AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

August 14, 1980

3:00 p.m. - EXECUTIVE SESSION
   Room A-150
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 SPECIAL MEETING OF JULY 17, 1980
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. LETTER FROM THE BOARD OF DIRECTORS OF THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE
         Attachment 1.7-a
      b. LEGISLATIVE UPDATE - DR. DAVID MERTES
      c. PRESENTATION BY CHANNELS STAFF - RAY CANTON/DENNIS WALTERS
      d. REPORT ON COMING EVENTS

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF INSTRUCTORS - 1980 SUMMER INTER-SESSION
         Attachment 2.1-a(1)
2. PERSONNEL - continued:

2.1 CERTIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF TEMPORARY HOURLY INSTRUCTOR, FALL 1980 SEMESTER

Attachment 2.1-a(2)

(3) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, ADDITIONS/CHANGES OF PREVIOUSLY-APPROVED INSTRUCTORS, SUBSTITUTES, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION, 1980-81 YEAR

Attachment 2.1-a(3)

(4) RECOMMENDED APPROVAL OF EXTENSION OF REDUCTION IN CONTRACT: DR. TIMOTHY FETLER, PROFESSOR, PHILOSOPHY, 1980 FALL SEMESTER

Attachment 2.1-a(4)

(5) RECOMMENDED APPROVAL OF HOURLY (NON-TEACHING) PERSONNEL: LUCY B. CONROY, ASST. LIBRARIAN, 9/15/80 - 6/25/81

Attachment 2.1-a(4)

(6) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

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

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED ACCEPTANCE OF RESIGNATION: DAVID E. EMERSON, ASST. DEAN, INSTRUCTIONAL OPERATIONS, EFFECTIVE 9/17/80

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT: SUNNY L. STRANG, TEACHER, CHILDREN'S CENTER (TEMPORARY), EFFECTIVE 9/15/80 - 6/30/81

Attachment 2.1-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: NANCY SIXSMITH-PRESTON, ASST. LIBRARIAN (TEMPORARY), EFFECTIVE 9/12/80 - 6/25/81

Attachment 2.1-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENTS: JANE CRAVEN AND JUDY SCHUCK (TEMPORARY ONE-YEAR), HANDICAPPED STUDENT SERVICES, EFFECTIVE 9/12/80 - 6/25/81

Attachment 2.1-b(4)

(5) RECOMMENDED APPROVAL OF PERSONAL LEAVE OF ABSENCE (WITHOUT PAY): ELAINE C. HARKINS, ASSOC. PROFESSOR, ENGLISH DEPT., FALL 1980 SEMESTER

Attachment 2.1-b(5)
AGENDA – Regular Meeting  
SBCCD Board of Trustees  
August 14, 1980  

2. PERSONNEL – continued:  

2.2 CLASSIFIED PERSONNEL  

   a. ROUTINE  

   (1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (NON-CLASSIFIED SERVICE EMPLOYEES), MAIN CAMPUS & CONTINUING EDUCATION DIV.  

       Attachment 2.2-a(1)  

   (2) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (CLASSIFIED SERVICE EMPLOYEES)  

       Attachment 2.2-a(2)  

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

       Attachment 2.2-a(3)  

   (4) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS  

       Attachment 2.2-a(4)  

   (5) RECOMMENDED APPROVAL OF LONGEVITY INCREMENTS: FRANCES AGUILAR, FOOD SERVICE HELPER, HRM DEPT. (10 YRS.), AND MARJORIE KLEIN-SCHMIDT, SR.ACCT.CLK., CONT. EDUCATION DIVISION (15 YRS.), EFFECTIVE 9/1/80  

       Attachment 2.2-a(5)  

   (6) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: PAUL VINCENT, DUP.MACH.OPER., Duplicating, 2-4 weeks, EFFECTIVE 8/4/80  

       Attachment 2.2-a(6)  

   (7) RECOMMENDED APPROVAL OF REQUEST FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS, JULY AND AUGUST, 1980  

       Attachment 2.2-a(7)  

