AGENDA

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

May 6, 1976

3:30 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 APRIL 22, 1976
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. STATEMENT PRESENTED TO THE BOARD OF GOVERNORS OF THE CALIFORNIA
         COMMUNITY COLLEGES

         Attachment 1.7-a

         Attachment 1.7-a contains the statement presented by Dr. Walter M. Garcia, President of California Community and Junior College Association, to the Board of Governors of the California Community Colleges on April 21, 1976.

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS,
             SUBSTITUTES, AND CHANGES FOR PREVIOUSLY-APPROVED HOURLY
             INSTRUCTORS

             Attachment 2.1-a(1)

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

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

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(3)

b. NON-ROUTINE

(1) RECOMMENDED AMENDMENT TO CERTIFICATED SABBATICAL LEAVE POLICY

It is recommended that the certificated sabbatical leave policy be amended as indicated below:

"REPORT ON SABBATICAL

Upon returning from leave, and within four months after resumption of duties, the employee shall file three copies of a written report — one with the office of the Superintendent/President and two with the Professional Standards and Leave Committee. When formal college credit has been earned during the leave, an official transcript will also be required."

*After circulation to Board of Trustees, this copy will be placed in the employee's file in the Personnel Office.

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 ACCEPTANCE OF RESIGNATION: VALERIE S. VALLEJO, TYP.CLK., SECRETARIAL SUPPORT SERVICES (CETA TEMPORARY POSITION), EFFECTIVE 5/21/76

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

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: WILLIAM B. REGIS, LIBRARY ASST., LIBRARY, EFFECTIVE 5/5/76 FOR APPROXIMATELY 3-4 WEEKS

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: JULIETTE D. SANGSTER, INT.TYP.CLOK., LIBRARY, EFFECTIVE 5/3/76 FOR APPROXIMATELY 6 WEEKS

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF RETIREMENT: NAOMA R. HAYNES, SR. ACCT.CLK., CONTINUING EDUCATION DIVISION, EFFECTIVE 6/30/76

Attachment 2.2-b(3)

2.3 GENERAL PERSONNEL

No items

3. STUDENT ACTIVITIES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 PRESENTATION OF PROPOSED POLICY AND ADMINISTRATIVE GUIDELINES ON THE RELEASE AND DISCLOSURE OF INFORMATION FROM STUDENT RECORDS

Enclosure #1

It is recommended that the proposed policy and administrative guidelines for compliance with the requirements of the Family Education Rights and Privacy Act of 1974 and with California State laws be referred to the Board Educational Policies Subcommittee for study and recommendation.
4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED ADOPTION OF RESOLUTION No. 26 (1975-76) APPOINTING FOUR MEMBERS TO REGIONAL ADULT AND VOCATIONAL EDUCATION COUNCIL

Attachment 4.1

In accordance with guidelines established in Title 5, California Administrative Code, to implement legislation establishing Regional Adult and Vocational Education Councils, the District is entitled to select the four community college representatives for the council in which the District has membership.

It is recommended that Resolution No. 26 (1975-76) be adopted appointing Mr. Abelino Bailon, Dr. Martin Bobgan, Mr. Melvin Elkins, and Mrs. Harriet Leckie as District Representatives to the council.

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. P56-2395 through and including P56-2474.

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 PERIOD ENDING APRIL 30, 1976

Attachment 5.2-a

Attachment 5.2-a contains the inspectors' reports for the following construction projects:

Report No. 33 - Vocational Technology Building
Report No. 17 - Drama/Music Building
Report No. 7 - Site Development Phase I-A
Report No. 11 - Library Modifications
Report No. 11 - Fire Access Road
Report No. 4 - Children's Center
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED ACCEPTANCE OF GIFT OF FURNITURE FROM THE ASSOCIATED STUDENT BODY OF SANTA BARBARA CITY COLLEGE

Attachment 5.2-b

The Associated Student Body of Santa Barbara City College has offered as a gift to the College the furniture that has been recently purchased and placed in the newly-established Students' Lounge in the Campus Center. Assistance will, also, be provided by the students for maintenance.

It is recommended that the Board accept this generous gift from the Associated Student Body of Santa Barbara City College and authorize the staff to send a letter of appreciation.

c. RECOMMENDED ACCEPTANCE OF GIFT OF EQUIPMENT FROM OCEAN SYSTEMS, INC., FOR THE MARINE TECHNOLOGY PROGRAM

Attachment 5.2-c

Ocean Systems, Inc., wishes to donate three Dreiger, Model SMS-1, semi-closed circuit rebreather units. These units are valued at $1,000 each for a total of $3,000. They are included in the diving apparatus and their function is to conserve the gas when diving with mixed gases and to remove CO₂ from the system. The equipment is to be used by the Marine Technology Program.

