AGENDA
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

April 22, 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 - Personnel Item 2.2-b(5)
   1.5 MINUTES OF ANNUAL ORGANIZATIONAL AND REGULAR MEETING OF APRIL 8, 1976
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. RECOMMENDED ADOPTION OF RESOLUTION No. 21 (1975-76) IN SUPPORT
         OF PROPOSITION #4 ON THE JUNE, 1976 BALLOT
            Attachment 1.7-a

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, SPRING, 1976
            Attachment 2.1-a(1)

         (2) RECOMMENDED APPROVAL OF CHANGES FOR PREVIOUSLY-APPROVED
             INSTRUCTORS, AND CONSULTANT (LECTURER), CONTINUING
             EDUCATION DIVISION
            Attachment 2.1-a(2)

         (3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
            Attachment 2.1-a(3)
2. PERSONNEL - continued:

2.1 CERTIFIED PERSONNEL - continued:

b. NON-ROUTINE

(1) PRESENTATION OF SALARY PROPOSAL FROM CONTINUING EDUCATION INSTRUCTORS' ASSOCIATION

It is recommended that the proposal be received and referred to the Board Salary Subcommittee for analysis and for preparation of instructions to the staff for response.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: TUTORIAL PROGRAM

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 INCREMENT (10 YEARS): MICHAEL J. ORNELAS, CUSTODIAN, FACILITIES & OPERATIONS, EFFECTIVE 5/1/76

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: RALPH COOKSON, SECURITY PATROL OFFICER, FACILITIES & OPERATIONS, EFFECTIVE 3/29/76 FOR APPROXIMATELY 6 WEEKS

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

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(4) RECOMMENDED ADOPTION OF CLASSIFICATION AND SALARY STUDY, EFFECTIVE JULY 1, 1976

Attachment 2.2-b(4)

The Board Salary Subcommittee met on April 8, 1976 during which recommendations were advanced for implementation of the recently concluded Classification & Salary Study.

The Board Salary Subcommittee makes the following recommendations:

1. Amend the report by placing the position of Business Services Assistant and the position of Coordinator, Student Finance & Activities in the Para-professional Series, and the position of Secretary to the Superintendent/Board of Trustees in the Secretarial Series.

2. Adopt the amended report to be effective on July 1, 1976.

3. Note that the cost of implementing the Classification & Salary Study should be considered as classified salary adjustments for 1976-77 are discussed.

4. Amend District policies to implement the proposed Classification Plan (see Attachment 2.2-b(4)).

It is recommended, further, that the position allocation list (pink section) of the Study be amended as follows:

<table>
<thead>
<tr>
<th>Page</th>
<th>Delete:</th>
<th>Add:</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Willie Felton, Jr., Cust.</td>
<td>Scott Simque, Custodian</td>
</tr>
<tr>
<td>8</td>
<td>Eugene Zaris, Cust.</td>
<td>Richard Fishback, Custodian</td>
</tr>
<tr>
<td>13</td>
<td>John Diaz, Tutor II</td>
<td>Timothy Hall, Tutor II</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Mark Allen, Stagecraft Tech.</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Bruce Glenn, A-V Tech.</td>
</tr>
</tbody>
</table>
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(5) CONSIDERATION OF RECOGNITION OF CSEA AS EXCLUSIVE BARGAINING AGENT FOR CLASSIFIED EMPLOYEES

Attachment 2.2-b(5)

On April 5, 1976 the District received a request from CSEA to be the exclusive representative for all employees in a described appropriate representation unit. The request to be exclusive representative was based on a claim of majority support of the employees in that appropriate representation unit. The request for recognition was filed pursuant to rights established by the Rodda Act, Collective Bargaining. The CSEA request for recognition is shown in Attachment 2.2-b(5).

Regulations to implement Section 3544 of the Educational Employment Relations Act (Rodda) required that the District post conspicuously on District bulletin boards the notice of the request for recognition. In accordance with this requirement, this Notice of Request for Recognition was posted on April 6, 1976 and will remain posted for the required 15 days. This Notice of Request is shown in Attachment 2.2-b(5). In addition, a copy of the Notice was sent to the Regional Office of The Educational Employment Relations Board.

Before the end of calendar day 30, or at the end of the 15-day posting period (whichever is longer), the District must notify EERB of its decision according to the options listed in Rule 30022 of the Educational Employment Relations Act (Voluntary recognition/request for election). Notification in this case must occur before May 4, 1976.
2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

a. ROUTINE

None

b. NON-ROUTINE

(1) RECOMMENDED ADOPTION OF RESOLUTION No. 22 (1975-76) DESIGNATING AN ADDITIONAL MANAGEMENT EMPLOYEE, AND SUPERVISORY AND CONFIDENTIAL EMPLOYEES IN ACCORDANCE WITH PROVISIONS OF THE RODDA ACT

Attachment 2.3-b(1)

On February 26, 1976 the Board of Trustees adopted Resolution No. 19 (1975-76) designating management employees. Further study indicates that one additional position should be so designated.

