AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

November 13, 1975

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 SPECIAL MEETING OF OCTOBER 16, 1975

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

a. REPORT BY MR. BENJAMIN WELLS ON SIXTH ANNUAL MEETING OF ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

b. REPORT BY DR. ELWOOD SCHAPANSKY ON FALL MEETING OF ACADEMIC SENATE CALIFORNIA COMMUNITY COLLEGES

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, SUBSTITUTES, AND CHANGES FOR PREVIOUSLY-APPROVED INSTRUCTORS, CONTINUING EDUCATION DIVISION

Attachment 2.1-a(1)

(2) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(2)

b. NON-ROUTINE

No items
2. **PERSONNEL - continued:**

2.2 **CLASSIFIED PERSONNEL**

a. **ROUTINE**

(1) **RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS, AND HOURLY APPOINTMENTS FOR CONTINUING EDUCATION DIVISION**

Attachment 2.2-a(1)

(2) **RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: COLLEGE WORK/STUDY (ON- AND OFF-CAMPUS), VEA, GENERAL AND TUTORIAL PROGRAMS**

Attachment 2.2-a(2)

(3) **RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE**

Attachment 2.2-a(3)

b. **NON-ROUTINE**

(1) **RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: BEULAH R. JONES, A-V MEDIA ACQUISITIONS AIDE, INSTRUCTIONAL MEDIA SERVICES, EFFECTIVE 11/6/75 FOR APPROXIMATELY 6-8 WEEKS**

Attachment 2.2-b(1)

(2) **RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: WILLIE FELTON, JR., CUSTODIAN, FACILITIES & OPERATIONS DEPT., EFFECTIVE 10/21/75**

Attachment 2.2-b(2)

(3) **RECOMMENDED ACCEPTANCE OF RESIGNATION: EUGENE N. ZARIS, CUSTODIAN, FACILITIES & OPERATIONS DEPT., EFFECTIVE 10/31/75**

Attachment 2.2-b(3)

(4) **RECOMMENDED APPROVAL OF CHANGE OF SHIFT: JOSEPH McENULTY, SECURITY PATROL OFFICER, FROM GRAVEYARD SHIFT TO SWING SHIFT, EFFECTIVE 11/15/75**

Attachment 2.2-b(4)

(5) **RECOMMENDED APPROVAL OF APPOINTMENT: NANCY L. BAIRD, SR. SECRETARY, HEALTH OCCUPATIONS (REPLACING J. STEEN), EFFECTIVE 11/14/75**

Attachment 2.2-b(5)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(6) RECOMMENDED APPROVAL OF AGENCIES AND PROCEDURES FOR SALARY COMPARISONS

Attachment 2.2-b(6)

In connection with the Classification and Salary Study being conducted by Employee Management Services, it is necessary to designate agencies and procedures for salary comparisons. Meetings have been held with representatives of CSEA and have resulted in agreement on the proposal presented in Attachment 2.2-b(6). The proposal was considered by the Board Salary Subcommittee on November 6, 1975.

It is recommended that the proposed agencies and procedures for salary comparisons be approved.

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 REPORT OF STATUS OF APPLIED MAGNETICS SCHOLARSHIP FUND

Attachment 3.2

A brief summary report of the status of the Applied Magnetics Scholarship Fund is provided in Attachment 3.2.

4. CURRICULUM AND INSTRUCTION

4.1 REPORT ON THE E.S.L. PROGRAM

Mr. Pablo Buckelew and Mrs. Suzanne Medina-Nguyen will present a report on the English-As-A-Second-Language Program.

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. P56-1026 through and including P56-1121.
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

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. INSPECTOR'S REPORT No. 20, VOCATIONAL TECHNOLOGY BUILDING PROJECT, J. W. BAILEY CONSTRUCTION CO., CONTRACTOR, FOR THE PERIOD ENDING NOVEMBER 1, 1975.

Attachment 5.2-a

b. INSPECTOR'S REPORT No. 8, DRAMA/MUSIC BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR, FOR THE PERIOD ENDING NOVEMBER 1, 1975

Attachment 5.2-b

c. RECOMMENDED ACCEPTANCE OF PART F (CONSUMER AND HOMEMAKING EDUCATION) VOCATIONAL EDUCATION FUNDS

Attachment 5.2-c

Attachment 5.2-c contains notice of approval of application for $7,605 under Part F, P.L. 90-576 (Consumer and Homemaking Education).

It is recommended that the funds be accepted.

d. RECOMMENDED ACCEPTANCE OF A $200 CASH GIFT FOR THE CHILDREN'S CENTER

A friend of the Children's Center has given a $200 cash donation. The gift is to be used over the next eight months at $25 per month for items the staff feel are needed to enrich the curriculum and make the operation run smoother, such as, books, paint, seeds, plants, etc. The person giving the gift wishes to remain anonymous.

The Superintendent recommends acceptance of this gift and requests authorization to send the donor a letter of appreciation.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. RECOMMENDED RATIFICATION OF SUBMISSION OF AN APPLICATION FOR FUNDS UNDER NDEA, TITLE III-A

Enclosure #1

A proposal has been submitted for funding to purchase television recording equipment for use by the Speech Department to permit playback of student performances for critical analysis. The proposal to the State Department of Education is for $2,773.20 in federal funds to be matched by an equal amount of district funds.

The proposal was submitted to meet a November 7 deadline.

The Superintendent recommends ratification of the submission of this proposal.

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

Attachment 5.2-f

Miss Elizabeth Jennings, Assistant Professor, Health Occupations, is on leave of absence. It is appropriate to initiate travel allowance for her replacement.

