AGENDA

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

August 7, 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 JULY 10, 1975
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. NOTICE OF APPOINTMENT OF MRS. ANN GUTSHALL TO THE CCJCA COMMITTEE
         ON ARTICULATION
         Attachment 1.7-a

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         No items
      b. NON-ROUTINE
         (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, SUBSTITUTES, AND
             CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION, FALL
             SEMESTER, 1975
             Enclosure #1
         (2) RECOMMENDED APPROVAL OF APPOINTMENT: KENNETH BERRY, COORDINATOR,
             INSTRUCTIONAL MEDIA SERVICES (NEW POSITION), EFFECTIVE 8/25/75
             Attachment 2.1-b(2)
         (3) RECOMMENDED APPROVAL OF APPOINTMENT: JOHN C. BOWMAN, INSTRUCTOR,
             BUSINESS (REPLACING J. FOXX), EFFECTIVE 9/3/75
             Attachment 2.1-b(3)
2. PERSONNEL - continued:

2. CERTIFICATED PERSONNEL - continued:

b. NON-Routine - continued:

(4) RECOMMENDED APPROVAL OF APPOINTMENT: MARGO HANDELSMAN, COUNSELOR (SABBATICAL LEAVE REPLACEMENT, D. ANDERSON), FALL, 1975

Attachment 2.1-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT: PAULA MACHADO, TEACHER, CHILDREN'S CENTER (REPLACING K. L'AMOREAUX), EFFECTIVE 8/25/75

Attachment 2.1-b(5)

(6) RECOMMENDED APPROVAL OF APPOINTMENT: CAROLYN MULLINS, HEAD TEACHER, CHILDREN'S CENTER (REPLACING M. STATUCKI), EFFECTIVE 8/25/75

Attachment 2.1-b(6)

(7) RECOMMENDED APPROVAL OF APPOINTMENT: MACE PERONA, INSTRUCTOR, ENGLISH (REPLACING J. GONZALES), EFFECTIVE 9/3/75

Attachment 2.1-b(7)

(8) RECOMMENDED APPROVAL OF CORRECTION TO SABBATICAL LEAVE REQUEST: PAUL McCLUNG, ASSOCIATE PROFESSOR, SOCIAL SCIENCE, FALL SEMESTER OF 1975 INSTEAD OF FULL SCHOOL YEAR

Attachment 2.1-b(8)

(9) RECOMMENDED APPROVAL OF CORRECTIONS TO 1975-76 CERTIFICATED PERSONNEL LIST

Attachment 2.1-b(9)
2. PERSONNEL - continued:

2. CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(10) RECOMMENDED APPROVAL OF CORRECTION TO CONTRACT: CHARLES COURTNEY, PROFESSOR, ENGLISH

Attachment 2.1-b(10)

Mr. Charles Courtney is presently in his 19th year of service as a teacher in the District. Inadvertently, the $300 service increment had been omitted from his 1974-75 contract which was the beginning of his 18th year of service.

It is recommended that Mr. Charles Courtney be paid the $300 service increment for the 1974-75 year.

(11) RECOMMENDED CANCELLATION OF PERSONAL LEAVE AND APPROVAL OF CHANGE IN RESIGNATION DATE FOR DR. DONALD K. SORSABAL

Attachment 2.1-b(11)

Dr. Donald K. Sorsabal has requested that his personal leave for 1975-76 be cancelled and that his resignation from the District be effective as of July 30, 1975.

Approval is recommended.

(12) RECOMMENDED APPROVAL OF CANCELLATION OF SABBATICAL LEAVE AND APPROVAL OF ILLNESS LEAVE OF ABSENCE FOR MR. VERNON STIERS

Attachment 2.1-b(12)

Mr. Vernon Stiers is very seriously ill. He had planned to be engaged in a sabbatical leave project during the coming year. That is not possible.

