AGENDA

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

September 2, 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 AUGUST 5, 1976
       MINUTES OF REGULAR MEETING OF AUGUST 12, 1976
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
       a. CALIFORNIA SCHOOL BOARDS ASSOCIATION DELEGATE ASSEMBLY BALLOT
           Attachment 1.7-a
           Enclosure #1
           Attachment 1.7-a contains voting instructions and the ballot
           for CSBA Delegate Assembly elections. Also, Enclosure #1 contains
           biographical materials of the candidates received from the Cali-
           fornia School Boards Association office.
       b. REPORT ON ENROLLMENT FOR FALL, 1976

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
       a. ROUTINE
           (1) RECOMMENDED APPROVAL OF CHANGE FOR PREVIOUSLY-APPROVED
               HOURLY INSTRUCTOR (DAY), AND ADDITIONAL HOURLY INSTRUC-
               TORS (DAY)
               Attachment 2.1-a(1)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, SUBSTITUTES, CHANGES FOR PREVIOUSLY-APPROVED INSTRUCTORS, CONSULTANTS (LECTURERS), AND CHANGE FOR PREVIOUSLY-APPROVED CONSULTANT, CONTINUING EDUCATION DIVISION
Attachment 2.1-a(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT OF P.E. COACHING ASSIGNMENTS, FALL SEMESTER 1976
Attachment 2.1-a(3)

(4) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS: CRAIG BROOKS (FOOTBALL), DAN CRAVIOTTO (FOOTBALL), FALL SEMESTER 1976
Attachment 2.1-a(4)

(5) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS: JUDY JENKINS, MARVIN MESSEX, BARBARA NIKODEMSKI AND WALLACE REED, CONTINUING EDUCATION DIVISION, 1976-77 SCHOOL YEAR
Attachment 2.1-a(5)

(6) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
Attachment 2.1-a(6)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS(DAY), FALL SEMESTER 1976
Enclosure #2

(2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTIONS, EVENING COLLEGE, FALL SEMESTER 1976
Enclosure #3
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF CHANGES IN SABBATICAL LEAVES

Attachment 2.1-b(3)

As described in Attachment 2.1-b(3), Ms. Geraldine Barroca has had to cancel plans for a sabbatical leave because her replacement will not be available.

Mr. Mervin Lane was approved for a sabbatical leave for the 1976-77 college year. His request, as approved by college reviewing groups, called for a leave for Spring, 1977 and Fall, 1977.

It is recommended that these two changes be approved: 1) Ms. Barroca's leave for 1976-77 be cancelled and re-scheduled for 1977-78, subject to financing, and 2) Mr. Lane's leave be change to Spring, 1977 and Fall, 1977, subject to financing.

(4) RECOMMENDED APPROVAL OF APPOINTMENT: JACQUELINE T. HUTH, INSTRUCTOR, L.V.N. (REPLACING ELIZABETH JENNINGS), EFFECTIVE SEPTEMBER 1, 1976

Attachment 2.1-b(4)

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY, AND HOURLY FOR CONTINUING EDUCATION DIVISION

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 HEALTH LEAVE OF ABSENCE: WILLIAM H. HARZ, SUPV.LAB.TECH., EARTH SCIENCE, EFFECTIVE 8/16/76 APPROXIMATELY ONE MONTH

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF CHANGE OF SHIFT: JOHN B. KENNEDY, CUSTODIAN, FACIL. & OPER., FROM DAY SHIFT TO GRAVEYARD SHIFT, EFFECTIVE 9/7/76

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

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(5) RECOMMENDED APPROVAL OF P.E. ASSISTANTS, FOOTBALL AND BASKETBALL PROGRAMS, EFFECTIVE FALL SEMESTER 1976

Attachment 2.2-a(5)

(6) RECOMMENDED ACCEPTANCE OF RESIGNATION: BRUCE M. GLENN, A-V TECH., MEDIA SERVICES, EFFECTIVE 9/22/76

Attachment 2.2-a(6)

