AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

March 10, 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 REGULAR MEETING OF FEBRUARY 24, 1977
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. LETTER FROM CALIFORNIA COMMUNITY COLLEGE TRUSTEES, CALIFORNIA
         SCHOOL BOARDS ASSOCIATION, REGARDING PROPERTY TAX REVISION
         (SERRANO) LEGISLATION
            Attachment 1.7-a
      b. REPORT ON GOVERNING BOARD ELECTION OF MARCH 8, 1977

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS (DAY), AND
             HOURLY INSTRUCTORS (EVENING COLLEGE), SPRING 1977
             SEMESTER
             Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF HOURLY, CHANGE FOR PREVIOUSLY-
             APPROVED HOURLY, AND SUBSTITUTE, CONTINUING EDUCATION
             DIVISION
             Attachment 2.1-a(2)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF HOURLY T.V. INSTRUCTORS, SPRING 1977 SEMESTER

Attachment 2.1-a(3)

(4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(4)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF NOTIFICATION OF TERMINATION OF TEMPORARY CERTIFICATED PERSONNEL (ADDITIONAL HOURLY)

Attachment 2.1-b(1)

The Education Code provides that certificated faculty must be either "regular" or "temporary". "Temporary" certificated personnel are employed to replace "regular" employees on leave or for special temporary enrollment situations.

Hourly certificated employees serving the District in "temporary" assignments are listed in the attachment. It is necessary to take official action prior to March 15 of the year in the case of "temporary" employees who are employed over 60 percent of a full assignment if they are not to be re-employed as permanent employees.

It is recommended, therefore, that approval be given to notify certificated personnel as indicated on the attachment that their temporary assignment will terminate at the end of the Spring 1977 semester.

(2) RECOMMENDED APPROVAL OF PERSONAL LEAVE OF ABSENCE (2/5):
DR. BARBARA LINDEMANN, ASSISTANT PROFESSOR, SOCIAL SCIENCE, FOR THE 1977-78 SCHOOL YEAR

Attachment 2.1-b(2)

Dr. Barbara Lindemann has requested a two-fifths personal leave of absence, without pay, for the 1977-78 school year.

It is recommended that this request be approved.
AGENDA - Regular Meeting
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2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF RE-EMPLOYMENT OF FIRST YEAR CONTRACT
(PROBATIONARY) INSTRUCTORS IN SECOND YEAR CONTRACT (PROBA-
TIONARY) STATUS FOR 1977-78
Attachment 2.1-b(3)

(4) RECOMMENDED APPROVAL OF RE-EMPLOYMENT OF SECOND YEAR CONTRACT
(PROBATIONARY) INSTRUCTORS IN THIRD YEAR REGULAR (TENURE)
STATUS FOR 1977-78
Attachment 2.1-b(4)

(5) RECOMMENDED APPROVAL OF RE-EMPLOYMENT OF SECOND YEAR CONTRACT
(PROBATIONARY) ADMINISTRATOR IN THIRD YEAR REGULAR (TENURE)
STATUS FOR 1977-78
Attachment 2.1-b(5)

(6) RECOMMENDED APPROVAL OF RETIREMENT: JAMES A NORTON, ASSOCIATE
PROFESSOR, ADMINISTRATION OF JUSTICE, EFFECTIVE JUNE 30, 1977
Attachment 2.1-b(6)

(7) RECOMMENDED APPROVAL OF REVISED POLICY ON EVALUATION OF
CERTIFICATED PERSONNEL

At the meeting on March 3, 1977 a proposed revised policy
on evaluation of certificated personnel was presented for first
reading. In the proposed policy, a section is added on re-
evaluation, separate procedures are included for probationary
and for regular teachers, and language and procedures are sim-
plicated.

Approval of the revised policy is recommended.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

(2) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: COLLEGE WORK
STUDY (ON- AND OFF-CAMPUS), VEA, GENERAL AND TUTORIAL PROGRAMS
Attachment 2.2-a(2)
AGENDA - Regular Meeting
Board of Trustees - SBCCD
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF TERMINATION (PROFESSIONAL CONSULTANT): ROGER SMITH, CONSTRUCTION INSPECTOR, EFFECTIVE MARCH 31, 1977

Attachment 2.2-a(3)

(4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.2-a(4)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT: GUADALUPE GUERRERO, ADMISSIONS & RECORDS CLK. (REPLACING J. HATHEWAY), EFFECTIVE 3/28/77

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT: PATRICIAN ANN HEINTZ, ADMISSIONS & RECORDS CLK. (REPLACING N. SORENSEN), EFFECTIVE 3/14/77

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF ESTABLISHMENT OF ONE PERMANENT CLASSIFIED POSITION OF TYP.CLK.,INT., 1/2-TIME, 10 MOS., COORDINATED INSTRUCTION OFFICE, AND RECOMMENDED APPOINTMENT: PATRICIA FOLEY, TYP.CLK.,INT., RANGE 21, STEP B

Attachment 2.2-b(3)

On February 17, 1977 the Resources Allocation Review Board recommended the establishment of one half-time classified permanent Typist Clerk, Intermediate, position for the Coordinated Instruction Office.

