AGENDA
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

November 9, 1972

4:00 P.M. - Board Room
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
1.5 Minutes of Regular Meeting of October 19, 1972 and Minutes of Regular Meeting of October 26, 1972
1.6 Hearing of Citizens
1.7 Communications

a. Report of Results of November 7, 1972 Election
b. Letter from Santa Barbara South Coast Youth Football League Expressing Appreciation

Attachment 1.7-b

c. Proposed Construction of Artificially Surfaced Track at La Playa Stadium - CLUB WEST OF GOLETA, INC.

Attachment 1.7-c

d. Presentation to Mr. Selmer O. Wake

On August 3, 1972, the Board of Trustees adopted a resolution expressing appreciation to Mr. Selmer O. Wake for his distinguished service to education as Director of the Adult/Continuing Education Division. A framed copy of that resolution will be presented to Mr. Wake.
2. PERSONNEL

2.1 Certificated Personnel

a. Routine

(1) Recommended Approval of Additional Certificated Assignments for the Continuing Education Division

Attachment 2.1-a (1)

(2) Recommended Approval of Appointment of Additional Hourly Instructor for Fall Semester, 1972

Attachment 2.1-a (2)

(3) Recommended Approval of Additional Hourly Instructor for the Fall Semester, 1972

Attachment 2.1-a (2)

(4) Recommended Authorization of Travel and Conference Attendance and Advancement of Funds

Attachment 2.1-a (4)

b. Non-Routine

(1) Recommended Approval of Certificated Personnel Policy on Nepotism

"Each and every applicant for a certificated position in the Santa Barbara Community College District shall be considered solely on the basis of his or her qualifications for the position, regardless of the current employment of a direct relative in any District position.

No employee of the District shall participate in any manner in the selection or evaluation or in any personnel action concerning an immediate relative, including a husband, wife, father, mother, brother, sister, daughter, son sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandson, or granddaughter."

2. PERSONNEL (continued):

2.2 Classified Personnel

a. Routine

(1) Recommended Approval of Student Appointments -- College Work-Study, Tutorial, and General Student Programs

Attachment 2.2-a (1)

(2) Recommended Approval of Additional Hourly Appointments

Attachment 2.2-a (2)

(3) Recommended Approval of Hourly Appointment -- Continuing Education

Attachment 2.2-a (2)

b. Non-Routine

(1) Recommended Approval of Six Month Salary Increments

Attachment 2.2-b (1)

(2) Recommended Approval of Health Leave of Absence -- Accounting Technician, Payroll Department

Attachment 2.2-b (2)

(3) Recommended Approval of Split Shift Salary Differential -- Computer Operator, Data Processing

Attachment 2.2-b (3)

(4) Recommended Appointment of Groundsman-Gardener, Facilities & Operations Dept. (Day Shift) -- Replacement

Attachment 2.2-b (4)

(5) Recommended Approval of Change from Half-time, 12 Months To Full-time, 12 Months -- Administrative Aide, 1/2 Time Under Business Services and 1/2 Time under Facilities & Resource Development

Attachment 2.2-b (5)

(6) Recommended Approval of Transfer, Administrative Secretary, From Facilities & Resource Development Department to Business Services Department

Attachment 2.2-b (6)
2. Personnel (continued) -

2.2 Classified Personnel (continued) -

b. Non-Routine (continued) -

(7) Recommended Appointment of Division Aide, Life Science Department - New Position

Attachment 2.2-b (7)

(8) Recommended Appointment of Hourly Traffic Control Guard, Evening College

Attachment 2.2-b (8)


Attachment 2.2-b (9)

(10) Recommended Approval of Classification of Positions, Laboratory Teaching Assistant for WORK, INC., and Alpha School

Attachment 2.2-b (10)

(11) Report of Classified Personnel Professional Growth Program

Attachment 2.2-b (11)

The local chapter of the California School Employees Association has completed the development of procedures for the implementation of a Professional Growth Program previously adopted by the Board of Trustees. Attachment 2.2-b (11) is the final product of the committee's efforts. Mr. David Pickering, chairman of the committee, will be available to respond to any questions concerning the plan.
2. PERSONNEL (continued) -
   2.2 Classified Personnel (continued) -
      b. Non-Routine (continued) -

(12) Recommended Change of Sick Leave Policies, Nos. 1342.18 and 1342.19, For Classified Personnel

1342.18 On the employment date each year, each permanent employee of the classified service shall be entitled to additional sick leave in an amount that when added to his accumulated sick leave as specified above and referenced in Education Code Section 13651.6, shall not exceed 100 working days. Such days of paid sick leave shall be compensated at the rate of 50% of the employee's regular salary. The paid additional sick leave as herein authorized shall include all other paid leave, holidays, vacation and compensating time, and accumulated sick leave to which the employee may be entitled.

1434.19 For any absence of up to five (5) consecutive working days the Classified Personnel Office will require a written statement from the employee stating that the employee was absent because of illness. After an absence of more than three (3) days the Classified Personnel Office may require evidence, in the form of a physician's certificate or otherwise, of the necessity of the reason for any employee's absence during the time for which sick leave is requested. A written statement from a medical authority (as defined by Ed. Code Section 13651.1), indicating the employee's need to have continued sick leave or his ability to return to work. Nothing in this paragraph shall be construed as an attempt to violate the privileged communication between an employee and his doctor. Under no circumstances may sick leave be used in lieu of, in addition to, or as vacation.
3. **STUDENT PERSONNEL**

3.1 Student Report - Fred Cuellar

4. **CURRICULUM AND INSTRUCTION**

4.1 Report by Dr. Norma Thompson, Foreign Language Division Chairman on Current Aims and Objectives

4.2 Attendance Report on Fall Continuing Education Classes

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. P23-0900 through P23-1006, inclusive.

