AGENDA

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

November 18, 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 OCTOBER 28, 1976

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

a. ANNOUNCEMENT OF SANTA BARBARA COUNTY SCHOOL BOARDS ASSOCIATION FALL MEETING

Attachment 1.7-a

An announcement of this meeting is contained in the attachment for information.

b. REPORT ON FALL MEETING OF ASCCC

A faculty representative will report on the Fall meeting of the Academic Senate, California Community Colleges (ASCCC).

c. REPORT ON ANNUAL CCJCA CONFERENCE

Those who attended the Fall meeting will report on issues discussed and decisions made.

d. INVITATION FROM BOARD OF GOVERNORS SEARCH COMMITTEE TO MAKE SUGGESTIONS REGARDING THE CHANCELLOR'S POSITION

Attachment 1.7-d
1. GENERAL FUNCTIONS - continued:

1.8 a. RECOMMENDED APPROVAL OF 1977 GOVERNING BOARD MEMBER ELECTION ORDER AND ADOPTION OF RESOLUTION No. 22 (1976-77)

Enclosure #1

The regular election for governing board members will be held on March 8, 1977. Enclosure #1 contains the Election Order detailing which members' terms are due for the election.

The Superintendent recommends adoption of Resolution No. 22 (1976-77) approving of the 1977 Governing Board Member Election Order.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY SUBSTITUTES (DAY), AND ADDITIONAL HOURLY INSTRUCTORS (EVENING), FALL 1976 SEMESTER

Attachment 2.1-a(1)

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

Attachment 2.1-a(2)

(3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(3)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF CHANGE IN CONTRACT/CORRECTIONS TO SERVICE INCREMENTS: DR. TIMOTHY J. FETLER AND MR. WILLIAM E. MILLER

Attachment 2.1-b(1)

Dr. Timothy Fetler is presently in his 20th year of service as a teacher in the District. Inadvertently, the $300 service increment had been omitted from his 1974-75, 1975-76, and 1976-77 contracts.

Mr. William Miller is presently in his 19th year of service as a teacher in the District. Inadvertently, the $300 service increment had been omitted from his 1975-76 contract.

It is recommended that Dr. Timothy J. Fetler's 1976-77 contract be amended to include the $300 service increment and a payment of $600 be made to him for the 1974-75 and 1975-76 increments, and it is further recommended that Mr. William E. Miller be paid a $300 service increment for 1975-76.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

   b. NON-ROUTINE - continued:

   (2) RECOMMENDED APPROVAL OF CHANGE IN POLICY REGARDING EVALUATION OF ADMINISTRATORS

   Attachment 2.1-b(2)

   The Board of Trustees has adopted policies for evaluation of certificated personnel in accordance with requirements of the Education Code.

   Present policy is inconsistent in the case of evaluation of administrators. Board policy on evaluation should be changed as described in Attachment 2.1-b(2) to correct this inconsistency.

   Approval of the proposed policy change is recommended.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

   (1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (NON-CLASSIFIED SERVICE EMPLOYEES)

   Attachment 2.2-a(1)

   (2) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: GENERAL AND TUTORIAL PROGRAMS

   Attachment 2.2-a(2)

   (3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

   Attachment 2.2-a(3)

   (4) RECOMMENDED APPROVAL OF APPOINTMENT OF P.E. ASSISTANTS: GERRY MARO (TRACK) AND DAVID OLIVERAS (BASEBALL), SPRING 1977 SEMESTER

   Attachment 2.2-a(4)

   (5) RECOMMENDED APPROVAL OF APPOINTMENT (15 HRS/WK): VINCENT SMITH, INSTRUCTIONAL AIDE (ALPHA TRAINING CENTER), CONTINUING EDUCATION DIVISION, EFFECTIVE 11/19/76

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

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

   (6) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE (INDUSTRIAL
        ACCIDENT): MARGARITA AVILES, OFFSET DUP. MACHINE OPERATOR,
        Duplicating Dept., EFFECTIVE 11/15/76 FOR APPROXIMATELY
        4-6 WEEKS

        Attachment 2.2-a(6)

b. NON-ROUTINE

   (1) RECOMMENDED APPROVAL OF YEARLY SALARY INCREMENTS

        Attachment 2.2-b(1)

   (2) RECOMMENDED APPROVAL OF ONE PERMANENT CLASSIFIED SERVICE
        POSITION (1/2 TIME), AND NEW CLASSIFICATION OF UTILITY
        WORKER, RANGE 21, CONTINUING EDUCATION DIVISION

        Attachment 2.2-b(2)

The Continuing Education Division in its proposed
FY 1976-77 budget requested an increase in hours of an
hourly (projectionist) position from 16 hours per week
to 1/2 time. The request was not included in the final
budget for Continuing Education. Dr. Martin Bobgan has
renewed his request at this time.

