AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

October 14, 1976

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 SEPTEMBER 23, 1976
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS

a. 1976 COMMUNITY COLLEGE FINANCE

   Enclosure #1

   Enclosure #1 is a description of 1976 Community College Finance, written by Dr. Robert Swenson, Superintendent-President of Cabrillo College. It is provided for information.

b. REQUEST FROM CITY OF CARPINTERIA REGARDING A RESOLUTION

   Attachment 1.7-b

c. LETTER OF APPOINTMENT OF WILLIAM REGIS, LIBRARY TECHNICIAN, AS CSEA REGIONAL REPRESENTATIVE, REGION 66

   Attachment 1.7-c

d. VETO OF A.B. 3418

   The governor has vetoed A.B. 3418. That is the bill which would have authorized the Board of Trustees to impose a mandatory student fee upon students subject to a favorable vote of the students.

   The Governor's veto message indicated that he believed too few students participated in elections to make such a decision.

e. STATUS REPORT ON FEDERAL FACILITY FUNDING

   The staff will report on the status of the federal facility funding legislation.
1. GENERAL FUNCTIONS - continued:

1.8 a. CALENDAR FOR GOVERNING BOARD ELECTION

Enclosure #2

Enclosure #2 is a calendar of dates and deadlines related to the next governing board election.

b. RECOMMENDED ADOPTION OF RESOLUTION No. 15 (1976-77) PERTAINING TO CANDIDATES STATEMENTS OF QUALIFICATIONS

Attachment 1.8-b

Section 10012 of the Elections Code was recently amended to require that governing boards adopt certain policies and regulations in regard to Statements of Qualifications for candidates who run for office on governing boards. This section requires that the Board of Trustees make a determination as to whether the District or the candidate is to be charged for the cost of printing statements of the candidate's qualifications, and whether candidates should be permitted to submit other materials to be included with the sample ballot mailing. Federal election laws require that the statements be provided in both English and Spanish, thereby doubling the cost of the printing. Other conditions of the law will be discussed at the meeting.

It is recommended that Resolution No. 15 (1976-77) be adopted by the Board and that administration be directed to provide the Registrar of Voters, or County Clerk, with a copy of the policy statement to be given to each candidate, or representative, at the time the nomination papers are picked up.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY (DAY & EVENING COLLEGE), CHANGES FOR PREVIOUSLY-APPROVED INSTRUCTORS, AND ADDITIONAL T.V. INSTRUCTORS

Attachment 2.1-a(1)

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

Attachment 2.1-a(2)

(3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(3)
Agenda - REGULAR MEETING
Board of Trustees - SBCCD
October 14, 1976

2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-Routine

(1) RECOMMENDED APPROVAL OF CHANGE IN CONTRACT: ROBERT FRAME, ASSOCIATE PROFESSOR, ART DEPT., FROM FULL-TIME TO 4/5 FOR THE REMAINDER OF THE 1976 FALL SEMESTER

Attachment 2.1-b(1)

A request has been received from Robert Frame that his contract be reduced to 4/5 time for the remainder of the fall semester. Additional time is needed by Mr. Frame to prepare for a New York showing of his work.

It is recommended that approval be given of a change in contract from full-time to 4/5 time for the remainder of the fall 1976 semester for Robert Frame, Associate Professor, Art Department.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (NON-CLASSIFIED), AND HOURLY APPOINTMENTS FOR CONTINUING EDUCATION DIVISION (NON-CLASSIFIED)

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 ACCEPTANCE OF RESIGNATION: JOHN EBELING, LAB. TCHG. ASST., H.R.M. DEPT., EFFECTIVE 10/6/76

Attachment 2.2-a(3)

(4) RECOMMENDED ACCEPTANCE OF RESIGNATION: GARY A. SPECKHALS, PROGRAMMER/ANALYST, DATA PROCESSING, EFFECTIVE 10/22/76

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF INCREASE IN ASSIGNMENT: JOHN DIAZ, EOPS SPECIAL PROGRAM ASST., FROM 11 MOS. TO 12 MOS., EFFECTIVE 9/23/76

Attachment 2.2-a(5)

(6) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.2-a(6)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine

(1) RECOMMENDED APPROVAL OF APPOINTMENT (TEMPORARY), CETA TITLE II: CLAUDETTE CONCHA, TYP.CLK., INT., SECRETARIAL SUPPORT SERVICES CENTER, EFFECTIVE 10/1/76 - 1/30/77

Attachment 2.2-b(1)

Notification has been received that CETA Title II funds have been made available to extend the CETA position in the Secretarial Support Services Center. Funding is continued until January 30, 1977.