Also, it is appropriate for clarification for the Board of Trustees to designate those positions which they consider to be supervisory and confidential.

Adoption of Resolution No. 22 (1975-76) is recommended to designate an additional management employee, and Supervisory and Confidential employees.

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF 1976 SUMMER SESSION SCHEDULE

Enclosure #1

Enclosure #1 contains the Summer Session Schedule for 1976. Mr. Russell Wenzlau, Assistant Dean of Summer Session, will be present to speak to this item.

It is recommended that the Summer Session Schedule for 1976 be approved.
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. P56-2213 through and including P56-2394.

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. RECOMMENDED ACCEPTANCE OF AN ADDITIONAL ALLOCATION IN THE AMOUNT OF $3,316 FOR NURSING STUDENT LOANS AND SCHOLARSHIPS

Attachment 5.2-a

Notification of an additional $3,316 award to aid Nursing Program students has been received. $2,574 has been allocated for student loans and $742 is to be used for scholarships. The required District contribution of $286, or 1/9 of the student loan portion of the award, is included in the 1975-76 budget.

The Superintendent recommends acceptance of Nursing Loan and Scholarship funds from the Department of Health, Education and Welfare in the amount of $3,316.

b. RECOMMENDED APPROVAL OF AGREEMENT WITH CALIFORNIA YOUTH AUTHORITY AND ACCEPTANCE OF $2,400 WORK-STUDY FUNDS

Enclosure #2

The California Youth Authority has been requested to give financial assistance in the amount of $2,400 to students in the Work-Study Program. This match of $2,400 will release funds in the amount of $12,000 under Title IV, Part "C", of the Higher Education Act of 1965.

It is recommended that the District enter into an agreement with the California Youth Authority wherein they will provide $2,400 which will generate funding of $12,000 for the Work-Study Program.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #76-055 and 76-056

Attachment 5.2-c

#76-055 in the amount of $448: To transfer funds to Consultant Account to cover consultant costs for the Instructional Support Cost Center.

#76-056 in the amount of $1,000: To transfer funds to Consultant Account to cover consultant cost for the Interior Design Cost Center.

Approval of the above-listed appropriation transfers is recommended.

d. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #76-057 AND ADOPTION OF RESOLUTION No. 23 (1975-76)

Attachment 5.2-d

#76-057 in the amount of $2,001: To transfer funds to Travel and Conference to correct monies computed for Instructional Support Travel and Conference Account as recommended by the Resources Allocation Review Board on April 9, 1976.

It is recommended that Appropriation Transfer #76-057 be approved and Resolution No. 23 (1975-76) be adopted.

e. RECOMMENDED APPROVAL OF PROPOSED POLICY AND ADMINISTRATIVE GUIDELINES FOR KEY CONTROL

Attachment 5.2-e

Attachment 5.2-e contains a proposed policy developed by the Business Services Committee as a method for improving District-wide control of keys and to set a system of responsibility for keys and reimbursement to the College for lost keys. This is necessary because doors often have to be re-cylindere as a result of lost keys.

Adoption of the proposed policy and approval of the administrative guidelines contained in Attachment 5.2-e is recommended.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED APPROVAL OF CHANGE ORDER No. 21, VOCATIONAL TECHNOLOGY BUILDING PROJECT, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-f

Change Order No. 21 is for an extension of contract time of an additional 44 days to allow for completion of Change Order No. 20. The architect has indicated that Change Order No. 20 should have included 30 additional days to accomplish the work and that the approval was not given until 14 days after the contract time had elapsed.

<table>
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<tr>
<th>Original Contract Price</th>
<th>$1,169,500.00</th>
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<tbody>
<tr>
<td>Change Orders No. 1 - 20</td>
<td>+ 59,059.34</td>
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<tr>
<td>Change Order No. 21</td>
<td>- 0</td>
</tr>
<tr>
<td>New Contract Price.......</td>
<td>$1,228,559.34</td>
</tr>
</tbody>
</table>

It is recommended that approval be given of Change Order No. 21, Vocational Technology Building Project, J. W. Bailey Construction Company, Contractor, for an extension of contract time to May 2, 1976.

g. RECOMMENDED ACCEPTANCE OF THE VOCATIONAL TECHNOLOGY BUILDING AND AUTHORIZATION TO FILE NOTICE OF COMPLETION - J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-g

Architects Daniel, Mann, Johnson & Mendenhall have certified that the construction of this project is sufficiently complete in accordance with the contract documents to allow the district to occupy this facility for the use intended and that all punch list items are complete. District staff have been operating the building systems and have been forwarding their comments to the architect. Exceptions such as Change Orders No. 20 and 21, and District staff comments will be noted at the Board meeting. A representative from the architect's office will be at the meeting to respond to any questions.

