AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

August 28, 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 REGULAR MEETING OF AUGUST 7, 1975
1.6 HEARING OF CITIZENS
1.7 COMMUNICATIONS
   a. LETTER FROM THE SANTA BARBARA MUSEUM OF NATURAL HISTORY
      Attachment 1.7-a

2. PERSONNEL

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

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF P.E. COACHING ASSIGNMENTS: BURTON CHADWICK, RAYMOND SCHAACK, JACK SIMON, FALL SEMESTER, 1975
Attachment 2.1-b(3)

(4) RECOMMENDED APPROVAL OF CHANGE OF CONTRACT FOR PETER O. HASLUND
Attachment 2.1-b(4)

Peter O. Haslund, Assistant Professor of Social Science, has completed requirements for the Ph.D. degree and is eligible for the doctoral bonus.

It is recommended that approval be given to change his contract to provide the doctoral bonus.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY APPOINTMENTS, AND ADDITIONAL 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 & TUTORIAL PROGRAMS
Attachment 2.2-a(2)

b. NON-ROUTINE

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

(2) RECOMMENDED APPROVAL OF LONGEVITY INCREMENTS: MARJORIE R. KLEINSCHMIDT, SR.ACCT.CLK., CONT. EDUCATION (10 YRS.) AND TOSHIKO SAITO, ADMISSIONS & REC. ASST. (20 YRS.), EFFECTIVE 9/1/75
Attachment 2.2-b(2)

(3) RECOMMENDED ACCEPTANCE OF RESIGNATION: CHARLES S. DIXON, TUTOR I, AND RANDOLPH THOMPSON, SECURITY PATROL OFFICER
Attachment 2.2-b(3)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(4) RECOMMENDED ACCEPTANCE OF PARTIAL RESIGNATION OF JEANNE M. LABBITT, WOMEN'S LOCKER ROOM ATTENDANT

Attachment 2.2-b(4)

An additional half-time Women's Locker Room Attendant position has been approved because of the increased workload. The assignment of Jeanne M. Labbitt was increased from half-time to full-time to fill the new position. Mrs. Labbitt prefers to continue with only a half-time assignment. This arrangement is preferred within the department.

It is recommended, therefore, that the assignment of Mrs. Jeanne M. Labbitt as Women's Locker Room Attendant be reduced to half-time. A second, half-time Women's Locker Room Attendant will be employed.

(5) RECOMMENDED APPROVAL OF WORKING OUT OF CLASSIFICATION

Attachment 2.2-b(5)

During a portion of the month of August, it was necessary to request that Mr. Robert E. Bennett, Custodian, perform the duties of Custodian Supervisor.

It is recommended that approval be given for working out of classification for the period August 4 through August 27, 1975.

(6) RECOMMENDED RECLASSIFICATION OF CLERK POSITION IN EOPS OFFICE

Attachment 2.2-b(6)

An audit of the Clerk position in the EOPS office has been conducted.

As a result of that study, it is recommended that the position be re-classified from Clerk to Intermediate Clerk Typist, effective September 1, 1975.

(7) RECOMMENDED APPROVAL OF APPOINTMENT: DORA M. BRADEN, TEACHER'S AIDE, SOCIAL SCIENCE, HALF-TIME 10 MO. (NEW POSITION), EFFECTIVE 9/2/75

Attachment 2.2-b(7)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(8) RECOMMENDED APPROVAL OF APPOINTMENT: DOROTHY H. EBERLE, PROGRAM PLANNING ASSISTANT, CONTINUING EDUCATION DIVI-
SION (REPLACING M. JOHNSON), EFFECTIVE 9/1/75

Attachment 2.2-b(8)

(9) RECOMMENDED APPROVAL OF TEMPORARY APPOINTMENT: WILLIAM H.
HARZ, SR.LAB TECH., EARTH SCIENCES (REPLACING T. ANDERSON), EFFECTIVE 9/2/75 FOR FALL SEMESTER

