AGENDA

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

December 4, 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
      a. PERSONNEL MATTERS RELATED TO S.B. 160
   1.5 MINUTES
      a. MINUTES OF SPECIAL MEETING OF OCTOBER 30, 1975
      b. MINUTES OF REGULAR MEETING OF NOVEMBER 13, 1975
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF HOURLY SUBSTITUTE, FALL, 1975
             Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF ADDITIONAL SUBSTITUTES AND CHANGES
             FOR PREVIOUSLY-APPROVED INSTRUCTORS, CONTINUING EDUCATION
             DIVISION
             Attachment 2.1-a(2)
         (3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
             Attachment 2.1-a(3)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, SUBSTITUTES, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION, WINTER TERM

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS

Attachment 2.1-b(2)

Dr. Alice Presnell of the Retired Seniors Volunteer Program (RSVP) has offered her assistance to the Tutorial Center.

It is recommended that the status of professional volunteer be accorded Dr. Alice Presnell as delineated in Attachment 2.1-b(2)

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 YEARLY SALARY INCREMENTS

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF LONGEVITY INCREMENT: CHARLOTTE M. SPAFFORD, 15 YEARS, ADMIN. AIDE, BUSINESS SERVICES

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

2.2 CLASSIFIED PERSONNEL  continued:

b. NON-ROUTINE  continued:

(3) RECOMMENDED ACCEPTANCE OF RESIGNATION: REBECA SANTOS, TYP.CK., PERSONNEL SERVICES, EFFECTIVE 11/28/75

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: LUCY A. PRIETO, SR.SEC., EVENING COLLEGE, EFFECTIVE 11/14/75 - 12/15/75

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF CHANGE IN HOURS: JOHN R. DIAZ, TUTOR II, TUTORIAL CENTER, TO FULL-TIME, 10 MONTHS, EFFECTIVE 12/5/75

Attachment 2.2-b(5)

(6) RECOMMENDED APPROVAL OF APPOINTMENT: BARBARA A. KINDRON, PABX OPERATOR-RECEPTIONIST, BUSINESS SERVICES (REPLACING R. WARWICK), EFFECTIVE 12/1/75

Attachment 2.2-b(6)

(7) RECOMMENDED APPROVAL OF APPOINTMENT: JACQUELINE A. MORRIS, PLACEMENT CLERK, PLACEMENT OFFICE (REPLACING A. LIERCKE), EFFECTIVE 12/5/75

Attachment 2.2-b(7)

(8) RECOMMENDED APPROVAL OF APPOINTMENT: PATTILEE C. PATTERSON-HART, TUTOR II, SOCIAL SCIENCE (REPLACING S. PEKARSKY), EFFECTIVE 12/5/75

Attachment 2.2-b(8)

(9) RECOMMENDED APPROVAL OF APPOINTMENT: CAROLYN M. DARGA, SR. TYP.CK., FINANCIAL AIDS (NEW POSITION), HALF-TIME, 12 MONTHS, EFFECTIVE 12/5/75

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

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(10) RECOMMENDED APPROVAL OF NEW POSITION OF AUDIO-VISUAL TECHNICIAN

Attachment 2.2-b(10)

Item No. 50 on the Resources Allocation Review Board Priority List was an audio-visual technician needed for the program as it has expanded in the Humanities Building. Approval was held pending appointment of the new Media Services Director and study of the needs of the re-organized department.

On October 29, 1975, the Resources Allocation Review Board reviewed and recommended approval of funding of the position from the Contingencies Account.

It is recommended that the new position be approved and that authorization be given to recruit for the position.

(11) CONSIDERATION OF AMENDMENTS TO CLASSIFIED RULES AND REGULATIONS, SECTIONS 1410 - 1414

Attachment 2.2-b(11)

Proposed changes in Classified Rules and Regulations will be considered by the Board Subcommittee on Educational Policies at 3:00 p.m. on December 4, 1975. A copy of the proposed changes is included in the attachment.

A recommendation from the subcommittee will be presented for consideration by the Board of Trustees.

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 PRESENTATION OF ANNUAL REPORT FOR PLACEMENT OFFICE FOR 1974-75

Enclosure #1

Enclosure #1 contains the 1974-75 Annual Report for the Placement Office.
Agenda - SPECIAL MEETING
Board of Trustees - SBCCD
December 4, 1975

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF NEW COURSES FOR SPRING, 1976

Attachment 4.1

The attachment contains a list of new courses proposed for the Spring, 1976 semester and have been approved by the Curriculum Advisory Committee. If approved by the Board, these courses will be substituted for other courses which are included in the 1975-76 budget.