A classification study was conducted by the Personnel
Department to determine a proper class and salary range
for this position. The study determined that the job's
duties and level of responsibility require establishment
of a new class entitled Utility Worker, Range 21. The
proposed class specification is included in the attach-
ment.

It is recommended that approval be given of a new
classification of Utility Worker, Range 21, and estab-
ishment of one permanent classified service position
of Utility Worker, 1/2 time, Continuing Education Divi-

sion.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) RECOMMENDED ACCEPTANCE OF RETIREMENT: TOSHIKO SAITO, ADMISSIONS & RECORDS OFFICE SUPERVISOR, ADMISSIONS & RECORDS DEPT., EFFECTIVE DECEMBER 31, 1976, AND ADOPTION OF RESOLUTION No. 23 (1976-77)

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: MARIA ELENA BECERRA, INT. ACCOUNT CLERK, ACCOUNTING DEPT. (NEW POSITION), EFFECTIVE DECEMBER 6, 1976

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT: ALEXIS MOORE, ADMISSIONS & RECORDS CLK., ADMISSIONS & RECORDS DEPT., (NEW POSITION), EFFECTIVE NOVEMBER 19, 1976

Attachment 2.2-b(5)

(6) RECOMMENDED APPROVAL OF APPOINTMENT: PETER M. MORENO, GROUNDSKEEPER, FACILITIES & OPERATIONS, EFFECTIVE NOVEMBER 19, 1976

Attachment 2.2-b(6)

(7) RECOMMENDED APPROVAL OF APPOINTMENT: TERESA A. PEARISO, TESTING TECHNICIAN, ENGLISH DEPT., (NEW POSITION), EFFECTIVE NOVEMBER 19, 1976

Attachment 2.2-b(7)
Agenda - SPECIAL MEETING  
Board of Trustees - SBCCD  
November 18, 1976

2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(8) PUBLIC HEARING AND RECOMMENDED ADOPTION OF CLASSIFIED EMPLOYEE COLLECTIVE BARGAINING AGREEMENT FOR 1976-77

Attachment 2.2-b(8)

On October 14, 1976, the District officially received the CSEA initial contract proposal for 1976-77. As required by the Rodda Act, on October 28 the Board held a hearing on that proposal. On October 28, the Board also adopted its initial proposal and gave notice that a hearing would be held on November 18, 1976 regarding its proposal. It is recommended that this hearing be held.

After meeting and negotiating with CSEA regarding the 1976-77 contract, the District feels that it is in the best interests of both CSEA and the District to agree to the proposed collective bargaining agreement contained in the attachment. The District has followed all Rodda Act legal requirements relative to the meeting and negotiating process as well as complying with public disclosure provisions in Government Code 3547 (Rodda Act).

It is recommended that the District enter into an agreement outlined in Attachment 2.2-b(8). The agreement shall be effective November 18, 1976 and remain in effect through June 30, 1977.

2.3 GENERAL PERSONNEL

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 ANNUAL FINANCIAL AIDS OFFICE REPORT

Enclosure #2

Enclosure #2 contains the annual report of the Financial Aids Office. Mr. William Cordero will be present to describe the report and respond to questions.
3. STUDENT SERVICES - continued:

3.3 ANNUAL PLACEMENT OFFICE REPORT

Enclosure #3

Enclosure #3 contains the annual report of the Placement Office. Mr. William Cordero will describe the report and respond to questions.

3.4 REPORT OF STATUS OF APPLIED MAGNETICS TRUST SCHOLARSHIPS

Attachment 3.4

Attachment 3.4 is a report on the status of the Applied Magnetics Trust Fund and the scholarships it is providing.