Attachment 2.2-b(9)

(10) RECOMMENDED APPROVAL OF APPOINTMENT: SUZANNE L. HOSTETTER,
LAB TECH., LIFE SCIENCE (REPLACING E. RYMILLS), EFFECTIVE
9/2/75

Attachment 2.2-b(10)

(11) RECOMMENDED APPROVAL OF APPOINTMENT: JACK R. JOHNSTON,
JOURNEYMAN PRINTER, PRINT SHOP (NEW POSITION), EFFECTIVE
8/29/75

Attachment 2.2-b(11)

(12) RECOMMENDED APPROVAL OF APPOINTMENT: NADINE T. SCHLOTHAUER,
TEACHER'S AIDE, LIFE SCIENCE (REPLACING S. BRAUNER), 5/8
TIME 10 MO., EFFECTIVE 9/2/75

Attachment 2.2-b(12)

(13) RECOMMENDED APPROVAL OF APPOINTMENT: KATHLEEN TAIT,
STATISTICAL CLERK, INSTRUCTION OFFICE (NEW POSITION),
EFFECTIVE 9/2/75

Attachment 2.2-b(13)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(14) RECOMMENDED APPROVAL OF CHANGES IN CLASSIFIED RULES AND REGULATIONS, SECTION 1341, VACATION

Attachment 2.2-b(14)

Changes in the Classified Personnel vacation policy are required to reflect both technical Education Code changes and the recently negotiated change in the classified employee vacation policy as indicated below:

Change to Section 1341.11:

Education Code Section 13651.7 (e) indicates that earned vacation is a vested right after completion of six months of employment.

Addition of Section 1341.11(g):

The Board of Trustees approved, after negotiating with the Classified Salary Committee, an additional three days of vacation for all classified employees who are exempt from payment of overtime. This provision was effective July 1, 1975.

Change to Section 1341.14:

Reflects the change in District organization due to employment of Director of Personnel Services. Also, rewritten to improve clarity of paragraph.

Change to Section 1341.18:

Education Code Section 13653.1 was amended to delete the requirement that classified employees be employed five years or more before being allowed to use sick leave if becoming ill while on vacation.

The proposed deletions to the Classified Rules and Regulations are indicated in the attachment by the appropriate section being crossed out and the new sections underlined.

It is recommended that Classified Personnel vacation policies be amended as indicated.

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS
3. STUDENT PERSONNEL - continued:

3.2 RECOMMENDED APPROVAL OF CANDIDATES WHO COMPLETED REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE AND ASSOCIATE IN SCIENCE DEGREE (ADDITIONAL JUNE GRADUATES AND SUMMER SESSION GRADUATES, 1975)

Attachment 3.2

3.3 REPORT OF SUMMER STUDENT CHARACTERISTICS

Enclosure #1

Enclosure #1 contains an informational report of Student Characteristics Statistics for the Summer Session of 1975.

4. CURRICULUM AND INSTRUCTION

4.1 REPORT ON REACTION TO T.V. COURSES AT SANTA BARBARA CITY COLLEGE

Enclosure #2

Surveys have been conducted to determine the community and student reaction to courses offered on television.

Mr. Burt Miller will be present to speak to the report on the surveys and answer questions.

4.2 REPORT ON SUMMER PROJECT WORK EXPERIENCE IN CORRECTIONAL SCIENCE

Enclosure #3

Mr. Donald E. Seaver, Instructor, Work Experience, conducted a project during the summer to set up a Work Experience class for the newly-developed Correctional Science Program.

The results of the project are provided for information in Enclosure #3.

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. P56-0273 through and including P56-0482.

