AGENDA

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

October 30, 1975

3:00 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 SEPTEMBER 25, 1975
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. LETTER FROM CITY OF SANTA BARBARA REQUESTING APPOINTMENT OF
         REPRESENTATIVE TO BEACH AREA TASK FORCE
         Attachment 1.7-a
         The City of Santa Barbara has requested that the District
         appoint a representative to a Beach Area Task Force.
         It is recommended that a member of the Board of Trustees be
         appointed. If the Board prefers that a member of the staff re-
         present the District, it is recommended that Dr. David K. Shelver
         be appointed.

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS (DAY
             AND EVENING), AND CHANGE FOR PREVIOUSLY-APPROVED HOURLY
             LIBRARIAN
         Attachment 2.1-a(1)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY, CHANGES FOR PREVIOUSLY-APPROVED INSTRUCTORS, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION, FALL, 1975

Attachment 2.1-a(2)

(3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(3)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY CERTIFICATED ASSIGNMENT: ROBERT LANTAFF (REPLACING LUIS VILLEGAS), FALL, 1975

Attachment 2.1-b(1)

(2) STATUS OF CERTIFICATED COUNCIL FOR THE 1975-76 COLLEGE YEAR

There have been no requests on the part of certificated employee organizations for representation on the Certificated Council, therefore, no council will be established for the 1975-76 college year. Each organization will negotiate individually as has been the case in past years.

(3) RECOMMENDED CHANGE IN CERTIFICATED EVALUATION POLICY

The current certificated evaluation policy requires evaluation of regular certificated personnel bi-annually. The policy does not describe how this policy is to be interpreted in case of sabbatical leave.

It is recommended that the policy be amended to clarify this point, as follows:

"3. At a minimum, annual evaluation shall be completed for contract personnel, and bi-annual evaluations for regular personnel. Annual evaluations shall be completed for all administrators. Time spent on sabbatical leave is excluded from computation of service in establishing bi-annual evaluations."

2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-Routine - continued:

(4) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS: ROBERT DEL SESTO AND CORY STANBURG, FALL SEMESTER, 1975
Attachment 2.1-b(4)

Volunteers have offered their services to assist in the Women's Basketball and Water Polo Programs.

It is recommended that the status of professional volunteer be given to Robert Del Sesto and Cory Stansburg for the Fall semester, 1975.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS
Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS, AND CHANGES FOR PREVIOUSLY-APPROVED HOURLY, CONTINUING EDUCATION DIVISION
Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: COLLEGE WORK STUDY (ON- AND OFF-CAMPUS), VEA, GENERAL AND TUTORIAL PROGRAMS
Attachment 2.2-a(3)

(4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
Attachment 2.2-a(4)

b. NON-Routine

(1) RECOMMENDED APPROVAL OF YEARLY SALARY INCREMENTS
Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF POSITION: SR. TYPIST CLERK, RANGE 23, HALF-TIME, 12 MONTHS, FINANCIAL AIDS OFFICE

On October 16, 1975, the Board approved the acceptance of an additional $106,433 College Work-Study funds. As indicated, acceptance of the additional CWS funds would necessitate an additional half-time employee in the Financial Aids office. The allocation will provide enough funds to support the position.

It is recommended that a half-time (12 month) position of Sr. Typist Clerk, Range 23, be approved for the Financial Aids Office.
Agenda - Special Meeting
Board of Trustees - SBCCD
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF APPOINTMENT: MYRTA L. BERRY, INT. TYP.CLK. (REPLACING: L. FREEMAN), CONTINUING EDUCATION DIVISION, EFFECTIVE 11/3/75

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: LESLIE E. McBAIN, TUTOR II, TUTORIAL CENTER, EFFECTIVE 10/31/75

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT(PROMOTION): ARDITH G. LIERCKE, WOMEN'S CENTER ASST. (NEW POSITION), EFFECTIVE 11/10/75

Attachment 2.2-b(5)

3. STUDENT SERVICES

3.1 CONSIDERATION OF PROPOSED "BEACH BOYS" CONCERT

At the October 16 meeting of the Board of Trustees, Associated Student President Mark Heinz presented a proposal for a concert by the "Beach Boys" in La Playa Stadium. The Board agreed to consider the proposal further and asked for more specific details.

