AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

September 25, 1980

3:00 p.m. - EXECUTIVE SESSION
   Room A-151
4:00 p.m. - REGULAR SESSION
   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 SEPTEMBER 11, 1980

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

   a. UPDATE REPORT ON FISCAL AND LEGISLATIVE MATTERS - Dr. Mertes

   b. REPORT ON COMING EVENTS - Mr. Jim Williams

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

   a. ROUTINE

      (1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS,
          FALL 1980 SEMESTER

          Attachment 2.1-a(1)

      (2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, CHANGES OF
          PREVIOUSLY-APPROVED INSTRUCTORS, SUBSTITUTES, AND CON-
          SULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION

          Attachment 2.1-a(2)
AGENDA - REGULAR MEETING
SBCCD BOARD OF TRUSTEES
SEPTEMBER 25, 1980

2. PERSONNEL - CONTINUED:

2.1 CERTIFICATED PERSONNEL - CONTINUED:

a. ROUTINE - CONTINUED:

(3) RECOMMENDED APPROVAL OF TEMPORARY HOURLY (NON-TEACHING) CERTIFICATED PERSONNEL

Attachment 2.1-a(3)

(4) RECOMMENDED APPROVAL OF TEMPORARY CONTRACTUAL APPOINTMENTS:
FALL 1980 SEMESTER

Attachment 2.1-a(4)

(5) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

Attachment 2.1-a(5)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT (PROMOTION): MR. JOHN B. ROMO, ASSISTANT DEAN, INSTRUCTIONAL OPERATIONS (REPLACING D. EMERSON), EFFECTIVE OCTOBER 1, 1980

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF RETIREMENT: MRS. RUTH O. LITTLE, PROFESSOR/LIBRARIAN, EFFECTIVE SEPTEMBER 10, 1980

Attachment 2.1-b(2)

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

Attachment 2.2-a(2)

(3) RECOMMENDED ACCEPTANCE OF RESIGNATION: VIVIAN ALCANTAR, ADM. & REC.CLK., ADMISSIONS OFFICE, EFFECTIVE 9/26/80

Attachment 2.2-a(3)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(4) RECOMMENDED APPROVAL OF REQUEST FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS, AUGUST & SEPTEMBER, 1980

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF REDUCTION IN ASSIGNMENT: PAUL VINCENT, DUP.MACH.OPER., Duplicating, from FULL-TIME to HALF-TIME, EFFECTIVE OCTOBER 3, 1980

Attachment 2.2-a(5)

(6) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

Attachment 2.2-a(6)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF NEW POSITION, ELECTRONICS MEDIA TECHNICIAN, AND APPOINTMENT OF EARL DOUGHERTY, EFFECTIVE SEPTEMBER 26, 1980

Attachment 2.2-b(1)

Effective August 22, 1980, Michael McLellan, Audio-Visual Repair Technician, resigned his position. The Instruction Office recommended that this vacated position be abolished as it no longer meets the needs of the Instructional Media Department, and that a new position, Electronics Media Technician, be created. This will provide for greater ability to handle the increased volume of design and repair work on electronic media equipment. (See memo in the attachment.)

The new recommended position has been properly classified as Electronics Media Technician, Range 39, and the new class specification is contained in the attachment. The new position was advertised, subject to Board approval, and a selection has been made.

It is recommended that: 1) the position of Audio Visual Repair Technician, Range 30, be abolished and that the new position of Electronics Media Technician, Range 39, be approved; and 2) Earl Dougherty be appointed to the new position of Electronics Media Technician, effective September 26, 1980.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF APPOINTMENT: RICHARD ERSKINE, LAB TEACHING ASST., (REPLACING L. BROWN), HRM DEPT., EFFECTIVE SEPTEMBER 26, 1980

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: JENNIE HRUDEN, SR. SECRETARY (REPLACING K. GEBHARDT), MARINE TECHNOLOGY DEPARTMENT, EFFECTIVE SEPTEMBER 26, 1980

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: NINA M. WADE, FIN. AIDS CLK. (REPLACING N. VOSS), FINANCIAL AIDS/PLACEMENT, EFFECTIVE SEPTEMBER 26, 1980

Attachment 2.2-b(4)

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS

Attachment 2.3-a(1)

b. NON-ROUTINE

(1) PRESENTATION OF ANNUAL AFFIRMATIVE ACTION PROGRAM ACTIVITY REPORT FOR 1979-80

Enclosure #1

Enclosure #1 contains the annual Affirmative Action Program Activity Report for the 1979-80 year.

This information is provided to the Board of Trustees in accordance with the District's Affirmative Action Plan.
3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 REPORT ON STATUS OF CAMPUS SECURITY

Attachment 3.2

During the 1979-80 college year, significant effort was put forth to improve campus security. Increased budget and staff have provided for additional improvement to bring the campus security program to the operational standard determined by staff to be essential.

