AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

January 27, 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 - Item 2.1-b(5)
   1.5 MINUTES OF REGULAR MEETING OF JANUARY 13, 1977
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. ENROLLMENT REPORT FOR SPRING, 1977

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY SUBSTITUTE
             (EVENING COLLEGE), AND ADDITIONAL HOURLY AND SUBSTITUTES
             (DAY CREDIT)
             Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS,
             SUBSTITUTE, CHANGES/ADDITIONS OF PREVIOUSLY-APPROVED,
             CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION
             Attachment 2.1-a(2)
         (3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
             Attachment 2.1-a(3)
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2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS (DAY CLASSES)
SPRING 1977 SEMESTER

Enclosure #1

(2) RECOMMENDED APPROVAL OF EVENING COLLEGE HOURLY INSTRUCTORS, SPRING 1977 SEMESTER

Enclosure #2

(3) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: MARILYN GROSBOLL, COLLEGE NURSE, EFFECTIVE JANUARY 31, 1977

Attachment 2.1-b(3)

At the request and recommendation of her physician, it is recommended that approval be given of a request for health leave of absence for Marilyn Grosboll, effective January 31 through June 10, 1977.

(4) RECOMMENDED APPROVAL OF EXTENSION OF REDUCTION IN CONTRACT: ROBERT A. FRAME, ASSOCIATE PROFESSOR, ART DEPT., SPRING 1977 SEMESTER

Attachment 2.1-b(4)

A request has been received from Robert Frame for an extension of his reduced contract from full time to 4/5 time for the Spring 1977 semester. Additional personal time is needed due to gallery commitments.

It is recommended that approval be given of an extension of reduction in contract for Robert A. Frame, Associate Professor, Art Department, from full time to 4/5 time for the Spring 1977 semester.
AGENDA - Regular Meeting
Board of Trustees - SBCCD
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2. PERSONNEL - continued:

2.1 CERTIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(5) RECOMMENDED APPROVAL OF CHANGE IN STATUS TO SECOND-YEAR CONTRACT (PROBATIONARY) STATUS AND APPROVAL OF PERSONAL LEAVE (PART-TIME): KATHLEEN O'CONNOR, EFFECTIVE 1/27/77

Attachment 2.1-b(5)

In accordance with County Counsel opinion, it is recommended that the status of Mrs. Kathleen O'Connor be changed from temporary hourly to second-year contract (probationary) status effective January 27, 1977.

It is further recommended that Mrs. O'Connor be assigned 1/3 to Continuing Education for the Spring semester, 1977, and that she be granted a 2/3 personal leave without pay (part time) for the Spring semester, 1977.


Attachment 2.2-b(6)

(7) RECOMMENDED APPROVAL OF RETIREMENT: J. LEE COBURN, ASSOCIATE PROFESSOR, SPEECH DEPT., EFFECTIVE JUNE 30, 1977

Attachment 2.2-b(7)

(8) RECOMMENDED APPROVAL OF RETIREMENT: KATHERYN E. MARRIOTT, ASSOCIATE PROFESSOR, ENGLISH DEPT., EFFECTIVE JUNE 30, 1977

Attachment 2.2-b(8)
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2. PERSONNEL - continued:

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, NON-CLASSIFIED SERVICE EMPLOYEES, CONTINUING EDUCATION DIVISION

Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT, CLASSIFIED SERVICE EMPLOYEE (15 HRS/WK), CONTINUING EDUCATION DIVISION

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF YEARLY SALARY INCREMENT: HARRIET PRATINI, TYP.CLK., INT., LIBRARY, EFFECTIVE 2/1/77

Attachment 2.2-a(4)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF CAREER (LONGEVITY) INCREMENT: MIGUEL F. RAMIREZ, STOREKEEPER, WAREHOUSE (15 YEARS), EFFECTIVE 1/1/77

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT (PROMOTION): JOYCE HATHeway, ADMISSIONS & RECORDS CLk. Sr., ADMISSIONS & RECORDS OFFICE (REPLACING T. NIELSEN), EFFECTIVE 3/28/77

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: C. FREDRIC MARSHAK, JR., LAB.TCHG.ASSST., ASTRONOMY (NEW POSITION), EFFECTIVE 2/14/77

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: SHELIA GILBERT, STUDENT PLACEMENT CLk., PLACEMENT/FINANCIAL AIDS OFFICE (REPLACING J. MORRIS), EFFECTIVE 2/8/77

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

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(5) RECOMMENDED APPROVAL OF CHANGE IN SALARY INCREMENT: STELLA CASTELLANOS, TYP.CK.,INT., PERSONNEL OFFICE, EFFECTIVE 1/1/77

Attachment 2.2-b(5)

On December 16, 1976, the Board approved a recommended yearly salary increment and permanency for Stella Castellanos, Typist Clerk, Intermediate, effective January 1, 1977. Her salary was increased from Range 21A to 21B. Credit was give in computing her permanency and salary increment for approximately six months of service as a CETA employee.

