AGENDA

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

February 5, 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 JANUARY 8, 1976
MINUTES OF SPECIAL MEETING OF JANUARY 15, 1976

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

a. ANNOUNCEMENT OF VERNON E. STIERS MEMORIAL BOOK SCHOLARSHIP RECIPIENTS

Mr. Conrad Weiler, Professor, Life Science Department, will present to the Board of Trustees the students who will be awarded the first Vernon E. Stiers Memorial Book Scholarships. They are:

Cynthia Annett
Lisa Eccles
Egle Krosniunas
Nadine Marra

b. STATUS OF FUND FOR SANTA BARBARA CITY COLLEGE

Articles of Incorporation for the FUND FOR SANTA BARBARA CITY COLLEGE have been filed with the Secretary of State and the County Clerk.

c. REQUEST FROM CONTRACTOR REGARDING BIDDING PROCEDURES

Attachment 1.7-c

Attachment 1.7-c contains a request that telephones be provided for bidders in connection with facility projects. Dr. Shelver will describe alternatives which may be considered.
1. GENERAL FUNCTIONS - continued:

1.7 COMMUNICATIONS - continued:

d. CHANGES PROPOSED BY CHANCELLOR IN TITLE 5 REGULATIONS FOR ADULT CLASSES

Attachment 1.7-d

Attachment 1.7-d contains proposed changes in Title 5 requirements for adult classes. The general result will be increased state regulation and lack of flexibility.

e. SPRING, 1976 ENROLLMENT REPORT

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, SPRING, 1976 SEMESTER (DAY), AND SUBSTITUTE

Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, SPRING, 1976 SEMESTER, EVENING COLLEGE

Enclosure #1

(3) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, CONSULTANT (LECTURER), CONTINUING EDUCATION DIVISION

Attachment 2.1-a(3)

(4) RECOMMENDED APPROVAL OF TEACHING INTERNS, CHILDREN'S CENTER, SPRING 1976 SEMESTER

Attachment 2.1-a(4)

(5) RECOMMENDED APPROVAL OF P.E. COACHING ASSIGNMENTS, SPRING 1976 SEMESTER

Attachment 2.1-b(5)

(6) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS, P.E. DEPT., SPRING 1976 SEMESTER

Attachment 2.1-a(6)

(7) RECOMMENDED APPROVAL OF APPOINTMENT (TEMPORARY SUBSTITUTE): GREG CAIN, INSTRUCTOR, PHYSICAL SCIENCE, 2/5 CONTRACT, EFFECTIVE SPRING 1976 SEMESTER

Attachment 2.1-a(7)
2. PERSONNEL - continued:

2.1 CERTIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(8) RECOMMENDED APPROVAL OF APPOINTMENT (TEMPORARY SUBSTITUTE): JUDITH GAINOR, INSTRUCTOR, HEALTH OCCUPATIONS, 2/5 CONTRACT, EFFECTIVE SPRING 1976 SEMESTER
Attachment 2.1-a(8)

(9) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
Attachment 2.1-a(9)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT - DEPARTMENT CHAIRPERSON: LESTER STEVENS, PHYSICAL EDUCATION (REPLACING M. DEKKER), EFFECTIVE SPRING 1976 SEMESTER
Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT - ATHLETIC DIRECTOR: EDWARD DE LACY, PHYSICAL EDUCATION (REPLACING A. REVIS), EFFECTIVE 7/1/76 FOR 1976-77 COLLEGE YEAR
Attachment 2.1-b(2)

(3) RECOMMENDED APPROVAL OF CORRECTION TO CONTRACT: HARRIET LECKIE, DIRECTOR, COOPERATIVE WORK EXPERIENCE, FOR 1975-76 YEAR
Attachment 2.1-b(3)

Rating in for Harriet Leckie, Director of Cooperative Work Experience, was found to be inaccurate. Salary class transfer credit retroactive to the beginning of the current school year should be allowed.

