MINUTES

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

The regular meeting of the Board of Trustees of the Santa Barbara Community College District was called to order by President Ann Gutshall on Thursday, April 22, 1976 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

1.2 ROLL CALL

Members present:

Mrs. Ann Gutshall, President
Dr. Joe W. Dobbs, Vice-President
Mrs. Kathryn O. Alexander (arrived at 4:06 pm - left at 6:01 pm)
Mr. Sidney R. Frank (arrived at 4:06 pm)
Mr. James R. Garvin
Mrs. Joyce H. Powell
Mr. Benjamin P. J. Wells

Members absent:

None

Others present for all or a portion of the meeting:

Dr. Glenn G. Gooder, Superintendent-President and Secretary-Clerk to the Board of Trustees
Dr. David K. Shelver, Assistant Superintendent and Assistant Secretary-Clerk to the Board of Trustees

Dr. Martin M. Bobgan, Administrative Dean, Continuing Education
Mr. M. L. Huglin, Administrative Dean, Instruction
Dr. Alfred Silvera, Administrative Dean, Student Services and Activities

Miss Ivonne Eiseman, Reporter, THE CHANNELS
Mr. Walter S. Martinez, Vice-President, Associated Students
Dr. Elwood Schapansky, President, Academic Senate
Mr. Jim M. Williams, Director, College Information

Mrs. Betty Bartels, Sr.Secretary, Facilities & Operations
Mr. Lisle Bresslin, Assistant Dean, Admissions & Records
Mrs. Elene Campbell, Sr.Secretary, Athletics
1. GENERAL FUNCTIONS - continued:

1.2 ROLL CALL - continued:

Others present for all or a portion of the meeting - continued:

Ms. Gloria Castleberg, Assistant Personnel Director, Classified Personnel
Mr. Michael Combs, Business Manager, Student Finance
Mrs. Trish Dupart, Learning Center Assistant, Learning Resources Center
Mr. Alan Gemanis, SBCC student
Dr. Peter O. Haslund, Assistant Professor, Political Science
Miss Maria Felice Heckman, SBCC student
Mr. John Robert Henderson, architect
Mr. Michael Kelly, representative, Daniel, Mann, Johnson and Mendenhall architects
Mr. Edward H. Leska, Jr., EDP Programmer/Analyst, Data Processing
Mr. Burton P. Miller, Assistant to the Superintendent-President
Mr. Daniel Oroz, Affirmative Action Officer/Director, Personnel Services
Mr. Phillip Pifer, Athletic Trainer/Coordinator - Vice-President, CSEA
Mr. William B. Regis, Library Assistant II, Library
Mrs. Lynda Rodrigues, Assistant Dean, Student Activities
Mrs. Charlotte Spafford, Administrative Aid, Business Services
Mr. Gary A. Speckhals, EDP Programmer/Analyst, Data Processing
Mr. Donald L. Trent, Director, Facilities Development
Mr. Russell S. Wenzlau, Assistant Dean, Summer Session/Evening College

Mrs. Elsie Brandt, Secretary to the Superintendent-President
Mr. Bruce Glenn, Audio-Visual Technician

1.3 WELCOME TO GUESTS

Mrs. Gutshall extended a cordial welcome to all present.

1.4 EXECUTIVE SESSION

Mrs. Gutshall declared that the Board would now adjourn to conduct an executive session in regard to a personnel item. Mrs. Gutshall, Dr. Dobbs, Mr. Garvin, Mrs. Powell, and Mr. Wells adjourned to the Superintendent's office accompanied by Dr. Gooder. At 4:05 pm, Mr. Oroz, Director of Personnel Services, joined the executive session.

Mrs. Alexander and Mr. Frank arrived for the Board meeting at 4:06 pm and went immediately into the Superintendent's office for the executive session.

At 4:39 pm, the executive session ended and all Board members, Dr. Gooder and Mr. Oroz returned to the Board Room. Mrs. Gutshall announced that discussion had covered agenda Item 2.2-b(5). She then resumed the regular meeting.
Minutes - Regular Meeting  
Board of Trustees - SBCCD  
April 22, 1976

1. GENERAL FUNCTIONS - continued:

1.5 MINUTES OF ANNUAL ORGANIZATIONAL AND REGULAR MEETING OF APRIL 8, 1976

Upon motion of Mr. Garvin, seconded by Dr. Dobbs, the minutes of the annual organizational and regular meeting of April 8, 1976 were approved by the Board of Trustees as delivered.