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 Acceptance of the gift of a Collection of Approximately 1,000 Molluscs (Shells) and 10 Related Books from Miss Ella Louise May**

   Attachment 5.2-a

   Miss Ella Louise May has generously offered the Life Science Department her collection of shells and related books. This is a collection of our tri-county species. The collection, along with the books, has an estimated value of $3,072.60.

   The Superintendent recommends the Board's acceptance of this fine gift and authorization to send a letter of appreciation to Miss Ella Louise May.
5. BUSINESS SERVICES (continued) -

5.2 Non-Routine (continued) -

b. Recommended Approval of the Revised Preliminary Plan Package for the Humanities Building Equipment

Enclosure 1

The Board of Trustees approved filing a Preliminary Plan Package for this project on September 28, 1972. This revised package reflects modifications suggested by the Chancellor’s staff. The modifications consist of:

- Expanded definitions of some equipment items.
- Justification of all individual items where anticipated cost exceeds $1,000.
- Elimination of items not considered to be "moveable".
- Addition of all items previously omitted because of budget restraints.

Adoption of Resolution No. 13 indicating approval of the Revised Preliminary Plan Package for the Humanities Building Equipment is recommended.


Enclosure 2

Mr. William Cordero, Coordinator of Student Services, will describe the application for these student financial aid programs.

d. Recommended Approval of Resolution #14 Authorizing Sale of $1,500,000 Series E Bonds

Attachment 5.2-d

To meet the anticipated construction costs for the Humanities Project (Arts & Communications Building) it will be necessary to sell $1,500,000 of bonds previously authorized in 1969. Attachment 5.2-d delineates two redemption schedules. The 20-year redemption schedule appears to offer the best investment for both the taxpayers and the lending institution.

The Superintendent recommends adoption of Resolution #14 authorizing the sale of $1,500,000 Series E bonds.
5. BUSINESS SERVICES (continued) -

5.2 Non-Routine (continued) -

e. Recommended Approval of Change Orders #3, 4, & 5 - Pershing Park Rehabilitation Project, Phase I, Don Greene, Contractor, Inc.

Attachment 5.2-e

Change Orders #3, 4 & 5 are the final changes to the Pershing Park Rehabilitation, Phase I, contract. Change Order #3 (Attachment 5.2-e, pages 1-3) provides for time extension from February 23, 1972 to September 19, 1972 and an assessment for liquidated damages for seven (7) days in the amount of $350. Change Order #4 (Attachment 5.2-e, pages 4 & 5) reflects a substitute in the grass seed mixture at no increase in costs. Change Order #5 (Attachment 5.2-e, pages 6 & 7) reflects a deduction in its contract price of $162 caused by the District paying for certain testing which was the obligation of the contractor.

The Superintendent recommends the approval of Change Orders #3, 4 & 5 for the Pershing Park Rehabilitation, Phase I, Project, Don Greene, Contractors, Inc., as follows:

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<td>Original Contract Price</td>
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f. Request for Action Relative to County Requirements for Negative Declaration, Environmental Assessment

Attachment 5.2-f

It is recommended that the District request the Board of Supervisors to continue to send each appropriate negative Declaration and/or Environmental Impact Statement and that the staff be authorized to respond to each indicating agreement or disagreement with the negative declaration.

g. Recommended Authorization to Develop Plans for the Vocational-Technology Building and Library Remodel and Recommended Authorization to Arrange for Architect Interviews

The schedule of development as listed in the District Ten-Year Construction Plan calls for the submittal of a revised preliminary plan for the Vocational Technology Building and for the Library remodel. Prior to the development of these plans, it will be necessary for the Board to select an architectural firm for each of these projects.
5. BUSINESS SERVICES (continued) -

5.2 Non-Routine (continued) -

g. continued:

The Superintendent recommends that the administration be authorized to arrange for interviews with several architects for the purpose of selecting an architectural firm, or firms, to develop plans on the Vocational Technology Building and the Library remodel.

h. Report of District Quarterly Financial Condition

Attachment 5.2-h

Attachment 5.2-h presents the status of the District's financial condition for the first quarter of operation of fiscal year 1972-73.

i. Report of Bookstore Quarterly Financial Condition

Enclosure 2

Enclosure 2 presents the financial condition of the bookstore operation for the first quarter of fiscal year 1972-73.

6. GENERAL INFORMATION

6.1 Report on Coming Events - Mr. James Williams

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, November 30, 1972, at 4:00 P.M. in the Board Room of Santa Barbara City College, Santa Barbara, California.
5. BUSINESS SERVICES

5.2 Non-Routine

j. Consideration of Selection of Architect for Administration Building Renovations

The Ten-Year capital improvement plan contains three items related to renovation of the Administration Building as functions are moved to new facilities. Included are: renovation of present Theater Arts and Music spaces; conversion of A-210 (Auditorium); and Graphic Arts remodel. Total construction costs are estimated to be approximately $258,000.

Planning schedules are such that certain materials requiring the services of an architect must be prepared before January 15, 1973.

It is recommended that these three items of renovation be developed as one project and that consideration be given to the selection of an architect for the project.