It is recommended that the Board accept the gift of three Dreiger, Model SMS-1, semi-closed circuit rebreather units from Ocean Systems, Inc., and to authorize the staff to send a letter of appreciation to Mr. W. J. Giannotti, Ocean Systems, Inc.

d. RECOMMENDED APPROVAL OF AGREEMENT WITH SANTA BARBARA HIGH SCHOOL DISTRICT REGARDING THE PERFORMANCE OF CERTAIN ADMINISTRATIVE SERVICES

Enclosure #2

For several years, the District has contracted with the Santa Barbara High School District for certain maintenance services at a direct cost plus 40% overhead. Health Services were included for a 1-year period only in the contract approved in July of 1973, and were discontinued as of June 30, 1974. This new contract is for 3 years and contains a 90-day cancellation clause.

It is recommended that the agreement with the Santa Barbara High School District, as contained in Enclosure #2, be approved for the period July 1, 1976 through June 30, 1979.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

e. RECOMMENDED APPROVAL OF SUBMITTAL OF 1976-77 CHILDREN'S CENTER APPLICATION

Enclosure #3

Enclosure #3 contains the application, including the proposed budget, for renewal of the Children's Center program for the 1976-77 fiscal year.

It is recommended that approval be given for submittal of the application to the California State Department of Education for renewal of the Children's Center Program for the 1976-77 fiscal year.

f. RECOMMENDED APPROVAL OF SUBMITTAL OF APPLICATION FOR NURSING STUDENT LOAN AND SCHOLARSHIP FUNDS FOR 1976-77

Enclosure #4

Enclosure #4 contains the application to participate in the Nursing Student Loan and Scholarship Programs for the period July 1, 1976 through June 30, 1977. The scholarship portion does not require matching funds, however, the loan request requires 1/9 matching funds. If the loan request is allocated at 100% of the requested level, it would require $4,000 in district funds. Historically, the District has received about one-third of the amount requested. The application deadline is May 10.

It is recommended that approval be given for submittal of the application for Nursing Student Loan and Scholarship funds for 1976-77.

g. RECOMMENDED APPROVAL OF SUBMITTAL OF APPLICATION FOR FUNDS UNDER VOCATIONAL EDUCATION AMENDMENTS OF 1968 (P.L. 90-576), PARTS A, B AND F FOR 1976-77

Enclosure #5

Enclosure #5 contains an application for Part A funds allowed for and in compliance with Vocational Education Amendments of 1968 and is designed for disadvantaged persons seeking occupations and careers.

Part B and Part F of the application, together with the assurances, finalize the request for entitlement funds to be used for the 1976-77 school year.

Approval is requested for submittal of the application for funds under Vocational Education Amendments of 1968, Parts A, B and F for the 1976-77 school year, as described in Enclosure #5.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RECOMMENDED APPROVAL OF ALLOCATION OF FUNDS FOR SUNDAY LIBRARY SERVICE AND FOR PURCHASE OF A PIANO

Attachment 5.2-h

Students, members of the faculty, and the Head Librarian have requested that the library be open on Sunday afternoons for the remainder of the semester. A significant number of students have requested that the weekend service be tried once again. The proposal has been reviewed and is recommended by the Representative Council and the Resources Allocation Review Board.

A request from Continuing Education for the purchase of a piano has been reviewed and approved by the Resources Allocation Review Board.

It is recommended that $298 be allocated for Sunday Library service for the remainder of the semester, and that $650 be allocated for purchase of a piano for the Continuing Education Division.

i. RECOMMENDED APPROVAL OF ALLOCATION OF FUNDS FOR PURCHASE OF COPIES OF "THE ASCENT OF MAN" SERIES

Attachment 5.2-i

As described in Attachment 5.2-i, Mr. Dennis Ringer is requesting that one of the approved Innovative Projects be approved at this time for funding because of a unique opportunity to save significantly on the cost.

It is recommended that this project be approved and that approximately $4,000 be allocated for purchase of two copies of the series "The Ascent of Man".

j. REQUEST FOR USE OF PARKING LOT 2C (NEAR LA PLAYA STADIUM) FOR SEMANA NAUTICA SPORTS CAR SLALOM

Attachment 5.2-j

A request has been received from Mr. Ken Kellogg, Chairman of Semana Nautica, for the use of Lot 2-C for a sports car slalom for the Santa Barbara Sports Car Club. The club would like to use the area for the day (Sunday) of June 27, 1976, 8:00 am until 8:00 pm with the event itself starting at 10:00 am and ending approximately 5:00 pm.