1.6 HEARING OF CITIZENS

None

1.7 COMMUNICATIONS

a. ADOPTION OF RESOLUTION No. 21 (1975-76) IN SUPPORT OF PROPOSITION #4 ON THE JUNE, 1976 BALLOT, Attachment 1.7-a

Dr. Gooder stated that Attachment 1.7-a contained a proposed resolution in support of the State community college construction bond issue on the June ballot. This proposition is of great significance to the District and formation of a citizens' committee is anticipated as the community needs to be informed on this issue.

It was moved by Dr. Dobbs, seconded by Mr. Wells, and passed by the Board to adopt Resolution No. 21 (1975-76) in support of passage of Proposition #4 in the June 1976 election. Upon poll of the members, the vote was as follows:

Ayes Mrs. Gutshall, Dr. Dobbs, Mrs. Alexander  
Mr. Frank, Mr. Garvin, Mrs. Powell, Mr. Wells

Noes None

Absent No one

ADDED ITEM:

Dr. Gooder reported on two recent meetings on finance he had attended on April 19 and April 21 in Sacramento. Present were members of the Board of Governors, Postsecondary Education Commission, and staff members from Mr. Montoya's and Mr. Rodda's offices, and the Department of Finance. Discussion centered on new proposed legislation AB 2790 (Montoya) and SB 1527 (Rodda) which is sponsored by the State Department of Education. A large portion of the bills is based on the Dept. of Finance Publication of February, 1976 (green book). An alternative proposal is being prepared by community college members for presentation at the next hearing scheduled for April 29.

ADDED ITEM:

Dr. Dobbs inquired about the recent fatal accident of a student. Dr. Gooder responded that the student, Dennis Knowles, was enrolled in the Radiologic Technology Program and would have graduated in June.

The Board requested Dr. Gooder to extend their sympathy to the family.
Minutes - Regular Meeting
Board of Trustees - SBCCD
April 22, 1976

1. GENERAL FUNCTIONS - continued:

1.7 COMMUNICATIONS - continued:

ADDED: Dr. Goodregretted to inform the Board of the death of an employee (to be explained under agenda item 2.2-b(3)).

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Powell, and passed by the Board to approve of the following routine Certificated Personnel items, as described in the attachments:

(1) APPROVAL OF HOURLY INSTRUCTORS, SPRING, 1976, Attachment 2.1-a(1)

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

(3) AUTHORIZATION FOR TRAVEL AND CONFERENCE, Attachment 2.1-a(3)

b. NON-ROUTINE

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

Copies of the Salary Proposal from the Continuing Education Instructors' Association were distributed to the Board, Superintendent, Assistant Superintendent, and College Information Director.

It was moved by Mr. Garvin, seconded by Mr. Frank, and passed by the Board to acknowledge receipt of the Salary Proposal from the Continuing Education Instructors' Association to refer it to the Board Salary Subcommittee for analysis and for preparation of instructions to the staff for response.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

Mr. Oroz indicated that on Attachment 2.2-a(1) the effective date for Anthony Di Paolo should be 4/22/76 instead of 4/23/76.

Upon recommendation of the Director, Personnel Services, it was moved by Mrs. Alexander, seconded by Mr. Frank, and passed by the Board to approve of the following routine Classified Personnel items, as described in the attachments, and including the above-noted change:

continued on next page...
2. PERSONNEL – continued:

2.2 CLASSIFIED PERSONNEL – continued:

a. ROUTINE – continued:

(1) APPROVAL OF HOURLY APPOINTMENTS, Attachment 2.2-a(1)

(2) APPROVAL OF STUDENT APPOINTMENTS: TUTORIAL PROGRAM, Attachment 2.2-a(2)

b. NON-ROUTINE

(1) APPROVAL OF YEARLY SALARY INCREMENTS, Attachment 2.2-b(1)

Mr. Oroz stated that the attachment contained a list of yearly salary increments for seven employees, five of whom would attain permanency on May 1.

It was moved by Dr. Dobbs, seconded by Mr. Garvin, and passed by the Board to approve of the yearly salary increments as delineated in Attachment 2.2-b(1).