4. CURRICULUM AND INSTRUCTION

4.1 REPORT ON THE BASIC MATHEMATICS PROGRAM AT SANTA BARBARA CITY COLLEGE
BY DR. ROBERT A. CARMAN, DIRECTOR, LEARNING RESOURCES CENTER

Enclosure #4

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. P67-0913 through and including P67-1078.

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. INSPECTORS' REPORTS FOR PERIOD ENDING OCTOBER 31, 1976

Attachment 5.2-a

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

- Report No. 29 - Drama/Music Facility
- Report No. 19 - Site Development, Phase I-A
- Report No. 7 - Site Development, Phase I-B
- Report No. 18 - Children's Center
- Report No. 2 - La Playa Stadium Floodlighting

b. RECOMMENDED ACCEPTANCE OF THE GIFT OF THE PROFESSIONAL LIBRARY OF ELIZABETH A. JENNINGS, ASSOCIATED PROFESSOR, SANTA BARBARA CITY COLLEGE (DECEASED)

Attachment 5.2-b

Mr. John Jennings has offered the Health Occupations Department the professional library of Elizabeth A. Jennings (deceased). These books are of great value to the Health Occupations library. The books have a value of $489.

The Superintendent recommends acceptance of the gift of these books and requests authorization to send a letter of appreciation to Mr. John Jennings.

c. RECOMMENDED ACCEPTANCE OF GIFT TO SCHOLARSHIP FUND IN MEMORY OF JOSEPH BUBLER

Attachment 5.2-c

A gift of $10 for the Santa Barbara City College Scholarship Fund has been contributed in memory of Joseph Bubler.

It is recommended that the gift be accepted and that a letter of appreciation be directed to the parents of Joseph Bubler.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. RECOMMENDED ACCEPTANCE OF A GIFT OF NURSING TEXTBOOKS FROM MS. JUDITH GAINOR

Attachment 5.2-d

Ms. Gainor has offered the Health Occupations Department a gift of textbooks which can be used in their library. The value of these books is $350.

The Superintendent recommends acceptance of the gift of these books and requests authorization to send a letter of appreciation to Ms. Gainor.

e. RECOMMENDED ACCEPTANCE OF PART F, P.L. 90-576 (CONSUMER AND HOMEMAKING EDUCATION), VOCATIONAL EDUCATION FUNDS

Attachment 5.2-e

Notification of approval of the District's application for assistance under Part F, P.L. 90-576 (Consumer and Homemaking Education) has been received. The amount of $13,309 has been allocated for the 1976-77 fiscal year.

The Superintendent recommends acceptance of the $13,309 federal entitlement under Part F, P.L. 90-576, Vocational Education.

f. RECOMMENDED ACCEPTANCE OF NURSING CAPITATION GRANT IN THE AMOUNT OF $17,600

Attachment 5.2-f

The District has been informed that its application for a Nursing Capitation Grant has been approved. No District matching funds are required, but the Department of Health, Education and Welfare was assured that the current level of expenditures, utilizing non-federal funds in the nursing program would be maintained.

The Superintendent recommends acceptance of the Nursing Capitation Grant in the amount of $17,600 and, further, that the adopted budget be adjusted to reflect the income and expenditures resulting from this grant.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

  g. RECOMMENDED RATIFICATION OF SUBMISSION OF A LETTER OF INTENT TO SUBMIT A PROPOSAL UNDER TITLE I OF THE HIGHER EDUCATION ACT

Enclosure #5

The California Postsecondary Education Commission has requested "letters of intent" from institutions planning to submit proposals under Title I, Community Service and Continuing Education. This letter is used to form the basis for consultations with CPEC staff.

A letter of intent was mailed to meet a November 15 deadline. This letter indicates the intention of the District to submit a proposal for an Adult Basic Education Program.

Ratification of the submission of this letter of intent is recommended.

h. RECOMMENDED RATIFICATION OF THE SUBMISSION OF A PROPOSAL TO NATIONAL SCIENCE FOUNDATION FOR IMPROVEMENT OF THE GEOSCIENCE TECHNOLOGY PROGRAM

Enclosure #6

The Geoscience Technology program at Santa Barbara City College was started 1½ years ago, partly supported by two NSF grants. The need for further development of course materials and methods has become evident, both to improve the quality of instruction and to increase the number of students who can be accommodated.

