AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

January 13, 1977

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 DECEMBER 16, 1976
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. ADOPTION OF RESOLUTION No. 30 (1976-77) RECOGNIZING THE RETIREMENT OF MRS. THELMA NIELSEN, ADMISSIONS & RECORDS
         Attachment 1.7-a
      b. ANNOUNCEMENT OF NEWLY-ELECTED OFFICERS OF C.S.E.A., CHAPTER 289
         The newly-elected officers are:
         President          Bill Regis
         Vice-President     Leonard Ramirez
         Treasurer          Doris Sofas
         Secretary          Lois Whittaker
         Reporter           Helen Campbell

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL
   a. ROUTINE
      (1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY SUBSTITUTE (DAY)
          Attachment 2.1-a(1)
      (2) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTOR, AND CONSULTANT (LECTURER), CONTINUING EDUCATION DIVISION
          Attachment 2.1-a(2)
      (3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
          Attachment 2.1-a(3)
Agenda – Regular Meeting
Board of Trustees – SBCCD
January 13, 1977

2. PERSONNEL – continued:

2.1 CERTIFICATED PERSONNEL – continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF RE-APPOINTMENT OF TEACHER/COORDINATORS, SPRING, 1977 SEMESTER

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF SABBATICAL LEAVE PROPOSALS SUBJECT TO FUNDING

Enclosure #1

At the last Board meeting, sabbatical leave proposals for 1977-78 were presented for a first reading. It is recommended that the proposals as presented be approved, subject to further funding consideration as far as funding is concerned when the financial situation for the next year is clarified.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS: NON-CLASSIFIED SERVICE EMPLOYEES

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS, CONTINUING EDUCATION DIVISION

Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: COLLEGE WORK STUDY (ON- AND OFF-CAMPUS) AND TUTORIAL PROGRAMS

Attachment 2.2-a(3)

(4) RECOMMENDED RATIFICATION OF EMPLOYMENT OF PROFESSIONAL CONSULTANT: TOSHIKO SAITO, ADMISSIONS & RECORDS OFFICE

Attachment 2.2-a(4)

(5) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.2-a(5)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(6) RECOMMENDED ACCEPTANCE OF RESIGNATION: JEAN M. GARDNER, SR. SECRETARY, ACADEMIC SENATE, EFFECTIVE 1/4/77

Attachment 2.2-a(6)

(7) RECOMMENDED ACCEPTANCE OF RESIGNATION: JACQUELINE MORRIS, STUDENT PLACEMENT CLK., PLACEMENT & FINANCIAL AIDS, EFFECTIVE 12/31/76

Attachment 2.2-a(7)

(8) RECOMMENDED ACCEPTANCE OF RESIGNATION: GERALD PALACIO, CUSTODIAN, FACILITIES & OPERATIONS, EFFECTIVE 12/14/76

Attachment 2.2-a(8)

(9) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: MARIA ELENA BECERRA, ACCT. CLK., INT., ACCOUNTING, EFFECTIVE 1/6/77, APPROXIMATELY 3–6 WEEKS

Attachment 2.2-a(9)

(10) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: ALTHEA J. FRANCK, FOOD SERVICE HELPER, FOOD SERVICES, EFFECTIVE 12/6/76, APPROXIMATELY 6–8 WEEKS

Attachment 2.2-a(10)

(11) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: BURTON P. MILLER, ADMIN. ASST. TO SUPT/PRES., PRESIDENT'S OFFICE, EFFECTIVE 1/3/77, APPROXIMATELY 2 MONTHS

Attachment 2.2-a(11)

(12) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: CLAIRE PETERSEN, TYP. CLK., SR., LIBRARY, EFFECTIVE 1/21/77, APPROXIMATELY 6–8 WEEKS

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

2.2 CLASSIFIED PERSONNEL - continued:

b. NON ROUTINE

(1) RECOMMENDED APPROVAL OF EXTENSION OF CETA (TEMPORARY)
APPOINTMENTS: STELLA CASTELLANOS, TYP.CLK., PERSONNEL
OFFICE AND CLAUDETTE N. CONCHA, TYP.CLK., SECRETARIAL
SUPPORT SERVICES CENTER, EFFECTIVE 1/30/77 - 3/25/77

Attachment 2.2-b(1)

Notification has been received that the CETA,
Title II, Public Service Employment Program will be
continued until March 25, 1977.

It is recommended that approval be given of an
extension to March 25, 1977, of the CETA (temporary)
positions occupied by Stella Castellanos and Claudette
Concha, as delineated in Attachment 2.2-b(1).