   (8) RECOMMENDED ACCEPTANCE OF RESIGNATIONS  

       Attachment 2.2-a(8)  

   (9) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE  

       Attachment 2.2-a(9)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

   (10) RECOMMENDED APPROVAL OF TRANSFER: GLORIA CATHCART, FINANCIAL AIDS CLERK (REPLACING C. SWEETMAN), FROM CAREER DEVELOPMENT, EFFECTIVE 9/11/90

   Attachment 2.2-a(10)

   (11) RECOMMENDED APPROVAL OF REINSTATEMENT OF FORMER EMPLOYEE: TERRI J. FAWCETT, TYP.CLSK.,Sr., PLACEMENT/FINANCIAL AIDS (REPLACING J. OMORI), EFFECTIVE 8/25/80

   Attachment 2.2-a(11)

   (12) RECOMMENDED APPROVAL OF INCREASE IN ASSIGNMENT: CHARLES DE FLANDERS, UTILITY WORKER, CONTINUING EDUCATION DIVISION, EFFECTIVE 9/2/80

   Attachment 2.2-a(12)

   Due to increased workload requirements for the Utility Worker, the Administrative Dean is recommending an increase in work assignment hours from 4 hours per day to 6 hours per day. This request has been reviewed and endorsed by RARB and the Superintendent.

   (13) RECOMMENDED APPROVAL OF INCREASE IN ASSIGNMENT: MELVIN J. CURTIS, SR.LAB.TECH., PHYSICS DEPT., EFFECTIVE 9/3/80

   Attachment 2.2-a(13)

   Charles Christian, Sr. Laboratory Technician has resigned a 1/2 time-12 month position. The Administrative Dean and Department Chairman recommend that Melvin Curtis' half-time, 12 month assignment be increased to full-time, 12-months, effective September 3, 1980.

b. NON-ROUTINE

   (1) RECOMMENDED APPROVAL OF PROMOTIONS:

      SHARON PIFER FROM: TEACHER'S AIDE
      TO: SR.TEACHER'S AIDE INSTRUCTION SUPPORT

      SIMONE WOODCOCK FROM: SR.TYPIST CLERK
      TO: PRINCIPAL CLERK SECRETARIAL SERVICES, INSTRUCTION OFFICE

   Attachment 2.2-b(1)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF APPOINTMENT: CONSUELO L. DEVEREAUX, TYP.CLK., INT., (NEW POSITION), GOLETA VALLEY ADULT EDUCATION CENTER, EFFECTIVE 8/15/80

Attachment 2.2-b(2)

(3) RECOMMENDED RECOGNITION OF NOTIFICATION OF DEATH (TERMINATION): MR. HAROLD HENNE, GROUNDSKEEPER

Attachment 2.2-b(3)

On July 26, Mr. Harold Henne suffered a fatal heart attack. He was the groundskeeper who was responsible for the landscaping at the Goleta Valley Adult Education Center.

It is recommended that official recognition be given of his death on July 26, 1980, and, further, that in adjoining today's meeting, it be closed in the memory of Mr. Harold Henne.

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS: JO ANNE MCDONALD, LAB.TCHG.ASST., 6/30/80 - 8/1/80

Attachment 2.3-a(1)

(2) RECOMMENDED APPROVAL OF PROFESSIONAL CONSULTANT (EXPERT) STATUS: HURSTON BUCK, FIRE SCIENCE, 1980 SUMMER INTERSESSION

Attachment 2.3-a(2)
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 of Trustees confer upon each of the 39 candidates listed in Attachment 3.2 the Associate in Arts Degree, subject to completion of the State and local requirements for the degree.

3.3 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN SCIENCE DEGREE

Attachment 3.3

The Superintendent recommends that the Board of Trustees confer upon each of the 15 candidates listed in Attachment 3.3 the Associate in Science Degree, subject to completion of the State and local requirements for the degree.

3.4 SANTA BARBARA COMMUNITY COLLEGE DISTRICT'S INTERDISTRICT POLICIES AND AGREEMENTS

Enclosure #1

The California Education Code permits each community college district to develop interdistrict agreements within broad guidelines with the other community college districts in the state.

