AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

June 10, 1976

3:00 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 - Item 2.1-b(8)
   1.5 MINUTES OF SPECIAL MEETING OF MAY 20, 1976
     MINUTES OF REGULAR MEETING OF MAY 27, 1976
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. 1976 CSBA DELEGATE ASSEMBLY NOMINATIONS
         Attachment 1.7-a

         Notice has been received that nominations for CSBA Delegate
         Assembly for 1976 are open from June 1 through July 15.
         If the Board wishes to nominate candidate(s), or to consider
         the nomination of candidates, such action can be scheduled
         for the June 24 or July 8 Board meeting.

   1.8 RECOMMENDED APPOINTMENT OF ACTING ASSISTANT SECRETARY-CLERK

         Dr. Donald K. Sorsabal is serving as a consultant in Business
         Services on a day-to-day basis for June and July.

         It is recommended that he be appointed acting Assistant
         Secretary-Clerk to the Board of Trustees for the period June 12,

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL
   a. ROUTINE

      (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS
         Attachment 2.1-a(1)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

   a. ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS
    AND SUBSTITUTES, CONTINUING EDUCATION DIVISION
    Attachment 2.1-a(2)

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

   b. NON-ROUTINE

(1) RECOGNITION OF DEATH (TERMINATION): ELIZABETH A.
    JENNINGS
    Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT: KLAUS D. WILLS,
    CHAIRPERSON, CHEMISTRY DEPARTMENT, EFFECTIVE 7/1/76
    Attachment 2.1-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: GARY L. CARROLL,
    INSTRUCTOR, CHEMISTRY (NEW POSITION), EFFECTIVE 9/1/76
    Attachment 2.1-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: M'LISS GARZA,
    ASST. LIBRARIAN (NEW POSITION), EFFECTIVE 9/1/76
    Attachment 2.1-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT: JOHN T. MATSUI,
    INSTRUCTOR, BIOLOGY (REPLACING M. WAUGHTELL), EFFECTIVE
    9/1/76
    Attachment 2.1-b(5)

(6) RECOMMENDED APPROVAL OF APPOINTMENT: PATRICIA A.
    MOORHOUSE, COORDINATOR/COACH/INSTRUCTOR, WOMEN'S
    ATHLETICS (NEW POSITION), EFFECTIVE 9/1/76
    Attachment 2.1-b(6)

(7) RECOMMENDED APPROVAL OF APPOINTMENT: DAVID K. SHELVER,
    INSTRUCTOR, ASSIGNED TO COMMUNITY SERVICE AND CONTINUING
    EDUCATION FOR 1976-77 COLLEGE YEAR
    Attachment 2.1-b(7)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(8) RECOMMENDED APPROVAL OF APPOINTMENT OF DR. DONALD K.
SORSABAL TO THE POSITION OF ASSISTANT SUPERINTENDENT,
BUSINESS SERVICES, AND RECOMMENDED APPROVAL OF FOUR-
YEAR CONTRACT WITH DR. SORSABAL.

It is recommended that, in accordance with the provisions of Education Code Section 13402, Dr. Donald K. Sorsabal be re-employed as the Chief Business Official of the District with the position title of Assistant Superintendent, Business Services.

It is recommended, further, that the District enter into a four-year contract for the services of Dr. Donald K. Sorsabal beginning August 2, 1976.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS, AND HOURLY
APPOINTMENTS FOR CONTINUING EDUCATION DIVISION
Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF MATERNITY LEAVE OF ABSENCE WITH-
OUT PAY, NAOMI SULLWOLD, GEO.LUILLRATOR/CARTO.AIDE,
EARTH SCIENCES, EFFECTIVE 9/1/76, APPROXIMATELY 4 MONTHS
Attachment 2.2-a(2)

(3) RECOMMENDED ACCEPTANCE OF RESIGNATION: MARGARET BOESCHEN,
SR.SECRETARY, FACILITIES DEVELOPMENT, EFFECTIVE 6/30/76
Attachment 2.2-a(3)

(4) RECOMMENDED ACCEPTANCE OF RESIGNATION: DOLORES DAVIES,
INT.ACCT.CLK., ACCOUNTING, EFFECTIVE 7/31/76
Attachment 2.2-a(4)

(5) RECOMMENDED ACCEPTANCE OF RESIGNATION: LESLIE McBAIN,
TUTOR II, TUTORIAL CENTER, EFFECTIVE 6/10/76
Attachment 2.2-a(5)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(6) RECOMMENDED ACCEPTANCE OF RESIGNATION: LOUIS J. SCHILLING, CUSTODIAN, FACILITIES & OPERATIONS, EFFECTIVE 7/30/76
Attachment 2.2-a(6)

(7) RECOMMENDED ACCEPTANCE OF RESIGNATION: MARCELLA WOOLFOLK, SECRETARY, ALHECAMA THEATRE, EFFECTIVE 9/17/76
Attachment 2.2-a(7)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF TEMPORARY POSITION, SPECIAL PROGRAM ASSISTANT (CAREER DEVELOPMENT-EOPS), RANGE 33, EFFECTIVE 9/1/76
Attachment 2.2-b(1)

On July 10, 1975, the Board approved a temporary position, Human Relations Assistant, to assist in the Career Development office. The position was funded one-half by EOPS and one-half by VEA, Part A. This position, now titled Special Program Assistant, is again requested. It will be funded through VEA and EOPS. The VEA portion is pending approval. It is anticipated that these funds will be available for several years, therefore, it is requested that the position be announced as a temporary position with the possibility of becoming permanent.

