AGENDA

ANNUAL ORGANIZATIONAL MEETING
AND
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

April 8, 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 MARCH 25, 1976

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

   a. DEPARTMENT OF FINANCE PROPOSALS

      Enclosure #1

      Enclosure #1 contains a summary of findings and recommenda-
      tions regarding adult education from a State Department of
      Finance report. It is presented for information.

   b. ANNUAL AFFIRMATIVE ACTION PROGRAM ACTIVITY REPORT - 1975

      Enclosure #2

      Enclosure #2 contains the annual Report for 1975 of
      Affirmative Action Program Activity. The informational report
      is provided in accordance with the District's Affirmative
      Action Plan.
1. GENERAL FUNCTIONS - continued:

1.8 BOARD ACTION REQUIRED IN CONNECTION WITH THE 1976-77 BOARD OF TRUSTEES ORGANIZATIONAL MEETING

a. ELECTION OF PRESIDENT AND VICE-PRESIDENT

The Education Code requires that a President and a Vice-President be elected during this meeting. In accordance with Board policy established on March 11, 1971, "The President shall be elected for a one-year term and may succeed himself or herself in office for one additional year".

b. ELECTION OF SECRETARY-CLERK AND ASSISTANT SECRETARY-CLERK

The Superintendent recommends the following action with regard to filling the positions of Secretary-Clerk and Assistant Secretary-Clerk:

(1) That the Superintendent-President, Dr. Glenn G. Gooder, be elected Secretary-Clerk for the period from April 1, 1976 through March 31, 1977.

(2) That the Assistant Superintendent, Business Services, Dr. David K. Shelver, be elected Assistant Secretary-Clerk for the period from April 1, 1976 through March 31, 1977.

c. ELECTION OF REPRESENTATIVES TO THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

It has been customary for the Board to elect one of its members to represent the District on the County Committee on School District Organization. Mr. James Garvin has served in this capacity for the past six years.

d. ESTABLISHMENT OF MEETING DATES, TIME, AND PLACE

In accordance with Board policy established on March 11, 1971, the Board of Trustees has met on the second and fourth Thursdays of each month at 4:00 p.m. in the Board Room at Santa Barbara City College.

e. LIAISON REPRESENTATIVE, COMMUNITY COLLEGE DIVISION OF THE CALIFORNIA SCHOOL BOARDS ASSOCIATION

Mr. Sidney Frank has served in this capacity since August 22, 1974.
2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, SUBSTITUTES, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION

Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS: DAVID CARLSON, LAB.TEACHING ASST., CONTINUING EDUCATION DIVISION, EFFECTIVE 4/8/76

Attachment 2.1-a(2)

(3) RECOMMENDED APPROVAL OF HOURLY CERTIFICATED ASSIGNMENT: LIZ KARZAG, EOPS OFFICE (REPLACING R. LANTAFF), EFFECTIVE 4/9/76

Attachment 2.1-a(3)

(4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(4)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF MODIFICATION OF SABBATICAL LEAVE: DR. PETER ANGELES

Attachment 2.1-b(1)

Dr. Peter Angeles has had to change the nature of his plans for sabbatical leave for the 1976-77 college year. The proposed changes are described in Attachment 2.1-b(1).

It is recommended that the modifications be approved as described.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

   b. NON-ROUTINE - continued:

   (2) PRESENTATION OF SALARY AND PERSONNEL BENEFITS PROPOSAL FROM 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.

   (3) PRESENTATION OF SALARY AND PERSONNEL BENEFITS PROPOSAL FROM ADMINISTRATORS' SALARY COMMITTEE

   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, AND HOURLY APPOINTMENT FOR CONTINUING EDUCATION DIVISION

       Attachment 2.2-a(1)

   (2) RECOMMENDED ACCEPTANCE OF RESIGNATION: PATTILEE PATTERSON-HART, TUTOR II, SOCIAL SCIENCE, EFFECTIVE 3/19/76

       Attachment 2.2-a(2)

   (3) RECOMMENDED ACCEPTANCE OF RESIGNATION: IRMA BERNAL, TUTOR I, TUTORIAL CENTER, EFFECTIVE 1/12/76

       Attachment 2.2-a(3)
Agenda - Annual Organizational
Meeting and Regular Meeting
Board of Trustees - SBCCD
April 8, 1976

2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(4) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE
Attachment 2.2-a(4)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF CHANGE IN HOURS: TIMOTHY J.
HALL, TUTOR II, TUTORIAL CENTER, TO 3/4 TIME, 10 MOS.,
EFFECTIVE 4/9/76
Attachment 2.2-b(1)

Irma Bernal has resigned her position as an hourly
Tutor II. In an effort to increase the effectiveness
and coordination of the Tutorial Center, it is recom-
mended that the position formerly held by Irma Bernal
and Timothy Hall's position be combined to make his
position 3/4 time, 10 months.

