AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

May 27, 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 SPECIAL MEETING OF MAY 6, 1976
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. STATUS OF FINANCE LEGISLATION
      b. DEADLINE FOR CONFLICT OF INTEREST CODES
         Attachment 1.7-b

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL
   a. ROUTINE
      (1) RECOMMENDED APPROVAL OF HOURLY SUBSTITUTE, SPRING 1976 SEMESTER
         Attachment 2.1-a(1)
      (2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTOR, SUBSTITUTE, AND LECTURER (CONSULTANT), CONTINUING EDUCATION DIVISION
         Attachment 2.1-a(2)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

   a. ROUTINE - continued:

   (3) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS: 
       DEBBIE CORLETT, TEACHING ASST., BIOLOGY, SPRING 1976

       Attachment 2.1-a(3)

   (4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

       Attachment 2.1-a(4)

   b. NON-ROUTINE

   (1) RECOMMENDED APPROVAL OF CERTIFICATED PERSONNEL FOR 1976 
       SUMMER SESSION

       Attachment 2.1-b(1)

   (2) RECOMMENDED APPROVAL OF PROFESSIONAL EXPERT (CONSULTANT) 
       FOR INDO-CHINESE STUDENT SUPPORT

       Attachment 2.1-b(2)

       A grant has been received for special support services for Indo-Chinese students. Suzanne Medina-Nguyen is providing and will continue to provide the special professional services in basic skills for these students.

       It is recommended that she be approved as professional expert (consultant) for these services as described.

   (3) RECOMMENDED APPROVAL OF SABBATICAL LEAVE FOR MARGARET 
       HOHENBERG, SPRING 1977 SEMESTER

       Attachment 2.1-b(3)

       Attachment 2.1-b(3) describes the reasons for the delay in submission and approval of a sabbatical leave request from Margaret Hohenberg. The request has been reviewed and approved by all appropriate college groups including the Representative Council of the Academic Senate.
2. PERSONNEL - continued:

2.1 CERTIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(4) RECOMMENDED RESCISSION OF PERSONNEL ACTION OF MARCH 11, 1976

Enclosure #1

On March 11, 1976 the Board of Trustees adopted Resolution No. 20 declaring its intention not to enter into a contract for the second academic year with a first-year contract (probationary) instructor.

The teacher's supervisor and others on the teacher's evaluation committee have observed further performance of the teacher and recommend reinstatement.

The Superintendent recommends that the action of Resolution No. 20 (1975-76) be rescinded, that the teacher be re-instated, and that the teacher be re-employed in second-year contract (probationary) status for 1976-77.

(5) RECOMMENDED APPROVAL OF APPOINTMENT: LARRY FRIESEN, INSTRUCTOR, BIOLOGY (REPLACEMENT) EFFECTIVE 9/1/76

Attachment 2.1-b(5)

(6) RECOMMENDED APPROVAL OF APPOINTMENT: MARY JO RUDD, INSTRUCTOR, SPEECH COMMUNICATION (SABBATICAL REPLACEMENT FOR 1976-77), EFFECTIVE 9/1/76

Attachment 2.1-b(6)

(7) RECOMMENDED APPROVAL OF UPDATED BOARD OF TRUSTEES POLICIES MANUAL

Attachment 2.1-b(7)

Amendment of Education Code, Section 964, and other minor changes affect established Board policies. Attachment 2.1-b(6) contains the updated pages for the Board of Trustees Policies Manual.

Approval of the updated Board of Trustees Policies Manual is recommended.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(8) PROPOSED AMENDMENTS TO PROCEDURES FOR EVALUATION OF CERTIFICATED PERSONNEL

Enclosure #2

Enclosure #2 contains proposed amendments to the procedures for evaluation of certificated personnel.

It is recommended that they be received and forwarded to the Board Subcommittee on Educational Policies for review and recommended action.

(9) RECOMMENDED APPROVAL OF REQUEST BY DR. DAVID K. SHELVER, THAT HE BE RELIEVED OF HIS DUTIES AS ASSISTANT SUPERINTENDENT, BUSINESS SERVICES, EFFECTIVE JUNE 11, 1976

Attachment 2.1-b(9)

Dr. Shelver, upon the advice of his physician, has requested that he be relieved of his position as Assistant Superintendent, Business Services, effective June 11, 1976. He has requested that, if at all possible, he be assigned to another position.

It is recommended that Dr. Shelver's request be approved and that he be relieved of his duties as Assistant Superintendent, and his assignment terminated effective June 11, 1976.