Subsequent to Board approval, a County Counsel opinion indicated that Mrs. Castellanos could receive credit for CETA service to be applied toward permanency only, but not toward a salary increment. It is, therefore, necessary that the salary increment granted be rescinded.

It is recommended that approval be given to change the salary for Stella Castellanos from Range 21B to 21A, effective January 1, 1977.

(6) RECOMMENDED APPROVAL OF NEW CLASSIFICATION AND ONE CLASSIFIED SERVICE POSITION OF THEATRE TECHNICIAN, RANGE 33

Attachment 2.2-b(6)

On August 5, 1976, the Board approved a permanent classified service position to provide staff support in the new Drama/Music Facility.

A study has been completed to determine the appropriate classification for this position. The study identified a need to establish a new class of Theatre Technician at Range 33. This class will be included in the Para-Professional Series, and is recommended for exclusion from overtime on a daily basis according to Section 1355.11 of the Classified Personnel Rules and Regulations.

It is recommended that approval be given of the establishment of one permanent classified service position and creation of a new classification of Theatre Technician, Range 33.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(7) RECOMMENDED APPROVAL OF ONE PERMANENT CLASSIFIED SERVICE POSITION OF SECRETARY, RANGE 24, DRAMA/MUSIC FACILITY

Attachment 2.2-b(7)

On August 25, 1976, the Board approved establishment of a permanent classified service position to provide secretarial support at the Drama/Music Facility.

A study has been completed to determine the appropriate classification for this position. It is recommended that the class of Secretary, Range 24, will properly serve the needs for secretarial support at the facility.

It is recommended that approval be given of a new permanent classified service position of Secretary, Range 24, and assigned to the Drama/Music Facility.

(8) RECOMMENDED APPROVAL OF CLASSIFIED MANAGEMENT, SUPERVISORY, CONFIDENTIAL SALARY SCHEDULE AND CHANGE IN CONFIDENTIAL JOB CLASSIFICATIONS

Enclosure #3

The Rodda Act prohibits any management or confidential employee from being represented by an employee organization (3543.4). The act also states that "No representative shall be permitted...to meet and negotiate on any benefits or compensation paid to persons serving in a management position or a confidential position (3543.4).

To comply with this requirement, the Board at its October 28, 1976 meeting adopted separate Rules and Regulations for Classified Management, Supervisory and Confidential employees. This requirement also makes it necessary that the District establish a separate salary schedule for these employees as both CSEA and non-unit Management, Supervisory and Confidential employees are on the same salary schedule. A recommended salary schedule is contained in Enclosure #3.

To distinguish Confidential positions from other positions in the CSEA unit schedule that have the same job classifications, it is appropriate that their job descriptions be amended and new job classifications established for the confidential positions. These confidential positions are as follows:

continued on next page...
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(8) continued:

<table>
<thead>
<tr>
<th>OLD JOB CLASSIFICATION</th>
<th>RECOMMENDED NEW JOB CLASSIFICATION</th>
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<tr>
<td>Secretary, Administrative</td>
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<td>Typist Clerk, Intermediate</td>
<td>Typist Clerk, Intermediate-Confidential</td>
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It is recommended that a salary schedule for Classified Management, Supervisory, and Confidential employees be established as contained in Enclosure #3.

It is also recommended that separate job classifications for designated Confidential employees be established as contained in Enclosure #3.

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN ARTS DEGREE

Attachment 3.2

The Superintendent recommends that the Board confer upon each of the 156 candidates listed in Attachment 3.2 the Associate in Arts degree, subject to the completion of the State and local requirements.

3.3 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN SCIENCE DEGREE

Attachment 3.3

The Superintendent recommends that the Board confer upon each of the 38 candidates listed in Attachment 3.3 the Associate in Science degree, subject to the completion of the State and local requirements.

