AGENDA

ANNUAL ORGANIZATIONAL MEETING
AND
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

April 14, 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 MARCH 24, 1977

MINUTES OF SPECIAL MEETING OF MARCH 28, 1977

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

a. MEMO FROM CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT)
   NOMINATING COMMITTEE RE: NOMINATION--CCCT FIRST VICE
   CHAIRMAN

Attachment 1.7-a

1.8 BOARD ACTION REQUIRED IN CONNECTION WITH THE BOARD OF TRUSTEES
ORGANIZATIONAL MEETING FOR 1977-78

a. ELECTION OF PRESIDENT AND VICE-PRESIDENT

The Education Code requires that a President and a Vice-President be elected during this meeting. In accordance with Board policy established on March 11, 1971, "The President shall be elected for a one-year term and may succeed himself or herself in office for one additional year".
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1. GENERAL FUNCTIONS - continued:

  1.8 continued:

  b. ELECTION OF SECRETARY/CLERK AND ASSISTANT SECRETARY/CLERK

    The Superintendent recommends the following action with regard to filling the positions of Secretary/Clerk and Assistant Secretary/Clerk:

    (1) That the Superintendent-President, Dr. Glenn G. Gooder, be elected Secretary/Clerk for the period from April 1, 1977 through March 31, 1978.

    (2) That the Assistant Superintendent, Business Services, Dr. Donald K. Sorsabal, be elected Assistant Secretary/Clerk for the period from April 1, 1977 through March 31, 1978.

c. ELECTION OF REPRESENTATIVES TO THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

    It has been customary for the Board to elect one of its members to represent the District on the County Committee on School District Organization. Mr. James Carvin had served in this capacity for six years.

d. ESTABLISHMENT OF MEETING DATES, TIME, AND PLACE

    In accordance with Board policy established on March 11, 1971, the Board of Trustees has met on the second and fourth Thursdays of each month at 4:00 p.m. in the Board Room at Santa Barbara City College.

e. LIAISON REPRESENTATIVE, COMMUNITY COLLEGE DIVISION OF THE CALIFORNIA SCHOOL BOARDS ASSOCIATION (CSBA)

    Mr. Sidney Frank has served in this capacity since August 22, 1974.
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2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS (EVENING) AND
    HOURLY SUBSTITUTES (DAY & EVENING)
    Attachment 2.1-a(1)

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

(3) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS:
    LIZ KARP, PHYSICAL EDUCATION, SPRING 1977 SEMESTER
    Attachment 2.1-a(3)

(4) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS:
    DR. ALONSO BENAVIDES, LECTURER, CONTINUING EDUCATION
    DIVISION, 4/13/77 TO 5/4/77
    Attachment 2.1-a(4)

(5) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS:
    BARBARA S. SHEFFIELD, WOMEN'S CENTER, EFFECTIVE 4/15/77
    FOR BALANCE OF SPRING SEMESTER
    Attachment 2.1-a(5)

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

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF SABBATICAL LEAVE (ADMINISTRATIVE):
    DR. JOSEPH A. BAGNALL, ASSISTANT DEAN, CONTINUING EDUCATION
    DIVISION
    Attachment 2.1-b(1)

    Dr. Joseph Bagnall has requested a sabbatical leave
    from June 1, 1977 through July 31, 1977, in accordance
    with District policy.

    It is recommended that the sabbatical leave be
    approved.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF DISABILITY RETIREMENT: MISS HENRIELLA G. STILES, PROFESSOR, HEALTH OCCUPATIONS. EFFECTIVE MARCH 30, 1977

Attachment 2.1-b(2)

On November 29, 1976, Miss Henriella Stiles went on an approved health leave of absence. Due to her health condition, she will be unable to return to her position. The State Teachers' Retirement System has approved early retirement disability for Miss Stiles effective March 30, 1977.

Miss Stiles has been with the College since 1972 and the District is appreciative of those years of service.

It is recommended that approval be given of a disability retirement for Henriella Stiles, Professor, Health Occupations Division, effective March 30, 1977.