It is further recommended that the Superintendent-President consider other available district positions to which Dr. Shelver might be assigned and prepare a recommendation for the Board of Trustees.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(10) RECOMMENDED APPROVAL OF CONSULTING ARRANGEMENT WITH DR. DONALD K. SORSABAL

Dr. Shelver's health does not permit him to continue as Assistant Superintendent, Business Services. It is essential that the District have available the services of an experienced Business Manager during the present budget season.

Dr. Sorsabal, former Administrative Dean, Business Services, has indicated that he would be available on a daily consulting basis through July. His present commitments would not permit him to be available full-time during June and July.

It is recommended that a day-to-day consulting arrangement with Dr. Donald K. Sorsabal be approved for the days he is available from June 1 through July 30 at a daily rate of compensation equal to the daily rate at Step 5 of Administrative Dean with his qualifications.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: GENERAL PROGRAM

Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF YEARLY SALARY INCREMENTS

Attachment 2.2-a(3)

(4) RECOMMENDED ACCEPTANCE OF RESIGNATION: CAROLYN DARCA, SR.TYP.CLI., PLACEMENT & FINANCIAL AIDS DEPT., EFFECTIVE 6/8/76

Attachment 2.2-a(4)

b. NON-ROUTINE

(1) RECOMMENDED VERIFICATION OF RECOGNITION OF C.S.E.A. AS EXCLUSIVE BARGAINING AGENT FOR CLASSIFIED EMPLOYEES

At the regular meeting of the Board on April 22, 1976, the Board by formal Resolution No. 25 (1975-76) voluntarily recognized the C.S.E.A. as the exclusive representative for purposes of the Rodda Act. This recognition was subject to expiration of the 15-day posting period with no petition for intervention from another organization.

The 15-day posting period expired on May 4, 1976 and no petition was received from an intervening organization. On May 4, 1976, the District notified the regional office of EERB of its decision to voluntarily recognize C.S.E.A.

It is recommended that since adoption of Resolution No. 25 (1975-76) was subject to non-intervention by an intervening organization, that the Board officially verify adoption of Resolution No. 25 (1975-76) and recognition of C.S.E.A.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF AMENDMENTS TO CLASSIFIED RULES AND REGULATIONS, SECTIONS 1351-1358 (WORK PERIODS AND OVERTIME)

Attachment 2.2-b(2)

In order to comply with the Fair Labor Standards Act, and to provide an updated list of positions excluded from overtime, proposed changes in Classified Rules and Regulations on Work Periods and Overtime have been prepared by the Personnel Department and reviewed by C.S.E.A.

These proposed changes have, also, been considered by the Board Subcommittee on Educational Policies. A copy of the proposed changes is included in the attachment.

It is recommended that these changes to the Classified Rules and Regulations be adopted.

3. STUDENT ACTIVITIES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN ARTS DEGREE

Attachment 3.2

The Superintendent recommends that the Board of Trustees confer upon each of the candidates (416) listed in the attachment the Associate in Arts Degree, subject to completion of the State and local requirements.

3.3 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN SCIENCE DEGREE

Attachment 3.3

The Superintendent recommends that the Board of Trustees confer upon each of the candidates (108) listed in the attachment the Associate in Science Degree, subject to the completion of the State and local requirements for the degree.
3. **STUDENT ACTIVITIES - continued:**

3.3 **RECOMMENDED APPROVAL OF POLICY AND GUIDELINES FOR IMPLEMENTATION OF POLICY ON THE RELEASE AND DISCLOSURE OF INFORMATION FROM STUDENT RECORDS**

Enclosure #3

On May 6, 1976, the Board received a proposed policy statement and guidelines regarding control of student records.

The Educational Policies Committee of the Board considered the policy and guidelines on May 19, 1976 and recommends approval.

4. **CURRICULUM AND INSTRUCTION**

4.1 **RECOMMENDED APPROVAL OF NEW COURSES FOR THE 1976-77 SCHOOL YEAR**

Enclosure #4

Enclosure #4 contains the proposed prioritized list of new courses for the 1976-77 school year.

Dr. Betty Dean, Teacher/Coordinator of Educational Planning and Curriculum, will be present to speak to this item.

4.2 **RECOMMENDED APPROVAL OF DISTRICT PLAN FOR COOPERATIVE WORK EXPERIENCE FOR 1976-78**

Enclosure #5

The California Community Colleges has, in order to be consistent throughout the State, developed a new format for District Plans for Cooperative Work Experience, and has set a submittal date of June 7, 1976 for this year. These plans are to be submitted biennially. Enclosure #5 contains the plan for Santa Barbara City College that meets the new requirements, Title V mandates, and District policies.

