recommends approval of the proposed 1980-81 Tentative Budget.

b. RECOMMENDED ADOPTION OF RESOLUTION No. 23 (1979-80) RESTRICTING A PORTION OF THE 1979-80 GENERAL FUND ENDING BALANCE

Attachment 5.2-b

Certain specific expenditures were not completed as planned for the 1979-80 fiscal year. Those needs still exist and the delay in implementation was a necessity.

It is recommended that Resolution No. 23 (1979-80) be adopted restricting 1979-80 ending balance funds originally anticipated for use during that year.

c. RECOMMENDED ADOPTION OF RESOLUTION No. 24 (1979-80) APPROVING SUBMITTAL OF THE 1980-81 CHILD CARE CONTRACT

Enclosure #2

Enclosure #2 contains the resolution and standard agreement form for the Children's Center Program for the 1980-81 fiscal year. The state allocation and the district's matching requirement are the same as for the 1979-80 fiscal year.

It is recommended that Resolution No. 24 (1979-80) be adopted authorizing submittal of the 1980-81 Child Care Service contract to the State Department of Education.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. RECOMMENDED APPROVAL TO SUBMIT APPLICATION FOR REAL ESTATE ENDOWMENT FUNDS SCHOLARSHIPS FOR 1980-81

Attachment 5.2-d

A portion of the fees collected by the State of California from real estate brokers and agents is designated for use as scholarship funds for students seeking a career in real estate. Santa Barbara City College has participated in this scholarship program for several years. Attachment 5.2-d includes the announcement of the opportunity for community colleges to apply for the funds and the application for scholarship funds for 1980-81.

The Superintendent recommends authorization to apply for Real Estate Endowment Funds for 1980-81.

e. RECOMMENDED APPROVAL TO ENTER INTO AGREEMENTS WITH COLLECTION AGENCIES, EFFECTIVE JULY 1, 1980

Enclosure #3

For the purpose of improving collection of delinquent National Direct Student Loans (NDSL), Nursing Student Loans (NSL), and Short Term emergency loans, a proposal is made by the Financial Aids office to enter into agreement with two collection agencies: Accounts Adjustment Bureau and Coastal Trade Services. It is felt that this arrangement will significantly increase the college's collection activities; thereby, decreasing the delinquency rate.

The Superintendent recommends approval to enter into agreement with Accounts Adjustment Bureau and Coastal Trade Services, effective July 1, 1980, for services as described in Enclosure #3.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED RATIFICATION OF SUBMISSION OF APPLICATION FOR EXTENSION OF INDOCHINESE ESL PROJECT

Enclosure #4

Notification was recently received that the current ESL grant, which expires on June 27, 1980, might be extended to October 1, 1980, at which time a new grant is expected to begin.

An application for such extension has been submitted, requesting an extension to October 1, 1980, and additional funding in the amount of $25,856.98.

The Superintendent recommends ratification of the submission of this application.

g. RECOMMENDED RATIFICATION OF SUBMISSION OF APPLICATION FOR INDOCHINESE ESL PROGRAM

Enclosure #5

At the June 12, 1980 meeting, the Board ratified the submission of a proposal to the State Department of Social Services for fiscal year 1981 funding for Indochinese ESL. The district has been advised that the manner of administering the funds this year is still uncertain and that an application should also go directly to the responsible federal agency (Office of Education).

This proposal is identical to that approved by the Board on June 12, 1980.

The Superintendent recommends ratification of the submission of this application.

h. RECOMMENDED RATIFICATION OF SUBMISSION OF APPLICATION TO CWETA FOR OPTICS TRAINING PROGRAM

Attachment 5.2-h

An application has been submitted to CWETA for a program of classroom training for 24 persons to learn skills in the optics industry. Trainees will be ongoing and new employees of Infrared Industries.

The classes will last 25 weeks beginning July 14, 1980. Funding in the amount of $11,474 has been requested. No district funds are required.

The Superintendent recommends ratification of the submission of this application.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

i. RECOMMENDED APPROVAL OF INTERIM WORKING AGREEMENT WITH THE SANTA BARBARA HIGH SCHOOL DISTRICT

Enclosure #6

In 1974, the Santa Barbara High School District and the Santa Barbara Community College District entered into a joint powers agreement for the purchase of data processing equipment utilized by both districts. This agreement terminates June 30, 1980.

The two districts plan to enter into a new joint powers agreement for the utilization of shared data processing equipment during the coming academic year. The new agreement will re-structure the organizational relationship of the two districts, allow the sale of the existing jointly-owned equipment and permit the two districts to enter into an arrangement to acquire new data processing equipment.

A draft of a proposed new joint powers agreement was presented to the SBCCD Board of Trustees for information at its meeting of May 22, 1980.

Until the new joint powers agreement is completed, the two districts need an interim working arrangement. A proposed working agreement is included in Enclosure #6.

The Superintendent recommends that the Santa Barbara Community College District Board of Trustees approve the interim working agreement, contained in Enclosure #6, between the Santa Barbara Community College District and the Santa Barbara High School District.

j. RECOMMENDED AUTHORIZATION TO DECLARE CERTAIN AUTO SHOP EQUIPMENT SURPLUS AND DONATE SAME TO SANTA BARBARA HIGH SCHOOL DISTRICT

The Auto Shop has two wheel balancers that have not been in use for several years and are of no further use to the district. They are an Allen-Dyne-Roadrumer, Model #22-04, and an Alemite, Model #7038.

The high school district has shown interest in these items which could be repaired and used in their programs.

The Superintendent recommends that these two items be declared surplus and donated to the Santa Barbara High School District.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED ADOPTION OF RESOLUTION No. 25 (1979-80) AND APPROVAL OF APPROPRIATION TRANSFER No. 80-N009 TO ADD NEW MONIES TO THE GENERAL FUND

Attachment 5.2-k

According to accounting procedures, acceptance of grant funds necessitates increasing the district's 1979-80 Budget in like amount and allocating the funds to the appropriate cost center.

At the April 24, 1980 meeting, CETA funds in the amount of $16,011 were accepted for an Electronic Assembler Program.

It is recommended that Resolution No. 25 (1979-80) be adopted and Appropriation Transfer No. 80-N009 be approved in the amount of $16,011 for the Continuing Education Cost Center.

1. RECOMMENDED ADOPTION OF RESOLUTION No. 26 (1979-80) AND APPROVAL OF APPROPRIATION TRANSFER No. 80-N010 FOR ADJUSTMENTS TO THE 1979-80 FISCAL YEAR BUDGET TO REFLECT INCOME CHANGES

Attachment 5.2-1

Education Code Section 85202 allows the Board of Trustees, by a majority vote of its membership, to budget and use any unbudgeted income provided during the year from any source other than local property taxes or the State School Fund. The resolution and appropriation transfer contained in the attachment accomplished that, as well as making other income adjustments.

The Superintendent recommends adoption of Resolution No. 26 (1979-80) and approval of Appropriation Transfer No. 80-N010.
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6. GENERAL INFORMATION

No items

7. ADJOURNMENT

It is suggested that consideration be given to change Board of Trustees meeting dates for the summer months, as follows:

CANCEL July 10, 1980

SCHEDULE July 17, 1980

CANCEL July 24, 1980

REGULAR August 14, 1980

CANCEL August 28, 1980

REGULAR September 11, 1980

The next regular meeting of the Board of Trustees is scheduled for Thursday, July 10, 1980 at 4:00 p.m. in Room A-211, Administration Building, Santa Barbara City College, Santa Barbara, California.