(3) RECOMMENDED APPROVAL OF WORKING DAY SCHEDULES FOR CERTIFICATED PERSONNEL FOR THE 1977-78 COLLEGE YEAR

Attachment 2.1-b(3)

Annually, the Board establishes the number of required working days for each category of certificated personnel. The attachment delineates the recommended regular working schedule for: 10-month Certificated, 12-month Administrative, and Children's Center personnel.

The Superintendent recommends approval of the 1977-78 Working Schedules for certificated personnel as contained in Attachment 2.1-b(3).
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(4) RECOMMENDATIONS REGARDING ADMINISTRATIVE ASSIGNMENTS IN STUDENT SERVICES

Enclosure #1

Mr. Lisle Bresslin, Assistant Dean of Admissions & Records, is retiring at the end of the college year.

Contained in Enclosure #1 is a set of recommendations from Dr. Silvera and a cover memo from the Superintendent/President describing the recommendations being made at this time for re-assigning responsibilities in Student Services.

It is recommended that:

1. Ms. Rodrigues be assigned the responsibilities of Assistant Dean, Admissions & Records, effective July 1, 1977.

2. The duties of the half-time Director of Community Services be combined with those of the Assistant Dean of Student Activities and recruiting and selection for the position of Assistant Dean, Community Services and Student Activities, be initiated.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS, AND HOURLY APPOINTMENTS FOR CONTINUING EDUCATION DIVISION (NON-CLASSIFIED)

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF CHANGE IN SHIFTS BETWEEN VES HALL AND LAURO ORTIZ, CUSTODIANS, FACILITIES & OPERATIONS, EFFECTIVE 4/18/77

Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF EXTENSION OF CETA (TEMPORARY) APPOINTMENTS: STELLA CASTELLANOS, 3/25/77 THROUGH 6/30/77, AND CLAUDETTE CONCHA, 3/25/77 THROUGH 9/30/77

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE WITHOUT PAY: FRANCESCA PARKER, TYP.CLK., SR., PERSONNEL OFFICE, EFFECTIVE 4/7/77

Attachment 2.2-a(4)

(5) RECOMMENDED RATIFICATION OF EMPLOYMENT OF JOSEPH PONZINE, PROFESSIONAL CONSULTANT, FACILITIES & OPERATIONS DEPT., 4/1/77 THROUGH 4/15/77

Attachment 2.2-a(5)

(6) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.2-a(6)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF TERMINATION: GORDON WHYTE, DATA LIAISON TECH., INSTRUCTION OFFICE (PROBATIONARY PERIOD), EFFECTIVE 4/15/77

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT (PROMOTION): RICARDO VALENZUELA, CUSTODIAL SUPERVISOR (REPLACING J. PONZINE), FACILITIES & OPERATIONS DEPT., EFFECTIVE 4/18/77

Attachment 2.2-b(2)

(3) PUBLIC HEARING ON CSEA INITIAL COLLECTIVE BARGAINING CONTRACT PROPOSAL FOR 1977-78 SCHOOL YEAR

On March 24, 1977, the Board officially received the CSEA initial contract proposal for 1977-78. As required by the Rodda Act, the Board gave notice to the public by news release that at its next Board meeting on April 14, 1977, a hearing would be held to provide the public with an opportunity to express itself regarding the CSEA proposal.

It is recommended that this hearing be held
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(4) PRESENTATION OF INITIAL DISTRICT CSEA COLLECTIVE BARGAINING CONTRACT PROPOSAL FOR 1977-78 SCHOOL YEAR

The CSEA presented an initial Collective Bargaining Contract proposal on March 24, 1977. It is anticipated that the initial District contract proposal will be available for consideration and adoption.

As required by the Rodda Act, it is recommended that the Board:

1. Officially adopt the initial proposal.
2. make the proposal a matter of public record for public pickup in the Superintendent-President's Office and the Personnel Department, and
3. give notice by District news release to the public that at its next Board meeting on April 28, 1977, a hearing will be held to provide the public with an opportunity to express itself regarding the District's proposal.