It is recommended that the Vocational Technology Building be accepted as substantially complete as of April 22, 1976, and authorization be given to file the Notice of Completion, subject to completion of all punch list items.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RECOMMENDED APPROVAL OF CHANGE ORDER No. 4, SITE DEVELOPMENT, PHASE I-A, CLARENCE & JACK LAMBERT, INC., CONTRACTOR

Attachment 5.2-h

Change Order No. 4 includes substitution of manufacture for various components of the irrigation system on the Site Development Project, including sprinkler heads, plastic lines and controls. A substitution of two 2" vacuum breakers for the one 3" vacuum breaker is also included. This request for substitution by the contractor has been verified by the architect and determined to be equal to the system specified. A credit of $216 is allowed for the vacuum breaker change. No additional time is requested in this change order.

Original Contract Price $ 518,224
Change Orders No. 1 - 3 + 7,060 $ 525,284
Change Order No. 4 - 216
New Contract Price........$ 525,068

It is recommended that approval be given of Change Order No. 4 to the contract with Clarence and Jack Lambert, Inc., Contractor, for the Site Development, Phase I-A, Project at a decrease of $216 to the contract price and no change in the completion date of November 9, 1976.

i. RECOMMENDED APPROVAL OF CHANGE ORDER No. 3, FIRE ACCESS ROAD FROM PERSHING PARK PROJECT, MELCHER CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-i

Change Order No. 3 includes installation of drain lines from the Fire Access Road curb inlet to the Pershing Park drainage structure. This additional work is required because the existing drain lines have accumulated so much debris that they are completely plugged. All attempts to locate and free the lines have failed. The cost of this additional work will be $700 with no extension of time requested.

Original Contract Price $ 84,371
Change Orders No. 1 - 2 + 10,130 $ 94,501
Change Order No. 3 + 700
New Contract Price........$ 95,201

It is recommended that approval be given of Change Order No. 3, Fire Access Road From Pershing Park Project, Melcher Construction Company, contractor, at an increase of $700 to the contract price and no change in the completion date of May 18, 1976.
5. BUSINESS SERVICES – continued:

5.2 NON ROUTINE – continued:

j. RECOMMENDED APPROVAL OF BUENA ENGINEERS, INC., FOR SOILS INVESTIGATION FOR PROPOSED LIGHT STANDARDS AT LA PLAYA STADIUM

Attachment 5.2-j

The structural engineer responsible for the design of the La Playa lighting poles and footings has requested a soils investigation as a basis for his design. Proposals for this investigation were received from Buena Engineers, Inc., Ventura ($700), and Pacific Materials Laboratory, Inc., Santa Barbara ($900). Attachment 5.2-j contains the proposal letters.

It is recommended that approval be given of the employment of Buena Engineers, Inc., to provide the soils investigation for the La Playa Lighting Project at a cost not to exceed $700.

k. RECOMMENDED APPROVAL OF WORKING DRAWINGS AND SPECIFICATIONS FOR LIBRARY MODIFICATIONS, PHASE II, AND AUTHORIZATION TO GO TO BID

Attachment 5.2-k

Plans for Phase I of the Library Modifications were approved December 18, 1975 and construction began January 27, 1976. The first phase included an elevator, rest rooms, and conversion of the A-V area to study space.

The phase now under consideration includes converting four (4) 2nd floor classrooms and a hallway into a lecture room for 115 students and additional study area. State O.A.C. approval is anticipated by Board meeting time. Attachment 5.2-k includes the anticipated schedule and budget for this project.

It is recommended that approval be given for the Library Modifications, Phase II, working drawings and specifications, contingent upon State O.A.C. approval, and authorization be given the staff to advertise for bids.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. RECOMMENDED APPROVAL OF WORKING DRAWINGS AND SPECIFICATIONS FOR SITE DEVELOPMENT, PHASE I-B

Attachment 5.2-1

Plans for Phase I-A of the Site Development Project were approved September 11, 1975, and construction began November 3, 1975. The initial phase included utilities, erosion control, and parking. The phase of work now under consideration includes the pedestrian/utilities bridge. All approvals have now been obtained relative to the EIR, Coastal Commission, mineral rights, and the City's Encroachment Permit. State O.A.C. final approval is anticipated by Board meeting time. Attachment 5.2-1 includes the anticipated schedule and budget for this project.

It is recommended that approval be given for the Site Development, Phase I-B, working drawings and specifications, contingent upon State O.A.C. approval, and authorization be given the staff to advertise for bids.

6. GENERAL INFORMATION

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

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, May 13, 1976 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.