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. BUSINESS SERVICES – continued:

5.2 NON-ROUTINE

a. NOTIFICATION OF APPROVAL OF THE CHILD CARE CENTER APPLICATION

Attachment 5.2-a

The District has received approval of the Child Care Center application submitted for the 1975-76 fiscal year. The maximum reimbursable amount is $81,171; $60,878 in State and Federal funds and $20,293 in local matching funds obtained from the Children's Center permissive override tax.

b. RECOMMENDED RATIFICATION OF MODIFICATION OF APPLICATION FOR CETA GRANT FOR COMMUNITY HEALTH TECHNICIAN PROGRAM

Enclosure #4

On March 27, 1975, the Board approved a grant request for CETA funds for the Community Health Technician Program. The grant was to support the program for 17 continuing students and for 25 new students. Information has been received that the program will be supported for continuing students only. It was necessary to submit an amended proposal to meet a deadline.

It is recommended that the amended proposal as described in Enclosure #4 be ratified.

c. RECOMMENDED APPROVAL OF AGREEMENT BETWEEN SANTA BARBARA COMMUNITY COLLEGE DISTRICT AND THE REGENTS OF THE UNIVERSITY OF CALIFORNIA FOR STUDENT TEACHERS FOR THE 1975-76 YEAR

Enclosure #5

Annually, the District enters into an agreement with the University of California at Santa Barbara for supervised student teaching. Under terms of this agreement, the Board authorizes students to complete the supervised teaching requirements under the direction of selected faculty members.

It is recommended that approval be given to enter into the agreement with UCSB for student teachers for the 1975-76 year as described in Enclosure #5.

d. RECOMMENDED APPROVAL TO DECLARE LISTED PROPERTY AS SURPLUS

Attachment 5.2-d

The items listed on Attachment 5.2-d are surplus and are of no further use to the District. These items have an estimated value of approximately $1,000.

The Superintendent recommends that the items listed be declared surplus and the staff be allowed to dispose of these items at the County auction on September 6, 1975.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

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

Attachment 5.2-e

Attachment 5.2-e contains two replacements for existing positions which normally are granted an allowance for travel within the District. Also, the new position of Coordinator, Instructional Media Services, has been filled and an allowance should be initiated in the amount of $15 per month.

It is recommended that approval be given to amend the Intra-District Travel Allowance List for 1975-76 as delineated in Attachment 5.2-e.

f. RECOMMENDED APPROVAL OF ITEM #30 ON RESOURCES ALLOCATION REVIEW BOARD PRIORITY LIST

On June 26, the Board approved items #1 through #43 except item #30 on the Resources Allocation Review Board's priority list. On August 7, additional items were approved and included in the budget as adopted.

Item #30 was not approved because it was anticipated that a CETA position would be available. That is not the case, and it is appropriate to provide the position as recommended by the Resources Allocation Review Board.

It is recommended, therefore, that Item #30, a position of Clerk Receptionist, Health Occupations, be approved.

g. RECOMMENDED APPROVAL TO MODIFY ROOM H-223 IN THE HUMANITIES BUILDING

Attachment 5.2-g

The Art Department in recent years has collected over 10,000 slides that are used daily. An area for storage, maintenance, and dispersing of these slides is required. The faculty also needs an area for viewing, coordinating, and compiling the available material for use in the lectures and labs. Room H-223 was originally programmed for an Art locker storage area. The Department can make much more efficient use of the area as a combination storage/slide preparation and storage area. The conversion required includes the addition of two doors, a partial wall for security, and additional electrical outlets. The renovation can be accomplished for $1,250.

Approval is recommended to modify Room H-223 at a cost not to exceed $1,250.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RECOMMENDED APPROVAL OF EXTRA SERVICES TO THE ARCHITECTURAL CONTRACT WITH ARENDT/MOSHIER/GRANT, ARCHITECTS, FOR MARINE TECHNOLOGY

Attachment 5.2-h

Recent negotiations with the University of California regarding the mineral rights easement in the area of the pedestrian/utilities bridge, indicate a potential modification to the present agreement. The time required for the formalization of a modification of the mineral rights area and a possible encroachment into the Marine Technology site will affect the preliminary plans for this project which must be resubmitted to the California Community Colleges prior to October 1, 1975. The architect for this project has indicated that a feasibility study and anticipated change in scope can be provided within the extra services section of the existing contract for a cost not to exceed $1,982. The architect's proposal for these extra services is shown on Attachment 5.2-h.