(7) RECOMMENDED ACCEPTANCE OF RESIGNATION: CATHERINE B. DOUGHER, SR.TYP.CLK., CAREER DEVELOPMENT, EFFECTIVE 9/24/76

Attachment 2.2-a(7)

(8) RECOMMENDED ACCEPTANCE OF RESIGNATION: GRACE D. SCHRAFFT, SR.TYP.CLK., FINANCIAL AIDS, EFFECTIVE 9/24/76

Attachment 2.2-a(8)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF YEARLY SALARY INCREMENTS

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF INCREASE IN HOURS: LAURENCE S. TROXELL, LAB.TECH., CHEMISTRY, FROM 1/2 TO FULL-TIME, EFFECTIVE 9/1/76

Attachment 2.2-b(2)

(3) RECOMMENDED ABOLISHMENT OF POSITION, AND RECOMMENDED APPROVAL OF INCREASE IN HOURS: BARBARA D. HOLGUIN, ATH. EQUIP. ATTD., P.E. DEPT., FROM 1/2 TIME TO FULL-TIME, EFFECTIVE 9/1/76

Attachment 2.2-b(3)

It is recommended that the position of Athletic Equipment Attendant (1/2-time, 10 months), formerly held by Barbara Williams be abolished. Mrs. Williams resigned on June 30, 1976.

It is further recommended that Mrs. Barbara Holguin's 1/2time-10 months position of Athletic Equipment Attendant be increased to a full-time, 10 month position.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(4) RECOMMENDED APPROVAL OF APPOINTMENT: JAYMI R. BOUGEAUX, FIN.AIDS CLK., FINANCIAL AIDS (REPLACING SARAH PAQUETTE), EFFECTIVE 9/3/76

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT (PROMOTION): JOHN R. DIAZ, SPEC.PROG.ASST., EOPS STUDENT SERVICES (NEW POSITION), EFFECTIVE 9/3/76

Attachment 2.2-b(5)

(6) RECOMMENDED APPROVAL OF APPOINTMENT: JOHN D. EBELING, LAB. TCHG.ASST., H.R.M. DEPT. (REPLACING JON HARRIS), EFFECTIVE 9/3/76

Attachment 2.2-b(6)

(7) RECOMMENDED APPROVAL OF APPOINTMENT: ROBERT J. GUERRERO, ASST.DIR.,CLASS.PERSONNEL (REPLACING GLORIA CASTLEBERG), EFFECTIVE 9/13/76

Attachment 2.2-b(7)

(8) RECOMMENDED APPROVAL OF APPOINTMENT: FRANK W. HAYWOOD, LAB. TCHG.ASST., H.R.M. DEPT. (NEW POSITION - FUNDED THROUGH CAFETERIA BUDGET), EFFECTIVE 9/3/76

Attachment 2.2-b(8)

(9) RECOMMENDED APPROVAL OF APPOINTMENT: PEGGY J. WHITNEY, SR. SEC., CONT.ED. DIV. (ALHECAMA THEATRE)(REPLACING MARCELA WOOLFOLK), EFFECTIVE 9/13/76

Attachment 2.2-b(9)

(10) RECOMMENDED APPROVAL OF APPOINTMENT: GORDON WHYTE, DATA LIASON TECH., INSTRUCTION (REPLACING KATHLEEN TAIT), EFFECTIVE 9/7/76

Attachment 2.2-b(10)
2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF ADDITIONAL CLASSES, CONTINUING EDUCATION DIVISION, FALL TERM 1976

The following classes are proposed by the Continuing Education Division:

VOCATIONAL/EDUCATIONAL PROGRAM - to be held at the Santa Barbara County Jail. The program will begin September 13 and include instruction in Food Services, Horticulture and Basic Skills.

PRIVATE PILOT GROUND TRAINING (Aero I) - to begin at Santa Barbara City College on September 8. The class is designed to prepare students for the F.A.A. written exam.

ART ON FILM - an eight-meeting class to be held at Brooks Institute beginning September 13. Focus will be to see and use design concepts with a hand-held camera.

It is recommended that the above-listed classes be approved for the Fall 1976 Term, Continuing Education Division.