It is recommended that approval of a CETA Title II appointment (temporary) be given Claudette Concha, Typ. Clk., Intermediate, for the period 10/1/76 through 1/30/77.

(2) RECOMMENDED APPROVAL OF APPOINTMENT: ANNETTE V. CORDERO, TUTOR II, TUTORIAL CENTER (REPLACING J. DIAZ), EFFECTIVE 10/18/76

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: JEAN M. GARDNER, SR. SECRETARY, ACADEMIC SENATE (REPLACING IRENE BUTLER), EFFECTIVE 10/18/76

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF EXTENSION OF CETA (TEMPORARY) APPOINTMENT: STELLA CASTELLANOS, TYP.CLK., INT., PERSONNEL DEPARTMENT, EFFECTIVE 10/1/76 THROUGH 1/30/77

Attachment 2.2-b(4)

Notification has been received that CETA Title II funds will be available to extend the half-time, temporary CETA position of Int. Typ. Clk. in the Personnel Department. Stella Castellanos is currently in that temporary half-time position.

It is recommended that approval be given for a CETA, temporary appointment for Stella Castellanos, Typ. Clk., Int., (half-time), Personnel Department, for the period 10/1/76 through 1/30/77.

(5) RECOMMENDED APPROVAL OF APPOINTMENT: DONALD M. O'KARMA, A-V TECH., MEDIA SERVICES (REPLACING B. GLENN), EFFECTIVE 10/25/76

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

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(6) RECOMMENDED APPROVAL OF NEW CLASSIFICATION: TESTING TECHNICIAN 30

Attachment 2.2-b(6)

On August 5, 1976, the Board approved the Resources Allocation Review Board's final Prioritization List. Item #15 was listed as Laboratory Technician - English Testing Technician.

Due to the specific duties of this position, it was determined that a new classification of Testing Technician at Range 30 was necessary. The proposed class is assigned to the Para-professional series. Other classes at the same range are Laboratory Technician and Language Laboratory Technician.

It is recommended that approval be given of the classification of Testing Technician, Range 30, and of the job description contained in Attachment 2.2-b(6).

(7) RECOMMENDED APPROVAL OF NEW CLASSIFICATION OF INSTRUCTIONAL AIDE, RANGE 21 (15 HOURS PER WEEK), AND OF EIGHT CLASSIFIED SERVICE POSITIONS (PERMANENT), ALPHA TRAINING CENTER

Attachment 2.2-b(7)

The Alpha Training Center is operated by the Santa Barbara Council for the Retarded. The Continuing Education Division offers specially-designed courses of instruction for developmentally disabled and handicapped adults for the Alpha Training Center.

A recent evaluation of the Center's instructional program has identified a need to re-structure staffing and services. It is the recommendation of the Dean of Continuing Education that the certificated teaching staff be reduced from seven to five, and that eight instructional aide positions be approved for 15 hours per week.

A review of the proposed classification indicates that a new class of Instructional Aide (ATC) needs to be established at Range 21, and assigned to the para-professional series.

It is recommended that approval be given of a new classification of Instructional Aide, Range 21, (Alpha Training Center), of the job description in Attachment 2.2-b(7), and of the establishment of eight classified service positions (permanent).
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(8) OFFICIAL PRESENTATION OF INITIAL CSEA COLLECTIVE BARGAINING CONTRACT PROPOSAL FOR 1976-77

Attachment 2.2-b(8)

In accordance with the provisions of Chapter 10.7, Division 4, Title 1, of the Government Code (Rodka), the Board is required to have officially presented all initial proposals from recognized employee organizations which relate to matters within the scope of meeting and negotiating. The Rodda Act, also, requires that the public be informed and have an opportunity to express itself regarding the proposals of both the employee organizations and the Board.

Attachment 2.2-b(8) contains the California School Employee Association (CSEA) initial contract proposal. The proposal is for the 1976-77 year. The proposal will be presented and described to the Board by its official representative.

