AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

July 22, 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 JULY 8, 1976

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

   a. RECOMMENDED ADOPTION OF RESOLUTION No. 2 (1976-77) IN MEMORY
      OF MR. JAMES R. GARVIN

         Enclosure #1

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

   a. ROUTINE

      (1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS:
          MICHAEL PETRACCA, INSTRUCTOR FOR EVENING HIGH SCHOOL
          PROGRAM, CONTINUING EDUCATION DIVISION, EFFECTIVE
          9/13/76 - 6/18/77

         Attachment 2.1-a(1)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED ADOPTION OF CERTIFICATED SALARY SCHEDULE FOR 1976-77

Enclosure #2

On July 8, 1976, the Board of Trustees approved adjustments in salary and personnel benefits for certificated personnel. Those adjustments have been incorporated in the schedules provided in Enclosure No. 2.

The Representative Council of the Academic Senate, in response to a suggestion from the Personnel Office, has recommended that the deadline for submitting applications for salary class transfer be changed from March 15 to April 15. That change has been incorporated in Section 5.03-b.

It is recommended that the 1976-77 Certificated Salary Schedule be approved as amended.

(2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, SUBSTITUTES, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION, FALL TERM, 1976

Enclosure #3

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY APPOINTMENTS, EFFECTIVE 7/1/76

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: COLLEGE WORK-STUDY (ON- AND OFF-CAMPUS), VEA AND GENERAL PROGRAMS

Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS: RICHARD HATHAWAY, LAB.TCH.ASST., CONTINUING EDUCATION DIVISION, EFFECTIVE 9/13/76 - 6/18/77

Attachment 2.2-a(3)

(4) RECOMMENDED ACCEPTANCE OF RESIGNATION: JON D. HARRIS, LAB. TCHG.ASST., H.R.M. PROGRAM, EFFECTIVE 7/1/76

Attachment 2.2-a(4)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF YEARLY SALARY INCREMENTS

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF LONGEVITY INCREMENT (20 YRS.): EVALYN STAFFORD, PROGRAM PLANNING ASST., CONTINUING EDUCATION DIVISION, EFFECTIVE 8/1/76

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF NEW POSITION, INT.ACCOUNT CLK. (23), BOOKSTORE

Attachment 2.2-b(3)

On April 22, 1976, the Classification and Salary Study for classified employees was approved. Included in that study was a proposed new position of intermediate account clerk for the Bookstore.

On July 8, 1976, the Board approved funding for an Intermediate Account Clerk 23 for the Bookstore. The position will be funded through Bookstore funds, except for personnel benefits.

It is recommended that the position of Intermediate Account Clerk (23), 12-months, full-time, for the Bookstore, be approved.

(4) RECOMMENDED APPROVAL OF WORKING-OUT-OF-CLASSIFICATION: STELLA CASTELLANOS, SR.TYP.CLK., PERSONNEL DEPT., EFFECTIVE 7/12/76

Attachment 2.2-b(4)

On June 9, 1976, Francesca Parker, Sr.Typ.Clk., Personnel Department, went on a 3-month medical leave of absence. On that date, Stella Castellanos, Int.Typ.Clk., was assigned to perform duties normally performed by Mrs. Parker. Mrs. Castellanos has since assumed full responsibility for all the duties of Sr.Typ.Clk. in the Personnel Department. It is appropriate that she be paid for working out of classification as of July 12, 1976, the date full responsibility was assumed by Mrs. Castellanos.

It is recommended that working-out-of-classification pay as Sr.Typ.Clk. 25 be approved for Stella Castellanos, effective 7/12/76 through the duration of Francesca Parker's medical leave.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(5) RECOMMENDED APPROVAL OF DEPARTMENT REORGANIZATION (FACILITIES & OPERATIONS), AND RECLASSIFICATION OF GROUNDSKEEPER, LEAD 31, EFFECTIVE 8/1/76

Attachment 2.2-b(5)

As a result of the recent classification study by Employee Management Services, the position of Grounds Supervisor 35 was reclassified as Groundskeeper, Lead 31. The Department Head feels that it is essential for control and effectiveness in the Facilities & Operations Department that this supervisory position be retained, and he has taken steps to reorganize the department to support the position of Grounds Supervisor. The reorganization is described in the attachment. This structure the department so that the Grounds Supervisor is working at the same level as is the Custodial Supervisor.