It is recommended that approval be given for the establishment of one permanent classified service position of Typist Clerk, Intermediate, 1/2-time, 10 months, for the Coordinated Instruction Office, and that approval be given for the appointment of Ms. Patricia Foley, Typist Clerk, Intermediate, at Range 21, Step B, to the position.
2. PERSONNEL - continued:
   2.3 GENERAL PERSONNEL
      a. PRESENTATION OF ANNUAL AFFIRMATIVE ACTION PROGRAM ACTIVITY
         REPORT FOR 1976

      Enclosure #1

      The report contained in Enclosure #1 is the second annual
summary report of actions taken by the District in 1976 to meet
its Affirmative Action and Equal Opportunity requirements as
set forth in Executive Order 11246 and the District's Affirma-
tive Action Program Plan.

      Mr. Daniel Oroz, Affirmative Action Officer, will be pre-
sent to speak to this report.

3. STUDENT SERVICES
   3.1 REPORT BY ASSOCIATED STUDENTS

4. CURRICULUM AND INSTRUCTION
   4.1 REPORT ON NURSERY SCHOOL PROGRAM GRADUATES

      Enclosure #2

      Enclosure #2 contains results of a follow-up study on graduates
of the Nursery School Program.

      The report is provided for information.

   4.2 RECOMMENDED APPROVAL OF SPRING 1977 TERM COURSES FOR CONTINUING EDU-
      CATION DIVISION

      Enclosure #3
5. BUSINESS SERVICES - continued:

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. P67-1787 through and including P67-1916.

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.

c. INSPECTORS' REPORTS FOR CONSTRUCTION PROJECTS FOR PERIOD ENDING FEBRUARY 28, 1977

Attachment 5.1-c

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

- Report No. 37 - Drama/Music Facility 99% complete
- Report No. 15 - Site Development, Phase IB 89% 
- Report No. 10 - La Playa Stad.Lighting 57% 
- Report No. 6 - Pershing Park, Phase IIIA 75% 
- Report No. 5 - Pershing Park, Phase IIIB 25%
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE

a. RECOMMENDED ACCEPTANCE OF OFFER OF GIFT FROM ASSOCIATED STUDENT SENATE

The Associated Student Senate has offered to replace the main campus entrance sign. A plan and design was presented to the Board Subcommittee on Facilities in February. The subcommittee voted to recommend acceptance to the Board at this meeting.

Ms. Sandy Loeffler, Student Senator, will present the plan and the design.

Acceptance of the offer of the donation is recommended.

b. RECOMMENDED ACCEPTANCE OF 20 NATIVE PLANTS AND $100 FOR EXPENSES FOR SOIL ADDITIVES FROM THE SANTA BARBARA HORTICULTURAL SOCIETY

Attachment 5.2-b

Through the efforts of Mr. Arlukowski, hourly instructor of Landscape Horticulture, the Horticultural Society has offered the plants to the College for planting in various areas on campus. The plants have an estimated value of $200. An additional $100 is stipulated for expenses of soil additives.

The Superintendent recommends acceptance of this generous donation and requests authorization to send Mr. Arlukowski and the Santa Barbara Horticultural Society a letter of appreciation.

c. RECOMMENDED ACCEPTANCE OF 213 COOK BOOKS FROM MRS. CALEB ELLIOTT

Attachment 5.2-c

Mrs. Caleb Elliott has again offered the Hotel, Restaurant Management Program 213 additional cook books from her collection. These books, listed in the attachment, have an estimated value of $1,349.80.

The Superintendent recommends acceptance of these books and requests authorization to send a letter of appreciation to Mrs. Caleb Elliott.
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5. BUSINESS SERVICES - continued;

5.2 NON-ROUTINE - continued:

d. REPORT OF NOTIFICATION OF ADJUSTED AUTHORIZATION CEILING FOR
THE 1976-77 BASIC EDUCATIONAL OPPORTUNITY GRANT (BEOG) PROGRAM

Attachment 5.2-d

Notification of a change in the authorization ceiling
for Basic Grant entitlements has been received. The previously-
approved authorization of $421,050, as reported at the August 5,
1976 Board meeting, has been increased to $690,303 for 1976-77.
The approved authorization acts as a line-of-credit in the dis-
bursement of funds through the Financial Aids office.

e. RECOMMENDED APPROVAL OF FILM CONTRACT FOR 1977-78

Attachment 5.2-e

Annually, the Santa Barbara Community College District
enters into a contract with the Office of the Los Angeles
County Superintendent of Schools for the use of the film ser-
vices provided by that office. The cost of the contract is
dependent upon the number of films used and remains unchanged
from that of previous years.