As required by the Rodda Act (Section 3547), it is recommended that the Board:

1) Officially receive the CSEA initial proposal,

2) make the CSEA proposal a matter for public record for public pickup in the Superintendent-President's office and the Personnel Department, and

3) give notice by District news release to the public that at its next Board meeting on October 28, 1976, a hearing will be held to provide the public with an opportunity to express itself regarding the CSEA proposal.

2.3 GENERAL PERSONNEL

No items

3. STUDENT SERVICES

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

3.2 REPORT ON 1975-76 ACTIVITIES OF SANTA BARBARA CITY COLLEGE'S EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

Each year the College submits a year-end report of EOPS activities to the California Community Colleges' Chancellor's office. Mr. Gilbert Robledo will present a summarization of that report to the Board at the meeting.

4. CURRICULUM AND INSTRUCTION

No items

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. P56-3004 through and including P56-3006 (prior year), and Purchase Orders No. P67-0605 through and including P67-0758.

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. INSPECTORS' REPORTS FOR PERIOD ENDING SEPTEMBER 30, 1976

Attachment 5.2-a

The attachment contains the inspectors' reports for the following construction projects:

- Report No. 27 - Drama/Music Facility
- Report No. 17 - Site Development, Phase I-A
- Report No. 5 - Site Development, Phase I-B
- Report No. 16 - Child Care Center
- Report No. 4 - Library Modifications, Phase II
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. REPORT ON THE RESULTS OF THE SANTA BARBARA COUNTY AUCTION

Attachment 5.2-b

Attachment 5.2-b contains the statement from the County of Santa Barbara of the results of the auction held on September 11, 1976.

A total of $2,923 was received, less 10% commission and $7.87 for the District's share of the security guard charges and $43.56 for the District's share of the storage charges. The net balance to the College was $2,579.27.

c. RECOMMENDED ACCEPTANCE OF ALLOCATION FOR EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS) FUNDS FOR 1976-77

Attachment 5.2-c

The District has received an allocation of $105,451 for the EOPS program for the 1976-77 year.

It is recommended that the $105,451 allocation for the Extended Opportunity Programs and Services Program be accepted for the 1976-77 year.

d. RECOMMENDED RATIFICATION OF THE SUBMITTAL OF APPLICATION FOR MINI-GRANT IN GRAPHICS PRODUCTION

Enclosure #3

Under VEA, Part C, mini-grants of up to $2,500 are available to instructors who wish to do research and development related to work on an advanced degree. These grants are awarded to the institution with which the instructor is affiliated.

An application for such a grant was submitted to support the development of self-paced learning modules in Graphics Production and the evaluation of these modules.

It is recommended that ratification be given of the submission of this application.

e. REPORT ON GRANTS ACTIVITY IN 1975-76

Enclosure #4

Enclosure #4 contains a report from Mr. Burt Miller regarding grants activity for the 1975-76 year.
5. BUSINESS SERVICES – continued:

5.2 NON-ROUTINE – continued:


Enclosure #5

Annually, an agreement with UCSB is entered into by the District for supervised student teaching. This agreement provides for UCSB students to complete the supervised teaching requirements under the direction of selected faculty members at Santa Barbara City College.

It is recommended that approval be given to enter into an agreement with UCSB for student teachers for the 1976-77 year, as described in Enclosure #5.

g. RECOMMENDED APPROVAL OF AMENDMENT TO INTRA-DISTRICT TRAVEL ALLOWANCE LIST FOR 1976-77

Attachment 5.2-g

Attachment 5.2-g contains changes to the previously-approved master list. These changes cover adjustments for the EOPS and Human Relations Dept., and a new assignment in Basic Skills classes.

It is recommended that the amendment to the 1976-77 Intra-District Travel Allowance List be approved.

h. DISTRIBUTION OF ADOPTED 1976-77 BUDGET

Enclosure #6

Enclosure #6 is the 1976-77 adopted budget for your reference use.

Dr. Sorsabal will respond to any questions at the meeting.

i. RECOMMENDED APPROVAL OF ALLOCATION OF $1,086.80 FOR SUNDAY LIBRARY SERVICE

A request for Sunday library service has been approved by the Resources Allocation Review Board and is recommended by RARB. The cost will be $1,086.80 to provide for the library to be open from 11:00 am to 4:00 pm on Sundays (26 weeks). If approved, the funds will be transferred from the Contingencies Fund.