The position is designed to work with EOPS students in the Career Development facility. The duties include providing career counseling for students, administering appropriate tests and providing employment placement service for students leaving the EOPS program and supervising VEA peer counselors working with vocational and pre-vocational EOPS students.

It is recommended that the temporary position of Special Program Assistant (Career Development-EOPS) be approved as described, and that the position be announced as a temporary position with the possibility that the position may become permanent at a later date, and that, if the position becomes permanent, the incumbent may be appointed to the permanent position without further competition required.

(2) RECOMMENDED APPROVAL OF APPOINTMENT: STELLA CASTELLANOS, INT.TYP.CLK., PERSONNEL DEPT., (NEW POSITION) EFFECTIVE 7/1/76
Attachment 2.2-b(2)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(3) RECOMMENDED APPROVAL OF APPOINTMENT: JOSEPH L. McENULTY, SECURITY PATROL OFFICER (GRAVEYARD SHIFT), FACILITIES & OPERATIONS (REPLACING: R. COOKSON), EFFECTIVE 6/11/76
Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: LINDA J. TAYLOR, SR.ACCT.CK., CONTINUING EDUCATION (REPLACING N. HAYNES), EFFECTIVE 6/10/76
Attachment 2.2-b(4)

(5) RECOMMENDED ADOPTION OF RESOLUTION No. 31 (1975-76) EXPRESSING APPRECIATION TO MRS. THELMA A. NIELSEN FOR 30 YEARS SERVICE AS A SCHOOL AND COLLEGE EMPLOYEE
Attachment 2.2-b(5)

As the 1975-76 college year draws to a close, it is appropriate to give special recognition to an employee of the District who is completing 30 years of service in the schools of Santa Barbara and Santa Barbara City College.

Adoption of Resolution No. 31 (1975-76) is recommended to recognize Mrs. Thelma A. Nielsen.

2.3 GENERAL PERSONNEL

a. RECOMMENDED APPROVAL OF AFFIRMATIVE ACTION GOALS AND TIMETABLES

Enclosure #1

Enclosure #1 contains proposed Affirmative Action Goals and Timetables. The proposed policy has been reviewed by the Board Subcommittee on Educational Policies. On May 19, the subcommittee approved the policy for submission to the full Board.

It is recommended that the proposed Affirmative Action Goals and Timetables be approved.

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS
4. CURRICULUM AND INSTRUCTION

4.1 REPORT OF CONTINUED ACCREDITATION OF A.D.N. PROGRAM

Attachment 4.1

Attachment 4.1 contains the report of the recent visitation of an accreditation team to review the A.D.N. Program.

The visit has resulted in continued accreditation of the program. The report contains both commendations and recommendations for further improvement.

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. P56-2650 through and including P56-2782.

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 MAY 28, 1976

Attachment 5.2-a

The attachment contains the inspectors' reports for the following construction projects:

Report No. 19 - Drama/Music Facility
Report No. 9 - Site Development, Phase I-A
Report No. 8 - Children's Center
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

   b. RECOMMENDED ACCEPTANCE OF REDWOOD TREE FROM COLLEGE OF THE REDWOODS

      In connection with the Bicentennial celebration, the College of the Redwoods is making available 1,000 coast redwood trees. One of those trees has been sent to Santa Barbara City College.

      It is recommended that the gift be accepted, that the gardening staff be asked to plant the tree in a suitable location on the campus, and that the Secretary/Clerk be directed to send a letter of appreciation to the College of the Redwoods.

   c. RECOMMENDED APPROVAL OF CHANGE ORDER No. 10, DRAMA/MUSIC FACILITY PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

      Attachment 5.2-c

      Change Order No. 10 provides supplementary drawings to the contractor for installing the roof tile and mezzanine mullions. There is no addition nor deduction to the contract price, nor modification to the completion date.

      Original contract price  $ 3,087,000.00
      Change Orders No. 1 - 9  +  93,126.50
      $ 3,180,126.50
      Change Order No. 10  -0-
      New Contract Price...$ 3,180,126.50

      The Superintendent recommends approval of Change Order No. 10, Drama/Music Facility Project, Don Greene Contractor, Inc., contractor, at no cost to the District, and no change in completion date of October 3, 1976.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. RECOMMENDED APPROVAL OF CHANGE ORDER No. 1, DRAMA/MUSIC FACILITY
MAIN THEATRE SOUND AND COMMUNICATIONS SYSTEM, ACROMEDIA CORP.,
CONTRACTOR

Attachment 5.2-d

Change Order No. 1 furnishes an Altec #1650-1/3 Octave
Equalizer in lieu of the Altec #9860 Equalizer specified. The
substitution is to allow an improved model of octave equalizer
to be used. There is no addition nor deduction to the contract
price, and no modification to the completion date.