The Superintendent recommends approval of the contract
with the Office of the Los Angeles County Superintendent of
Schools for film services for 1977-78.

f. RECOMMENDED APPROVAL OF FUNDING OF SABBATICAL LEAVES FOR
1977-78

On January 13, 1977, the Board of Trustees approved sab-
batical leave proposals for 1977-78 subject to funding.

Advance planning is required in preparation for sabbatical
leaves and in arranging replacements. The financial situation
is improved over earlier estimates. Established Board policies
have provided set-aside funds for sabbatical leaves from funds
authorized but not expended in previous years. It is now
possible to predict, with considerable confidence, that sabbat-
ical leaves for next year can be funded.

It is recommended, therefore, that sabbatical leaves, as
described and approved on January 13, for 1977-78 be approved
for funding.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

g. RECOMMENDED APPROVAL OF PARTICIPATION IN A CCJCA PUBLIC INFORMATION PROJECT

Some years ago, the Community Colleges of California, in cooperation with the CCJCA, prepared a film on the community colleges for purposes of informing the public about the colleges.

It is agreed that a new film should be prepared. Each district is requested to contribute $100 to the production of this public information vehicle.

It is recommended that the District participate in the project and that the expenditure of $100 for this purpose be authorized.

h. RECOMMENDED APPROVAL TO DEVELOP SITE AND BUILDING GRAPHICS FOR THE SANTA BARBARA CITY COLLEGE CAMPUS

A Campus Graphics Proposal was considered by the Board on December 16, 1976 but was returned to staff for additional information. A series of meetings have been held with the Board Subcommittee on Facilities resulting in the following recommendations:

a. Paint signs on buildings using accent colors of each building. Use larger initial letters to accent the building name.

b. Use a modified Spanish type face similar to that used on the City Schools Administration Building for all street graphics as well as building graphics.

c. On street graphics, use Olympic Stain #712 for background. Use Soft Ivory #2946 for raised letters.

The Superintendent recommends approval to develop site and building graphics in accordance with the Master Plan concept and as modified by the Facilities Subcommittee recommendations listed.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

i. RECOMMENDED APPROVAL OF DESIGN MODIFICATION AND SCOPE CHANGE FOR THE PHYSICAL SCIENCE ADDITION AND RENOVATION PROJECT

Attachment 5.2-i

The Board Subcommittee on Facilities met with Mr. Don Ziemer on February 18 to review proposed design changes required by new standards for fume hood exhausts and additional ventilation of existing lab service areas. The ventilation is required to correct existing conditions. The additional work will increase the project budget by approximately $20,000. Other modifications for the handicapped will add another $5,000 to the project budget.

The Superintendent recommends approval of vent stack design modifications, additional ventilation of existing lab service area, and an increase of $25,000 to the project budget.

j. CONSIDERATION OF CHANGE OF PROJECT SCOPE FOR DISTRICT WAREHOUSE FACILITY

Attachment 5.2-j

On September 23, 1976 the Board authorized development of plans for a District Warehouse and approved Hall & Visioni as consulting architects. The architects' estimates for construction exceeded the proposed budget and staff were asked for alternative plans. Alternatives considered included site relocations, phasing of construction elements, and comparison of metal and masonry building costs. The Board Subcommittee on Facilities met with Mr. Visioni and Mr. Pierce regarding costs and benefits of steel, wood, and masonry structures. Mr. Visioni also met with staff to study alternate sites. The results of the studies were presented to the Board for information on March 3rd. Attachment 5.2-j includes a project budget and schedule.

The Superintendent recommends approval of change of project scope to 6,000 AST and authorization for the architect to proceed with plans for the warehouse facility.

k. INFORMATION ON FACILITIES FUNDING

Enclosure #4

For information, the staff has prepared a summary of the status of facilities funding and alternatives to be considered.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. CONSIDERATION OF PROPOSED COST REDUCTIONS AND EXTRA SERVICES FOR MARINE TECHNOLOGY BUILDING

A cost reduction analysis for this project has been completed by the project architect in cooperation with District staff and the Board Subcommittee on Facilities. The architect's cost estimate for this project at the completion of working drawings was $141,606 over the approved budget.

Summary:

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<td>Arch.W.D. Cost Estimate overage</td>
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<td>-133,072</td>
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<td>+ Bldg. Modifications</td>
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<tr>
<td>- Architect's Fee</td>
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<td>+ Reduce Contingency</td>
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Accepting all cost reductions and additional fee will result in a project budget of $719,652 which will be $14,470 over the anticipated budget at bid time of August, 1977.

The Superintendent recommends approval of proposed building cost reductions totaling $125,400 and authorization for extra architectural services not to exceed $21,600 to incorporate the cost reductions into the construction documents.

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, March 24, 1977 at 4:00 pm in the Board Room of Santa Barbara City College, Santa Barbara, California.