In view of the department's expressed need for a Grounds Supervisor to handle the District's Grounds Maintenance Program and the recent requirements under the Rodda Act for designating Management and Supervisory employees, it is appropriate that the department be reorganized and that the position of Groundskeeper, Lead 31 be reclassified to Grounds Supervisor 33. An appropriate job description is, also, in the attachment. This request for position reclassification is in accordance with the policies and procedures regarding reclassifications due to organization change in the Classified Rules and Regulations (Section 1210).

It is recommended that this department reorganization be approved and the position of Groundskeeper, Lead 31 (Jose Salcedo, incumbent) be reclassified to that of Grounds Supervisor 33, effective August 1, 1976.

(6) RECOMMENDED APPROVAL OF AMENDMENTS TO CLASSIFIED RULES AND REGULATIONS, SECTION 1350, WORK PERIODS AND OVERTIME

Attachment 2.2-b(6)

Due to a recent Federal court decision, the Fair Labor Standards Act provisions relating to hours of work and overtime will no longer apply to the District policies relating to overtime. It is, therefore, appropriate that Section 1350, Work Periods and Overtime, be amended as indicated in the attachment.

It is recommended that Classified Rules and Regulations, Section 1350, be amended as indicated in the attachment.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(7) RECOMMENDED APPROVAL OF APPOINTMENT: MARILYN A. BERNSTEIN, TUTOR II, TUTORIAL CENTER (ENGLISH), REPLACING PAT PATTERSON-HART, EFFECTIVE 9/1/76

Attachment 2.2-b(7)

(8) RECOMMENDED APPROVAL OF APPOINTMENT: DAVID CHAVEZ, CUSTODIAN, FACILITIES & OPERATIONS (REPLACING L. SCHILLING), EFFECTIVE 8/2/76

Attachment 2.2-b(8)

(9) RECOMMENDED APPROVAL OF APPOINTMENT: HAROLD H. HENNE, GROUNDSKEEPER (NEW POSITION—WEST CAMPUS), FACILITIES & OPERATIONS, EFFECTIVE 7/26/76

Attachment 2.2-b(9)

(10) RECOMMENDED APPROVAL OF APPOINTMENT: WILLIAM H. JOHNSON, TUTOR II, TUTORIAL CENTER (ENGLISH), REPLACING L. MC Bain, EFFECTIVE 9/1/76

Attachment 2.2-b(10)

(11) RECOMMENDED APPROVAL OF APPOINTMENT: GERALD PALACIO, CUSTODIAN (NEW POSITION—½ VOC. TECH. BLDG. and ½ DRAMA/MUSIC BLDG.), FACILITIES & OPERATIONS, EFFECTIVE 7/26/76

Attachment 2.2-b(11)

(12) RECOMMENDED APPROVAL OF APPOINTMENT: RITA M. SELES, INT. ACCT. CLK., BOOKSTORE (NEW POSITION), EFFECTIVE 8/1/76

Attachment 2.2-b(12)
2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

a. RECOMMENDED APPROVAL OF PERSONNEL BENEFITS PROGRAM

On June 24, 1976 and July 8, 1976, the Board of Trustees approved an allocation of $1,195 per full-time employee for personnel benefits.

On June 21, the Personnel Benefits Committee recommended that the Personnel Benefits Program for 1976-77 be the same as for 1975-76.

It is recommended that the 1975-76 Personnel Benefits Program of the District be continued for 1976-77 with mandatory coverage for medical, life, and income protection insurance; with a choice of Blue Cross Foundation or Mission Medical as medical insurance carriers; and with life and income protection insurance programs as offered through the California Community College Association.

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF THE 1976-77 CO-CURRICULAR BUDGET

Attachment 3.2

Education Code, Section 25428, provides that the governing board of any district maintaining a community college may provide for co-curricular activities and for a budget for such purposes. Comparative budgets for co-curricular activities from the past several years are contained in the attachment. Mrs. Lynda Rodrigues, Assistant Dean of Student Activities, will be present to speak to this item.