(2) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE WITH
PAY: LOUIS J. SCHILLING, CUSTODIAN, FACILITIES & OPER-
ATIONS, EFFECTIVE 3/9/76 FOR APPROXIMATELY 6 WEEKS
Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: SCOTT M. SIMQUE,
CUSTODIAN, FACILITIES & OPERATIONS (REPLACING W. FELTON),
EFFECTIVE 4/9/76
Attachment 2.2-b(3)

3. STUDENT ACTIVITIES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 REPORT ON STUDENT VOLUNTEER PROGRAM

Attachment 3.2

Students of Santa Barbara City College have organized and are
developing an effective volunteer program related to career objectives.
Mr. Brad Fiske, a student and member of the Associated Student Senate,
will describe the program.
3. STUDENT ACTIVITIES - continued:

3.3 RECOMMENDED APPROVAL OF CHANGE IN POLICY FOR STUDENT WITHDRAWAL FROM CLASSES

Attachment 3.3

In January, as part of the In-Service Workshops, a group of faculty members met to review the withdrawal policy. Members of the workshop sent recommendations to the Representative Council of the Academic Senate, which, in turn, referred the information to the Scholastic Standards Committee. The Scholastic Standards Committee was asked to draft a new policy for student withdrawals in response to the faculty recommendations. The policy proposed is in response to that request and is intended to replace 3142.4, 3142.5, and 3142.6 of the Policies For Student Personnel. The proposed policy has been reviewed and approved by the Representative Council and the College Council.

It is recommended that the proposed policy for student withdrawal from classes (Attachment 3.3, page 1) be adopted to replace the existing policy (Attachment 3.3, page 2) as found in 3142.4, 3142.5, and 3142.6 of the Policies For Student Personnel.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF NEW CONTINUING EDUCATION COURSE, ADVANCED POLICE OFFICERS TRAINING

It is recommended that the Board approve a new Continuing Education course, Advanced Police Officers Training, for the week of May 17 - May 21, 1976, a total of 40 hours, to be held at the Police Academy.

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. P56-2115 through and including P56-2212.
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

b. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PAYMENT OF CLAIMS

Attachment 5.1-b

The Superintendent recommends authorization and/or ratification of payment of claims listed on Attachment 5.1-b and such other claims as may arise prior to the meeting.

5.2 NON-ROUTINE

a. INSPECTORS' REPORTS FOR THE PERIOD ENDING MARCH 31, 1976

Attachment 5.2-a

Attachment 5.2-a contains reports from the building inspectors for the following projects:

- Report No. 31 - Vocational/Technology Building
- Report No. 16 - Drama/Music Building
- Report No. 6 - Site Development, Phase I-A
- Report No. 7 - Library Modifications
- Report No. 7 - Fire Access Road

b. RECOMMENDED ACCEPTANCE OF COOK BOOKS AND GOURMET MAGAZINES FROM MRS. CABEB ELLIOTT

Attachment 5.2-b

Mrs. Elliott has generously offered these cook books and gourmet magazines to be used in the HRM Program. Mrs. Elliott had donated cook books from her collection a couple of years ago. The value of these items is $937.

The Superintendent recommends acceptance of these books and magazines and authorizes the staff to send a letter of appreciation to Mrs. Cabee Elliott.

c. RECOMMENDED APPROVAL OF THE SUBMISSION OF A PROPOSAL TO NOAA (NATIONAL OCEANIC & ATMOSPHERIC ADMINISTRATION), OFFICE OF SEA GRANT

Enclosure #3

This proposal seeks $18,200 from Sea Grant to purchase a diesel-driven hydraulic power unit and an air compressor to complete the Marine Technology Program bell/saturation diving system.