4.2 RECOMMENDED APPROVAL OF CHANGE IN PREVIOUSLY-APPROVED CLASS, CONTINUING EDUCATION DIVISION

At the August 5 meeting, the Board approved a 4-class course entitled "Great Modern Plays on Film". It is proposed to extend the course into a full course for the Fall 1976 Term with the following schedule of films to be shown on alternating Thursdays:

<table>
<thead>
<tr>
<th>Date</th>
<th>Title:</th>
<th>Time &amp; Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 23</td>
<td>Man in the Glass</td>
<td>7:30 pm Campus Center</td>
</tr>
<tr>
<td></td>
<td>Booth</td>
<td></td>
</tr>
<tr>
<td>Oct. 7</td>
<td>The Iceman</td>
<td>&quot;</td>
</tr>
<tr>
<td>Oct. 21</td>
<td>A Delicate Balance</td>
<td>&quot;</td>
</tr>
<tr>
<td>Nov. 4</td>
<td>Butley</td>
<td>&quot;</td>
</tr>
<tr>
<td>Nov. 18</td>
<td>The Homecoming</td>
<td>&quot;</td>
</tr>
<tr>
<td>Dec. 2</td>
<td>The Maids</td>
<td>&quot;</td>
</tr>
<tr>
<td>Dec. 16</td>
<td>Three Sisters</td>
<td>&quot;</td>
</tr>
</tbody>
</table>

It is recommended that approval be given to change the 4-class course, "Great Modern Plays on Film", to a full course for the Fall 1976 Term, Continuing Education Division.
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. P56-2987 through and including P56-3003 (Prior Year), and Purchase Orders P67-0336 through and including P67-0484.

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 AUGUST 15, 1976

Attachment 5.2-a

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

- Report No. 24 - Drama/Music Facility
- Report No. 14 - Site Development, Phase I-A
- Report No. 2 - Site Development, Phase I-B
- Report No. 13 - Children's Center
- Report No. 1 - Library Modifications, Phase II

b. RECOMMENDED ACCEPTANCE OF CHILD CARE CETFNER FUNDING FOR 1976-77

Attachment 5.2-b

Attachment 5.2-b is the District's authorization to conduct the Child Care Program with State funds. The rate of support is increased from $1.16 per child hour to $1.21. The budget approved by the Board is for an expenditure of $96,143. The maximum approved by the State is $85,229. The difference will be absorbed by reducing the ending balance by $10,914. There are sufficient funds in the account to provide the program as budgeted even with the reduction in State reimbursement.

The Superintendent recommends acceptance of the State authorization of funding for the Child Care Program for 1976-77.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED ACCEPTANCE OF AN ALLOCATION IN THE AMOUNT OF $5,557 FOR NURSING STUDENT LOANS AND SCHOLARSHIPS

Attachment 5.2-c

Notification of a $5,557 award to be used to aid Nursing Program students has been received with $2,131 set for scholarships and $3,426 for loans. The student loans portion requires District-matching funds totaling at least 1/9 of that amount. The $381 needed for this purpose is included in the 1976-77 District budget.

The Superintendent recommends acceptance of Nursing Loan and Scholarship funds from the Department of Health, Education and Welfare in the amount of $5,557.

d. NOTIFICATION OF ENTITLEMENT FOR FUNDING UNDER PART B, VOCATIONAL EDUCATION

Attachment 5.2-d

Notification of approval of the 1976-77 District application for financial assistance under Part B, Vocational Education Amendment of 1968 (P.L. 90-576) has been received. This entitlement, subject to the availability of federal funds, totals $131,296 and includes the provisions that at least 10 percent be used to support programs for handicapped persons and at least 15 percent be used to support programs designed for disadvantaged persons.

e. RECOMMENDED APPROVAL OF DISPOSAL OF SURPLUS PROPERTY

Attachment 5.2-e

Santa Barbara County is having an auction on September 11, 1976 at the Santa Barbara Airport. The items in Attachment 5.2-e are of no further value or use to the District.