2.3 GENERAL PERSONNEL

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS
4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF CONTINUING EDUCATION COURSE - ENGLISH AS A SECOND LANGUAGE FOR INDOCHINESE REFUGEES

A class in English As A Second Language has been scheduled for Indochinese refugees by the Continuing Education Division. The class will begin on April 18 and meet two hours nightly, Monday through Thursday, for a period of four weeks. The class will be closed to the public and will not be eligible for apportionment.

It is recommended that the Board approve a class in English As A Second Language as described above.

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. P67-2035 through and including P67-2175.

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 MARCH 31, 1977

Attachment 5.1-c

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

- Report No. 39 - Drama/Music Facility 99% complete
- Report No. 17 - Site Development, Phase I-B 95% "
- Report No. 12 - La Playa Stad.Lighting 68% "
- Report No. 8 - Pershing Park, Phase III-A 92% "
- Report No. 7 - Pershing Park, Phase III-B 75% "
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE

a. RECOMMENDED ACCEPTANCE OF AUGMENTED VEA, PART B, FUNDS, IN THE AMOUNT OF $14,954

Attachment 5.2-a

The District has been informed that it has been allocated $14,954 for augmentation to VEA, Part B, allotment. These funds can only be expended for Vocational Education programs. Additional requirements allocate $1,495 to Vocational Education students who are handicapped and $2,243 must be allocated to Disadvantaged Occupational Education students. Mr. Elkins has proposed an expenditure budget which is included in the attachment.

The Superintendent recommends acceptance of $14,954 in augmented VEA, Part B, funds and further recommends that those funds be expended as delineated in Attachment 5.2-a.

b. RECOMMENDED APPROVAL OF SUBMISSION OF AN APPLICATION FOR A NURSING CAPITATION GRANT

Enclosure #2

Capitation grant applications have been invited by the Public Health Service for the coming fiscal year. Applications must be postmarked no later than April 15. The amount of the grant is based on a formula. The last such grant received by the District was $17,600 which was spent for equipment, supplies, and student assistance. No matching funds are required.

The Superintendent recommends approval of the submission of a Nursing Capitation Grant application, as contained in Enclosure #2.

c. RECOMMENDED APPROVAL OF REVISED COMMUNITY SERVICE POLICY AND ADMINISTRATIVE GUIDELINES

Enclosure #3

The existing Community Service Policy is a patchwork of the policy adopted when the District was formed in 1965. The proposed policy attempts to establish a vehicle through which a comprehensive program can be enacted and controlled.

The Superintendent recommends that the policy be received and referred to the Board's Educational Policies Subcommittee.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. RECOMMENDED EMPLOYMENT OF PENFIELD AND SMITH ENGINEERS, INC., FOR A TOPOGRAPHIC SURVEY OF THE WEST CAMPUS WAREHOUSE SITE

Attachment 5.2-d

The architects for the Warehouse Facility project have requested a topographic survey of the site. The survey is required as the base drawing for the site plan. The attachment contains a proposal from Penfield and Smith to perform the required services at a cost not to exceed $1,000.

It is recommended that Penfield & Smith Engineers, Inc., be approved for employment to provide a topographic survey for the District Warehouse at a cost not to exceed $1,000.

e. RECOMMENDED APPROVAL OF CHANGE ORDER No. 2, PERSHING PARK, PHASE III-A, DON GREENE, CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-e

This change order provides approximately 250 linear feet of additional water line from Rest Room Bldg. A to an existing meter near Castillo Street and a credit for specified meter installation. The change was required by abandonment of existing water lines by the City Water Department. There will be an additional cost of $604 to the contract with no request for additional time.

| Original Contract Price       | $ 159,000 |
| Change Order No. 1           | - 329     |
|                               | $ 158,671 |
| Change Order No. 2            | + 604     |
| New Contract Price            | ... $ 159,275 |

It is recommended that approval be given of Change Order No. 2, Pershing Park Phase III-A Project, Don Greene Contractor, Inc., contractor, at an increase of $604 to the contract price and no change in completion date of April 6, 1977.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. CONSIDERATION OF SITING AND CONSTRUCTION OF A GREENHOUSE

Mr. Mel Elkins, Assistant Dean of Occupational and Career Education, has requested that a greenhouse be constructed by and for his Horticulture Program students.