It is recommended that the Co-curricular Budget for 1976-77, as contained in Attachment 3.2, be approved.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF FALL TERM COURSES, CONTINUING EDUCATION DIVISION

Enclosure #4

Enclosure #4 contains a list of courses proposed for the Fall term for the Continuing Education Division.

It is recommended that the list of courses for the Fall term, Continuing Education Division, as contained in Enclosure #4 be approved.
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. P56-2915 through and including P56-2986 (prior year), and Purchase Orders No. P67-0001 through and including P67-0222.

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 VETERANS COST-OF-INSTRUCTION PROGRAM ALLOCATION OF $36,709

Attachment 5.2-a

The Department of Health, Education, and Welfare has informed the District that the amount of $36,709 has been allocated to Santa Barbara City College for the purposes of carrying out programs designed to prepare educationally disadvantaged veterans for postsecondary education and to carry out active outreach, recruiting, counseling, and tutorial assistance programs. This is a continuation of an on-going program funded during past years.

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED ACCEPTANCE OF $1,000 FROM EXXON USA FOUNDATION

Attachment 5.2-b

The Exxon USA Foundation has, for the fourth time, offered a gift for assistance in the Marine Technology Program.

It is recommended that the funds be accepted and deposited for use in the Marine Technology Special Reserve Fund.

c. RECOMMENDED EXTENSION OF THE VENDING MACHINE CONTRACT

The District's contract with the Richardson Vending Company has the provision to extend the contract for an additional period, if no conditions of the contract are changed. The Richardson Vending Company has agreed to these conditions.

It is recommended that approval be given to extend the contract with the Richardson Vending Company for an additional year.

d. RECOMMENDED APPROVAL OF RENEWAL OF LEASE AGREEMENT FOR VETERANS' REPRESENTATIVES OFFICE SPACE

Attachment 5.2-d

The Veterans' Administration provides two veterans representatives to assist student veterans with their special needs.

Arrangements for office space are made through a lease with the Veterans' Administration. Attachment 5.2-d contains a proposed lease agreement for the period August 1, 1976 through July 31, 1977.

It is recommended that the lease agreement be approved.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. RECOMMENDED ACCEPTANCE OF GRANT FOR INSTRUCTIONAL EQUIPMENT UNDER TITLE VI-A OF HIGHER EDUCATION ACT

Attachment 5.2-e

In January, the Board approved the submission of an application to the Postsecondary Education Commission for a grant of $20,000 to purchase equipment for an electronic music laboratory and for the Anatomy/Physiology laboratories. The District has been notified that a grant of $7,946 has been awarded. This grant will require an equal amount in matching funds.

Recently the Postsecondary Education Commission notified the District by telephone that the amount of this grant will later be increased to the full amount in the original application. Official notification of this adjustment is expected in August. It will require an additional $13,763 in matching funds.

Of the $21,709 in matching funds required to accept this grant, approximately $18,000 has been budgeted for 1976-77. An additional $3,700 will be required. The proposed contingency reserve will be reduced by this amount if the full grant is made and accepted by the District. Also, funds would not be available to match other grants which may require district-matching.

Even though additional funds are required, it appears to be in the best interest of the District to accept the total grant in case it is funded because of the value to the two instructional programs involved.

It is recommended, therefore, that the Title VI-A grant be accepted as described.

f. PRESENTATION OF REQUEST FOR SUNDAY USE OF FACILITIES, UNITED NATIONS ASSOCIATION OF THE USA, SANTA BARBARA CHAPTER

Attachment 5.2-f

A request has been received for the use of the Campus Center on Sunday, October 24, 1976 by the United Nations Association. As noted in Attachment 5.2-f, arrangements have been made with Mr. John Dunn to provide a luncheon. It is agreed that the organization will pay for the actual costs for the use, plus the cost of the meal.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

g. RECOMMENDED APPROVAL OF DISTRICT INSTITUTIONAL MEMBERSHIP LIST FOR 1976-77

Attachment 5.2-g

Attachment 5.2-g contains the list of proposed institutional memberships for 1976-77. Dues for many of the organizations are computed on the basis of a formula based upon fall enrollment. It may be assumed that those dues will increase between 4 and 5 percent.