This proposal to NSF requests $25,000 for this purpose. It requires a local matching contribution of $14,153 of which $3,483 would be direct cash. The remainder is made up of already budgeted amounts and indirect costs. The proposal was mailed to meet a November 5 deadline.

Ratification of the submission of this proposal to the National Science Foundation is recommended.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

i. DATA SURVEY - COMMUNITY SERVICES FOR 1975-76

Enclosure #7

Recent legislation (S.B. 1664) requires that each district provide a Fiscal Report of Community Services and Data for each of the next three years. The Chancellor of the California Community Colleges has directed that the first report be made as of October 31, 1976.

Enclosure #7 contains the first report for the Santa Barbara Community College District. It was submitted on October 26, 1976.

j. RECOMMENDED APPROVAL OF JOINT POWERS AGREEMENT CONCERNING COMMUNITY COLLEGE TELEVISION CONSORTIUM - LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS

Enclosure #8

Annually, the Santa Barbara Community College District has entered into a Joint Powers Agreement with the Los Angeles County Superintendent of Schools to provide TV classes to students of this district. The cost to this district for 1976-77 is $4,000 for the membership fee, plus $7,536 A.D.A. costs, based upon the 1975-76 enrollment of 3,768 individuals at $2.00 each -- a total cost of $11,536. Fifty percent of this cost is paid by State apportionment.

The Superintendent recommends approval of the Joint Powers Agreement with the Los Angeles County Superintendent of Schools for the Community College Television Consortium and further recommends the payment of $11,536 for the 1976-77 participation.

k. RECOMMENDED APPROVAL OF SUNDAY USE OF FACILITIES BY THE SANTA BARBARA CITY COLLEGE MUSIC DEPARTMENT

Attachment 5.2-k

In accordance with Board policy, each requested Sunday use of facilities is brought to the Board for approval. The Santa Barbara City College Music Department has requested the use of the Campus Center for its Band and Chorus Concert on Sunday, March 13, 1977 from 7:00 to 10:00 p.m.

The Superintendent recommends approval of the use of the Campus Center by the Santa Barbara City College Music Department on Sunday, March 13, 1977.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. RECOMMENDED APPROVAL OF SUNDAY USE OF FACILITIES, INSTITUTE FOR POLICY STUDY

Attachment 5.2-1

In accordance with Board policy, each requested Sunday use of facilities is brought to the Board for approval. The Institute for Policy Study has requested the use of the Campus Center for its California Conference on Alternative Public Policy on Sunday, February 20, 1977 from 9:00 a.m. to 5:00 p.m.

The Superintendent recommends approval of the use of the Campus Center by the Institute for Policy Study on February 20, 1977.

m. RECOMMENDED APPROVAL OF ADDITIONAL ALLOCATIONS

The Resources Allocation Review Board has reviewed and is recommending approval of four additional allocations to meet temporary needs. If approved, funding would come from the contingency reserve.

The requests are described as follows:

1. $1,478 to provide media services for the Evening College on a temporary basis through the Spring semester.

2. $1,658 for student hourly employment to provide extra assistance during peak periods in the Financial Aids office.

3. $7,993 to provide a temporary position (clerk) for the Counseling Office. (The dollar amount will be reduced because of trade-offs in hourly positions.)

4. $2,300 to P.E. supplies account to cover unanticipated 1976-77 needs.

It is recommended that the allocations be approved.
5. BUSINESS SERVICES – continued:

5.2 NON-ROUTINE – continued:

n. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #77-020

Attachment 5.2-n

#77-020 in the amount of $10,702: To transfer funds from Certificated-Regular to Certificated-Hourly for cost of an hourly substitute in the American Ethnic Studies Dept.

Approval of the above appropriation transfer is recommended.

o. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #77-021 AND #77-022 AND ADOPTION OF RESOLUTION No. 24 (1976-77)

Attachment 5.2-o

#77-021 in the amount of $2,300: To transfer funds to Supplies Account per RARB recommendation for Athletic Department supply needs for 1976-77.

#77-022 in the amount of $1,270: To transfer funds for additional costs due to changing an hourly position to a regular half-time position, Continuing Education Division.