(2) RECOMMENDED APPROVAL OF CHANGE IN INDUSTRIAL ACCIDENT-
LEAVE OF ABSENCE: MARGARITA D. AVILES, Duplicating
DEPT., EFFECTIVE 12/20/76 - 1/20/77

Attachment 2.2-b(2)

On November 18, 1976, Miss Aviles was granted
an Industrial Accident leave of absence for a work-
related injury, effective November 15, 1976 for a
period of four to six weeks. On December 14, 1976,
her physician released Miss Aviles to return to work
on a half-time basis for a month. The thirty-day
period at half-time will be from December 20, 1976
through January 20, 1977.

It is recommended that approval be given of a
change in the Industrial Accident health leave of
absence for Margarita D. Aviles, Duplicating Dept.,
to work half-time for the period 12/20/76 through
1/20/77.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(3) RECOMMENDED APPROVAL OF TRANSFER FROM 3/4 TIME TO FULL-TIME POSITION, FRANK HAYWOOD, LAB. TCHG. ASST., H.R.M. DEPT., EFFECTIVE 1/14/77

Attachment 2.2-b(3)

A full-time vacancy for a Laboratory Teaching Assistant in the H.R.M. Department became available with the resignation of John Ebeling. The H.R.M. Department has requested that Frank Haywood be transferred from a 3/4-time position to the full-time position.

It is recommended that approval be given for transfer of Frank Haywood, Laboratory Teaching Assistant, H.R.M. Department, from 3/4-time to full-time position, effective January 14, 1977.

(4) RECOMMENDED APPROVAL OF CHANGE IN HOURS: NAOMI E. SULLWOLD, GEO SCIENCE ILLUS TR., EARTH SCIENCE DEPT., FROM FULL-TIME TO HALF-TIME, EFFECTIVE 1/3/77 - 6/30/77

Attachment 2.2-b(4)

Effective September 1, 1976, Naomi Sullwold was granted a four-month maternity leave without pay. Her physician has released her to return to work. At the request of the employee, the Earth Sciences Department has approved a change in hours from full-time to half-time until the end of this school year.

It is recommended that approval be given for a change in hours for Naomi Sullwold, Geoscience Illustrator, Earth Science Dept., from full-time to half-time, effective 1/3/77 - 6/30/77.

(5) RECOMMENDED APPROVAL OF APPOINTMENT (PROMOTION): NANCY K. SORENSEN, SR. SEC., ACADEMIC SENATE (REPLACING J. GARDNER), EFFECTIVE 1/24/77

Attachment 2.2-b(5)
2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

a. RECOMMENDED APPROVAL OF DISTRICT ENVIRONMENTAL HEALTH AND SAFETY POLICY STATEMENT

Attachment 2.3-a

On September 15, 1976, the District hosted a CAL-OSHA Training Seminar for all staff members and other citizens in the community who were interested in the compliance standards and operation of the California Occupational Safety and Health Act (CAL-OSHA) (A.B. 150).

In reviewing the responsibilities and duties of employees under the Act, it was strongly recommended that all employers adopt a safety policy regarding environmental health and safety and to develop appropriate safety program guidelines and procedures.

In response to this recommendation, the District's Safety Committee met several times during the 1976 Fall semester to develop an Environmental Health and Safety Policy Statement with appropriate guidelines and procedures for implementing the policy statement. The policy statement is submitted in Attachment 2.3-a for approval of the Board of Trustees. When adopted by the Board, the Safety Committee plans to publish the policy statement and implementing administrative procedures in booklet form for distribution to District faculty and staff.

It is recommended that the District Environmental Health and Safety Policy Statement contained in Attachment 2.3-a be adopted.
3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL ON DISTRICT POLICY ON OPEN COURSES AND ADOPTION OF RESOLUTION No. 31 (1976-77)

Attachment 4.1

The Board of Governors has adopted new Title V regulations requiring each community college district to adopt a resolution regarding policy on open courses.

It is recommended that Resolution No. 31 (1976-77) be adopted as the policy of the Santa Barbara Community College District on this issue.

4.2 REPORT ON ENGLISH DEPARTMENT INCLUDING ESSENTIAL SKILLS

Enclosure #2

Mrs. Lorraine Hatch, Chairperson of the English Department, and her staff will present a report on the English Department.

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. P67-1288 through and including P67-1430.