Miss Betty Dean, Teacher/Coordinator of Educational Planning and Curriculum, will be present to speak to this item and to respond to questions.

It is recommended that the new courses be approved for Spring, 1976.

4.2 RECOMMENDED APPROVAL OF NEW COURSES, WINTER TERM, 1976, CONTINUING EDUCATION DIVISION

Attachment 4.2

It is recommended that the new courses listed in Attachment 4.2 be approved for the Winter 1976 Term, Continuing Education Division.

4.3 REPORT ON SBCC DEVELOPMENTAL PROGRAM: READING, WRITING AND STUDY SKILLS

Enclosure #2

The enclosure contains the Annual Report on the Aims of the Reading-Study Skills Center for Fall, 1975, as prepared by Mr. W. Royce Adams, Director of the Reading-Study Skills Center.

Members of the faculty will be present to speak to the Developmental Program at Santa Barbara City College.

4.4 RECOMMENDED REVISION IN BACKGROUND INFORMATION IN EDUCATIONAL PLANNING DOCUMENT

Enclosure #3

On October 30, 1975, the Board approved an updated Educational Planning Document. Subsequent to that time, a revision in the section entitled "The Community Served" on pages 1 and 2 was suggested. The section has been re-written in accordance with the suggestion.

It is recommended that the revised Educational Planning Document be approved.
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. P56-1122 through and including P56-1258.

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. 22, VOCATIONAL TECHNOLOGY BUILDING PROJECT, J. W. BAILEY CONSTRUCTION CO., CONTRACTOR, FOR THE PERIOD ENDING NOVEMBER 30, 1975

Attachment 5.2-a

b. INSPECTOR'S REPORT No. 10, DRAMA/MUSIC BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR, FOR THE PERIOD ENDING NOVEMBER 30, 1975

Attachment 5.2-b

c. RECOMMENDED RATIFICATION OF THE SUBMISSION OF A PRELIMINARY PROPOSAL TO EXXON EDUCATION FOUNDATION

Enclosure #4

The Exxon Education Foundation funds projects which hold promise of significant improvement in certain phases of higher education. A preliminary proposal has been submitted to meet a December 1 deadline. This project is designed to measure the affective impact of the use of videotape to supplement classroom lectures in Political Science. If funded, the project will be carried out by Dr. Peter Haslund.

The Superintendent recommends ratification of the submission of this preliminary proposal.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. RECOMMENDED ACCEPTANCE OF GRANT OF $1,000 FROM EXXON, USA, FOUNDATION FOR MARINE TECHNOLOGY PROGRAM

The Exxon, USA, Foundation has offered a third grant to the District in support of the Marine Technology Training Program.

It is recommended that the $1,000 grant be accepted and that the funds be deposited to the Marine Technology Special Reserve Fund.

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

Attachment 5.2-e

The Minnesota Mutual Life Insurance Company has requested approval to sell tax sheltered annuities to employees of the District. The company registers a $46 million surplus, as audited by Peat, Marricke, and Mitchell. A Hold Harmless Agreement has been filed with the District by the company.

It is recommended that the original list of Tax Sheltered Annuity Accredited Plans be amended to include the firm of Minnesota Mutual Life Insurance Company.

f. RECOMMENDED APPROVAL OF ALLOCATIONS FOR SECRETARIAL SERVICES AND THE ADMISSIONS OFFICE

Requests have been made to supplement funding in Secretarial Services and in the Admissions Office.

Secretarial Services requires an additional $1,000 for supplies. The Admissions Office needs an additional $1,925 to improve registration procedures because of increased enrollments.

Both requests have been reviewed and approved by the Resources Allocation Review Board. Funds will be transferred from the Contingencies Fund.

It is recommended that allocations of $1,000 for Secretarial Support Services and $1,925 for the Admissions Office be approved.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

g. RECOMMENDED APPROVAL OF LEASE/PURCHASE OF DATA PROCESSING EQUIPMENT

Attachment 5.2-g

As indicated in the attachment, the instructional and operational needs of the District require display units and related equipment. Analysis of costs suggests that it would be more advantageous to acquire the equipment through a lease/purchase arrangement than to rent the equipment. This may be done on a three-year basis. The Resources Allocation Review Board has reviewed and recommended this proposed procedure.

It is recommended that a lease/purchase arrangement of data processing equipment be approved as described.

h. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #76-015, #76-022, #76-023 AND #76-024

Attachment 5.2-h

#76-015 in the amount of $500: To place budget appropriation on correct account number for the EOPS Program Supplies Account.

#76-022 in the amount of $648: Balance of appropriation for salary for the Career Development Technician for EOPS Program.