(2) APPROVAL OF LONGEVITY INCREMENT (10 YEARS): MICHAEL J. ORNELAS, CUSTODIAN, FACILITIES & OPERATIONS, EFFECTIVE 5/1/76, Attachment 2.2-b(2)

Mr. Oroz recommended a longevity increment for Mr. Michael Ornelas who has served the District for 10 years.

It was moved by Mr. Frank, seconded by Mrs. Alexander, and passed by the Board to approve of a longevity increment (10 years) for Michael J. Ornelas, Custodian, Facilities & Operations, effective May 1, 1976.

ITEM CHANGED:

(3) APPROVAL OF HEALTH LEAVE OF ABSENCE: RALPH COOKSON, SECURITY PATROL OFFICER, FACILITIES & OPERATIONS, EFFECTIVE 3/29/76 FOR APPROXIMATELY 6 WEEKS, Attachment 2.2b(3)

Mr. Oroz stated that as Dr. Gooder had indicated earlier in the meeting, Mr. Ralph Cookson, an employee, died Monday, April 19. Mr. Oroz recommended that this agenda item now be deleted and substituted with an official recognition of death.

It was moved by Mr. Wells, seconded by Mr. Garvin, and passed by the Board to delete Item 2.2-b(3) and to give official recognition of the death of Mr. Ralph Cookson, Security Patrol Officer, Facilities & Operations, on Monday, April 19, 1976.

On behalf of the Board, Mrs. Gutshall requested Dr. Gooder to extend their sympathy to the family.
2. PERSONNEL – continued:

2.2 CLASSIFIED PERSONNEL – continued:

b. NON-ROUTINE – continued:

(4) ADOPTION OF CLASSIFICATION AND SALARY STUDY, EFFECTIVE JULY 1, 1976, Attachment 2.2-b(4)

Mr. Oroz indicated that the Board Salary Subcommittee had met on April 8 to consider implementation of the recently concluded Classification and Salary Study. He read the recommendations listed in the agenda.

Dr. Dobbs stated that the Board Salary Subcommittee had met with the Classified Salary Committee just prior to today's Board meeting at their request. There was some confusion on the wording of the third-listed recommendation. The intention was to indicate that the study had resulted in significant adjustments and this should be kept in mind when salary negotiations will be conducted. Dr. Gooder pointed out that recommendations #1, 2 and 4 were action items and #3 was not an action item.

It was further recommended by Mr. Oroz that the pink section of the study (position allocation list) be amended to include additions and deletions to classified personnel.

It was moved by Mr. Frank, seconded by Mrs. Powell, and passed by the Board to adopt the Classification and Salary Study, as follows:

1) Amend the report by placing the position of Business Services Assistant and the position of Coordinator, Student Finance & Activities, in the Paraprofessional 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.

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

and) amend the Position Allocation List, as follows:

<table>
<thead>
<tr>
<th>Page</th>
<th>Delete:</th>
<th>Add:</th>
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<tbody>
<tr>
<td>7</td>
<td>Willie Felton, Jr., Cust.</td>
<td>Scott Simque, Custodian</td>
</tr>
<tr>
<td>8</td>
<td>Eugene Zaris, Custodian</td>
<td>Richard Fishback, Custodian</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>John Diaz, Tutor II</td>
</tr>
<tr>
<td>13</td>
<td></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)

Mr. Oroz stated that because of the importance of this item, he wished to read the entire agenda item.

After reading paragraph #1:

"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)."

He read from the CSEA letter in the attachment (page 1 of 5) the paragraph under the heading UNIT:

"Unit
The unit for which CSEA requests exclusive representation is composed of approximately 188 classified employees as reflected by the public records of the district. We request that all of the classified employees, a part of the classified service who receive personnel benefits and work 20 hours a week or more, and are in, or have completed the probationary period of the district, be designated as an appropriate unit."

He then went on with paragraphs #2 and #3 of the agenda:

"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 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.

continued on next page...
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(5) continued:

"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."

He concluded with reading the section on page 2 of the attachment under EMPLOYEES:

"CSEA declares that a majority of this unit has provided CSEA with signed authorizations for representation as their sole and exclusive bargaining representative for all matters relating to wages, hours, and other terms and conditions of employment. While the law permits the submission of membership list to indicate support for recognition, CSEA has circulated petitions evidencing support for recognition so that the board will be aware that the request for recognition is based upon CURRENT support."