It is recommended that the 1975-76 Intra-District Travel Allowance List be amended as delineated in Attachment 5.2-f.

g. RECOMMENDED APPROVAL OF ALLOCATION FOR TRAVEL AND CONFERENCE ATTENDANCE FOR MEDIA CENTER

A request has been made for allocation of funds to the Media Center Cost Center for professional travel and conference attendance. This Cost Center is new since the 1975-76 budget was prepared. The Resources Allocation Review Board has recommended approval of $240 for this purpose.

It is recommended that $240 be allocated from the Contingencies Account to the Media Center Account for travel and conference attendance.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RECOMMENDED ALLOCATION OF $100 FOR CCCSGA DUES FOR 1975-76

Attachment 5.2-h

As has been made clear by Mr. Mark Heinz, President of the Associated Students, the Associated Students of Santa Barbara City College have very limited financial resources. The students wish to participate in the affairs of the state-wide student government association. Their participation would be advantageous to them and to the District.

It is recommended that the District allocate $100 for membership of the Associated Students of Santa Barbara City College in the California Community College Student Government Association.

i. RECOMMENDED ADOPTION OF RESOLUTION No. 10 (1975-76) PROPOSING AN EXCEPTION TO THE CITY OF SANTA BARBARA ZONING REGULATIONS

Attachment 5.2-i

Current zoning ordinances for residential areas require 1500 sq. ft. of lot space per child for nursery schools. However, the proposed use of the new Children's Center will be as a classroom demonstration laboratory for the teacher training needs of the college students enrolled in the Nursery School Program. The proposed facility exceeds all State requirements for such a center including approximately 18,000 sq.ft. of outside play area as compared to 3750 sq. ft. required by the State.

It is recommended that Resolution No. 10 (1975-76) be adopted rendering the City of Santa Barbara zoning ordinance inapplicable to the District's proposed use of the property.

j. RECOMMENDED APPROVAL OF PACIFIC MATERIALS LABORATORY, INC., FOR REQUIRED TESTING SERVICES FOR THE SITE DEVELOPMENT, PHASE I-A, PROJECT

Attachment 5.2-j

The plans and specifications for the Site Development project require soils testing during the construction period. Proposals for this testing were received from Buena Engineers, Inc., of Ventura, and from Pacific Materials Laboratory, Inc., of Santa Barbara.

The Superintendent recommends approval of Pacific Materials Laboratory, Inc., for required soils testing at a cost not to exceed $2,500.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED ADOPTION OF RESOLUTION No. 11 (1975-76) DECLARING THE INTENT TO CONVEY AN EASEMENT FOR DISTRICT PROPERTIES

Attachment 5.2-k

Because the proposed pedestrian/utilities bridge, included in the Site Development Phase I Project, will encroach upon an existing reservation for access to sub-surface minerals on the City College campus, the staff has been negotiating with the Regents of the University of California for a relocation of this easement. An agreement has been reached and the proposed relocated area is described in a proposed grant and easement agreement on file with the Secretary/Clerk of the Board of Trustees. In consideration for this easement the Regents will quit claim to the District the easement currently held for access to mineral deposits.

It is recommended that Resolution No. 11 (1975-76) be adopted declaring the intent of the Board of Trustees to enter into a grant and easement agreement and to set a public hearing for that purpose.

It is, also, recommended that this public hearing be set for the special Board meeting date of December 18, 1975.

1. RECOMMENDED ADOPTION OF RESOLUTION No. 12 (1975-76) ADOPTING CONSOLIDATED WAGE RATES OF THE COUNTY OF SANTA BARBARA

Enclosure #2

The labor code of the State of California requires the Board annually to determine the general prevailing rate of wages applicable to public construction work and to publish these rates. Beginning this year, it is now possible for the wage rates to be compiled and published in a consolidated printing by the County, and by resolution the Board can adopt these rates and authorize their publication. The current rates are listed in Enclosure #2.

The Superintendent recommends adoption of Resolution No. 12 (1975-76).
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

m. RECOMMENDED APPROVAL OF ALLOCATION FOR UTILITY BUY-IN AND MAIN EXTENSION CHARGES FROM THE CITY OF SANTA BARBARA

Attachment 5.2-m

Attachment 5.2-m includes a letter from R. W. Puddicombe, Director of Public Works for the City of Santa Barbara, summarizing utility connection charges for the Site Development project, Phase I-A. District staff will be available at the meeting to discuss the city's connection charges, plan check and inspection fees.

It is recommended that funds be allocated for utility buy-in and main extensions as described.

n. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #76-009 AND #76-010 AND ADOPTION OF RESOLUTION No. 9 (1975-76)

Attachment 5.2-n

#76-009 in the amount of $240: To transfer funds from Contingencies Account to Media Center Account for travel and conference attendance.

#76-010 in the amount of $100: To transfer funds from Contingencies Account to Membership Dues Account for membership of the Associated Students of Santa Barbara City College in the California Community College Student Government Association (CCCSGA).

It is recommended that Appropriation Transfers #76-009 and #76-010 be approved and that Resolution No. 9 (1975-76) be adopted.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

o. PRESENTATION OF REPORT OF THE DISTRICT'S FINANCIAL STATUS FOR QUARTER ENDING 9/30/75

Enclosure #3

Enclosure #3 contains the financial report for the quarter ending 9/30/75 for the following funds and accounts:

Associated Students Trust Account
Bond Building Fund
Cafeteria Account
Children's Center Fund
Children's Center Special Reserve Fund
Community Services Fund
General Fund
Harold R. Frank Foundation Trust
Lease Cost Fund
Marine Technology Special Reserve
Special Reserve Fund

6. GENERAL INFORMATION

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

7. ADJOURNMENT

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