#76-023 in the amount of $287: To be used to hire a tutor in the ESL Program to work with EOP students.

#76-024 in the amount of $2,020: To hire a teaching assistant for the Earth Sciences.

It is recommended that the above-listed appropriation transfers for internal actions be approved.

i. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #76-020 AND #76-021 AND ADOPTION OF RESOLUTION No. 14 (1975-76)

Attachment 5.2-i

#76-020 in the amount of $3,000: To enable the Library/Art Cost Centers to purchase the art library from the Santa Barbara Art Institute.

#76-021 in the amount of $7,875: For payment towards the Classification and Salary Survey.

It is recommended that the above-listed appropriation transfers be approved and that Resolution No. 14 (1975-76) be adopted.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

j. RECOMMENDED ADOPTION OF RESOLUTION No. 13 (1975-76) ESTABLISHING A 1976-77 FISCAL YEAR NON-RESIDENT TUITION FEE

Attachment 5.2-j

Education Code Section 25505.8, as amended by Chapter 1254 of 1975 Statutes, requires that a non-resident tuition fee be set by the Board of each community college district not later than January 1 of each year.

It is recommended that the Board adopt Resolution No. 13 (1975-76) establishing a non-resident tuition fee for the 1976-77 fiscal year at $1,170 per year, or $39 per unit.

k. RECOMMENDED APPROVAL OF REVISED DESIGN FOR THE PHYSICAL SCIENCE ADDITION AND RENOVATION

Attachment 5.2-k

The Preliminary Plan Package for the Physical Science addition was approved on September 25, 1975 for submittal to the California Community Colleges. The project design was reviewed subsequently by the board as a committee-of-the-whole on October 30, 1975. Since that meeting, the project architects have reviewed the project several times with District staff, faculty and the Master Plan architects. Several design schemes were studied and a design recommendation for the Board's consideration is now ready.

The project architects and District staff will be at the meeting to present the proposed revised design to the Board. The anticipated time schedule for continuing this project is shown on Attachment 5.2-k.

The Superintendent recommends approval of the revised design for the Physical Science Addition and Renovation project and requests authorization to proceed with the design development phase of the project.

1. RECOMMENDED AUTHORIZATION TO PROCEED WITH DESIGN DEVELOPMENT OF THE CAMPUS CENTER ADDITION AND RENOVATION

Attachment 5.2-1

The Preliminary Plan Package for the Campus Center Addition and Renovation was approved on September 25, 1975 for submittal to the California Community Colleges. The design development phase of the project must now be completed prior to request for release of working drawing funds in June of 1976, per the anticipated time schedule shown on Attachment 5.2-1.

The Superintendent recommends authorization to proceed with the design development phase of the Campus Center Addition and Renovation Project.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

m. RECOMMENDED APPROVAL OF REVISED WORKING DRAWINGS FOR THE FIRE ACCESS ROAD FROM PERSHING PARK AND AUTHORIZATION TO ADVERTISE FOR BIDS

Attachment 5.2-m

The working drawings for this project were approved by the Board on May 22, 1975. The Coastal Commission permit was finally granted on November 13, 1975, but was conditional that the road be limited to emergency vehicles, pedestrians, and bicyclists, and that the existing road through Pershing Park from Castillo Street be closed and the pavement removed. The project engineers have modified the drawings accordingly and the project is ready for bidding. Attachment 5.2-m includes the proposed bidding schedule and current cost estimate. The revised drawings will be presented at the meeting by staff.

The Superintendent recommends approval of the Fire Access Road revised working drawings and specifications, and requests authorization to advertise for bids.

n. RECOMMENDED APPROVAL OF CHANGE ORDERS No. 7, 8, 9, 10, 11, 12 AND 13, VOCATIONAL TECHNOLOGY BUILDING PROJECT, J. W. BAILEY CONSTRUCTION CO., CONTRACTOR

Enclosure #5

Change Order #7: Extension of contract time an additional 23 days due to delays incurred at start of project due to fire road access requirement. No addition to or deduction from the contract price. The new completion date, if approved, will be January 14, 1976.

Change Order #8: Clarification of structural detail which affects the method of installation of steel reinforcing in a concrete column. No addition to or deduction from the contract price; nor modification to the completion date.

Change Order #9: Modification of steel girder support to correct misplaced support in the field which will not affect the strength or appearance of the structure. No addition to or deduction from the contract price; nor modification to the completion date.

Change Order #10: Extension of contract time an additional 8 days due to rain and muddy site conditions from March 5 - 12, 1975. No addition to or deduction from the contract price. The new completion date, if approved, will be January 22, 1976.