Dues for the Community College Television Consortium are recovered as a part of the District's program of Coordinated Instruction.

It is recommended that institutional memberships for 1976-77 be approved as indicated.

h. RECOMMENDED APPROVAL OF LIST OF INSURANCE COMPANIES FOR TAX SHELTERED ANNUITIES, 1976-77 YEAR

Attachment 5.2-h

Annually, the Board approves a master list of insurance companies who have requested permission to enroll District employees in their tax-sheltered annuity programs. All the companies listed in the attachment have filed the necessary documents required by Board policy.

It is recommended that approval be given of the insurance companies listed in Attachment 5.2-h for tax-sheltered annuity purposes for the 1976-77 year.

i. RECOMMENDED AUTHORIZATION TO AWARD A CONTRACT FOR LIBRARY MODIFICATIONS, PHASE II, PROJECT

Attachment 5.2-i

Bids for this project will not be received until July 28, 1976; however, the limited time to accomplish this work prior to the fall semester suggests the contract be awarded as soon as possible. Attachment 5.2-i includes the proposed project schedule. The staff recommends that $25,000 be allowed for this project.

It is recommended that authorization be given to award a contract for the Library Modifications, Phase II, Project, contingent upon the successful low bid received on July 28, 1976 being within the project budget of $25,000.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

j. CONSIDERATION OF CHANGE ORDER No. 12, DRAMA/MUSIC FACILITY PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-j

During the Board's tour of the Drama/Music building site on May 27, a request was made to determine the cost to extend the glass to the floor on the east window wall of Foyer Rm.114. The contractor's price for demolition of the existing wall and replacing it with window wall to the floor is $2,954. No additional time is requested. The completion date would remain October 3, 1976. If the change is approved, the contract would be modified as follows:

Original contract price $ 3,087,000.00
Change Orders No. 1-11 + 93,126.50
                    $ 3,180,126.50
Change Order No. 12 + 2,954.00
New Contract Price. ... $ 3,183,080.50

k. RECOMMENDED APPROVAL OF CHANGE ORDER No. 13, DRAMA/MUSIC FACILITY PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-k

Change Order No. 13 is an extension of contract time for an additional 8 days due to rain and heavy winds. There is no addition to or deduction from the contract price.

Original Contract Price $ 3,087,000.00
Change Orders No. 1-12 + 96,080.50
                    $ 3,183,080.50
Change Order No. 13 -0-
New Contract Price. ... $ 3,183,080.50

The Superintendent recommends approval of Change Order No. 13, Drama/Music Facility, Don Greene Contractor, Inc., contractor, for an extension of contract time to November 6, 1976.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. RECOMMENDED APPROVAL OF CHANGE ORDER No. 1, SITE DEVELOPMENT PHASE I-B PROJECT, MARTIN E. ROE, CONTRACTOR

Attachment 5.2-1

Change Order No. 1 is an adjustment for the depth of caissons required beyond that shown on the drawings. The accumulative additional depth amounted to 8'6". A unit price was included in the contractor's bid for caisson drilling which when applied to the additional depth totals $127.50.

Also, 8" and 4" water lines were encountered in one of the pile caps and required additional concrete and reinforcing at a cost of $1,047.04. The total additional cost for this change order if $1,174.54 with no additional time required.

Original Contract Price $ 274,800.00
Change Order No. 1 + 1,174.54
New Contract Price......$ 275,974.54

The Superintendent recommends approval of Change Order No. 1, Site Development Phase I-B, Martin E. Roe, contractor, at an increase of $1,174.54 to the contract price with no change in completion date of February 15, 1977.

m. RECOMMENDED APPROVAL OF CHANGE ORDER No. 2, SITE DEVELOPMENT PHASE I-B, MARTIN E. ROE, CONTRACTOR

Attachment 5.2-m

Change Order No. 2 is a modification to the reinforcing specified for the concrete piers. The structural engineer in conference with OAC determined that before the steel reinforcing was fabricated some modification would be required. After two of the steel cages (reinforcing) had been assembled, it was found that still further change would be necessary. Additional cost for disassembling and re-assembling these steel cages, plus additional steel, is $910.67. No additional time is requested.

