AGENDA

ADJOURNED MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

March 3, 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 10, 1977

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

   a. LETTER FROM COUNTY COUNSEL REGARDING TIE VOTES IN SCHOOL
      BOARD ELECTIONS

      Attachment 1.7-a

      Attachment 1.7-a contains a copy of Chapter 401 which
      amends Section 1118 of the Education Code requiring school
      boards to determine whether tie votes in school board elec-
      tions are to be resolved by lot or runoff election.

      This determination must be made prior to the next elec-
      tion on March 8, 1977, and should specify whether or not the
      decision made is to apply to all subsequent board elections.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

   a. ROUTINE

      (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS (DAY), HOURLY
          SUBSTITUTES (EVENING & DAY), SPRING 1977 SEMESTER

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

2.1 CERTIFICATED PERSONNEL - continued:

   a. ROUTINE - continued:

      (2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, CHANGES
          FOR PREVIOUSLY-APPROVED INSTRUCTORS, AND CONSULTANT
          (LECTURER), CONTINUING EDUCATION DIVISION

          Attachment 2.1-a(2)

      (3) RECOMMENDED APPROVAL OF ADDITIONAL EVENING COLLEGE
          CERTIFICATED PERSONNEL, 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

          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.

      Several outstanding certificated employees are
      serving the District this year as in past years in
      "temporary" assignments. 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. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF PERSONAL ILLNESS LEAVE OF ABSENCE: JACK HALLORAN, ASSOCIATE PROFESSOR, BUSINESS EDUCATION, EFFECTIVE 1/3/77 THROUGH 6/10/77

Attachment 2.1-b(2)

(3) PRESENTATION OF PROPOSED EVALUATION OF CERTIFICATED PERSONNEL POLICY

Enclosure #1

Enclosure #1 contains a copy of a proposed policy on Evaluation of Certificated Personnel. This has been prepared by an Ad Hoc Committee of the Academic Senate, and reviewed by Representative Council and the Superintendent/President.

The proposed policy is presented for a first reading only at this time.

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)

(3) RECOMMENDED ACCEPTANCE OF RESIGNATION: MARIA ELENA BECERRA, ACCT.CLK., INT., ACCOUNTING OFFICE, EFFECTIVE 2/16/77

Attachment 2.2-a(3)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(4) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: RUTH WARWICK, TYP.CLK., INT., COMMUNITY SERVICES, EFFECTIVE 2/22/77, APPROXIMATELY 6-8 WEEKS

Attachment 2.2-a(4)

(5) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.2-a(5)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF YEARLY SALARY INCREASES

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF CAREER (LONGEVITY) INCREMENTS

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF WORKING-OUT-OF-CLASSIFICATION: STELLA CASTELLANOS, TYP.CLK.SR., PERSONNEL DEPARTMENT, EFFECTIVE 2/28/77

Attachment 2.2-b(3)

On February 9, 1977, Francesca Parker, Typist Clerk, Senior, in the Personnel Department began a six to eight week health leave of absence. Ms. Castellanos, a Typist Clerk, Intermediate in the same department, has been assigned all of the duties of Ms. Parker's position starting February 28, 1977. It is appropriate that she be paid for working out of classification.

It is recommended that working-out-of-classification pay as a Typist Clerk, Sr., Range 25, Step A, be approved for Stella Castellanos, effective February 28, 1977 through the duration of Francesca Parker's health leave of absence.

2.3 GENERAL PERSONNEL

No items
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3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF CONTINUING EDUCATION DIVISION COURSE -- ALTERNATIVE THEATRE (LA TRAVIATA)

It is recommended that the Board approve a new Continuing Education course, Alternative Theatre (La Traviata). The class will begin on March 21 and continue for six weeks, culminating in the production of La Traviata on May 6, 7, 13 and 14.

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. P67-1687 through and including P67-1786.

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.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE

a. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #77-046 AND #77-047

Attachment 5.2-a

#77-046 in the amount of $360: To transfer cost from Sabbatical Account to Teaching Lab Account for instructor's salary for the French/Russian Cost Center.

#77-047 in the amount of $400: To transfer cost from Repair Account to Supply Account to correct object account for cost of supplies in Music Cost Center.

It is recommended that approval be given of the above-listed appropriation transfers.

b. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #77-044 AND #77-045 AND ADOPTION OF RESOLUTION No. 38 (1976-77)

Attachment 5.2-b

#77-044 in the amount of $1,874: To transfer funds from Contingencies Account to Salary Account for conversion of hourly assignment to contract assignment for Clara Lou Grant in the Nursery School Cost Center.

#77-045 in the amount of $1,271: To transfer funds from Contingencies Account to Stipend Account for corrections on dollar amounts set up for stipend allowances when budget was prepared.