3.4 REPORT ON SANTA BARBARA CITY COLLEGE WOMEN'S CENTER

Enclosure #4

Ms. Lois Phillips, Director, will present a report on the Women's Center at Santa Barbara City College.
4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF CONTINUING EDUCATION DIVISION COURSE - REVIEW IN RADIOLOGIC TECHNOLOGY

It is recommended that the Board approve a new Continuing Education course, Review in Radiologic Technology, which will begin on January 31. The 2½-hour class will meet weekly and will be a refresher as well as a review in radiologic technology covering anatomy, radiographic physics, positioning, technique, special procedures, opaques, protection, and therapy.

4.2 REPORT ON FOLLOW-UP STUDY OF JOB PLACEMENT OF SANTA BARBARA CITY COLLEGE STUDENTS IN COSMETOLOGY PROGRAM

Attachment 4.2

Mr. Mel Elkins, Assistant Dean of Occupational and Career Education will report on the Cosmetology Program placement of students.

4.3 REPORT ON COMMUNITY TELEVISION

Enclosure #5

Dr. Ken Berry and Dr. Peter Haslund will report on current activities and possible future activities in community television.

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. P67-1431 through and including P67-1586.

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:

5.2 NON-ROUTINE

a. RECOMMENDED ACCEPTANCE OF AQUARIUM, FISH, PUMP, FILTER, ETC., FOR THE CHILDREN'S CENTER

Attachment 5.2-a

Ms. Betty Chaden has generously offered an aquarium and accessories as listed on Attachment 5.2-a to the Children's Center. The estimated value is $200.

The Superintendent recommends acceptance of the aquarium and accessories and requests authorization to send a letter of appreciation to Ms. Betty Chaden.

b. RECOMMENDED APPROVAL OF AMENDMENT TO FACILITIES LEASE, 312 N. NOPAL STREET

Attachment 5.2-b

The building which the District leases at 312 N. Nopal Street has been purchased by Technical Wire Products. The new owners would like to sub-lease some of the space from the District until the lease is terminated. The space requested is used by the current programs only for storage and could be made available. The amount of the lease is at the same rate as that which the District pays, i.e., 17.1 cents per square foot.

The Superintendent recommends the approval of an amendment to the lease of 312 N. Nopal Street as indicated in Attachment 5.2-b.

c. RECOMMENDED RECISSION OF RESOLUTION No. 28 (1976-77) ESTABLISHING A 1977-78 FISCAL YEAR NON-RESIDENT TUITION FEE AND ADOPTION OF RESOLUTION No. 35 (1976-77)

Attachment 5.2-c

A recent directive from the Assistant Chancellor of the California Community Colleges notes that the non-residents attending non-credit classes are subject to the same fee charged for non-resident credit students. Resolution No. 28 identified that fee as $1,230 per year or $41 per unit (per semester). This unit fee must be equated to an hourly equivalent on a quarter basis. The computation results in a rate of $2.34 per class hour. For non-resident students enrolled in a two-hour per week class for four weeks the tuition cost will be $18.72; for one enrolled in a 3-hour class for 13 weeks, the cost will be $91.26.

The Superintendent recommends recission of Resolution No. 28 (1976-77) and adoption of Resolution No. 35 (1976-77) establishing the 1977-78 Fiscal Year Non-Resident Tuition Fee, including non-graded classes.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #77-035 AND ADOPTION OF RESOLUTION No. 36 (1976-77)

Attachment 5.2-d

#77-035 in the amount of $443: To transfer funds from Contingencies to Student Salary Account for student workers in Instructional Media Department.

It is recommended that Appropriation Transfer #77-035 be approved and Resolution No. 36 (1976-77) be adopted.

e. RECOMMENDED APPROVAL OF THE PROJECT PLANNING GUIDE (PPG) FOR THE ADMINISTRATION BUILDING RENOVATION EQUIPMENT

This Project Planning Guide (PPG), due at the Chancellor's office February 1, 1977, requests funds in the 1978-79 fiscal year for equipment to be included in the Administration Building Renovation Project. Working drawings and construction funds are currently included in the Governor's budget for funding during the 1977-78 fiscal year. The Equipment Planning Guide will be discussed in detail at the meeting.