Enclosure #1 summarizes the agreements that currently exist between the Santa Barbara Community College District and the other sixty-nine districts in the state.

4. CURRICULUM AND INSTRUCTION

4.1 REPORT ON REGIONAL FIRE SCIENCE TRAINING PROGRAM

Attachment 4.1

Attachment 4.1 contains a report on the Fire Science Training Program for the 1979-80 year. This is a regional program between the Allan Hancock Community College District and the Santa Barbara Community College District.

Mr. Mel Elkins will be present to respond to any questions.
4. CURRICULUM AND INSTRUCTION - continued:

4.2 RECOMMENDED APPROVAL OF EXPANSION OF LANDSCAPE HORTICULTURE PROGRAM

Enclosure #2

Enclosure #2 describes the proposed Landscape Horticulture Program for 1980-81. This proposed expansion of the existing Landscape Horticulture program includes an increased district fiscal allocation, the employment of a one-year temporary full-time certificated faculty member, and special non-district planning funds from outside agencies. This proposal has been developed by SBCC staff in coordination with the Landscape Horticulture Advisory Committee.

This proposed program expansion was reviewed and endorsed by the Board Subcommittee on Educational Policies on May 1, 1980.

The Superintendent recommends that the proposed expansion of the Landscape Horticulture Program, as outlined in Enclosure #2, be approved.

4.3 RECOMMENDED APPROVAL OF REVISION OF NON-ADMINISTRATIVE CERTIFICATED PERSONNEL POLICIES, APPENDIX D

Attachment 4.3

The attachment contains a complete revision of Appendix D of the Non-Administrative Certificated Personnel Policies. This appendix is referenced in Section 1910.5: Special TLU Ratings.

Special TLU ratings are assigned when special problems or extra effort are involved in teaching certain courses. They are also assigned when it is unclear whether a course is taught as a lecture or laboratory.

It is recommended that the revised special TLU ratings, as contained in Attachment 4.3, be approved.

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS No. P90-2029, P90-2032, P90-2033, and P90-2035 (Prior Year), and P01-0053 THROUGH AND INCLUDING P01-0266 FOR SUPPLIES, EQUIPMENT AND SERVICES

Attachment 5.1-a
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

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

Attachment 5.1-c

The Superintendent recommends acceptance of the gifts listed in Attachment 5.1-c and requests authorization to send letters of appreciation to the donors.

d. RECOMMENDED APPROVAL OF AMENDMENT TO ORIGINAL LIST OF TAX SHELTERED ANNUITY ACCREDITED PLANS

The Great West Life Assurance Company has request approval to sell tax sheltered annuities to employees of the district. A 'hold harmless' agreement has been filed with the district.

The Superintendent recommends that the list of tax sheltered annuity accredited plans be amended to include the firm of Great West Life Assurance Company.

e. RECOMMENDED APPROVAL OF MILEAGE ALLOWANCES FOR 1980-81

Attachment 5.1-e

The attachment lists the administrative, certificated and classified personnel who are required to use their personal automobiles for district responsibilities. The individuals and allowance amounts are indicated reflecting reimbursements for intra-district travel.

The Superintendent recommends approval of the mileage allowances for 1980-81 as contained in Attachment 5.1-e.

f. RECOMMENDED APPROVAL OF EXTENSION OF VENDING MACHINE CONTRACT, RICHARDSON VENDING SERVICE

All conditions of the contract with Richardson Vending Service remain the same as originally contracted in 1976 and the services of the company have been acceptable. Several of the machines are being replaced with new machines and all will be installed by the start of the Fall semester.

It is recommended that a one-year extension of the exclusive vending contract with Richardson Vending Service be approved to June, 1981.
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

g. RECOMMENDED APPROVAL OF INSTITUTIONAL MEMBERSHIP LIST FOR 1980-81

Attachment 5.1-g

Information was mailed to Board members on July 15, 1980 for their review of institutional memberships for the coming year.