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. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

c. INSPECTORS' REPORTS FOR PERIOD ENDING DECEMBER 31, 1977

Attachment 5.1-c

Inspectors' reports in Attachment 5.1-c contain information on the status of the following construction projects:

- Report No. 33 - Drama/Music Facility 98% complete
- Report No. 11 - Site Development, Phase I-B 65% 
- Report No. 22 - Child Care Center 99%
- Report No. 6 - La Playa Stadium Lighting 50%
- Report No. 2 - Pershing Park, Phase III-A 25%
- Report No. 1 - Pershing Park, Phase III-B 25%

5.2 NON-ROUTINE

a. DISTRIBUTION OF COUNTY SUPERINTENDENT'S FINANCIAL DATA REPORT

Enclosure #3

Annually, the County Superintendent publishes a report detailing the comparative financial information for all the school districts in Santa Barbara County.

Dr. Sorsabal will discuss the publication to the extent desired by the Board at the meeting.

b. RECOMMENDED ACCEPTANCE OF THE AUDIT REPORT FOR THE SANTA BARBARA COMMUNITY COLLEGE DISTRICT FOR THE FISCAL YEAR 1975-76

Enclosure #4

The annual independent Audit Report of the funds of the District has been completed by Mr. William H. Kendall, C.P.A. The report and its implications will be discussed at the meeting.

The Superintendent recommends acceptance of the Audit Report and further recommends the payment of the audit fee.

c. RECOMMENDED ACCEPTANCE OF ADDITIONAL FUNDING OF $5,606 FOR THE NURSING STUDENT LOAN PROGRAM

Attachment 5.2-c

Notification has been received from the Department of Health, Education and Welfare of an additional allocation for the Nursing Student Loan Program in the amount of $5,606 for the 1976-77 fiscal year. Required matching District funds of $623 (1/9th of the Federal contribution) are included in the 1976-77 adopted budget.

The Superintendent recommends acceptance of the additional $5,606 for the Nursing Student Loan Program for the 1976-77 fiscal year.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. RECOMMENDED APPROVAL OF SUBMISSION OF VEA PART J PROJECT APPLICATION, BILINGUAL SECRETARIAL TRAINING, FOR 1977-78

Enclosure #5

Enclosure #5 contains a Bilingual Secretarial Training Project to be submitted under the Part J Vocational Education Act to be conducted during the 1977-78 school year. The project is in compliance with Public Law 93-380, Educational Amendments of 1974. It would allow for self-paced instruction as a bilingual secretary in the present Secretarial Science Program and requires no additional funds from the District.

It is recommended that approval be given for the submission of the VEA Part J Project application, as contained in Enclosure #5.

e. CHANGE IN STATE REQUIREMENTS ON DESTRUCTION OF RECORDS

Attachment 5.2-e

Notice has been received that community colleges hereafter need not notify the State Archives of impending records disposition.

f. RECOMMENDED TERMINATION OF AGREEMENT BETWEEN THE ADULT EDUCATION DIVISION STUDENT BODY AND ARENDT, MOSHER AND GRANT

Enclosure #6

On November 1, 1965, an agreement was entered into between the architectural firm of Arendt, Mosher and Grant and Selmer O. Wake, Trustee of the funds of the unorganized Student Body of the Adult Education Division. The purpose of the agreement was to provide architectural services for the development of schematic plans for a proposed new Adult Education Center. Because that original project was completed, but the contract never terminated, such action should now be taken. This item will be discussed further at the meeting.

The Superintendent recommends termination of the agreement as stipulated in Enclosure #6.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

\[ g. \] NOTIFICATION OF DENIAL OF FEDERAL FUNDS UNDER THE LOCAL PUBLIC WORKS CAPITAL DEVELOPMENT AND INVESTMENT ACT OF 1976

Attachment 5.2-g

Attachment 5.2-g contains a copy of the letter from the U.S. Department of Commerce Economic Development Administration informing the District that the application for funds for the Physical Science Addition project was denied.

\[ h. \] RECOMMENDED APPROVAL OF AMENDMENTS TO ORIGINAL INTRA-DISTRICT TRAVEL ALLOWANCE LIST FOR 1976-77

Attachment 5.2-h

Due to necessary travel to Ventura clinical agencies, it is appropriate to increase the mileage allowance for two members of the Health Occupations staff. Also, a third member of the staff is on a health leave of absence and her replacement is entitled to a travel allowance on a temporary basis.