Approval is recommended of extra services to the architectural contract with Arendt/Moshier/Grant, architects, to provide a feasibility study on the modifications to the Marine Technology project resulting from possible re-alignment of the University of California mineral rights area at a cost not to exceed $1,982.

Attachment 5.2-i

i. RECOMMENDED APPROVAL OF EXTRA SERVICES TO THE ARCHITECTURAL CONTRACT WITH JOHN ROBERT HENDERSON AND WILLIAM BUROCK AND PARTNERS FOR SITE DEVELOPMENT, PHASE I.

Recent negotiations with the University of California regarding the mineral rights easement in the area of the pedestrian/utilities bridge, indicate a potential modification to the present agreement. The time required for the formalization of a modification of the mineral rights area will cause a delay in bidding the Site Development, Phase I, Project. In order to start construction on the areas of this project affecting the erosion control of the West campus, it is necessary that the Site Development Project be bid in two stages. The first project will be all portions of the project except for the pedestrian bridge, and will be bid October 8, 1975, with construction scheduled for October 16, 1975. The second stage will include the bridge and related areas and will be bid after negotiations with the University of California have been completed, one or two months after the first stage. The architects for this project will need to modify the working drawings and specifications to allow the separate bidding. The extra cost for these services should not exceed $2,400, as indicated in the architect's proposal letter shown on Attachment 5.2-i, which also includes the project schedules.

continued on next page...
Agenda - Regular Meeting  
Board of Trustees - SBCCD  
August 28, 1975  

5. BUSINESS SERVICES - continued:  

5.2 NON-ROUTINE - continued:  

i. continued:  

Approval is recommended of extra services to the architectural contract with John Robert Henderson and William Blurock and Partners, architects, to segregate the site development documents into two projects, at a cost not to exceed $2,400.

j. RECOMMENDED RATIFICATION OF EMPLOYMENT OF PENFIELD & SMITH ENGINEERS, INC., FOR CONSULTING SERVICES TO PREPARE DOCUMENTS FOR MODIFICATION TO EXISTING MINERAL RIGHTS AGREEMENT WITH THE UNIVERSITY OF CALIFORNIA  

Attachment 5.2-j

Recent negotiations with the University of California regarding the mineral rights easement in the area of the pedestrian/utilities bridge, indicate a potential modification to the present agreement. The documentation will require a legal description of the proposed modified mineral rights area. Attachment 5.2-j includes a proposal letter from Penfield & Smith to provide this documentation at a cost of $100.

Ratification is recommended of the employment of Penfield & Smith Engineers, Inc., for consulting services in preparing mineral rights documentation as described in Attachment 5.2-j at a cost of $100.

k. RECOMMENDED RATIFICATION OF APPOINTMENT OF EUGENE F. GIRDNER AS A PROFESSIONAL EXPERT, MASONRY INSPECTION  

Attachment 5.2-k

The District was informed on very short notice that a masonry inspector must be present at all times during masonry work on the Drama/Music Building project. Masonry work, requiring the presence of an inspector, began on Monday, August 25, and will continue for three to four months.

Fortunately, it was possible to secure the services of Mr. Eugene F. Girdner on a temporary basis until more long-term arrangements can be made.

It is recommended that the appointment of Mr. Eugene F. Girdner, as a professional expert, masonry inspector, be ratified, effective August 25, 1975.
6. GENERAL INFORMATION

6.1 STATISTICAL ANALYSIS OF RECENT EMPLOYMENT

Attachment 6.1

Attachment 6.1 contains a brief statistical analysis of recent personnel appointments within the District.

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, September 11, 1975 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.