It is recommended that the allocation of $1,086.80 be approved as described.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

j. RECOMMENDED APPROVAL OF SUNDAY USE OF FACILITIES, CITY RECREATION DEPARTMENT

In accordance with Board policy, each requested Sunday use of facilities is brought to the Board for approval.

The Santa Barbara Recreation Division has requested two Sunday uses in October. One, the Santa Barbara Marathon, in participation with the Santa Barbara Athletic Association and the Santa Barbara Jaycees is for October 17 and would require the use of the La Playa Stadium, gym, and locker and shower rooms. The second request is for use of the gym and locker and shower rooms for a gymnastics meet on October 31. In the past, the cost attributable to the use, i.e., faculty supervision, custodial and utilities for these events, has been borne by the District and paid from the Community Service Tax.

The Superintendent recommends approval of the use of the specified facilities by the Santa Barbara Recreation Department for October 17 and 31, 1976, at no cost to the District.

k. RECOMMENDED APPROVAL OF PACIFIC MATERIALS LABORATORY, INC., FOR REQUIRED TESTING SERVICES FOR THE LA PLAYA STADIUM LIGHTING PROJECT

Attachment 5.2-k

Attachment 5.2-k includes a letter from the structural engineer for the La Playa Stadium Lighting Project requesting proposals to furnish O.S.A. required tests and inspections. Proposals were received from B.T.C. Laboratories, Ventura (no total cost included), and Pacific Materials Laboratory, Inc., ($800).

It is recommended that approval be given of Pacific Materials Laboratory, Inc., for required testing on the La Playa Stadium Lighting project at a cost not to exceed $800.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. CONSIDERATION OF CHANGE ORDER No. 14, DRAMA/MUSIC FACILITIES PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR.

Attachment 5.2-1

On June 10, 1976, the Board approved Change Order No. 10 for this project which provided additional sleepers, anchors, staples, and copper ties for securing roof tile to the concrete-filled metal deck at no cost to the District.

Additional anchoring requirements resulted in a request from the contractor (Change Order No. 14) for an additional $20,773 which was included on the September 2, 1976 Board agenda. Insufficient support data resulted in removing the request from the Board agendas of September 2nd and 23rd.

Attachment 5.2-1 includes the architect's current recommended solution to the problem and requests the contractor provide labor, material, and equipment breakdown reflecting the revised requirements. The architect anticipates a revised Change Order No. 14 will be available for consideration by the Board at the meeting.

m. RECOMMENDED APPROVAL OF WORKING DRAWINGS FOR PERSHING PARK, PHASES III-A and III-B, AND AUTHORIZATION TO GO TO BID

Attachment 5.2-m

This project was approved for bidding on July 22, 1976 with bids due September 21, 1976. Due to inconsistencies in the bid documents, one bid was rejected and the architect directed to correct the bid documents and to modify them so the restroom facilities and tennis court lighting can be bid separately. The architect has indicated that the bid documents will be completed and ready for approval by the Board meeting date. Attachment 5.2-m includes a new schedule and budget for the project.

It is recommended that approval be given of Pershing Park, Phases III-A and III-B, Working Drawings and Specifications, and authorization be given to advertise for bids, contingent upon satisfactory staff review and receipt of O.S.A. approval of the revised plans.
5. BUSINESS SERVICES - continued:

5.2 NON ROUTINE - continued:

n. RECOMMENDED ADOPTION OF RESOLUTION No. 16 (1975-76) AUTHORIZING SUBMITTAL OF AN APPLICATION FOR PUBLIC WORKS GRANT

Attachment 5.2-n

On September 23, 1976, the Board authorized staff to proceed with working drawings for the Physical Science Addition, Renovation, and Equipment Project. That work was recommended in order that the District would have the project developed to the point that funds for construction could be sought from the Public Works Capital Development and Investment Program (Public Law 94369). Work is progressing on the working drawings.