The Superintendent recommends that the Institutional Membership List for 1980-81, as contained on Attachment 5.1-g, be approved.

h. NOTIFICATION OF VEA ALLOCATIONS, PART A, FOR 1980-81

Attachment 5.1-h

The district has received notification of allocations under the provisions of Education Amendment of 1976, as follows:

Subpart 2 - Basic Grant $ 199,703
Subpart 3 - Program Improvement & Supportive Services 20,669
Subpart 4 - Special Programs for the Disadvantaged 9,137
Subpart 5A- Consumer & Homemaking Education 3,210
Subpart 5B- Consumer & Homemaking Education in Economically Depressed Areas 3,108

Applications will be prepared for Board consideration at the next meeting.

5.2 NON-ROUTINE

a. PUBLIC HEARING AND RECOMMENDED APPROVAL OF THE PROPOSED 1980-81 BUDGET

Enclosure #3

The Board of Trustees is required by law to hold a public hearing on the proposed annual district budget.

All adjustments included in the Tentative and Publication budgets, as approved by the Board, have been incorporated in the proposed 1980-81 Budget. The details of the budget will be discussed at the meeting.

The Superintendent recommends the adoption of the proposed 1980-81 Budget as contained in Enclosure #3.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED APPROVAL OF INITIATION OF NEGOTIATIONS WITH THE STATE OF CALIFORNIA TO LEASE SURPLUS STATE PARKS LAND FOR THE CONTINUING EDUCATION PARENT/CHILD WORKSHOP

Enclosure #4

The Carpinteria Parent/Child Workshop is one of four cooperative preschools in the district which have a relationship with the Continuing Education Division for parent education. The statement in the enclosure from the Workshop explains the program needs and the resultant request. Further explanations on budget, fund-raising, and probable costs of the project are enumerated. No district funds are involved.

The Business Manager has made initial inquiry through the Department of General Services, State of California, with indications that a five-year lease with an additional five-year option would be received positively.

This item was discussed and endorsed by the Board Subcommittee on Facilities on August 6, 1980.

It is recommended that the district proceed with leasing negotiations with the State of California on the surplus state park property in Carpinteria.

c. RECOMMENDED ACCEPTANCE OF NURSING STUDENT SCHOLARSHIP FUNDS IN THE AMOUNT OF $3,575

Attachment 5.2-c

A notice of award has been received from the Department of Health and Human Services allocating $3,575 to the district for nursing scholarships. The funds are available for a two-year period from July 1, 1980 through June 30, 1982. No matching funds are required from the district.

The Superintendent recommends acceptance of the nursing student scholarship funds in the amount of $3,575.

d. RECOMMENDED ACCEPTANCE OF A $28,050 GRANT FOR THE BILINGUAL TEACHERS CORPS PROGRAM

Attachment 5.2-d

The college has been notified by the State Department of Education that its application for funds to continue the Bilingual Teachers Corps Program during 1980-81 has been approved.

The Superintendent recommends acceptance of the grant in the amount of $28,050 for the Bilingual Teachers Corps Program.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. REQUEST FOR SUNDAY USE OF FACILITIES

Attachment 5.2-

A request has been received from the American National Volleyball Association for use of the Sports Pavilion on Sunday, November 2, 1980. The U.S. Women's Olympic Volleyball Team will be conducting a nationwide tour this fall. One of their stops will be Santa Barbara for an exhibition match.

Mr. Cal Reynolds will be present to speak to this request.

f. RECOMMENDED APPROVAL TO PURCHASE COMPUTER TERMINALS TO COMPLETE INSTRUCTIONAL COMPUTER SYSTEM

Attachment 5.2-f

On July 17, 1980, the Board approved the release of a Request for Proposal (RFP) to vendors for the purchase of computer terminals to complete the acquisition of an instructional computer system. Fourteen bids were received for the purchase of twenty (20) Cathode Ray Terminals and two (2) Hardcopy Printout Terminals.