Dr. Gooder pointed out that the Board had two alternatives: 1) they may recognize CSEA as the exclusive bargaining agent at this point, or 2) they may feel that there should be an election. Dr. Gooder reported that the petition presented by CSEA on campus had been signed by 76% of the District's eligible employees, excluding management, supervisory and confidential employees. Since two employees who had signed the petition and have now expressed their feelings of misunderstanding it, Dr. Gooder read the heading from the printed petition form:

"We the undersigned classified employees of the Santa Barbara Community College District hereby designate the California School Employees Association as our sole and exclusive bargaining representative for all matters relating to wages, hours, and other terms and conditions of employment as authorized in Chapter 10.7 (commencing with Section 3540) as added to Division 4 of Title 4 of the Government Code."

continued on next page...
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(5) continued:

Dr. Goober indicated that a resolution had been prepared for Board consideration, if they decided to honor the request from CSEA. Action was required to recognize or reject the request.

Board members held a brief discussion on the length of time this recognition would cover; impact of EERB; and the petition signed by employees. (This agenda item had been discussed during the executive session held at the beginning of the Board meeting.)

Mr. Harvey Bagley, CSEA President, stated that everyone who had signed the petition had read it and no one had been coerced to sign. The petition had been explained to all and had been posted on bulletin boards.

It was moved by Dr. Dobbs, seconded by Mr. Wells, and unanimously passed by the Board to adopt Resolution No. 25 (1975-76) voluntarily recognizing the California School Employees Association as the exclusive representative for purposes of the Rodda Act, Section 3540, et seq. of the Government Code, Title 1, Division 4, Chapter 10.7, subject to expiration of the 15-day posting period without a petition for intervention from another organization. Upon poll of the members, the vote was as follows:

Ayes: Mrs. Gutshall, Dr. Dobbs, Mrs. Alexander
Mr. Frank, Mr. Garvin, Mrs. Powell, Mr. Wells

Noes: None

Absent: No one

Mr. Bagley thanked the Board for their action and hoped that the fine relationship that has existed would continue. He pledged his full support and that of CSEA.

2.3 GENERAL PERSONNEL

a. ROUTINE

No items
2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL - continued:

b. NON-ROUTINE

(1) 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)

Dr. Gooder noted for the Board that the agenda now includes a new category (General Personnel) for items relating both to certificated and to classified personnel.

Mr. Oroz stated that the Board had adopted Resolution No. 19 on February 26, 1976 designating management employees. Further study indicated that one additional position should be so designated.

Also, Dr. Gooder stated that for clarification it would be appropriate to designate those positions which the Board considers to be supervisory and confidential.

Mr. Oroz recommended adoption of the resolution contained in the attachment. He read the list of positions designated as supervisory and those designated as confidential.

It was moved by Dr. Dobbs, seconded by Mrs. Alexander, and passed by the Board to adopt Resolution No. 22 (1975-76) designating an additional management employee, and supervisory and confidential employees in accordance with provisions of the Rodda Act. Upon poll of the members, the vote was as follows:

Ayes: Mrs. Gutshall, Dr. Dobbs, Mrs. Alexander
Mr. Frank, Mr. Garvin, Mrs. Powell
Mr. Wells

Noes: None

Absent: No one

3. STUDENT ACTIVITIES

3.1 REPORT BY ASSOCIATED STUDENTS

Mr. Walter Martinez, ASB Vice-President, reported on new legislation in the State assembly mandating student body cards to a maximum of $10 for ASB budget purposes. This received approval of the Student Senate on campus. If passed by the legislature, the Board could accept or reject it.

A brief discussion was held by Board members on how the ASB budget is established and replenished. Drs. Gooder and Silvera responded to specific questions.

continued on next page. . . . . . .
3. STUDENT ACTIVITIES - continued:

3.1 continued:

Mr. Martinez, also, reported that Ana Zaferris, student senator, is the Election Committee Chairwoman and has a tremendous campaign in process. At this time, there are 20 candidates running for office.

Mr. Martinez reported that the Student Senate had donated $50 of their funds to the Child Care Center for their summer project for which they have raised $500 on their own.

Mrs. Gutshall thanked him for his report.

Mr. Wells indicated that he had attended the campaign meeting prior to the Board meeting. He was impressed with the manner in which the meeting was conducted and by the decorum of those in attendance. He extended compliments to the Student Senate for an enjoyable meeting.