The Board's Subcommittee on Facilities has studied the request and will report at the Board meeting.

g. RECOMMENDED APPROVAL TO TERMINATE ARCHITECTURAL SERVICE AGREEMENT AND APPROVAL OF PROCEDURES TO APPOINT A REPLACEMENT ARCHITECT - ADMINISTRATION BUILDING REMODELING PROJECT

Mr. John Robert Henderson has indicated his willingness to withdraw as the architect for the Administration Building Remodeling Project. The Board's Subcommittee on Facilities has reviewed and discussed the matter and will report at the Board meeting.

The Superintendent recommends termination of the Architectural Services Agreement for the Administration Building Remodeling Project with Mr. John Robert Henderson.

It is further recommended that the staff begin study of employment of another architect for this project.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RECOMMENDED APPROVAL OF WAIVER OF BIDDING PROCEDURES AS PER EDUCATION CODE 81648

State law requires that repair, alteration, and addition to school buildings and grounds must be open to public bidding if the estimate of cost exceeds $3,500 or 350 hours of work. In emergency situations, the Board of Trustees may by unanimous vote and with the approval of the County Superintendent of Schools contract without advertising or inviting bids. Circumstances lead the staff to conclude that an emergency does exist in completing our physically handicapped architectural barriers project and requests the Board to waive the normal advertising and invitation to bid. Dr. Sorsabal will report on the details at the Board meeting.

The Superintendent recommends the Board invoke the provisions of Education Code 81648 and requests authorization for staff to proceed with a contract to complete the architectural barrier removal projects.

i. RECOMMENDED APPROVAL OF CHANGE ORDER No. 6, SITE DEVELOPMENT PHASE I-B, MARTIN E. ROE, CONTRACTOR

Attachment 5.2-i

This change order includes additional pavilion bracing and connectors required to stabilize the pavilion roof structure. The contractor proposes to provide the additional material and labor at cost plus 15% with a not-to-exceed figure of $3,162. An additional 21 days is requested to accomplish the work.

| Original contract price | $ 274,800.00 |
| Change Orders No. 1-5   | + 8,971.21    |
| Change Order No. 6      | + 3,162.00    |
| New Contract Price      | $ 286,933.21  |

It is recommended that approval be given to Change Order No. 6, Site Development Phase I-B Project, Martin E. Roe, contractor, at an increase of not-to-exceed $3,162 to the contract price and a change in the completion date to May 1, 1977.
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5. BUSINESS SERVICES — continued:

5.2 NON-ROUTINE — continued:

j. RECOMMENDED APPROVAL OF CONTRACT MODIFICATION, SITE DEVELOPMENT PHASE I-B, MARTIN E. ROE, CONTRACTOR

Attachment 5.2-j

The construction contract for the Site Development Phase I-B project specifies monthly payments to the contractor amounting to 90% of the value of the labor and materials incorporated in the work. The contractor has 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 Site Development Phase I-B contract with Martin E. Roe, contractor, to allow payment of 95% of approved labor and materials incorporated in the work.

k. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #77-081

Attachment 5.2-k

#77-081 in the amount of $1,065: To transfer funds to appropriate accounts for internal accounting procedures.

It is recommended that approval be given of Appropriation Transfer #77-081.

1. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #77-080 AND ADOPTION OF RESOLUTION No. 43 (1976-77)

Attachment 5.2-1

#77-080 in the amount of $1,890: To transfer from Contingencies to Classified Salary Account to cover additional costs of personnel changes in Admissions Cost Center.

It is recommended that Appropriation Transfer #77-080 be approved and Resolution No. 43 (1976-77) be adopted.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

m. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #77-082

Attachment 5.2-m

#77-082 in the amount of $5,000: An approved request for $5,000 for "start up" supplies for the Theater was inadvertently left out of the adopted budget for 1976-77. Because a budgeted but unfilled position remains in the 1976-77 budget for Theater, staff recommends that $5,000 from that budgeted account be used for "start up" supplies.

The Superintendent recommends approval of Appropriation Transfer #77-082 in the amount of $5,000.

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, April 28, 1977 at 4:00 pm in the Board Room of Santa Barbara City College, Santa Barbara, California.