Information in response to questions posed by the Board of Trustees and proposed contractual arrangements in the event that the concert is approved will be presented at the meeting.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF UPDATED EDUCATIONAL PLANNING DOCUMENT

Enclosure #1

Enclosure #1 contains an up-date of the District's educational planning document. This serves as the District Educational Plan and is incorporated as a basic element in the District Facility Master Plan.

It is recommended that the Educational Planning document be approved.
4. CURRICULUM AND INSTRUCTION - continued:

4.2 RECOMMENDED APPROVAL OF NEW CONTINUING EDUCATION COURSE, SECURITY OFFICERS ORIENTATION

It is recommended that the Board approve four 8-hour sessions of a new Continuing Education course entitled Security Officers Orientation beginning the weeks of 11/10, 11/19, 12/1 and 12/10/75.

4.3 REVIEW OF A.D.N. SELECTION PROCEDURES

Attachment 4.3

In accordance with the recommendation contained in Attachment 4.3, it is recommended that procedures for selection of Associate Degree Nursing students be continued one more year and that the items listed be considered in further evaluation of the procedures.

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS 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. P56-0810 through and including P56-1025.

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 APPROVAL OF DESTRUCTION OF RECORDS

Attachment 5.2-a

It is requested that the staff be given permission to submit a letter to the Historian, State Archives to forward the Class 3 Documents (1974 Certificated Employment Forms), or be given permission for their destruction. These records have been retained for the legal period of time as per Article 2, Sections 3015 through 3019 of Title V, Administrative Code.

It is recommended that approval be given for submission of the letter.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED APPROVAL OF MEMBERSHIP IN "CENTRAL COAST PERSONNEL COUNCIL" AND APPROVAL OF AGREEMENT FOR SPECIAL SERVICES

Enclosure §2

The County Schools Office has arranged for formation of a consortium of school districts which may contract for services related to employer/employee relations. Proposed agreement forms are provided in the enclosure.

With the passage of S.B. 160 and a new law governing employee/employer relationships, the services provided through such a consortium will be vital.

It is recommended that membership in the Central Coast Personnel Council be authorized and the Agreement For Special Services be approved.

c. RECOMMENDED APPROVAL OF 3-YEAR LEASE WITH SANTA BARBARA COASTAL LEMON COMPANY FOR FACILITIES FOR APPRENTICESHIP PROGRAM

Negotiations have been completed with the Santa Barbara Coastal Lemon Company to renew the lease of facilities for the apprenticeship program. These facilities are located at 302 East Montecito Street. The term of the lease is November 1, 1975 to October 31, 1978, and the amount is $1,700 per month.

The Superintendent recommends approval of the 3-year lease with Santa Barbara Coastal Lemon Company at $1,700 per month for the period November 1, 1975 to October 31, 1978.

d. RECOMMENDED APPROVAL OF AMENDMENT TO INTRA-DISTRICT TRAVEL ALLOWANCE LIST FOR 1975-76 FOR WORK EXPERIENCE ACTIVITIES

Attachment 5.2-d

It is recommended that the Intra-District Travel Allowance List for 1975-76 be amended to include travel allowances for Work Experience activities for the Fall semester: September 8, 1975 through January 27, 1976.

e. RECOMMENDED APPROVAL OF AMENDMENT TO INTRA-DISTRICT TRAVEL ALLOWANCE LIST FOR 1975-76

Attachment 5.2-e

Inadvertently, the name of Dr. Pope Freeman had been omitted from the original Intra-District Travel Allowance List for 1975-76.

It is recommended that the Intra-District Travel Allowance List for 1975-76 be amended as delineated in Attachment 5.2-e.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED APPROVAL OF ALLOCATIONS FOR LEARNING CENTER AND TELEVISION EQUIPMENT

In budget discussions for the current year, the new Learning Center was overlooked. This occurred because of changes in organization in preparation for the new building.