Original Contract Price $ 274,800.00
Change Order No. 1 + 1,174.54
Change Order No. 2 + 910.67
New Contract Price......$ 276,885.21

The Superintendent recommends approval of Change Order No. 2, Site Development Phase I-B, Martin E. Roe, contractor, at an increase of $910.67 to the contract price with no change in completion date of February 15, 1977.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

n. RECOMMENDED AUTHORIZATION TO RE-ARRANGE TELEPHONE SERVICE FACILITIES ADJACENT TO THE CHILDREN'S CENTER SITE

The estimated charge to re-locate two poles and one anchor and re-arrange aerial cables on Weldon Road and Loma Alta is $1,167. This work is required due to the construction of the Children's Center and street realignment at this location. This work is to be funded as a part of the total construction package under the Children's Center tax.

The Superintendent recommends that General Telephone Company of California be authorized to proceed with the re-location of their facilities adjacent to the Children's Center site at a cost not to exceed $1,167.

o. RECOMMENDED AUTHORIZATION TO RE-ARRANGE ELECTRIC POWER SERVICE ADJACENT TO THE CHILDREN'S CENTER SITE

The estimated charge for the re-arrangement of electric power service adjacent to the Children's Center site is $2,025.88. This work is required due to the construction of the Children's Center and the realignment of Weldon Road. This work will be funded as a part of the total construction package under the Children's Center tax.

The Superintendent recommends that Southern California Edison Company be authorized to proceed with the relocation of their electric power service adjacent to the Children's Center site at a cost not to exceed $2,025.88.
5. BUSINESS SERVICES - continued:

5.2 NON ROUTINE - continued:

p. RECOMMENDED APPROVAL OF CHANGE ORDER NO. 1, CHILDREN'S CENTER PROJECT, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-p

Change Order No. 1 includes:

A. Replacement of existing 12" water main which must be lowered to accommodate the widening of Weldon Road $9,838.25
B. Modification of construction details to permit installation of folding partitions $305.90
C. Removal of trees $57.50
D. Addition of observation windows in 6 doors $258.18
E. Notice of future time extension $0

The total additional cost for this work, with no change of completion date at this time, is $10,459.83

Original Contract Price $368,766.00
Change Order No. 1 +10,459.83
New Contract Price ... $379,225.83

The Superintendent recommends approval of Change Order No. 1, Children's Center Project, J. W. Bailey Construction Company, contractor, at an increase of $10,459.83 to the contract price with no change in completion date of November 14, 1976.

q. INFORMATIONAL REPORT ON EQUIPMENT FOR THE DRAMA/MUSIC FACILITY

A preliminary plan package for equipment for the Drama/Music Facility was submitted to the Chancellor's office in September of 1974 requesting $289,883 for moveable equipment. In July of 1975, the District received word that a budget of $249,619 was approved and included in the Governor's 1975-76 Capital Outlay Program.

It is anticipated that the Drama/Music Facility will be complete by January of 1977. Therefore, the District should begin to procure the equipment necessary for the instructional program. Members of the drama and music staffs have been compiling equipment lists which will be submitted to the Chancellor's office on July 20, 1976. This list is required as a part of the request for release of state funds. The itemized list will be presented to the Board at the meeting and will include type, quantity and cost estimates of all equipment proposed for the new facility.

It is estimated that the California State Public Works Board will release the equipment funds the last week of August, 1976.
6. GENERAL INFORMATION

6.1 DESCRIPTION OF NEW COMMUNITY COLLEGE FUNDING PROCEDURES

Attachment 6.1

During the 1975-76 legislative session, the legislature adopted SB 1641 which contained provisions of AB 2790 and which changed to a very significant degree procedures for funding California's community colleges.

The Assistant-Superintendent, Business Services, attended a workshop on July 15, 1976 during which new funding procedures for community colleges were discussed. He will describe the new procedures and implications of the new procedures for the Santa Barbara Community College District.

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, August 12, 1976 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

The budget hearing must be held and the final budget adopted prior to the first regular meeting date in August. It is recommended, therefore, that a special meeting be called for August 5.

Because of the special meeting on August 5, and because of a holiday on September 9, the Board may wish to consider other changes in the meeting schedule for August and September.