It is recommended that submission of the proposal be approved.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. RECOMMENDED APPROVAL OF THE SUBMISSION OF A PROPOSAL TO THE S&H FOUNDATION

Enclosure #4

The Continuing Education Division is proposing a lecture series entitled, Blueprint For The Opening of America's Third Century, featuring Paul Ehrlich, Kenneth Watt, Garrett Hardin, and Robert Hutchins, to be offered in the Fall quarter, 1976. Partial support for this series is being sought from the S&H Foundation to cover honoraria for the two out-of-town speakers.

The Superintendent recommends approval of the submission of this proposal.

e. RECOMMENDED APPROVAL OF THE SUBMISSION OF A GRANT PROPOSAL UNDER SPECIAL COMMUNITY SERVICE AND CONTINUING EDUCATION PROJECTS, TITLE I, HEA

Enclosure #5

Under Title I of the Higher Education Act, the Commissioner of Education is authorized to set aside ten percent of Community Service and Continuing Education funds for discretionary projects responsive to national priorities. Grant proposals have been requested by April 23.

The Institute Of Community Affairs concept is responsive to two of the four priorities stated for 1976.

This proposal is for a two-year project to initiate an Institute under Title I funding. Matching funds of ten percent are required.

It is recommended that approval be given to submit the proposal as described.

f. RECOMMENDED APPROVAL OF INNOVATIVE PROJECTS FOR 1976-77 SUBJECT TO FUNDING

Attachment 5.2-f

On March 25, 1976, the Board received a list of proposed Innovative Projects for 1976-77.

It is recommended that the projects be approved subject to later approval of funding.
5. BUSINESS SERVICES – continued:

5.2 NON-ROUTINE – continued:

   g. RECOMMENDED APPROVAL OF AMENDMENT TO ORIGINAL LIST OF TAX
      SHELTERED ANNUITY ACCREDITED PLANS

      Attachment 5.2-g

      The Jefferson National Life Insurance Company has
      requested approval to sell tax sheltered annuities to
      employees of the District. A Hold Harmless Agreement has
      been filed with the District.

      It is recommended that the list of tax sheltered
      annuity accredited plans be amended to include the firm

   h. RECOMMENDED APPROVAL OF CHANGE IN AUDIT CONTRACT, WILLIAM
      D. KENDALL, CERTIFIED PUBLIC ACCOUNTANT

      Attachment 5.2-h

      Mr. William D. Kendall, Certified Public Accountant,
      has requested a change in his contract effective July 1,
      1975 and for the fiscal years ending June 30, 1976 and
      June 30, 1977. He further requests that the termination
      date of December 1 be changed to December 15 and that the
      contract continue to exclude the examination of student
      loan funds except for overall cash verifications and that
      audit reports be delivered by December 1 following the
      fiscal year covered by the report.

      The present contract calls for a fee of $2,000 through
      the audit year of 1976-77. The contract contains a clause
      for an increase in fees if caused by an expansion of duties.
      Mr. Kendall feels that his duties have substantially in-
      creased because of State requirements.

      It is recommended that the audit contract be revised
      to reflect a total payment of $2,500 for the audit of the
      fiscal year 1975-76 and that a fee of $2,650 be approved
      for the fiscal year 1976-77.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. RECOMMENDED APPROVAL OF INDEPENDENT AUDIT

Attachment 5.2-i

The Santa Barbara County Superintendent of Schools has requested that the College authorize them to contract with an auditing firm or provide for an independent audit.

It is recommended that the District provide for an independent audit by the firm of William D. Kendall, Certified Public Accountant, for the fiscal year of 1975-76.

j. REQUEST FROM YOUTH FOOTBALL LEAGUE FOR NIGHT USE OF LA PLAYA STADIUM

Attachment 5.2-j

Attachment 5.2-j contains a request from the Youth Football League for use of La Playa Stadium for ten (10) Thursday evenings and one Saturday during the Fall of 1976. The evening dates are September 16, 23, 30; October 7, 14, 21, 28; and November 4, 11, 18. The League wishes to use the stadium on Saturday, December 4 during the day. No college activities are scheduled on these dates. Evening classes will be in session on Thursday nights.

In an effort to reduce the use of energy, the Board has adopted a policy which does not permit the use of La Playa Stadium at night except for College activities. If this request is approved, an exception to the policy is required. Last year an exception was made for Youth Football.