Approval of Appropriation Transfers #77-021 and 77-022 and adoption of Resolution No. 24 (1976-77) is recommended.

p. RECOMMENDED ACCEPTANCE OF THE LIBRARY MODIFICATIONS SECOND FLOOR PROJECT AND AUTHORIZATION TO FILE A NOTICE OF COMPLETION

Attachment 5.2-p

The project architect, John Robert Henderson, has recommended acceptance of this project and filing of the Notice of Completion. The District occupied the area in September, 1976; however, completion of all conditions of the contract was not finalized until October, 1976.

The Superintendent recommends acceptance of the Library Modifications Second Floor project and requests authorization to file a Notice of Completion.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

q. RECOMMENDED APPROVAL OF CHANGE ORDER No. 3, SITE DEVELOPMENT PHASE I-B, MARTIN E. ROE, CONTRACTOR

Attachment 5.2-q

Change Order No. 3 is a modification to the glue laminated wood beam specification for end joints spacing and knot locations. The project architect and engineer have determined this modification is within the structural tolerances of the bridge design. Preliminary O.S.A. approval was granted November 2, 1976. No additional cost or additional time is requested.

Original Contract Price $ 274,800.00
Change Orders No. 1-2 + 2,085.21
Change Order No. 3 - 0 -
New Contract Price: . . . $ 276,885.21

The Superintendent recommends approval of Change Order No. 3, Site Development Phase I-B Project, Martin E. Roe, Contractor, at no increase in contract price and no change in completion date of February 15, 1977.

r. RECOMMENDED APPROVAL OF MOVEABLE EQUIPMENT FOR THE CHILDREN'S CENTER AND AUTHORIZATION TO GO TO BID AND AWARD CONTRACTS

Attachment 5.2-r

It is anticipated that the Children's Center will be completed in December, 1976 and ready to occupy by February, 1977. Moveable equipment lists have been completed and are being reviewed by staff. Attachment 5.2-r includes a summary of estimated equipment costs for the Center. A review of the itemized equipment list will be made at the meeting by staff.

The Superintendent recommends approval of the proposed moveable equipment for the Children's Center and requests authorization to go to bid and award contracts for the equipment.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

s. CONSIDERATION OF LOW BID AND AUTHORIZATION TO AWARD CONTRACTS FOR CONSTRUCTION OF PERSHING PARK, PHASE III

Attachment 5.2-s

This project was revised by the architect and approved for bidding at the October 14, 1976 Board meeting. The project was bid in two increments; Phase III-A includes 2 restrooms, concrete walks, and demolition; Phase III-B includes the tennis court lighting. All approvals have been obtained and the letter acknowledging approval from O.S.A. is anticipated by meeting time.

Bids for the project were received November 9, 1976, and are summarized in Attachment 5.2-s, which includes the construction schedule. The low bid of $159,000 for Phase III-A (restrooms) was submitted by Don Greene, Contractor. The low bid of $34,899 for Phase III-B (lighting) was submitted by Maulhardt Electric Company, which includes an additive alternate of $1,912 for light louvers. The total cost of $193,899 for both phases of work is within the architect’s estimate of $195,533.

The Superintendent recommends acceptance of the low bids submitted for Pershing Park Phase III-A and Phase III-B and upon receipt of the written O.S.A. approval requests authorization to award a contract for Pershing Park Phase III-A to Don Greene, Contractor, for $159,000, and a contract for Pershing Park Phase III-B to Maulhardt Electric Company for $34,899.

t. PRESENTATION OF FINANCIAL STATEMENTS OF OPERATION OF THE CAMPUS BOOKSTORE AND STUDENT FINANCE

Enclosure #9

Enclosure #9 contains a summary of Campus Bookstore operations and Student Finance operations for the quarter ending September 30, 1976.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

u. PRESENTATION OF DISTRICT FINANCIAL REPORTS FOR THE QUARTER ENDING SEPTEMBER 30, 1976

Enclosure #10

Enclosure #10 contains the financial reports for the quarter ending September 30, 1976 for the following funds and accounts:

- Associated Student Trust Account
- Bond Building Fund
- Cafeteria Account
- Children's Center Fund
- Children's Center Special Reserve Fund
- General Fund
- Community Services Override
- Lease Cost Override
- Harold R. Frank Foundation Trust Account
- Marine Technology Special Reserve Fund
- 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 scheduled for Thursday, December 9, 1976 at 4:00 pm in the Board Room of Santa Barbara City College, Santa Barbara, California.