Now it is recommended that Resolution No. 16 (1976-77) be adopted authorizing the filing of an application for a Public Works Grant for the Physical Science Addition, Renovation, and Equipment Project.

o. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #77-007 & 77-009

Attachment 5.2-o

#77-007 in the amount of $1,000: To transfer funds from Supply Account to Repair of Equipment Account (Earth Sciences Cost Center) to provide for Geology repairs.

#77-009 in the amount of $2,080: To transfer funds from Supply Account to Hourly Classified Salary Account (Welding/Machine Shop Cost Center) to cover salaries paid for work performed during move-in into new Occupational Education Building.

It is recommended that the above appropriation transfers be approved.

p. RECOMMENDED ADOPTION OF RESOLUTION No. 17 (1976-77) TO ADD $19,893 TO THE GENERAL FUND AND TO DISTRIBUTE THESE FUNDS TO THE PROPER COST CENTER

Attachment 5.2-p

On September 23, 1976, the Board accepted a grant of $19,893 in federal funds under Part A (P.L. 90-576). In accordance with present accounting practices, it is necessary to increase the District's Income Budget and distribute these funds to the EOP-Human Relation & Tutorial Cost Centers.

It is recommended that Resolution No. 17 (1976-77) be adopted to authorize this action.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

q. RECOMMENDED ADOPTION OF RESOLUTION No. 18 (1976-77) TO ADD $105,451 TO THE GENERAL FUND AND TO DISTRIBUTE THESE FUNDS TO THE PROPER COST CENTER

Attachment 5.2-q

An allocation of $105,451 has been accepted by the Board for the Extended Opportunity Programs and Services for 1976-77. In accordance with present accounting practices, it is necessary to increase the District's Income Budget and distribute these funds to the EOP-Human Relation and Tutorial Cost Centers.

It is recommended that Resolution No. 18 (1976-77) be adopted to authorize this action.

r. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #77-006 IN THE AMOUNT OF $35,310 AND ADOPTION OF RESOLUTION No. 19 (1976-77)

Attachment 5.2-r

Acceptance of a grant for an Adult Basic Education Program was approved by the Board on September 2, 1976. This award requires a local effort of $35,310.

It is recommended that Resolution No. 19 (1976-77) be adopted authorizing transfer of $35,310 from the Contingencies Account (non-credit) for the Adult Basic Education Program.

s. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #77-008 IN THE AMOUNT OF $1,034 AND ADOPTION OF RESOLUTION No. 20 (1976-77)

Attachment 5.2-s

On September 2, 1976, the Board approved purchase of a blanket travel insurance policy for District officers and employees. The coverage has been secured from the Insurance Company of North America and covers the period of September 1, 1976 to August 31, 1977.

It is recommended that Resolution No. 20 (1976-77) be adopted approving of Appropriation Transfer #77-008 in the amount of $1,034 to cover this cost.

6. GENERAL INFORMATION

6.1 NOMINATION FOR DIRECTOR, THE FUND FOR SANTA BARBARA CITY COLLEGE

Attachment 6.1

As indicated in the attachment, a nomination is needed for a person to serve on the Board of Directors of THE FUND FOR SANTA BARBARA CITY COLLEGE.
6. GENERAL INFORMATION - continued:

6.2 PROPOSED POLICY STATEMENT AND RESOLUTION ON LOCATION OF CONTINUING EDUCATION CENTER

Attachment 6.2

The Goals Committee of THE FUND FOR SANTA BARBARA CITY COLLEGE is working to develop plans for Continuing Education facilities. The committee feels the need for certainty regarding the location of such facilities and passed a motion to recommend that the Board of Trustees of the SANTA BARBARA COMMUNITY COLLEGE DISTRICT declare as its policy that the Continuing Education Center will remain in its present location at 914 Santa Barbara Street with nearby properties to be acquired if the ultimate configuration of facilities requires more land than is presently owned by the District.

A resolution (No. 21, 1976-77) which would establish that policy has been prepared and is included in the attachment for consideration by the Board of Trustees.

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, October 28, 1976 at 4:00 pm in the Board Room of Santa Barbara City College, Santa Barbara, California.

Both of the regularly-scheduled Board meetings in the month of November fall on holidays. It is suggested that the regularly-scheduled meetings of November 11, 1976 and November 25, 1976 be cancelled, and a special meeting be scheduled for Thursday, November 18, 1976.