It is recommended that Appropriation Transfers #77-044 and #77-045 be approved and Resolution No. 38 (1976-77) be adopted.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #77-048 AND #77-049 AND ADOPTION OF RESOLUTION No. 39 (1976-77)

Attachment 5.2-c

#77-048 in the amount of $5,967: To transfer funds from Contingencies to appropriate accounts for use for Community TV Educational Programs in the Spring 1977 semester by the Media Services Department.

#77-049 in the amount of $5,000: To transfer funds from Contingencies to Repair Account for surfacing materials to repair the track at La Playa Field.

It is recommended that Appropriation Transfers #77-048 and #77-049 be approved and Resolution No. 39 (1976-77) be adopted.

d. RECOMMENDED APPROVAL OF PAYMENT OF RADIOLOGIC TECHNOLOGY ANNUAL REGISTRATION FEE IN THE AMOUNT OF $350

Attachment 5.2-d

In the past, the yearly fees have been customarily paid by the six participating hospitals. However, in keeping with the philosophy that a program must be totally under college control, the Joint Review Committee has stated that the fees must be paid by the college responsible for the program.

Payment of this fee has been reviewed by the Resources Allocation Review Board and carries their recommendation. The Superintendent/President concurs in the recommendation of payment by the college.

It is recommended that approval be given for payment of the 1977 Annual Registration Fee - Radiologic Technology - in the amount of $350 and that this amount be added to the Health Occupations budget.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. RECOMMENDED RATIFICATION OF UPDATING OF SIMPLEX CAMPUS MONITORING AND CONTROL SYSTEM, BOND FUND ($20,500)

An examination of the District's control system indicates that with the addition of the Occupational Education and Humanities Buildings, and with the completion of the new Drama/Music Building, the present control system cannot adequately handle the heating and ventilation control and the fire alarm systems for all of the new buildings. This type of updating is usually done within the construction contract, but was not included in these projects. Therefore, it is essential that the system be brought up to date.

The Superintendent recommends ratification of the updating of the Simplex Campus Monitoring and Control System in the amount of $20,500 from the Bond Fund.

f. RECOMMENDED APPROVAL OF CONTRACT MODIFICATION, DRAMA/MUSIC FACILITY, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-f

The construction contract for the Drama/Music Facility with Don Greene Contractor, Inc., specifies monthly payments to the contractor amounting to 90% of the value of the labor and materials incorporated in the work. The additional time required for this project, due to the lack of high voltage power, has also extended the time the contractor must wait for final payment. The contractor has, therefore, requested the contract be modified to allow payment up to 95% of the value of labor and materials.

It is recommended that approval be given of a modification to the Drama/Music Facility contract with Don Greene Contractor, Inc., to allow payment of 95% of approved labor and materials incorporated in the work.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED APPROVAL OF CHANGE ORDER No. 1, PERSHING PARK, PHASE III-B, MAULHARDT ELECTRIC, CONTRACTOR

Attachment 5.2-g

Change Order No. 1 for the Tennis Court Lighting phase includes modifications to the contract with Maulhardt Electric to correct field conditions encountered on site related to vandalism and inaccurate 'as built' conditions. Also included is a material substitution and a credit for omitting the specified portable inspector's office. The net change to the contract is $284, plus an extension of seventy (70) days due to weather conditions, material availability, and coordinating with District schedules.

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\begin{align*}
\text{Original Contract Price} & \quad \$ 32,987 \\
\text{Change Order No. 1} & \quad + \quad 284 \\
\text{New Contract Price} & \quad . \quad . \quad . \quad $ 33,271
\end{align*}
\]

It is recommended that approval be given for Change Order No. 1, Pershing Park, Phase III-B, Maulhardt Electric, Contractor, at an increase of $284 to the contract price and a change in the completion date to April 15, 1977.

h. CONSIDERATION OF CHANGE ORDER No. 4, SITE DEVELOPMENT, PHASE I-B, MARTIN E. ROE, CONTRACTOR

Enclosure #2

Change Order No. 4 includes:

1) deletion of two bridge deck drains,
2) modification of handrail base connection at the bridge pavilion,
3) additional steel shear plates, and
4) extension of contract time.

Support data and anticipated costs of this change order will be considered by the Board Subcommittee on Facilities on February 18, 1977, and their recommendation will be presented at the Board meeting.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. CONSIDERATION OF CHANGE ORDER No. 5, SITE DEVELOPMENT,
   PHASE I-B, MARTIN E. ROE, CONTRACTOR

Enclosure #3

Change Order No. 5 includes several items related to added safety requirements in connection with strengthening the pagoda structures on the bridge. These additional requirements were considered by the Board Subcommittee on Facilities on February 18, 1977, and their recommendation will be presented at the Board meeting.

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, March 10, 1977 at 4:00 pm in the Board Room of Santa Barbara City College, Santa Barbara, California.