Representatives of Youth Football will be asked to be present to support their request.

k. RECOMMENDED APPROVAL OF PACIFIC MATERIALS LABORATORY, INC., FOR REQUIRED TESTING SERVICES FOR THE CHILDREN'S CENTER PROJECT

Attachment 5.2-k

The plans and specifications for the Children's Center project specify all laboratory tests of materials shall be made by agencies appointed by the owner and approved by the architect. Attachment 5.2-k includes 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.

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

5.2 NON-ROUTINE - continued:

k. continued:

Proposals for this testing were received from BTC Laboratories, Ventura ($2,950) and Pacific Materials Laboratory, Inc., ($2,400).

The Superintendent recommends approve of Pacific Materials Laboratory, Inc., for required testing at a cost not to exceed $2,400.

1. RECOMMENDED APPROVAL OF CHANGE ORDER No. 20, VOCATIONAL TECHNOLOGY BUILDING PROJECT, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-1

Change Order No. 20, includes installation of high pressure lines, check valves, arrestors and fittings to meet O.S.H.A. requirements. Flash arrestors are, also, required on acetylene lines per O.S.H.A. Tank holders required by code were not included in the original plans and must now be installed. The total additional cost for this work is $4,464.81, with no change in completion date.

| Original Contract Price | $1,169,500.00 |
| Change Orders No. 1 - 19 | 54,594.53 |
| Change Order No. 20 | $1,224,094.53 |
| + | 4,464.81 |
| New Contract Price | $1,228,559.34 |

It is recommended that approval be given of Change Order No. 20, Vocational Technology Building project, J. W. Bailey Construction Company, Contractor, with no change in completion date of March 19, 1976.
5. BUSINESS SERVICES – continued:

5.2 NON-Routine – continued:

m. RECOMMENDED APPROVAL OF CHANGE ORDER No. 8, DRAMA/MUSIC FACILITY PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-m

Change Order No. 8 includes building modification requested by the sound consultant to correct errors in the original design of the theater. The modifications include muffling sound transference around ducts, sound traps increasing duct sizes, insulation, spring isolators at roof top mechanical units, sound deadener, and reflector ceiling panel. The change order also includes clarification drawings for field conditions and additional structural members at the ticket booth. A representative from the architectural firm of Daniel, Mann, Johnson & Mendenhall will be at the meeting to respond to any questions.

The additional cost for the change order is $30,641. There is no modification to the contract completion date.

Original Contract Price $ 3,087,000.00
Change Orders 1 - 7 + 62,485.50
Change Order No. 8 + 30,641.00
New Contract Price........$ 3,180,126.50

It is recommended that approval be given of Change Order No. 8, Drama/Music Facility, Don Greene Contractor, Inc., Contractor, at an increase of $30,641 to the contract price with no change in completion date of September 25, 1976.

n. RECOMMENDED APPROVAL OF CHANGE ORDER No. 9, DRAMA/MUSIC FACILITY PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-n

Change Order No. 9 is an extension of time for an additional 8 days due to rain. There is no addition or deduction to the contract price.

Original Contract Price $ 3,087,000.00
Change Order 1 - 8 + 93,126.50
Change Order No. 9 -0-
New Contract Price........$ 3,180,126.50

It is recommended that approval be given of Change Order No. 9, Drama/Music Facility Project, Don Greene Contractor, Inc., Contractor, for an extension of contract time to October 3, 1976.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

o. RECOMMENDED RATIFICATION OF SPECIAL WORK, SITE DEVELOPMENT PROJECT

Work on the Site Development Project has revealed 2 gas conduits and 1 electric conduit which were not anticipated when the drawings of the bridge across Loma Alta were prepared. These conduits must be moved in order to complete the bridge base for the east campus. So far, the contractor has not been held up in the progress of his work because of these conduits, but this will shortly happen and at that point the College may be penalized for holding up the work.

Three quotes have been received for the extra work involved:

Clarence & Jack Lambert, Inc. $10,000
Doug Wilson 2,025
R. J. Carroll & Son 1,044*

*This quote would be combined with Renz Electric for $300 and a contingency reserve of $156, total $1,500.

It is recommended that the action be ratified for R. J. Carroll & Son to be contracted to remove and reinstall the 2 gas lines at the east campus bridge base and for Renz Electric to be contracted to remove and reinstall the electrical conduit at a total sum of $1,344 and that the Board authorize the expenditure of up to $156 in contingencies.

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, April 22, 1976 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.