4. CURRICULUM AND INSTRUCTION

4.1 APPROVAL OF 1976 SUMMER SESSION SCHEDULE, Enclosure #1

Dr. Gooder stated that Enclosure #1 contained the proposed Summer Session schedule for 1976. There are the same number of TLU's as last year.

Mr. Wenzlau, Assistant Dean of Summer Session, stated that last year there were 2,600 students and about the same number are expected this year. The special programs will again take groups of students to Oregon for the Shakespearean Festival and to Mexico for a Mexican Civilization Class.

It was moved by Mr. Wells, seconded by Mr. Garvin, and passed by the Board to approve of the 1976 Summer Session Schedule as contained in Enclosure #1.

5. BUSINESS SERVICES

5.1 ROUTINE

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Alexander, and passed by the Board to approve of the following routine Business Services items, as described in the attachments:

a. AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDER NUMBERS P56-2213 THROUGH AND INCLUDING P56-2394 FOR SUPPLIES, EQUIPMENT AND SERVICES, Attachment 5.1-a.

b. AUTHORIZATION AND/OR RATIFICATION OF PAYMENT OF CLAIMS LISTED ON Attachment 5.1-b AND SUCH OTHER CLAIMS THAT MAY HAVE BEEN SUBMITTED PRIOR TO THE MEETING.
5. BUSINESS SERVICES - continued:

5.1 NON-ROUTINE

a. ACCEPTANCE OF AN ADDITIONAL ALLOCATION IN THE AMOUNT OF $3,316 FOR NURSING STUDENT LOANS AND SCHOLARSHIPS, Attachment 5.2-a

Dr. Gooder stated that an additional award of $3,316 has been received to aid Nursing Program students. $2,574 has been allocated for student loans and $742 for student scholarships. The required $286 District-matching funds are included in the 1975-76 budget.

It was moved by Mr. Frank, seconded by Mr. Wells, and passed by the Board to accept the additional $3,316 in funds from the Department of Health, Education and Welfare for Nursing Student Loans and Scholarships.

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

Dr. Gooder indicated that Enclosure #2 contained a proposed agreement for a new off-campus Work-Study Program. The California Youth Authority has been requested to give financial assistance in the amount of $2,400 which will in turn generate funds in the amount of $12,000 under Title IV, Part "C", of the Higher Education Act of 1965.

Dr. Gooder noted for Board members that the resolution on the last page of the enclosure had been re-written for more clarity. He recommended authorization to enter into the agreement and adoption of the resolution.

It was moved by Mr. Wells, seconded by Mr. Garvin, and passed by the Board to authorize the staff to enter into an agreement with the California Youth Authority wherein they will provide $2,400 which will generate funding of $12,000 for a Work-Study Program, and to adopt Resolution No. 24 (1975-76) (new version). Upon poll of the members, the vote was as follows:

Ayes: Mrs. Gutshall, Dr. Dobbs, Mrs. Alexander
Mr. Frank, Mr. Garvin, Mrs. Powell
Mr. Wells

Noes: None

Absent: No one

c. APPROVAL OF APPROPRIATION TRANSFERS #76-055 and 76-056, Attachment 5.2-c

Dr. Gooder indicated that this was a routine matter for accounting purposes.

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

5.2 NON-ROUTINE - continued:

c. continued:

It was moved by Mr. Garvin, seconded by Mrs. Alexander, and passed by the Board to approve of Appropriation Transfers #76-055 and #76-056 as delineated in Attachment 5.2-c.

d. APPROVAL OF APPROPRIATION TRANSFER #76-057 AND ADOPTION OF RESOLUTION No. 23 (1975-76), Attachment 5.2-d

Dr. Gooder stated that this transfer of funds is a correction of monies computed for instructional support travel. This had been approved by the Resources Allocation Review Board.

It was moved by Mrs. Alexander, seconded by Mr. Wells, and passed by the Board to approve of Appropriation Transfer #76-057 in the amount of $2,001 and to adopt Resolution No. 23 (1975-76). Upon poll of the members, the vote was as follows:

Ayes: Mrs. Gutshall, Dr. Dobbs, Mrs. Alexander
      Mr. Frank, Mr. Garvin, Mrs. Powell
      Mr. Wells

Noes: None

Absent: No one

e. APPROVAL OF PROPOSED POLICY AND ADMINISTRATIVE GUIDELINES FOR KEY CONTROL, Attachment 5.2-e

Dr. Gooder indicated that Attachment 5.2-e contained a proposed policy to improve control of keys and to set a system of responsibility for keys and reimbursement to the College for lost keys. Page 1 of the attachment contained the proposed policy and the other 4 pages contained guidelines for administering the policy.