It is recommended that the District Plan for Cooperative Work Experience for 1976-78 be approved.

4.3 **REPORT OF RESULTS OF SPECIAL VEA-FUNDED PROJECT**

Attachment 4.3

Attachment 4.3 contains a brief summary of the results obtained from a special VEA-funded project carried out in cooperation with the EOPS Program and the Career Development office.
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. P56-2475 through and including P56-2649.

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 A GIFT OF AN UPRIGHT FREEZER FROM DR. DAVID SHELVER

Attachment 5.2-a

Dr. Shelver has generously offered an upright freezer to the Life Science Department to be used for the storage of materials. The freezer has an estimated value of $550.

The Superintendent recommends acceptance of the freezer and requests authorization to send a letter of appreciation.

b. REPORT OF OPERATIONS OF STUDENT FINANCE FOR PERIOD ENDING MARCH 31, 1976

Enclosure #6

Enclosure #6 contains a report on the operations of Student Finance for the period ending March 31, 1976, and is presented for information.

c. RECOMMENDED APPROVAL OF DESTRUCTION OF RECORDS

Attachment 5.2-c

It is requested that staff be given permission to submit a letter to the Historian, State Archives, to forward Class 2 and Class 3 documents or be given permission for their destruction. The records listed in Attachment 5.2-c have been retained for the legal period of time as per Article 2, Section 3015 through 3019 of Title V.

Approval is recommended of the submission of the letter.
Agenda - REGULAR MEETING
Board of Trustees - SBCCD
May 27, 1976

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. RECOMMENDED APPROVAL TO ORDER SUPPLY AND EQUIPMENT ITEMS FOR FISCAL YEAR 1977

Because of delivery schedules, it is necessary that certain supply and equipment items required for the opening of the 1976-77 college year be ordered in advance of budget approval. Such orders are anticipated to be minimal.

The Superintendent recommends that the Board authorize the issuance of notices of intent to purchase selected supply and equipment items necessary for the 1976-77 college year in advance of budget adoption and that such authorization be limited to an amount not to exceed 50% of the total amount budgeted for supply items for the 1976-77 college year.

e. RECOMMENDED MODIFICATION OF POLICY REGARDING SUNDAY USE OF FACILITIES

Attachment 5.2-e

It has been the general policy of the District that facilities not be used on Sundays.

As indicated in the attached memo from Mrs. Rodrigues, community and college activities are increasing to the point that Sunday use is required to meet needs.

It is recommended that policy #20 of Rules and Regulations for Use of School Property for Public Purposes and as a Civic Center be eliminated.

Policy #20 reads: "It shall be the general policy that school property shall not be used on Sundays."

f. RECOMMENDED ALLOCATION OF FUNDS FOR LIFE SCIENCE SUPPLIES AND FOR PUBLICATIONS

Attachment 5.2-f

The Resources Allocation Review Board has considered and recommended approval of requests for $2,124.40 for supplies for the Life Science Department and $3,100 for publications.

It is recommended that the allocations be approved in these amounts.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

  g. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #76-081

  Attachment 5.2-g

  #76-081 in the amount of $900: To transfer funds from Salaries to Travel and Conference Account to offset expenses of the Counseling and Guidance Cost Center.

  Approval of the above appropriation transfer is recommended.

  h. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #76-080 AND #76-083 AND ADOPTION OF RESOLUTION No. 29 (1975-76)

  Attachment 5.2-h

  #76-080 in the amount of $1,728: To transfer funds from Contingencies to Supplies for expenditures in Life Science Division due to increase in classes during the 1975-76 year.

  #76-083 in the amount of $3,100: To transfer funds from Contingencies to Supplies for additional publication expenses incurred after development of the budget.

  It is recommended that Appropriation Transfers #76-080 and #76-083 be approved and Resolution No. 29 (1975-76) be adopted.

  i. RECOMMENDED RATIFICATION OF THE SUBMISSION OF THE APPLICATION FOR VETERANS' COST-OF-INSTRUCTION PAYMENTS

  Attachment 5.2-i

  Santa Barbara City College received funds for certain of its services to veterans from the Veterans' Cost-Of-Instruction Payments to Institutions of Higher Education. Funding for 1975-76 amounted to $65,826. The college is again eligible to apply for funds for 1976-77. Attachment 5.2-i contains the application which requires no matching funds of the District.