Mrs. Leckie had presented all the necessary documentation for salary class transfer prior to the deadline for this year.

It is recommended that Mrs. Harriet Leckie be granted transfer from Class III-1 to Class IV-1.

(4) RECOMMENDED APPROVAL OF RETIREMENT: MIRIAM DE WITT, ASSOCIATE PROFESSOR, ENGLISH, EFFECTIVE JUNE 30, 1976
Attachment 2.1-b(4)

Ms. Miriam De Witt has indicated that she intends to retire effective June 30, 1976. A brief summary of her contributions to the District is included in the attachment.

It is recommended that the retirement of Ms. Miriam De Witt be approved.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON ROUTINE - continued:

(5) RECOMMENDED APPROVAL OF RETIREMENT: MAXINE WAUGHTELL, PROFESSOR, LIFE SCIENCE, EFFECTIVE JUNE 30, 1976

Attachment 2.1-b(5)

Ms. Maxine Waughtell has indicated that she intends to retire effective June 30, 1976. The attachment contains a brief summary of her contributions to the District.

It is recommended that the retirement of Ms. Maxine Waughtell be approved.

(6) RECOMMENDED RE APPOINTMENT OF TEACHER/COORDINATORS FOR ONE YEAR TERMS EFFECTIVE JANUARY 26, 1976

Attachment 2.1-b(6)

On January 9, 1975, the Board appointed three Teacher/Coordinators for one-year terms in connection with the two-year experiment in Instructional Re-organization. On December 12, 1974, the Board approved supplemental pay of $1,400 annually for each Teacher/Coordinator.

First-year evaluation of the project is being completed. The experiment will continue for another year.

It is recommended that the Teacher/Coordinators: Ms. Betty Dean, Dr. Manuel Rivera, and Mr. David R. Williams, Jr., be appointed for one-year terms beginning January 26, 1976 and that supplemental pay for the positions be approved at the same rate as for the previous year.

(7) RECOMMENDED APPROVAL OF NEW CERTIFICATED POSITIONS SUBJECT TO FUNDING

Attachment 2.1-b(7)

Requests for new certificated positions for 1976-77 have been reviewed by the Curriculum Committee, the Academic Senate, and the Dean of Instruction. Attachment 2.1-b(7) contains recommendations for a three-year period.

It is recommended that the positions as described for 1976-77 be approved, subject to later approval as to funding.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(8) RECOMMENDED APPROVAL OF SABBATICAL LEAVES FOR 1976-77

Enclosure #2

Enclosure #2 contains the list of sabbatical leave applicants and a summary of the proposed activities of each applicant. Applications have been reviewed and approved by the Professional Standards and Leave Committee, the Representative Council, Department Chairpersons, and the Dean of Instruction. Estimated costs are within the amount established by policy.

The number of applicants is larger than usual because considerable growth occurred in the number of faculty members in 1970. Nine of the applications are for 1 year. Eight are for one semester or the equivalent. The Professional Standards and Leave Committee and the Dean of Instruction have consulted extensively with Department Chairpersons to make certain that qualified replacements are available. It is their conclusion that the quality of instruction will be maintained during the leaves and that the sabbatical experiences will result in enrichment of instruction after the leaves.

It is recommended that sabbatical leaves for 1976-77 be approved as described in Enclosure #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, TUTORIAL AND GENERAL PROGRAMS

Attachment 2.2-a(2)

(3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.2-a(3)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(4) RECOMMENDED ACCEPTANCE OF RESIGNATION: FRANCES J. MONK, INT. TYP.CLK., PLACEMENT & FINANCIAL AIDS, EFFECTIVE 2/27/76

Attachment 2.2-a(4)

(5) RECOMMENDED RATIFICATION OF MILITARY LEAVE OF ABSENCE WITH PAY, EDWARD H. LESKA, JR., PROGRAM ANALYST, DATA PROCESSING, EFFECTIVE 1/19/76 - 1/30/76