It is recommended that his sabbatical leave be cancelled and that he be granted an illness leave, effective September 3, 1975.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS, AND HOURLY APPOINTMENTS FOR THE 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)

(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: DONNA J. PAGE, SR. SEC., LIBRARY, 10 YEARS, EFFECTIVE 8/1/75
   Attachment 2.2-b(2)

(3) RECOMMENDED ACCEPTANCE OF RESIGNATION: PATRICIA D. RICHARDSON, SECRETARY, CONTINUING EDUCATION, EFFECTIVE 8/29/75
   Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF EXTENSION OF TEMPORARY APPOINTMENT OF KATHLEEN TAIT AS STATISTICAL CLERK, INSTRUCTION OFFICE
   Attachment 2.2-b(4)

   The position of Statistical Clerk has been approved by the Board as a regular permanent position. It is recommended that the temporary appointment of Kathleen Tait be extended until recruiting and selection for the position is completed -- from July 31, 1975 through August 29, 1975.

(5) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: CHARLOTTE LEY, SR. CLERK, BOOKSTORE, EFFECTIVE 6/3/75 - 7/28/75
   Attachment 2.2-b(5)

   Charlotte Ley, Senior Clerk in the Bookstore, has been ill and receiving medical care. Her illness extended longer than anticipated.

   It is recommended that an illness leave from June 3 through July 28, 1975 be approved for Mrs. Charlotte Ley.

(6) RECOMMENDED APPROVAL OF MILITARY LEAVE OF ABSENCE WITH PAY, JIM M. WILLIAMS, DIRECTOR, COLLEGE INFORMATION, FOR THE PERIOD 8/11/75 THROUGH 8/22/75
   Attachment 2.2-b(6)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(7) RECOMMENDED APPROVAL OF APPOINTMENT: MARCELLA MORALES, SECRETARY, CONTINUING EDUCATION DIV. (APPRENTICESHIP) (REPLACING: P. RICHARDSON), EFFECTIVE 8/27/75

Attachment 2.2-b(7)

(8) RECOMMENDED APPROVAL OF APPOINTMENT: RITA M. SELES, CASHIER, BOOKSTORE (NEW POSITION) 5/8 TIME, 11 Mo., EFFECTIVE 8/8/75

Attachment 2.2-b(8)

(9) RECOMMENDED APPROVAL OF APPOINTMENT: MARCELLA J. WOOLFOLK, SECRETARY, CONTINUING EDUCATION DIV. (ALHECAMA THEATRE) (REPLACING, P. STEWART), 1/2 TIME, 10 Mo., EFFECTIVE 9/8/75

Attachment 2.2-b(9)

(10) RECOMMENDED APPROVAL OF JOB DESCRIPTION AND NEW POSITION OF LEARNING CENTER ASSISTANT

Attachment 2.2-b(10)

On June 26, 1975, funds were approved for the position of Learning Center Assistant. The duties and responsibilities of the position have been reviewed and the recommended salary range and job description are indicated in the attachment.

It is recommended that the job description and the position of Learning Center Assistant be approved and authorization be given to recruit.

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF THE CARRIER OF THE STUDENT ACCIDENT INSURANCE (MANDATORY) AND ADDITIONAL VOLUNTARY STUDENT HEALTH AND ACCIDENT INSURANCE POLICIES

For the past two years the Student Insurance Company of Los Angeles has been the carrier for the student accident and illness insurance plans. No change in the carrier is recommended.

It is recommended, therefore, that the Board of Trustees approve the Student Insurance Company of Los Angeles, California, as the carrier of the mandatory student accident insurance policy, and also of the voluntary 24-hour accident and sickness insurance plan offered to the college for the period August 25, 1975 through August 24, 1976.
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3. STUDENT PERSONNEL - continued:

3.3 REPORT OF YEARLY A.D.A. COMPARISON

Attachment 3.3

Mr. Lisle C. Bresslin has prepared a comparison of yearly A.D.A. for the District. The report is contained in Attachment 3.3.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF COURSES FOR FALL TERM, CONTINUING EDUCATION DIVISION

Enclosure #2

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. P45-2874 through and including P45-2904 (Prior year) and Purchase Orders No. P56-0001 through and including P56-0272.