Attachment 3.2 contains a report on the current status of the program. Mr. Donald Seaver, Director of Campus Security, will be present to highlight the report and to be responsive to any questions.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF ADULT EDUCATION CLASS - BASIC CPR FOR INSTRUCTORS

An 8-hour Saturday workshop, BASIC CPR FOR INSTRUCTORS, is scheduled to meet on October 25, 1980, from 8:00 am to 5:00 pm. The course will include manikin practice, testing and techniques of teaching and offer support for those who will teach CPR in their own agencies/departments or schools. The class will be limited to 40 persons.

It is recommended that the class BASIC CPR FOR INSTRUCTORS, Continuing Education Division, be approved.

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS No. P90-2038 (PRIOR YEAR), and P01-0451 THROUGH AND INCLUDING P01-0526 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
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

c. RECOMMENDED APPROVAL OF ADDITIONAL AUTHORIZED PERSONNEL FOR ISSUING PARKING CITATIONS

Attachment 5.1-c

d. RECOMMENDED APPROVAL OF CORRECTION TO LIST SUBMITTED 9/11/80 FOR GIFTS ACCEPTED ON BEHALF OF THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE

Attachment 5.1-d

e. RECOMMENDED APPROVAL OF AMENDMENT TO MILEAGE ALLOWANCES LIST FOR 1980-81

Attachment 5.1-e

5.2 NON-ROUTINE

a. REPORT ON SUMMER CAMPUS IMPROVEMENT PROJECTS

Attachment 5.2-a

The Facilities and Operations Department embarked last May on numerous projects most of which were begun and completed during the summer months. Many of these projects were designed and accomplished by college staff and student employees. The more sophisticated/technical jobs requiring specialized skills and/or equipment were contracted out to local contractors.

Some of these projects have been needed for many years; some were major face lifts, while others only cosmetic touch-up. Several projects are quite visible but many probably would not be noticed. The attachment lists the various summer campus improvement projects.

It is certainly a tribute to the Facilities & Operations staff to recognize their dedication, vision and hard work exemplified all about the campus this Fall.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED APPROVAL OF AGREEMENT WITH THE SANTA BARBARA TRUST FOR HISTORIC PRESERVATION FOR SALE OF DISTRICT PROPERTY AT 914 SANTA BARBARA STREET

Enclosure #2

At the September 11, 1980 board meeting, the sale of district property at 914 Santa Barbara Street was approved in concept as presented in a draft agreement. Wording changes are reflected in the enclosure.

The Superintendent recommends approval of the Purchase Agreement for sale of district property at 914 Santa Barbara Street to the Santa Barbara Trust For Historic Preservation.

c. RECOMMENDED APPROVAL OF AGREEMENT WITH SANTA BARBARA CITY SCHOOLS FOR ACQUISITION OF GARFIELD ELEMENTARY SCHOOL

Enclosure #3

At the September 11, 1980 board meeting, the purchase of Garfield School was approved in concept as presented in the draft agreement. Wording changes are reflected in the enclosure which will be forwarded to Santa Barbara City Schools for their board approval.

The Superintendent recommends approval of the Agreement to purchase Garfield Elementary School from Santa Barbara City Schools.

d. RECOMMENDED ACKNOWLEDGMENT OF SUBMITTAL OF ANNUAL REPORT ON COMMUNITY SERVICES ACTIVITIES FOR 1979-80

Enclosure #4

Enclosure #4 contains the annual report to be submitted to the Chancellor, California Community Colleges, on community service activities of the district during 1979-80.

It is recommended that the board officially acknowledge submittal of this report to the Chancellor's office.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. RECOMMENDED ACCEPTANCE OF FUNDS TO EXTEND CETA PROJECTS

Attachment 5.2-e

The Santa Barbara County CETA office has recommended that the present three CETA projects, scheduled to end September 30, be continued into the 1980-81 fiscal year with additional funding, as listed below:

<table>
<thead>
<tr>
<th>Project</th>
<th>Start Date</th>
<th>End Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE/GED</td>
<td>10/1/80</td>
<td>5/29/81</td>
<td>$40,445</td>
</tr>
<tr>
<td>WORKSITE PREP (FEEDER)</td>
<td>10/1/80</td>
<td>5/29/81</td>
<td>$31,885</td>
</tr>
<tr>
<td>ESL</td>
<td>10/1/80</td>
<td>12/23/80</td>
<td>$13,757</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$86,087</strong></td>
</tr>
</tbody>
</table>

No district funds are required.

The Superintendent recommends approval of the extension of these projects and acceptance of the funds.

f. RECOMMENDED APPROVAL TO SUBMIT THE 1980-81 BUDGET FOR EXTENDED OPPORTUNITIES PROGRAMS AND SERVICES (EOPS)

Enclosure #5

Notice of the allocation for the 1980-81 EOPS program in the amount of $202,306 has been received from the Chancellor's office. The allocation is 9.6% more than for last year.

A program budget must now be submitted. Dr. Gilbert Robledo will be present to respond to questions.

Approval to submit the 1980-81 budget for Extended Opportunities Programs and Services is recommended.

6. GENERAL INFORMATION

No items

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, October 9, 1980 at 4:00 p.m. in Room A-211, Administration Building, Santa Barbara City College, Santa Barbara, California.