  It is recommended that the submission of the application for Veterans' Cost-Of-Instruction Payments be ratified.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

j. RECOMMENDED RATIFICATION OF THE SUBMISSION OF A PROPOSAL TO THE STATE DEPARTMENT OF EDUCATION FOR ADULT BASIC EDUCATION SERVICES

Enclosure #7

The State Department of Education, Adult Education Field Services Section, has invited applications for funds to conduct programs of basic education for adults. This grant will provide counseling services, teacher aides, and instructional materials for a program of basic English language skills under Continuing Education. The proposal was mailed to meet a May 10 deadline.

Ratification of the submittal of this grant proposal is recommended.

k. RECOMMENDED RATIFICATION OF THE SUBMISSION OF A PROPOSAL TO THE SANTA BARBARA COUNTY OFFICE OF CETA PROGRAMS FOR A WOMEN'S PROGRAM

Enclosure #8

The County Office of CETA Programs has allocated $50,000 for programs to assist women to find unsubsidized employment. Interested agencies have been invited to propose activities using these funds. This proposal is to provide counseling and tutorial assistance to chronically unemployed women to help them to pursue programs of occupational education at SBCC. The proposal was submitted to meet a May 21 deadline.

Ratification of the submittal of this grant proposal is recommended.

1. RECOMMENDED APPROVAL OF RENEWAL OF CONTRACT FOR COSMETOLOGY PROGRAM FOR PERIOD 8/2/76 - 8/1/77

Enclosure #9

It is time for renewal of a contract for the Cosmetology Program allowed under Title V of the California Administrative Code, Chapter 10, Article 1.

The proposed contract covers an enrollment of no more than 30 students for the year at a cost to the District of .0625 per student hour. Last year's contract covered 28 students at a cost of .50 per student hour.

It is recommended that the contract for the Cosmetology Program be approved as described in the enclosure.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

m. CONSIDERATION OF LOW BID AND AUTHORIZATION TO AWARD CONTRACT FOR CONSTRUCTION OF SITE DEVELOPMENT, PHASE I-B

Attachment 5.2-m

Bids for this project will be received on May 25, 1976. This second phase of the site development work includes the Pedestrian/Utilities Bridge. Attachment 5.2-m contains the anticipated time schedule and budget for this project. All required approvals have been received on this project.

The result of the bidding will be presented by staff at the meeting. A recommendation regarding acceptance of the low bid will be made at that time, and authorization will be requested to award a contract for construction.

n. RECOMMENDED APPROVAL OF CHANGE ORDER NO. 4, FIRE ACCESS ROAD FROM PERSHING PARK PROJECT, MELCHER CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-n

Change Order No. 4 deletes 86 linear feet of metal beam barricade along the Fire Access Road that was determined unnecessary by the project engineer. Unit prices were included in the base bid for the barricade as indicated in the attachment. This change order is a decrease of $622.64 to the contract.

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Approval is recommended of Change Order No. 4, Fire Access Road from Pershing Park Project, Melcher Construction Company, contractor, at a decrease of $622.64 to the contract price and no change in the completion date of May 18, 1976.
6. GENERAL INFORMATION

6.1 RECOMMENDED APPROVAL OF PROPOSED PROJECT OF THE FUND FOR SANTA BARBARA CITY COLLEGE

THE FUND FOR SANTA BARBARA CITY COLLEGE has received a pledge of $100,000 over a five-year period for purposes of preparing plans for Continuing Education Facilities for the District. Mr. Eli Luria, a private citizen and member of the Board of Directors of THE FUND, has offered to make $20,000 available each year for five years to support this major planning process. At a meeting of the Board of Directors of THE FUND on May 12, 1976, the offer and proposal of Mr. Luria were accepted by THE FUND and the secretary was directed to seek approval of the concept and the proposal by the Board of Trustees of the Santa Barbara Community College District.

It is recommended that the Board of Trustees approve the concept and the proposal of THE FUND and that the Superintendent-President be directed to express appreciation for the generous offer and forward-looking proposal of Mr. Eli Luria.

6.2 RECOMMENDED ADOPTION OF RESOLUTION No. 30 (1975-76) REGARDING ESTABLISHMENT OF A REGIONAL ADULT AND VOCATIONAL EDUCATION COUNCIL

Attachment 6.2

The District is asked to indicate its preference regarding the newly-required Adult and Vocational Education Council.

It is recommended that Resolution No. 30 (1975-76) be adopted indicating a preference for a single community college district Regional Council.

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

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, June 10, 1976 at 4:00 p.m. in the Board Room of Santa Barbara City College.

It is suggested that consideration be given to start this meeting at an earlier hour due to Commencement Exercises to be held on the same day starting at 5:00 p.m.