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. 14, VOCATIONAL TECHNOLOGY BUILDING PROJECT, J. W. BAILEY CONSTRUCTION CO., CONTRACTOR, FOR THE PERIOD ENDING AUGUST 1, 1975

Attachment 5.2-a

b. REPORT OF NOTIFICATION OF APPROVED AUTHORIZATION CEILING FOR THE BASIC EDUCATIONAL OPPORTUNITY GRANT (BEOG) PROGRAM FOR 1975-76

Attachment 5.2-b

Notification has been received from the U. S. Department of Health, Education and Welfare of the authorization ceiling of the Basic Educational Opportunity Grant Program for 1975-76. The approved authorization is $106,495, and acts as a line of credit in the disbursement of funds through the College's Office of Financial Aids.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED ACCEPTANCE OF $11,000 GRANT FOR GEOSCIENCE TECHNOLOGY PROGRAM AND RECOMMENDED ALLOCATION OF $12,000 IN MATCHING FUNDS

Attachment 5.2-c

The College has been notified of the approval of its application for a grant of $11,000 through the National Science Foundation for the Geoscience Technology Program. Matching funds of $12,000 are required. The purpose of the grant is to support development of a two-year vocational program in Geoscience Technology.

It is recommended that the grant be accepted and that allocation of matching funds be approved.

d. RECOMMENDED APPROVAL TO PARTICIPATE IN AIR TRAVEL INSURANCE FOR 1975-76

Annually, the District has participated with the County Superintendent of Schools to provide air travel insurance at the rate of $1.50 per $100 of flight fare. Cost of this insurance for 1973-74 was $79.49 and for 1974-75 was $75.00.

It is recommended that participation with the County Superintendent of Schools be approved for air travel insurance for 1975-76.

e. RECOMMENDED APPROVAL OF RENEWAL OF LEASE WITH VETERANS' ADMINISTRATION

Attachment 5.2-e

Certain office space in the Student Services Center has been leased to the federal government for administration of Veterans' On-Campus programs. Attachment 5.2-e contains a request for renewal of the lease agreement under the same terms and conditions.

Approval of the renewal of the lease agreement with the Veterans' Administration is recommended.

f. RECOMMENDED APPROVAL OF AMENDED AGREEMENT WITH SANTA BARBARA MUSEUM OF NATURAL HISTORY

Attachment 5.2-f

On July 10, 1975, the Board of Trustees approved a joint-use agreement between the District and the Santa Barbara Museum of Natural History which will support the College's Astronomy Program. Representatives of the museum have requested amendments to the agreement which have been reviewed and approved by County Counsel.

It is recommended that the amended agreement be approved.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

**g. RECOMMENDED APPROVAL OF CONTRACT WITH SETSER-GOATLEY BEAUTY COLLEGE FOR COSMETOLOGY TRAINING**

Enclosure #3

A renewal of an existing contract with Setser-Goatley Beauty College is recommended whereby cosmetology training can be provided by said firm for 28 students at a fee not to exceed 50¢ per hour for a maximum of 1600 hours per student for 3 semesters, or 2 semesters and a summer session. This is an increase over the contract of last year which was for 23 students at 40¢ per hour. Enclosure #3 delineates the specific terms and conditions under which the program will operate.

The Superintendent recommends approval of an agreement between the District and Setser-Goatley Beauty College for cosmetology training in accordance with the terms and conditions specified in Enclosure #3.

**h. RECOMMENDED EXTENSION OF THE MAINTENANCE AND SERVICE CONTRACT ON IBM TYPEWRITERS AND DICTATING EQUIPMENT**

The contract with the IBM Corporation covers 181 typewriters, 2 Mag Card typewriters, 1 Composer typewriter, and 9 pieces of dictating equipment. The amount of the contract is $8,298.76.

The Superintendent recommends authorization of the extension of the contract with IBM for the maintenance and service of the above-mentioned equipment.

**i. RECOMMENDED WAIVER OF BID PROCEDURES ON EQUIPMENT FOR PLANETARIUM EQUIPMENT (NATIONAL SCIENCE FOUNDATION GRANT)**

A refurbished Spitz Model A-3-P Plantarium instrument, control console and auxiliary package is available at a cost of $20,800, plus tax (a re-conditioned unit). The Spitz Space Systems firm is a sole source for this item.