It is recommended that authorization be given to dispose of these items at the Santa Barbara County auction.

f. RECOMMENDED RATIFICATION OF THE SUBMISSION OF A PROPOSAL (CETA) FOR CONTINUED SUPPORT FOR THE COMMUNITY HEALTH TECHNICIAN PROGRAM

Enclosure #4

This proposal covers hourly instruction, services and stipends for continuation of the Community Health Technician program. Of the $90,952 requested, over two-thirds will go directly to students in the form of allowances.

The proposal was submitted to meet an August 13 deadline.

The Superintendent recommends ratification of the submission of the proposal.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

g. RECOMMENDED RATIFICATION OF SUBMISSION OF APPLICATION FOR CETA (COMPREHENSIVE EMPLOYMENT TRAINING ACT) FUNDING

Attachment 5.2-g

Attachment 5.2-g contains the budget summaries from applications submitted for funding of CETA projects, as follows:

<table>
<thead>
<tr>
<th>Project</th>
<th>Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Electronics Tech</td>
<td>$ 28,051</td>
</tr>
<tr>
<td>General Machine/Metals Tech</td>
<td>$ 30,798</td>
</tr>
<tr>
<td>Clerical Cluster (Office Skills)</td>
<td>$ 31,512</td>
</tr>
</tbody>
</table>

Each project is designed to train 30 disadvantaged individuals during a 35-week period for re-entry level employment. Classes will begin January 3, 1977. No District funds will be required. The applications had been submitted to meet a deadline date of August 13, 1976.

It is recommended that submission of the applications be ratified.

h. RECOMMENDED APPROVAL OF CONTINUING LICENSE WITH THE NAVAL RESERVE CENTER FOR ADULT EDUCATION CLASS, PHYSICAL EDUCATION FOR WOMEN

Attachment 5.2-h

In the past, the Continuing Education Division has been licensed by the Naval Reserve Center to conduct a class in Physical Education for Women in the Naval Reserve Center facility. A class in "Fitness For Life" has been scheduled for 1976-77.

It is recommended that approval be given to again contract with the Naval Reserve Center for the use of its facilities during 1976-77.

i. RECOMMENDED APPROVAL OF BLANKET TRAVEL INSURANCE FOR OFFICERS AND EMPLOYEES OF THE DISTRICT

The District insurance coverage for officers and employees who travel on college business is currently limited to air travel. A review of the travel activities of the staff indicates that greater exposure is experienced in auto travel. Inquiry by the Business Services staff finds that a blanket travel policy can be purchased to cover officers and employees using air, surface and ship transportation for an annual fee of approximately $1,033. This item will be discussed in greater detail at the meeting.

The Superintendent recommends approval of purchase of a blanket travel insurance policy from the Insurance Company of North America at an estimated annual cost of $1,033.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

j. RECOMMENDED APPROVAL OF COMPUTERIZED PARKING CITATION MONITORING

Attachment 5.2-j

Under provision of the Government Code, the District is
allowed to issue parking citations in compliance with Municipal
Ordinances and the California Vehicle Code. The Municipal Court
processes the payments and monitors the system. The County and
the District share the bail receipts on a 50/50 basis. It is
now possible to increase the efficiency of this procedure through
the use of the City's computer. It is estimated that the cost
for this service would be approximately $675 annually. It is,
also, estimated that the revenues would increase by 25%, or
approximately $2,500.

It is recommended that approval be given to implement a
computerized parking citation monitoring system with the Munici-
pal Court.

k. RECOMMENDED ADOPTION OF RESOLUTION No. 5 (1976-77) DECLARING
THE INTENT TO CONVEY A STREET EASEMENT FOR DISTRICT PROPERTIES

Attachment 5.2-k

The requirement to widen Weldon Road at the Children's
Center site necessitates the conveying of additional District
property to the City for construction of sidewalks through an
easement.

It is recommended that Resolution No. 5 (1976-77) be adopted
declaring the intent of the Board of Trustees to convey to the
City of Santa Barbara an easement for street purposes and to set
a Public Hearing for that purpose at the regular Board meeting of
September 23, 1976.

l. RECOMMENDED ADOPTION OF RESOLUTION No. 6 (1976-77) DECLARING
THE INTENT TO CONVEY A WATER METER EASEMENT FOR DISTRICT PRO-
PERTIES

Attachment 5.2-l

The piping configuration required for connection to the
City water main at the Cliff Drive entry to the West Campus
resulted in location of the meter on District property. An
easement will be required for access to the meter.