Attachment 2.2-a(5)

(6) RECOMMENDED APPROVAL OF MILITARY LEAVE OF ABSENCE WITH PAY: GARY A. SPECKHALS, PROGRAM ANALYST, DATA PROCESSING, EFFECTIVE 2/2/76 - 2/13/75

Attachment 2.2-a(6)

(7) RECOMMENDED APPROVAL OF YEARLY SALARY INCREMENTS, EFFECTIVE FEBRUARY 1, 1976

Attachment 2.2-a(7)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT: WALTER J. REPHUN, CONSTRUCTION INSPECTOR, FACILITIES DEVELOPMENT, EFFECTIVE 1/30/76

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF NEW HOURLY POSITION, ASSISTANT FOOD SERVICES SUPERVISOR, RANGE 21, JOB DESCRIPTION, AND HOURLY APPOINTMENTS, EFFECTIVE 2/6/76

Attachment 2.2-b(2)

Due to the fact that all education courses of H.R.M. students have now been scheduled for the morning hours, the cafeteria will have to be covered by paid hourly employees from 2:00 p.m. on each day.

An hourly position has been created to provide for supervision of this afternoon hourly help and will provide an opportunity for present H.R.M. students to gain H.R.M. management experience.

It is recommended that approval be given of the hourly position, the job description, and the hourly appointments as contained in Attachment 2.2-b(2).

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN ARTS DEGREE, JANUARY, 1976

Attachment 3.2

3.3 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN SCIENCE DEGREE, JANUARY, 1976

Attachment 3.3
3. STUDENT SERVICES - continued:

3.4 RECOMMENDED AMENDMENT OF THE POLICY ON ADMISSION OF FOREIGN STUDENTS

Changing conditions dealing with the granting of visas, as well as admission and enrollment regulations affecting the college, have required a review of the college policy on admission of foreign students.

It is recommended that the policy of admission of foreign students be amended, as follows:

3112. Foreign Students

Foreign student enrollment at SBCC is limited to one percent of the fall/spring day enrollment of the preceding semester. Students admitted in fall/spring must satisfy certain conditions set down by Student Personnel Procedures governing the admission of foreign students.

3.5 FIRE DEPARTMENT AND POLICE DEPARTMENT REACTIONS TO BEACH BOYS CONCERT

Attachment 3.5

Attachment 3.5 contains a memo from Dr. Shelver in response to your request for information regarding Fire Department and Police Department reactions to the proposed Beach Boys Concert. Included, also, is a letter from Acting Fire Chief Staneff. The Police Department will be represented at the meeting.

4. CURRICULUM AND INSTRUCTION

4.1 REPORT ON INSTRUCTIONAL TELEVISION ACTIVITIES

Dr. Peter O. Haslund will report on present and projected uses of the television studio in connection with the instructional program.

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. P56-1541 through and including P56-1704.

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. INSPECTOR'S REPORT No. 26, VOCATIONAL TECHNOLOGY BUILDING PROJECT, J. W. BAILEY CONSTRUCTION CO., CONTRACTOR, FOR THE PERIOD ENDING JANUARY 30, 1976

Attachment 5.2-a

b. INSPECTOR'S REPORT No. 13, DRAMA/MUSIC BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR, FOR THE PERIOD ENDING JANUARY 30, 1976

Attachment 5.2-b

c. INSPECTOR'S REPORT No. 3, SITE DEVELOPMENT, PHASE I-A PROJECT, CLARENCE AND JACK LAMBERT, INC., CONTRACTOR, FOR PERIOD ENDING JANUARY 30, 1976

Attachment 5.2-c

d. RECOMMENDED APPROVAL FOR PERMISSION TO SELL 2 TANK FURNACES AND 2 COOLING LEHRS

These items were originally built for the Glassblowing Program for the Continuing Education Division. It was questionable as to whether they would meet safety standards upon installation. Therefore, the items were not used.