The Superintendent recommends authorization of the Waiver of Bid procedures and authorization to proceed with the purchase of the above-mentioned equipment.

**j. RECOMMENDED APPROVAL OF RESOLUTION NO. 2 (1975-76) CLARIFYING MARINE TECHNOLOGY SPECIAL RESERVE FUND TITLE**

Attachment 5.2-1

Notification has been received from the County Superintendent of Schools' office that a resolution be adopted by the Board clarifying the fact that the establishment of a Marine Technology Fund, approved March 13, 1975, is a special reserve fund. This technicality must be met so the funds can be completely separated from the General Fund for easier control and accountability.

It is recommended that Resolution No. 2 (1975-76) be adopted clarifying the title as the Marine Technology Special Reserve Fund.
5. BUSINESS SERVICES - continued:

5.2 NON ROUTINE - continued:

k. RECOMMENDED APPROVAL OF INSTITUTIONAL MEMBERSHIP LIST FOR 1975-76

Attachment 5.2-k

Attachment 5.2-k lists each organization in which the District held a membership in 1974-75. The fee schedule for 1975-76 is expected to be essentially the same except as noted. The fee for the TV Consortium will be $5,000 for 1975-76. The CCJCA fee is based on a formula and will be $2,793 for 1975-76.

It is recommended that institutional memberships for 1975-76 be approved for organizations listed on Attachment 5.2-k.

1. RECOMMENDED APPROVAL OF NIGHT USE OF STADIUM BY YOUTH FOOTBALL LEAGUE

The Youth Football League has an emergency situation in which inadequate playing fields are available to them for the fall season. They are building a playing field but it is not completed. They have requested use of La Playa Stadium on nine (9) Thursday evenings in September, October, and November.

On January 10, 1974, during the extreme fuel crisis, the Board of Trustees adopted a policy to restrict the night use of La Playa Stadium as much as possible. That policy calls for no night time use of the stadium except for College functions.

Because of the emergency nature of the need of the Youth Football League and since the energy crisis is somewhat less severe at this time, it is recommended that use of the stadium by the Youth Football League be approved for the fall semester.

m. RECOMMENDED APPROVAL OF CHANGE ORDER #5, VOCATIONAL TECHNOLOGY BUILDING PROJECT, J. W. BAILEY CONSTRUCTION CO., CONTRACTOR

Attachment 5.2-m

Change Order #5 is to provide labor, material, and equipment to remove and replace existing sewer and storm drain lines, 3'-0" of subsoil, and to remove an existing fuel tank and concrete vault, all located in the Auto Shop quad area between the Administration Building and the new Vocational Technology Building. The costs of this work will be based on time and material, not to exceed $35,827. The contractor has, also, submitted unit prices for removal and replacement of subsoil so the District's cost for earthwork will be based on actual quantities of work done.

Original Contract Price $1,169,500.00
Change Orders #1 thru #4 $1,169,500.00
Change Order #5 + 35,827.00
New Contract Price: $1,205,327.00

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

5.2. NON-ROUTINE - continued:

m. continued:

The Superintendent recommends approval of Change Order #5 to the contract with J. W. Bailey Construction Co., Vocational Technology Building project, at an additional cost not to exceed $35,827.

n. RECOMMENDED APPROVAL OF EMPLOYMENT OF EDUCATIONAL DESIGN CONSULTANTS TO ASSIST DISTRICT STAFF WITH PRELIMINARY PROJECT PLANNING FOR THE PROPOSED LIBRARY FACILITY

Enclosure #4

Preliminary programming for the proposed Library facility on the west campus should begin at this time so support data will be generated for the District's Ten-Year Construction Plan due November 1, 1975, and the Library Project Planning Guide due January 15, 1976. It is the opinion of District staff that Educational Design Consultants should be retained to assist in (1) an analysis of present educational resources, (2) educational program and objectives for the facility, (3) facility philosophy, and (4) estimating Group II furnishings and equipment budget.