It is recommended that Resolution No. 6 (1976-77) be adopted
declaring the intent of the Board of Trustees to convey to the
City of Santa Barbara an easement for water meter purposes and
to set a Public Hearing for that purpose at the regular Board
meeting of September 23, 1976.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

m. CONSIDERATION OF CHANGE ORDER No. 14, DRAMA/MUSIC FACILITIES PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-m

Change Order No. 14 provides additional sleepers, anchors, staples, and copper Riness ties required by the Office of State Architecture and Construction. These significant changes were not required at the time plans were originally approved by OAC. Attachment 5.2-m contains Change Order No. 14 and referenced supplementary drawings. District staff has met with DMJM regarding the change order. Results of that discussion will be reviewed at the Board meeting. If Change Order No. 14 is approved, the contract would be modified as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Price</td>
<td>$3,087,000.00</td>
</tr>
<tr>
<td>Change Orders No. 1 - 13</td>
<td>+ 93,126.50</td>
</tr>
<tr>
<td>Change Order No. 14</td>
<td>+ 20,773.00</td>
</tr>
<tr>
<td>New Contract Price</td>
<td>$3,200,899.50</td>
</tr>
</tbody>
</table>

No change is requested to the completion date of November 6, 1976.

n. RECOMMENDED CONSIDERATION OF CHANGE ORDER No. 15, DRAMA/MUSIC FACILITIES PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-n

The recently-compiled equipment list for the Drama/Music Facilities that was presented to the Board on July 22, 1976 included some modification to the power distribution system in the Scene Shop. District staff will be meeting with project architects, Daniel, Mann, Johnson & Mendenhall to discuss cost and responsibility related to the change order required to modify the power distribution system.

A report and recommendation by staff will be presented at the Board meeting.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

o. RECOMMENDED AUTHORIZATION TO BID AND AWARD CONTRACTS FOR
MOVEABLE EQUIPMENT FOR THE DRAMA/MUSIC FACILITIES

An information report on equipment for the Drama/Music
Facilities was presented to the Board on July 22, 1976, and
a detailed list submitted to the Chancellor's office July 20,
1976. Release of State funds for equipment is anticipated
on August 30, 1976, as follows:

<table>
<thead>
<tr>
<th>State Funds:</th>
<th>Local Funds:</th>
<th>Total Approved Budget:</th>
<th>Total Equipment Requests:</th>
<th>Additional Needs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$147,400</td>
<td>$102,219</td>
<td>$249,619</td>
<td>$251,632</td>
<td>$2,013</td>
</tr>
</tbody>
</table>

It is recommended that staff be authorized to go to bid
and to award contracts for moveable equipment for the Drama/
Music Facilities for a total cost not to exceed $251,632.

p. RECOMMENDED ACCEPTANCE OF GRANT FOR ADULT BASIC EDUCATION

Attachment 5.2-p

Notification just received advises the District that
the State Department of Education has allocated $17,065
under the Adult Education Act of 1966 as amended. This
award will require a concurrent local effort of $35,310.
The program is an ESL program, designed to teach conversa-
tional and survival English to Spanish-speaking adults.

The Superintendent recommends acceptance of the $17,065
allocation.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

q. CONSIDERATION OF APPLICATION FOR TITLE I, FEDERAL FUNDS

The District has been notified by the Chancellor's office of possible Federal funds available through Public Law 94369, Title I, "Local Public Works Capital Development and Investment Act of 1976". The law requires that once an application has been made to the Secretary of Commerce, final determination for approval must be made within a 60-day period. The District must be prepared to begin work 90 days after approval of any project. Staff are preparing data for possible project applications. Additional architectural services may be requested at the Board meeting for new and existing projects submitted for these funds.

This item will be discussed at the Board meeting.

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, September 23, 1976 at 4:00 pm in the Board Room of Santa Barbara City College, Santa Barbara, California.