Change Order #11: Modification and clarification of structural detail as directed by the State Office of Architecture and Construction field representative. This results in an increase to the contract price of $1,426 with no modification of the completion date.

continued on next page...
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

n. continued:

Change Order #12: Extension of contract time an additional 12 days due to sheet metal workers' strike. No addition to or deduction from the contract price. The new completion date, if approved, will be February 3, 1976.

Change Order #13: Substitution of asbestos cloth in lieu of fire-proof canvas curtain specified at the welding booths as authorized by the State agencies and architect. An increase of $317.40 to the contract price with no modification of the completion date.

| Original Contract Price | $1,169,500.00 |
| Change Orders No. 1 thru 6 | 37,851.00 |
| Change Order No. 7 | -0- |
| Change Order No. 8 | -0- |
| Change Order No. 9 | -0- |
| Change Order No. 10 | -0- |
| Change Order No. 11 | + 1,426.00 |
| Change Order No. 12 | -0- |
| Change Order No. 13 | + 317.40 |
| New Contract Price: | $1,209,094.40 |

The Superintendent recommends approval of Change Orders #7 through #13, Vocational Technology Building Project, J. W. Bailey Construction Co., Contractor, at an increase of $1,743.40 to the contract price and an extension of contract time to February 3, 1976.

o. RECOMMENDED APPROVAL OF CHANGE ORDER NO. 4, DRAMA/MUSIC FACILITIES PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-o

Change Order No. 4 is an extension of contract time for an additional 14 days due to a strike of the reinforcing steel industry delaying masonry work, plus an additional 3 days due to rain on October 13, 1975. There is no addition to or deduction from the contract price. The new completion date, if approved, will be September 25, 1976.

| Original contract price | $3,087,000 |
| Change Orders No. 1 thru 3 | -0- |
| Change Order No. 4 | -0- |
| New Contract Price: | $3,087,000 |

The Superintendent recommends approval of Change Order No. 4 to the contract with Don Greene Contractor, Inc., Contractor, for the Drama/Music Facilities project at no cost to the District and the new completion date to be September 25, 1975.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

p. RECOMMENDED APPROVAL OF CHANGE ORDER No. 5, DRAMA/MUSIC FACILITIES PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Enclosure #6

Change Order No. 5 includes the installation of critical portions of the Drama/Music stage area that were inadvertently omitted from the general contractor's bid. These items are (1) variable lift floor panels at the orchestra pit and (2) the movable side platform panels that adjust the width of the platform opening. Enclosure #6 includes correspondence from the architect explaining the history of the omission, price data from the contractor, and the recommended change order to re-establish these items into the contract.

The additional cost for the variable lift floor panels is $39,382 and for the movable side panels $13,938. There is no modification to the contract completion date of September 25, 1976.

Original contract price $3,087,000
Change Orders No. 1 thru 4 $3,087,000
Change Order No. 5 + 53,320
New Contract Price:...$3,140,320

The Superintendent recommends approval of Change Order No. 5 to the contract with Don Greene Contractor, Inc., contractor, for the Drama/Music Facilities project at an increase of $53,320 for the District and no change in completion date.

q. RECOMMENDED APPROVAL OF THE 1976-77 BUDGET CALENDAR

Attachment 5.2-q

The proposed 1976-77 Budget Calendar, contained in Attachment 5.2-q, is presented for review and consideration.

It is recommended that the 1976-77 Budget Calendar be approved.
6. GENERAL INFORMATION

6.1 RECOMMENDED ESTABLISHMENT OF INSTITUTE FOR COMMUNITY AFFAIRS ON A SIX-MONTH TRIAL BASIS TO CONDUCT A PILOT PROJECT

Enclosure #7

For some time, the concept of an Institute For Community Affairs has been discussed. Grant proposals have been submitted to various agencies. In July, 1975, the concept was presented to the community. During late summer an ad hoc committee of the Continuing Education Advisory Committee recommended that a pilot project be supported by the District to test the feasibility of the concept and to serve as a basis for requests for funding.

Very recently, a request has been received from the Santa Barbara Chamber of Commerce that the Institute For Community Affairs serve as the vehicle to seek community consensus on the issue of the Santa Barbara City Charter.

Enclosure #7 contains a proposal that the Institute be established on a trial basis and that a $15,000 pilot project be funded from the Community Services budget to serve the need described by the Chamber of Commerce, to test the feasibility of the Institute For Community Affairs, and to serve as a basis for requests for community or foundation funding.

It is recommended that the Institute For Community Affairs be established and the pilot project be approved.

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

7. ADJOURNMENT

The next meeting of the Board of Trustees is specially-scheduled for Thursday, December 18, 1975 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.