It is recommended that Educational Design Consultants be retained as consultants for preliminary project planning for the Library facility at a cost not to exceed $8,650, and in accordance with the terms of the contract contained in Enclosure #4.

o. RECOMMENDED APPROVAL OF EXTRA SERVICES TO THE ARCHITECTURAL CONTRACT WITH KRUGER, BENSEN, ZIEMER, ARCHITECTS, FOR THE PHYSICAL SCIENCE ADDITION AND RENOVATION

Attachment 5.2-o

The architects for the Physical Science addition and renovation are in the process of completing schematic drawings as a part of the District's Preliminary Plan Package due by October 1, 1975. In response to staff requests to evaluate alternate energy sources per the Coastal Commission's letter to the District dated June 12, 1975, the architects propose to conduct such a study as an extra service to their existing contract. The cost of this study will not include reimbursement for any work that is already a part of the contract.

The Superintendent recommends approval of extra services to the architectural contract with Kruger, Bensen, Ziemer, architects, to provide an engineering study of alternate energy sources for the Physical Science addition and renovation in accordance with Attachment 5.2-o, at a cost of $1,750.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

p. RECOMMENDED APPROVAL TO PROCEED WITH FACILITIES RENOVATIONS REQUIRED FOR FALL SEMESTER, 1975

Enclosure #5

Renovations to campus facilities are required to provide facilities for Fall. The proposed renovations are described in Enclosure #5. Areas affected by these renovations include the Campus Center, temporary wood bungalows, additional parking, Library, audio-visual renovation to Physical Science #101, and the fire access road. District staff will be available at the meeting to describe these projects.

The Superintendent recommends approval to proceed with facility renovations as described in Enclosure #5.

q. PUBLIC HEARING AND ADOPTION OF 1975-76 BUDGET

Enclosure #6

Prior to adoption of the annual budget, it is required that a public hearing be held for the purpose of receiving recommendations for the budget.

The budget as provided in Enclosure #6 contains all items approved by the Board through the budget process. Enclosed, also, are recommendations for adjustments in the budget prior to adoption.

Approval of the amendments as recommended and of the 1975-76 Budget as amended is recommended.

6. GENERAL INFORMATION

6.1 RECOMMENDED APPROVAL OF DISTRICT AFFIRMATIVE ACTION PROGRAM PLAN

Enclosure #7

Enclosure #7 contains the proposed District Affirmative Action Program Plan.

The Affirmative Action Committee met once a week for over seven months in drafting the proposed plan. During these meetings, there were several different points of view expressed relative to Affirmative Action issues. In addition, input was received from several different segments of the campus, including faculty, students, classified employees and administrators. The plan was also reviewed by the Board of Trustees' Educational Policies Subcommittee on June 29, 26 and July 10.

Adoption of the plan is recommended.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

r. RECOMMENDED ADOPTION OF RESOLUTION No. 3 (1975-76) ESTABLISHING A CHILDREN'S CENTER SPECIAL RESERVE BUILDING FUND

Attachment 5.2-r

Pursuant to instructions received from County Counsel, a resolution must be adopted by the Board of Trustees establishing a Special Reserve Fund for the Children's Center Building project under the provisions of Education Code Section 16750.

This technicality must be met so that the funds can be completely separated from the General Fund for easier control and accountability.

It is recommended that Resolution No. 3 (1975-76) be adopted establishing a special fund entitled Children's Center Special Reserve Building Fund.
6. GENERAL INFORMATION - continued:

6.2 SELECTION OF MEMBERS FOR THE BOARD OF DIRECTORS OF THE "FUND FOR SANTA BARBARA CITY COLLEGE"

On April 24, 1975, in accordance with the Bylaws of the Fund For Santa Barbara City College, the Board of Trustees selected Dr. Donald K. Sorsabal to serve on the Board of Directors. Dr. Sorsabal has agreed to continue to serve on the Board of Directors as a lay representative.

At this time, it is recommended that Dr. David K. Shelver, Assistant Superintendent, Business Services, be selected to serve on the Board of Directors of the Fund.

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

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, August 28, 1975 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.