As these items are of no further use to the District and are surplus property, the staff requests permission to sell these items under Education Code Section 16402.

It is recommended that approval be given to sell the above-mentioned surplus property.

e. RECOMMENDED ACCEPTANCE OF $2,773 NDEA-III GRANT FOR SPEECH DEPARTMENT EQUIPMENT

On November 13, 1975, the Board approved submission of an application for funds under NDEA, Title III-A to purchase television recording equipment for use by the Speech Department to permit playback of student performances for critical analysis.

Word has been received that a grant of $2,773 has been approved for the project. Matching district funds have been budgeted.

It is recommended that the grant be accepted.
5. BUSINESS SERVICES - continued:

5.2 NON ROUTINE - continued:

f. RECOMMENDED RATIFICATION OF THE SUBMISSION OF AN APPLICATION TO
THE STATE DEPARTMENT OF EDUCATION FOR FUNDING OF EDUCATIONAL
SERVICES TO INDOCHINESE REFUGEES

Enclosure #3

The State Department of Education has received an entitle-
ment of $604,464 to provide basic education services for Indo-
chinese refugees. Community Colleges have been invited to apply
for these funds to defray costs of such services retroactive to
July 1, 1975.

An application in the amount of $7,472 was submitted to
meet a January 30 deadline. No matching funds are required.

The Superintendent recommends ratification of the submission
of this application.

g. RECOMMENDED RATIFICATION OF THE SUBMISSION OF A READING ACADEMY
PROPOSAL TO THE DEPARTMENT OF HEALTH, EDUCATION AND WELFARE

Enclosure #4

The Reading Academy Program is intended to promote adult
literacy, and especially to reach adults who are functionally
iliterate. The staff of the Reading Skills laboratory and the
Tutorial Center are proposing to start a Reading Academy in a
location on Santa Barbara's lower east side. The Reading Aca-
demy will make extensive use of methods and approaches that have
been successful on the campus, but will try to reach the older
adults who may be unaware of campus opportunities or are reluc-
tant to come to the campus.

A proposal was submitted to meet a February 2 mailing dead-
line.

The Superintendent recommends ratification of the submission
of this proposal.

h. RECOMMENDED APPROVAL OF LEASE OF REAL PROPERTY WITH FAMILY
SERVICE AGENCY

Attachment 5.2-h

Annually, the Board of Trustees has entered into a no-cost
lease arrangement with the Family Service Agency for real pro-
PERTY to be used as a parking lot.

It is recommended that approval be given of a no-cost lease
with the Family Service Agency as stipulated in Attachment 5.2-h.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

i. RECOMMENDED APPROVAL OF PACIFIC MATERIALS LABORATORY, INC., FOR TESTING SERVICES REQUIRED FOR THE FIRE ACCESS ROAD PROJECT

Attachment 5.2-i

The plans and specifications for the Fire Access Road project specify all laboratory tests of materials shall be made by agencies appointed by the owner and approved by the engineer. Attachment 5.2-i includes the engineer's letter of recommendation and the Pacific Materials Laboratory, Inc., proposal for performance of these tests.

The Superintendent recommends approval of Pacific Materials Laboratory, Inc., for required testing at a cost not to exceed $600 for the Fire Access Road project.

j. RECOMMENDED APPROVAL OF PACIFIC MATERIALS LABORATORY, INC., FOR REQUIRED TESTING SERVICES FOR THE LIBRARY MODIFICATIONS PROJECT

Attachment 5.2-j

The plans and specifications for the Library Modification Project specify all laboratory tests of materials shall be made by agencies appointed by the owner and approved by the engineer. Attachment 5.2-j contains the architect's Test and Inspection sheet and the Pacific Materials Laboratory, Inc., proposal for performance of these tests. The actual number of tests required is determined by the inspector and architect and is dependent on actual job conditions encountered. Proposals for this testing were received from Buena Engineers, Inc., of Ventura, and from Pacific Materials Laboratory, Inc., of Santa Barbara.