It is recommended that approval be given of amendments to the original Intra-District Travel Allowance List for 1976-77, as delineated in Attachment 5.2-h.

\[ i. \] RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #77-030 AND ADOPTION OF RESOLUTION No. 32 (1976-77)

Attachment 5.2-i

#77-030 in the amount of $500: To transfer funds from the Contingencies Account to the Art Division Consultant and Supplies Account towards the cost of the mural on the Campus Center wall.

It is recommended that Appropriation Transfer #77-030 be approved and Resolution No. 32 (1976-77) be adopted.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

j. RECOMMENDED ADOPTION OF RESOLUTION No. 33 (1976-77) TO ADD $16,134 TO THE GENERAL FUND

Attachment 5.2-j

Allocations have been accepted by the Board in the amount of $16,134 for a Bi-Lingual Cross-Cultural Teacher Aide Training Program received from the Office of Education through a consortium involving UCSB. In accordance with present accounting procedures, it is necessary to increase the District's Income Budget and distribute these funds to the Bilingual/Cross Cultural Program Cost Center.

It is recommended that Resolution No. 33 (1976-77) be adopted to authorize this action.

k. RECOMMENDED APPROVAL OF STATE DEPARTMENT OF TRANSPORTATION CHANGES FOR CLIFF DRIVE ENCROACHMENT

Attachment 5.2-k

The District, upon request of the State Department of Transportation, made application November 3, 1975 for an Encroachment Permit relating to work to be performed at the West Campus entry. The permit was granted December 3, 1975. Work at the entry was included with the Site Development Phase I-A Project. Work related to left-turn channelization and signs was completed by the Department of Transportation. The State-related work amounts to $2,843.91 which is to be reimbursed by the District. The Encroachment Permit and Department of Transportation billing are included in Attachment 5.2-k. It is recommended that Bond funds be used for this expenditure.

The Superintendent recommends approval of State Department of Transportation charges of $2,843.91 related to Encroachment Permit No. 575-E-762892.
5. BUSINESS SERVICES - continued:

5.2 NON ROUTINE - continued:

1. RECOMMENDED APPROVAL OF CHANGE ORDER No. 1, PERSHING PARK
PHASE III-A, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-1

Change Order No. 1 modifies the structural wood specification on this project and adds a redwood veneer to six (6) exterior doors. Douglas fir will be used in lieu of redwood as specified for sheathing and beams. The redwood veneer is being added to give additional protection to the doors. There is no addition to or reduction from the contract price; nor any request for additional time.

<table>
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<tr>
<th>Original Contract Price</th>
<th>$ 159,000</th>
</tr>
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<tbody>
<tr>
<td>Change Order No. 1</td>
<td>-0-</td>
</tr>
<tr>
<td>New Contract Price</td>
<td>$ 159,000</td>
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</tbody>
</table>

It is recommended that approval be given of Change Order No. 1, Pershing Park Phase III-A Project, Don Greene Contractor, Inc., contractor, at no change in contract price and no change in the completion date of April 6, 1977.

m. CONSIDERATION OF CHANGE ORDER No. 17, DRAMA/MUSIC FACILITIES
PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Enclosure #7

The change order in Enclosure #7 was considered by the Board at the December 16, 1976 meeting but not accepted. The architect met on December 17, 1976 with the Board Facilities Subcommittee and District staff. It is anticipated that clarification of alternatives plus additional cost data to be furnished by the architect will be sufficient to allow the Board to consider a modified form of this change order.

The change order is not recommended in its present form but will be corrected to reflect the Board's modifications.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

ii. CONSIDERATION OF CONTINUING EDUCATION FACILITIES PLAN

Enclosure #7

THE FUND FOR SANTA BARBARA CITY COLLEGE is developing plans for the Continuing Education facilities. Initial interest is the possible construction of a facility on the corner of Olive and Canon Perdido Streets to house a Basic Skills Center and Home Economics classes. The status of the planning will be discussed at the meeting, and, if plans are developed adequately, it will be recommended that the Board approve of the concept of construction of such a facility.

6. GENERAL INFORMATION

6.1 RECOMMENDED PUBLIC HEARING AND ADOPTION OF POLICY ON CONFLICT OF INTEREST CODE

At the last meeting, a draft of a proposed policy on Conflict of Interest was distributed for a first reading. At that time, the Board set this meeting date as a date for a public hearing on the Code. All persons identified as holding designated positions within the policy have been provided with a copy of the proposed policy and have been notified of this public hearing.

It is recommended that a public hearing be held, and following the public hearing that the Conflict of Interest Code be adopted.

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

7. ADJOURNMENT

The next meeting of the Board of Trustees is scheduled for Thursday, January 27, 1977 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.