The Resources Allocation Review Board has reviewed requests and recommends an allocation of $5,700 for the Learning Center.

<table>
<thead>
<tr>
<th>Supplies related to new facility</th>
<th>$ 700</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programmed Instruction library materials</td>
<td>2,000</td>
</tr>
<tr>
<td>Instructional Media supplies</td>
<td>2,500</td>
</tr>
<tr>
<td>Printing and duplicating</td>
<td>500</td>
</tr>
</tbody>
</table>

$ 5,700

A request for an additional needed camera and video unit has been reviewed, also, by the Resources Allocation Review Board and is recommended for funding from the Continuing Education Reserve. The amount recommended is $7,500.

It is recommended that allocations of $5,700 for the Learning Center and $7,500 for a camera and video unit be approved.

g. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #76-001 & 005

Attachment 5.2-g

#76-001 in the amount of $2,520: To transfer funds from Salary Account to Supplies and Equipment Rental accounts for Landscape Horticulture Department.

#76-005 in the amount of $150: To transfer funds per redistribution request within the President's Cost Center.

It is recommended that the above-listed appropriation transfers be approved.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #76-006, 007, and 008 AND ADOPTION OF RESOLUTION No. 8 (1975-76)

Attachment 5.2-h

#76-007 in the amount of $7,080: To transfer funds from Contingencies Account to Salary Account for position of Theater Stagecraft Technician for Continuing Education Division.

#76-007 in the amount of $7,500: To transfer funds from Contingencies Account to Equipment Account to purchase camera and video recording unit for Continuing Education Division.

#76-008 in the amount of $8,098: To transfer funds from Contingencies Account to cover salary of Clerk position in Health Occupations Department.

It is recommended that Appropriation Transfers #76-006, 007, and 008 be approved and that Resolution No. 8 (1975-76) be adopted.

i. PRESENTATION OF BUDGET DOCUMENT EXPLANATION

At recent Board meetings questions were raised regarding budget control procedures and format. Dr. Shelver and Mr. Dave Pickering will present a brief explanation at the meeting.

j. RECOMMENDED APPROVAL OF ASSOCIATED STUDENT BODY TRUST ACCOUNTS

Attachment 5.2-j

The College has certain trust funds which have been established over a period of time. According to the Education Code, these trust funds require approval each year. The funds presently established are listed in the attachment.

It is recommended that the Associated Student Body Trust accounts listed in the attachment be approved.

k. REPORT SUMMARIES OF BOOKSTORE AND STUDENT FINANCE OPERATIONS FOR PERIOD JULY 1, 1975 THROUGH SEPTEMBER 30, 1975

Enclosure #3

Enclosure #3 contains, for information, a summary of Bookstore operations and Student Finance operations for the first quarter of the fiscal year.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. FINANCIAL DATA REPORT FROM COUNTY SUPERINTENDENT OF SCHOOLS

   Enclosure #4

   Enclosure #4 is the annual informational report of financial data from the County Superintendent of Schools. It contains comparative financial data including average daily attendance, revenue limits, tax rates, assessed valuations, and apportionment.

m. RECOMMENDED APPROVAL OF UPDATED CIVIL DEFENSE, DISASTER AND DISTURBANCE PLAN

   Enclosure #5

   Annually, the Civil Defense, Disaster and Disturbance Plan is updated to include the most recent information pertaining to emergency personnel.

   It is recommended that the updated Civil Defense, Disaster and Disturbance Plan contained in Enclosure #5 be approved.

n. RECOMMENDED APPROVAL OF CONSULTING SERVICES FOR LA PLAYA STADIUM RE-LIGHTING

   Attachment 5.2-n

   The re-lighting of La Playa Stadium is included in the 1975-76 budget. The anticipated construction cost is $100,000, and will be funded from the Community Service Tax. The project will require consulting services to provide plans and specifications and will need approvals from the California Office of Architecture and Construction (OAC), the Chancellor's Office and Coastal Commission. The District has received proposals from Archer-Spencer Engineering Associates, Inc., Winstrom and Associates, and H & S Associates.