The Superintendent recommends approval of Pacific Materials Laboratory, Inc., for required testing at a cost not to exceed $950 for the Library Modifications Project.

k. RECOMMENDED ALLOCATION FOR VIDEO TAPE RENTAL

A request has been received for $450 for rental of video tapes to assist in the instruction of a Human Sexuality Course taught previously by Mr. Vern Stiers. This need was not contemplated at the time the current budget was approved. The request has been reviewed and was approved by the Resources Allocation Review Board on January 7, 1976. If approved, the allocation will be from the Contingencies Fund.

It is recommended that an allocation of $450 be approved for rental of video tapes as described.
5. BUSINESS SERVICES – continued:

5.2 NON-ROUTINE – continued:

1. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #76-043, 76-044, AND 76-045

Attachment 5.2-1

#76-043 in the amount of $4,050: Transfer of budgeted appropriation to correct account for salaries for department stipend allowances.

#76-044 in the amount of $250: Transfer of funds from Supplies to Travel and Conference for additional EOPS Director travel expenditures.

#76-045 in the amount of $184: Transfer of funds to Replace Equipment Account to replace a calculator in the Physics Dept.

It is recommended that Appropriation Transfers #76-043, 76-044 and 76-045 be approved.

m. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #76-039, 76-040, 76-041, AND 76-042 AND ADOPTION OF RESOLUTION No. 17(1975-76)

Attachment 5.2-m

#76-039 in the amount of $325: Transfer of funds for purchase of loom for the Continuing Education Division.

#76-040 in the amount of $4,122: Transfer of funds to appropriate accounts to cover actual amount approved for department stipend allowances.

#76-041 in the amount of $450: Transfer of funds for rental of video tapes for interdisciplinary course in Life Science.

#76-042 in the amount of $4,630: Transfer of funds to cover salary and benefits for Media Center Technician.

It is recommended that Appropriation Transfers #76-039, 76-040, 76-041, and 76-042 be approved and Resolution No. 17 (1975-76) be adopted.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

n. PRESENTATION OF REPORT OF THE DISTRICT'S FINANCIAL STATUS FOR QUARTER ENDING DECEMBER 31, 1975

Enclosure #5

Enclosure #5 contains the financial report for the quarter ending December 31, 1975 for the following funds and accounts:

- Associated Students Trust Account
- Bond Building Fund
- Cafeteria Account
- Children's Center Fund
- Children's Center Special Reserve Fund
- Community Services Fund
- General Fund
- Harold R. Frank Foundation Trust Account
- Lease Cost Fund
- Marine Technology Special Reserve Fund
- Special Reserve Fund

Dr. Shelver will speak to this item at the meeting.

o. REPORT SUMMARIES OF BOOKSTORE AND STUDENT FINANCE OPERATIONS FOR THE 2nd QUARTER OF THE 1975-76 YEAR

Enclosure #6

Enclosure #6 contains a summary of Bookstore operations and Student Finance operations for the period July 1, 1975 through December 31, 1975.

p. REPORT ON STATUS OF CHILDREN'S CENTER PROJECT

Attachment t.2-p

Dr. Shelver and Mr. Trent will report on the status of the Children's Center Project. Reference will be made to bids received, city requirements for street work, and funding.

q. INCOME PROJECTS FOR 1976-77

Dr. Shelver will discuss tentative income projections for 1976-77 as estimated under the proposed continuation of the apportionment "cap".
6. GENERAL INFORMATION

6.1 WORK FORCE AND UTILIZATION ANALYSIS

Enclosure #6

Enclosure #6 contains a report on the work force prepared by the Affirmative Action office. Mr. Oroz will be available to describe the study and to respond to questions.

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

7. ADJOURMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, February 26, 1976 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.