It was moved by Mr. Garvin, seconded by Mrs. Alexander, and passed by the Board to approve of the key policy and the administrative guidelines as contained in Attachment 5.2-e.

f. APPROVAL OF CHANGE ORDER No. 21, VOCATIONAL TECHNOLOGY BUILDING PROJECT, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR, Attachment 5.2-f

Dr. Shelver indicated that the change order was a request for time extension. Additional time was required to complete the work in Change Order No. 20.

Mr. Trent informed the Board that the signed change order has not been received as yet.

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

5.2 NON-ROUTEINE - continued:

f. continued:

It was moved by Mr. Garvin, seconded by Mr. Wells and passed by the Board to approve 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, subject to receipt of the signed change order, and at no cost to the District, as follows:

<table>
<thead>
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<th>Original Contract Price</th>
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<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>
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<td>New Contract Price:...</td>
<td>$ 1,228,559.34</td>
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Dr. Shelver and Mr. Trent recommended that the Vocational Technology Building be accepted as being substantially complete as of April 22, 1976, pending final minor items. This date would establish April 22, 1976 as the beginning of the 35-day lien period during which punch items are checked for completion.

The architects have certified that the project is sufficiently complete in accordance with the contract documents. Mr. Mike Kelly, DMJM representative, stated that this would allow the District to move in equipment and occupy the building at this time. A few of the minor items were described and assurance was given that all parts of Change Order No. 20 would be completed.

It was moved by Mr. Garvin, seconded by Dr. Dobbs, and passed by the Board to accept the Vocational Technology Building as being substantially complete as of April 22, 1976, subject to completion of punch list items and all of Change Order No. 20.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. APPROVAL OF CHANGE ORDER No. 4, SITE DEVELOPMENT, PHASE I-A, CLARENCE & JACK LAMBERT, INC., CONTRACTOR, Attachment 5.2-h

Dr. Shelver indicated that this change order gives a credit of $216 to the District due to the substitution of manufacture for components of the irrigation system. The request for substitution had been verified by the architect as being equal to the system in the specifications.

It was moved by Dr. Dobbs, seconded by Mr. Frank, and passed by the Board to approve of Change Order No. 4, Site Development Phase I-A Project, Clarence & Jack Lambert, Inc., Contractor, at a decrease of $216 to the contract price, and no change in completion date of November 9, 1976, as follows:

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

**ADDED ITEM:**

Dr. Dobbs asked Mr. Kelly if he was pleased with the structural looks of the new Drama/Music Building under construction.

Mr. Kelly responded that he was very pleased with the way the structure was shaping up.

Mrs. Alexander commented enthusiastically that the structure has a 'handsome' look. Though she had been unable to visualize during the early demonstrations by the architect what to expect, she felt the District will have a structure that is spectacular and very exciting-looking. She requested Mr. Kelly to extend her compliments to Mr. Tony Lumsden, DMJM designer, for his creativity.

Mr. Kelly thanked her on behalf of Mr. Lumsden.

**ADDED ITEM:**

Mrs. Cutshall inquired of Mr. Trent if research had been done on the Board's request concerning architectural contracts as they related to change orders.

Mr. Trent stated that the contract used by the District does contain a clause for compliance with energy requirements. Also, he has been in consultation with County Counsel regarding existing architectural contracts and fees for change orders. A report will be presented to the Board at a future meeting.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

i. APPROVAL OF CHANGE ORDER No. 3, FIRE ACCESS ROAD FROM PERSHING PARK PROJECT, MELCHER CONSTRUCTION COMPANY, CONTRACTOR, Attachment 5.2-i

Dr. Shelver indicated that this change order covers additional work due to the existing drain lines becoming completely plugged with debris. The new drain lines will run across the road, and it is anticipated that grates will be purchased in the near future and be installed by District personnel. The cost of the additional work is $700.