   It is recommended that the appointment of the firm of Winstrom and Associates, Electrical Engineering, be approved for engineering services as proposed in Attachment 5.2-n.

o. RECOMMENDED APPROVAL OF THE DISTRICT'S 1977-78 FIVE-YEAR CONSTRUCTION PLAN

   November 1, 1975, is the required filing date for annual submittal to the California Community Colleges of the updated District's Five-Year Construction Plan. This Plan is a projection of facilities for the next five year period, and a basis for future requests for State matching funds under the Community College Construction Act of 1967. The District Plan will be discussed in detail at the meeting.

   It is recommended that approval be given for submittal of the District's 1977-78 Five-Year Construction Plan to the Board of Governors of the California Community Colleges.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

p. CONSIDERATION OF LOW BID AND AUTHORIZATION TO AWARD CONTRACT FOR CONSTRUCTION OF SITE DEVELOPMENT, PHASE I-A.

Attachment 5.2-p

Bids were received on October 21, 1975 for this project from nine contractors. Attachment 5.2-p includes the bid tabulation, State approved budget, proposed project budget, and the anticipated construction schedule. This project is being bid in two increments, as follows:

<table>
<thead>
<tr>
<th>Phase I-A:</th>
<th>Approved Budget:</th>
<th>Architect Estimate:</th>
<th>Low Bid:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilities, erosion control</td>
<td>$454,149</td>
<td>$484,577</td>
<td>$388,224</td>
</tr>
<tr>
<td>Parking (local funds only)</td>
<td>174,204</td>
<td>185,875</td>
<td>130,000</td>
</tr>
<tr>
<td>Total:</td>
<td>$628,353</td>
<td>$670,452</td>
<td>$518,224</td>
</tr>
</tbody>
</table>

Phase I-B:

Bridge (to be bid later) $217,991 $232,596

It is recommended that the bid from Clarence and Jack Lambert, Inc., for $518,224 be accepted and the staff authorized to award the construction contract for Site Development, Phase I-A.

q. RECOMMENDED APPROVAL OF CHANGE ORDER No. 2, DRAMA/MUSIC FACILITIES PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-q

Change Order No. 2 includes clarification of structural details and installation of mechanical and electrical ducts, and modifications to some electrical switches, fixtures, and outlets. There is no addition or deduction to the contract price nor a modification to the completion date of September 1, 1976.

Original contract price $3,087,000
Change Order No. 1 -0-

Change Order No. 2 -0-

New Contract Price: $3,087,000

It is recommended that Change Order No. 2 to the contract with Don Greene Contractor, Inc., Drama/Music Facilities project, be approved at no change in cost to the District.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

r. RECOMMENDED APPROVAL OF CHANGE ORDER No. 3, DRAMA/MUSIC FACILITIES PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-r

Change Order No. 3 requests an extension of time for the Drama/Music Facilities project. Approximately 2,500 cubic yards of unsuitable soil beyond contract requirements had to be removed and re-compactd causing a delay in the project of seven days. The soil condition was not known until the normal excavation process uncovered it. There is no addition or deduction from the contract price. The completion date will be extended to September 8, 1976.

It is recommended that approval of Change Order No. 3 to the contract with Don Greene Contractor, Inc., Drama/Music Facilities project be given at no change in cost for the District.

6. GENERAL INFORMATION

6.1 COMMITTEE MEETING ON FACILITIES AND PLANNING

The Board meets as a committee-of-the-whole to discuss facilities and planning. It is recommended that the Board form as a committee-of-the-whole to discuss the following items related to facilities and planning:

a. Review plans for the Physical Science Building addition.

b. Consider possible agreement with the City of Santa Barbara for improvements on Loma Alta Drive.

6.2 REPORT ON COMING EVENTS, MR. JIM M. WILLIAMS

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, November 13, 1975 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.