The Superintendent recommends the approval of the Project Planning Guide for the Administration Building Renovation Equipment.

f. RECOMMENDED APPROVAL OF THE PROJECT PLANNING GUIDE (PPG) FOR THE CAMPUSS CENTER (HRM) ADDITION AND RENOVATION EQUIPMENT

This Project Planning Guide (PPG), due at the Chancellor's office February 1, 1977, requests funds in the 1978-79 fiscal year for equipment to be included in the Campus Center (HRM) Addition and Renovation Project. Working drawings and construction funds are currently included in the Governor's budget for funding during the 1977-78 fiscal year. The Equipment Planning Guide will be discussed in detail at the meeting.

The Superintendent recommends the approval of the Project Planning Guide for the Campus Center (HRM) Addition and Renovation Equipment.
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5. BUSINESS SERVICES - continued:

5.2 NON ROUTINE - continued:

8. RECOMMENDED APPROVAL OF THE PROJECT PLANNING GUIDE (PPG) FOR
THE PHYSICAL SCIENCE ADDITION & RENOVATION EQUIPMENT

This Project Planning Guide (PPG), due at the Chancellor's
office February 1, 1977, requests funds in the 1978-79 fiscal
year for equipment to be included in the Physical Science Addition
and Renovation Project. Working drawings and construction funds are currently included in the Governor's budget for funding during the 1977-78 fiscal year. The Equipment Planning Guide will be discussed in detail at the meeting.

The Superintendent recommends the approval of the Project Planning Guide for the Physical Science Addition & Renovation Equipment.

h. RECOMMENDED APPROVAL OF THE PROJECT PLANNING GUIDE (PPG) FOR
THE LEARNING RESOURCES CENTER - PHASE A

This Project Planning Guide (PPG), due at the Chancellor's
office February 1, 1977, requests funds in the 1978-79 fiscal
year for working drawings on the Learning Resources Center,
Phase A, Project. This project was submitted in January of
1976 but was not approved. The revised PPG will be discussed
in detail at the meeting.

The Superintendent recommends the approval of the Project Planning Guide for Learning Resources Center, Phase A.

i. RECOMMENDED ACCEPTANCE OF THE CHILDREN'S CENTER PROJECT AND
AUTHORIZATION TO FILE NOTICE OF COMPLETION, J. W. BAILEY,
CONTRACTOR

Attachment 5.2-1

Project architects, Hall & Vision, have certified that work on this project is complete. A report will be made at the meeting regarding any conditions of the contract still pending.

The Superintendent recommends that the Children's Center Project be accepted as substantially complete as of January 20, 1977, and authorization be given to file the Notice of Completion, subject to completion of all conditions of the contract.
AGENDA - Regular Meeting
Board of Trustees-SBCCD
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

j. RECOMMENDED APPROVAL OF CHANGE ORDER NO. 18, DRAMA/MUSIC FACILITIES PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-j

Change Order No. 18 is to furnish and install the paint frame in the Scene Shop area of the theatre. This power-assisted frame is required to raise and lower the stage sets that will be constructed and finished as a part of theatre production. This item was not included in the contract documents. The cost for this change order is $11,615, with no time extension requested.

The Board Subcommittee on Facilities discussed this on January 17. Mr. Wells will report on the committee's findings.

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<td>Change Orders No. 1-17</td>
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<td>Change Order No. 18</td>
<td>+ 11,615.00</td>
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<tr>
<td>New Contract Price</td>
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It is recommended that approval be given of Change Order No. 18, Drama/Music Facilities Project, Don Greene Contractor, Inc., contractor, at an increase of $11,615 to the contract price and no change in completion date of November 6, 1976.

k. RECOMMENDED APPROVAL OF THE DISTRICT'S 1978-79 FIVE-YEAR CONSTRUCTION PLAN

Enclosure #6

February 1, 1977, is the required filing date for annual submittal to the California Community Colleges of the updated District's Five-Year Construction Plan. This plan is a projection of facilities for the next five-year period, and a basis for future requests for State matching funds under the Community College Construction Act of 1967. The District Plan for facilities is based upon the Academic Master Plan, a copy of which is contained in Enclosure #6. The Facilities Plan will be discussed in detail at the meeting.

It is recommended that approval be given for submittal of the District's 1978-79 Five-Year Academic Master and Construction Plan to the Board of Governors of the California Community Colleges.
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Board of Trustees - SBCCD
January 27, 1977

6. GENERAL INFORMATION

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

7. ADJOURNMENT

The next meeting of the Board of Trustees is scheduled for Thursday, February 10, 1977 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.