Mr. Kellogg, Mr. David Pratt, Club President, and Ms. Barbara Adams of the Santa Barbara Recreation Department will be present to speak to this request.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #76-063, #76-064 AND #76-065

Attachment 5.2-k

#76-063 in the amount of $199: To transfer funds from Supplies to Travel and Conference for additional travel expenses for the EOP Department.

#76-064 in the amount of $500: To transfer funds from Salaries to Student Aid Account which was issued to Student Finance for additional monies needed for direct grant to students.

#76-065 in the amount of $425: To transfer funds from Other Operating Expense to Supplies within the Health Occupation Division to offset excess expenses for the Dental Assisting Cost Center.

Approval of the above-listed appropriation transfers is recommended.

1. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #76-061 AND #76-062 AND ADOPTION OF RESOLUTION No. 27 (1975-76)

Attachment 5.2-1

#76-061 in the amount of $298: To transfer funds from Contingencies to Classified Salaries for the purpose of Library services on Sundays as recommended by RARB.

#76-062 in the amount of $650: To transfer funds from Contingencies to Equipment Account to purchase a piano for the Continuing Education Division as recommended by RARB.

It is recommended that Appropriation Transfers #76-061 and #76-062 be approved and Resolution No. 27 (1975-76) be adopted.

m. RECOMMENDED AUTHORIZATION FOR COUNTY SUPERINTENDENT TO MAKE TRANSFERS IN DISTRICT FUNDS AND ADOPTION OF RESOLUTION No. 28

Attachment 5.2-m

In accordance with Education Code Section 20952, the Board of Trustees is asked annually to authorize the County Superintendent to make transfers between the Undistributed Reserve and any expenditure classifications to balance the budget.

It is recommended that the Board authorize the County Superintendent to make the necessary transfers in Santa Barbara Community College District funds for this year and adopt Resolution No. 28 (1975-76).
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

n. PRESENTATION OF REPORT OF THE DISTRICT’S FINANCIAL STATUS FOR THE QUARTER ENDING MARCH 31, 1976

Enclosure #6

Enclosure #6 contains the financial report for the quarter ending March 31, 1976 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 and respond to questions.

o. REPORT SUMMARY OF OPERATIONS OF CAMPUS BOOKSTORE FOR PERIOD ENDING MARCH 31, 1976

Attachment 5.2-o

Attachment 5.2-o presents a summary of operations of the Campus Bookstore for the period July 1, 1975 through March 31, 1976.

p. RECOMMENDED ACCEPTANCE OF THE ELEVATOR PORTION OF THE LIBRARY MODIFICATIONS PROJECT AS SUBSTANTIALLY COMPLETE

Attachment 5.2-p

As per the architect's letter in the attachment, the elevator portion of this project was substantially complete as of April 27, 1976. Six punch list items have been listed for the contractor and are anticipated to be completed by Board meeting time. The Notice Of Completion will not be filed until the total Library Modifications Project is complete and all required approvals and conditions of the contract are satisfied.

It is recommended that the elevator portion of the Library Modifications Project be accepted as substantially complete as of April 27, 1976.
5. BUSINESS SERVICES — continued:

5.2 NON-ROUTINE — continued:

q. RECOMMENDED APPROVAL OF EMPLOYMENT OF PENFIELD & SMITH, ENGINEERS, INC., FOR SURVEY OF LOMA ALTA DRIVE

Attachment 5.2-q

The District has been negotiating with the City for some time about the scope and schedule of Loma Alta improvements. The recent pedestrian bridge agreement listed certain improvements to Loma Alta that would be accomplished by the District. The improvements included left-turn lanes, curbs and gutter, sidewalk, some earthwork, and one-half the cost of replacing the Hondo Valley storm drain.

The Marine Technology Building, now under consideration, will provide a portion of these improvements, namely curb, gutter, and sidewalk on the east side of Loma Alta from the mineral rights area and north approximately 300'. The City wants to prepare engineering plans for Loma Alta from Shoreline to Cliff Drive prior to our completing the Marine Technology drawings. The letters in the attachment from the Public Works Department indicate the work that would be performed by the City, and the survey requirements requested of the District. Proposals for the survey have been received by Penfield & Smith and U.S. Grant and Son.

It is recommended that approval of the employment of Penfield & Smith, Engineers, Inc., be given for survey work at Loma Alta Drive at a cost not to exceed $2,800.

r. PRESENTATION OF COLOR SCHEDULE FOR DRAMA/MUSIC FACILITY

Representatives of the architect on the Drama/Music Facility project will present the proposed color schedule for the project.

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 27, 1976 at 4:00 pm in the Board Room of Santa Barbara City College, Santa Barbara, California.