Original contract price $63,543
Change Order No. 1 $0
New Contract Price........$63,543

It is recommended that approval be given of Change Order
No. 1 to the contract with Acromedia Corp., contractor, Drama/
Music Facility Main Theatre Sound and Communications System,
at no cost to the District and no change in the completion date
of September 1, 1976.

e. RECOMMENDED EMPLOYMENT OF PENFIELD AND SMITH ENGINEERS, INC.,
FOR CONSULTING SERVICES TO PREPARE DEDICATION DESCRIPTION FOR
THE CHILDREN'S CENTER PROPERTY

Attachment 5.2-e

The widening of Weldon Drive, installation of curbs, gutters,
and sidewalks at the Children's Center will require dedication of
some additional land to the City of Santa Barbara for street right-
of-way. A legal description will be required of the additional
land. Attachment 5.2-e contains a proposal letter from Penfield
and Smith to provide this documentation.

It is recommended that approval be given for the employment
of Penfield and Smith Engineers, Inc., for consulting services
in preparing dedication description as described in Attachment
5.2-e at a cost not to exceed $100.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED EMPLOYMENT OF PENFIELD AND SMITH ENGINEERS, INC., FOR CONSULTING SERVICES TO PREPARE EASEMENT DESCRIPTION FOR A GAS METER LOCATED ON DISTRICT PROPERTY

Attachment 5.2-f

The new gas meter installed as a part of the Site Development, Phase I-A, Project extends beyond the present right-of-way line near Cliff Drive and will require an easement. Attachment 5.2-f contains a proposal letter from Penfield and Smith to provide field location and a legal description of the gas meter easement area.

It is recommended that approval be given for the employment of Penfield and Smith Engineers, Inc., for consulting services in preparing an easement description as described in Attachment 5.2-f, at a cost not to exceed $250.

g. RECOMMENDED ACCEPTANCE OF THE FIRE ACCESS ROAD FROM PERSHING PARK PROJECT AND REQUEST FOR AUTHORIZATION TO FILE A NOTICE OF COMPLETION

Attachment 5.2-g

Engineers Martin & Northart have certified that the construction of this project is sufficiently complete in accordance with the contract documents to allow the District to occupy the site for the use intended. The engineers' letter details punch-list items and conditions of the contract which are anticipated to be completed by Board meeting time.

It is recommended that the Fire Access Road From Pershing Park project be accepted as substantially complete as of May 18, 1976, and authorization be given to file the Notice of Completion, subject to completion of all punch-list items and conditions of the contract.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RECOMMENDED ACCEPTANCE OF THE LIBRARY MODIFICATIONS PROJECT, FRED H. CLYDE, INC., CONTRACTOR, AND REQUEST FOR AUTHORIZATION TO FILE A NOTICE OF COMPLETION

Attachment 5.2-h

The architect has certified that the construction of this project is sufficiently complete in accordance with the contract documents to allow the District to occupy the facility for the use intended. The Certificate of Substantial Completion in the attachment indicates 8 punch-list items which are to be completed by Board meeting time. The Notice Of Completion will not be filed until all punch-list items are complete and all conditions of the contract are satisfied.

It is recommended that the Library Modifications project be accepted as substantially complete as of May 26, 1976, and authorization be given to file the Notice Of Completion, subject to completion of all punch-list items and conditions of the contract.

i. RECOMMENDED APPROVAL OF TESTING LABORATORY FOR REQUIRED SOILS AND MATERIALS TESTING SERVICES FOR THE SITE DEVELOPMENT, PHASE I-B, PROJECT

Plans and specifications for the Site Development, Phase I-B, Project require soils and materials testing during the construction period. Proposals for these services will be presented at the Board meeting along with a recommendation for Board consideration.

j. PRESENTATION OF TENTATIVE BUDGET FOR 1976-77

Enclosure #2

Enclosure #2 is a tentative budget for the 1976-77 year. It is presented for information and study. Because legislation has not been approved for community college funding for 1976-77, it is extremely difficult to develop firm budget figures.

Copies of the enclosure will be distributed at the meeting.
6. GENERAL INFORMATION

6.1 RECOMMENDED ADOPTION OF RESOLUTION No. 32 (1975-76) EXPRESSING APPRECIATION TO MR. ELI LURIA

Attachment 6.1

The Board of Trustees at the last meeting requested that a resolution be prepared recognizing and showing appreciation for the exciting, far-reaching, generous gift and proposal of Mr. Eli Luria.

It is recommended that Resolution No. 32 (1975-76) be adopted.

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

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, June 24, 1976 at 4:00 pm in the Board Room of Santa Barbara City College, Santa Barbara, California.