It was moved by Dr. Dobbs, seconded by Mr. Wells, and passed by the Board to approve of Change Order No. 3, Fire Access Road From Pershing Park Project, Melcher Construction Company, contractor, at an increase of $700 to the contract with no change in completion date of May 18, 1976, as follows:

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

j. APPROVAL OF BUENA ENGINEERS, INC., FOR SOILS INVESTIGATION FOR PROPOSED LIGHT STANDARDS AT LA PLAYA STADIUM, Attachment 5.2-j

Mr. Trent reported that the structural engineer responsible for the design of the light poles and footings has requested a soils test. Dr. Shelver stated that this was a result of the fact that the land is fill dirt and very low being close to the ocean.

Board members questioned the need for a soils test. Mr. Trent responded that each pole will carry about twice the number of fixtures than currently exist creating more weight at the top of the 80 ft. poles. Problems of weight, wind, stability, etc., must be resolved. A test would be required by O.A.C.

Mr. Trent stated that proposals had been received from Buena Engineers, Inc., Ventura ($700) and from Pacific Materials Laboratory, Inc., Santa Barbara ($900).

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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

j. continued:

It was moved by Mr. Garvin, seconded by Dr. Dobbs, and passed by the Board to approve of the employment of Buena Engineers, Inc., to provide a soils investigation for the La Playa Lighting Project at a cost not to exceed $700.

(At this point, Mrs. Alexander left the Board meeting.)

k. APPROVAL OF WORKING DRAWINGS AND SPECIFICATIONS FOR LIBRARY MODIFICATIONS, PHASE II, AND AUTHORIZATION TO GO TO BID, Attachment 5.2-k

Phase II of the Library Modifications Project includes converting 4 2nd-floor classrooms and a hallway into a lecture room and additional study area.

Mr. Trent stated that the original estimate for the complete project allowed $41,000 for this phase of the work. According to the architect, the cost may total $54,000 due to electrical remote control system that would give a capability not previously existing.

It was moved by Dr. Dobbs, seconded by Mr. Garvin, and passed by the Board to approve working drawings and specifications for Library Modifications, Phase II, Project, contingent upon receipt of O.A.C. approval, and to authorize the staff to advertise for bids.

1. APPROVAL OF WORKING DRAWINGS AND SPECIFICATIONS FOR SITE DEVELOPMENT, PHASE I-B, Attachment 5.2-l

Dr. Shelver indicated that Phase I-B of the Site Development Project included the construction of the pedestrian/ utilities bridge. He reported that all footings have been poured under the first phase of this project.

It was moved by Dr. Dobbs, seconded by Mr. Wells, and passed by the Board to approve of working drawings and specifications for the Site Development, Phase I-B, Project, contingent upon receipt of O.A.C. approval, and to authorize the staff to advertise for bids.
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6. GENERAL INFORMATION

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

Mr. Jim Williams, Director of College Information, presented items of interest which had been scheduled by Santa Barbara City College and its Continuing Education Division and community on-campus activities for the period April 23 through May 13, 1976.

In particular, he mentioned the first dance concert by SBCC students on Saturday, April 24, and the Western State Conference Tennis Playoffs on April 29 – May 1 at the Pershing Park courts.

Also, on Monday, May 10, the Second Annual Health Fair will be held on campus. Last year's event drew over 5,000 people.

On May 13, the United States Air Force Band will appear in concert in the Sport Pavilion.

ADDED ITEM:

Dr. Gooder indicated that on the next regularly-scheduled Board meeting date, there would not be a quorum of Board members available.

It was moved by Mr. Wells, seconded by Dr. Dobbs, and passed by the Board to cancel the regularly-scheduled Board meeting of May 13, 1976, and hold a specially-scheduled Board meeting on Thursday, May 6, 1976 beginning at 3:30 p.m. in the Board Room.

7. ADJOURNMENT

Upon motion of Mr. Garvin, seconded by Mrs. Powell, the Board of Trustees of the Santa Barbara Community College District adjourned their regular Board meeting at 6:16 p.m.

The next meeting of the Board of Trustees will be a specially-scheduled meeting on Thursday, May 6, 1976 at 3:30 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

ATTEST:

MRS. ANN GUTSHELL
President, Board of Trustees
Santa Barbara Community College District

DR. GLENN G. GOODER
Superintendent-President and Secretary-Clerk to the Board of Trustees

Approved by the Board of Trustees

on May 6, 1976.