Based on staff's analysis contained in Attachment 5.2-f, Data General was selected to provide twenty (20) DG 100 Cathode Ray Terminals at a total cost not to exceed $31,000 and Dayton-Forrester was selected to provide two (2) Texas Instruction 820KSR Hardcopy Terminals at a total cost not to exceed $4,200.

The Superintendent recommends approval of the purchase of the computer terminals from Data General Corporation and Dayton-Forrester, as described in Attachment 5.2-f.

g. RECOMMENDED APPROVAL OF 90-DAY EXTENSION OF AGREEMENT FOR OPTION ON PROPERTY AT CANON PERDIDO AND OLIVE STREETS

Attachment 5.2-g

On March 27, 1980 the Board approved a 90-day option for the Santa Barbara Housing Authority for the vacant lot at the corner of Canon Perdido and Olive Streets. The 90-day option has expired and the Housing Authority has requested a 90-day extension, to September 27, 1980, to permit additional time to secure tentative site approval from the Department of Housing and Urban Development.

This item was discussed and endorsed by the Board Subcommittee on Facilities on August 6.

The Superintendent recommends approval of the 90-day extension to the Santa Barbara Housing Authority to September 27, 1980.
AGENDA - Regular Meeting
SBCCD Board of Trustees
August 14, 1980

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RECOMMENDED APPROVAL OF PROPOSED CHANGES FOR THE MAIN CAMPUS ENTRANCE

The main campus entrance off Cliff Drive will continue to be the main entrance for the foreseeable future. There have been problems with the existing configuration and staff recognizes numerous safety hazards present.

Through considerable observation and discussion, staff has recommended a new configuration at the main entrance. The new plan takes into account the various vehicular, motorcycle, bicycle, pedestrian, handicapped, and passenger drop-off problems occurring in this most congested area.

This item was discussed and endorsed by the Board Subcommittee on Facilities on August 6.

The Superintendent recommends approval of the proposed changes to the Main Campus entrance.

i. RECOMMENDED APPROVAL OF CAMPUS CENTER ADDITION LANDSCAPING PROJECT

The Campus Center (HRM) Addition is now completed and the equipment is being installed. The landscaping around the building addition was deleted from the original contract with the intent that college personnel would perform the landscaping. Modifications to the original landscaping plan have been developed by staff members Louis Torres and David Hill, both with many years experience in the landscape development and construction fields.

This item was discussed and endorsed by the Board Subcommittee on Facilities on August 6.

The Superintendent recommends approval of the landscaping plan for the Campus Center (HRM) Addition.

j. RECOMMENDED APPROVAL OF REVISED COMMUNITY SERVICES FEE SCHEDULE FOR USE OF DISTRICT FACILITIES

Attachment 5.2-j

The staff has reviewed the existing Community Services Fee Schedule in relation to the changing fiscal conditions of the district. As a result of the review, certain operational changes are being recommended and a revised fee schedule is proposed.

The Superintendent recommends approval of the revised Community Services Fee Schedule for Use of District Facilities, as described in Attachment 5.2-j.
AGENDA - Regular Meeting
SBCCD Board of Trustees
August 14, 1980

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED RATIFICATION OF CHANGE ORDER #6, CAMPUS CENTER ADDITION PROJECT, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR

Enclosure #5

Change Order #6 was authorized by the Superintendent and the Business Manager pursuant to Board policy. This change order covers a change recommended by the architect for the installation of flashing on concrete walls, and to compensate the plumbing contractor for "down time" after an unknown pipe was discovered which delayed work progress.

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This item was discussed and endorsed by the Board Subcommittee on Facilities on August 6.

The Superintendent recommends ratification of Change Order #6 for an addition of $1,331.86 to the contract with J. W. Bailey Construction Company, contractor, for the Campus Center Addition Project, with no change in completion date of March 12, 1980.

6. GENERAL INFORMATION

No items

7. ADJOURNMENT

It is recommended that the meeting be adjourned in memory of Mr. Harold Henne.

Due to action taken by the Board on June 26, 1980, the regular meeting scheduled for August 28 is cancelled. Therefore, the next meeting of the Board of Trustees will be September 11, 1980 at 4:00 p.m.