AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

May 12, 1977

3:00 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 2.3-a
   1.5 MINUTES OF REGULAR MEETING OF APRIL 28, 1977
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF HOURLY SUBSTITUTE
             Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF HOURLY, CHANGE FOR PREVIOUSLY-APPROVED INSTRUCTOR, SUBSTITUTE, AND CONSULTANT (LECTURER), CONTINUING EDUCATION DIVISION
             Attachment 2.1-a(2)
         (3) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS: DR. CLARENCE HILLS, EDNA WARD, AND DAVID SMITH
             Attachment 2.1-a(3)
         (4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
             Attachment 2.1-a(4)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED RE-APPOINTMENT OF DR. ABELINO BAILON AND MRS. HARRIET LECKIE TO RAVEC

Attachment 2.1-b(1)

The letter from Dr. Bobgan in Attachment 2.1-b(1) describes the need to appoint two members to two-year terms on the Santa Barbara County Regional Adult and Vocational Education Council. Dr. Bailon and Mrs. Leckie have served one-year terms.

It is recommended that Dr. Bailon and Mrs. Leckie be re-appointed to new two-year terms on the Council as representatives of the Santa Barbara Community College District.

2. RECOMMENDED APPROVAL OF PERSONAL ILLNESS LEAVE OF ABSENCE FOR MS. SHIRLEY L. CONKLIN, ASSISTANT DEAN, HEALTH OCCUPATIONS

Attachment 2.1-b(2)

Ms. Shirley Conklin, Assistant Dean, Health Occupations, upon the advice of her physician, has requested a personal illness leave of absence for five or six weeks beginning April 19, 1977.

It is recommended that her request be approved.

(3) RECOMMENDED APPROVAL OF A ONE-YEAR PERSONAL LEAVE OF ABSENCE FOR DR. MANUEL RIVERA, ASSISTANT PROFESSOR, SPANISH

Attachment 2.1-b(3)

Dr. Manuel Rivera has been offered an administrative position at Hartnell College. He has requested a one-year personal leave of absence without pay.

It is recommended that Dr. Rivera be granted a one-year personal leave of absence for the 1977-78 college year.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(4) RECOMMENDED APPROVAL OF RETIREMENT OF RUSSELL S. WENZLAU, EFFECTIVE JULY 31, 1977

Attachment 2.1-b(4)

Mr. Russell S. Wenzlau, Assistant Dean of Evening College and Summer Session, has submitted a letter indicating that he wishes to retire effective July 31, 1977. A brief history of Mr. Wenzlau's professional service and contributions is contained in Attachment 2.1-b(4).

It is recommended that his retirement be approved effective on the date requested.

(5) RECOMMENDED APPROVAL OF RE-ORGANIZATION OF INSTRUCTIONAL SERVICES STAFFING

Attachment 2.1-b(5)

For the past two and one-half years, Instructional Services have been organized on an experimental basis.

The faculty has chosen to organize a Cluster Leaders' Council in an effort to deal with faculty concerns regarding instructional services. Assignments of the three Teacher/Coordinators end at the end of the current semester.

Discussions have resulted in the recommendation that the three half-time Teacher/Coordinators be replaced with one full-time Assistant Dean for Educational Planning and Development. A change from three half-time Teacher/Coordinators to one Assistant Dean would reduce annual costs by approximately $11,500. A job description for the proposed position is included in Attachment 2.1-b(5).

It is recommended that the three half-time Teacher/Coordinator positions be eliminated; that a position of Assistant Dean, Educational Planning and Development with the job as described be approved; and that authorization be given to recruit for the position.
AGENDA - Regular Meeting
Board of Trustees - SBCCD
May 12, 1977

2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

Attachment 2.2-a(1)

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

Attachment 2.2-a(2)

(3) RECOMMENDED ACCEPTANCE OF RESIGNATION: LAWRENCE S. TROXELL, LAB.TECHNICIAN, CHEMISTRY, EFFECTIVE 9/16/77

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF EXTENSION OF HEALTH LEAVE OF ABSENCE: CLAIRE PETERSEN, TYP.CLK., SR., LIBRARY, EFFECTIVE 5/20/77 FOR APPROXIMATELY THREE (3) MONTHS

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF INDUSTRIAL LEAVE OF ABSENCE: PEDRO Q. LOMELI, GROUNDSKEEPER, FACILITIES & OPERATIONS, EFFECTIVE 4/18/77 FOR APPROXIMATELY EIGHT (8) WEEKS

Attachment 2.2-a(5)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT: BARBARA A. JOHNSTON, ACCT.CLK., INT., ACCOUNTING DEPARTMENT (REPLACING M. BECERRA), EFFECTIVE 5/16/77

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT: PAUL L. VINCENT, OFFSET DUP.MACH.OPERATOR, DUPLICATING DEPARTMENT (REPLACING M. AVILES), EFFECTIVE 5/31/77

Attachment 2.2-b(2)
AGENDA - Regular Meeting
Board of Trustees - SBCCD
May 12, 1977

2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF REORGANIZATION OF INSTRUCTION AND RESEARCH & GRANTS OFFICES, TRANSFER AND RECLASSIFICATION OF DATA LIAISON TECHNICIAN POSITION

Attachment 2.2-b(3)

Due to a proposed reorganization of the Instruction Office, which calls for data gathering support for instructional services to be shifted to Mr. Burt Miller in the Research & Grants Office (President's Office), it is advisable to transfer a classified position of Data Liaison Technician from Instruction to the Research & Grants Office.

The position's duties have been reviewed and a reclassification to Statistical Clerk would be appropriate. The position's salary would remain at Range 27. The recommended reclassification is in accordance with Section 1221 of the Classified Personnel Rules and Regulations. A copy of the classification study and class specification are in the attachment.

It is recommended that approval be given for reorganization of the Instruction and Research & Grants Offices, including transfer of the Data Liaison Technician position to the Research & Grants Office and reclassification of that position to Statistical Clerk, Range 27, and that the class of Data Liaison Technician be abolished.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(4) RECOMMENDED APPROVAL OF TRANSFER OF 1/2 TIME UNFILLED POSITION OF DATA LIAISON TECHNICIAN, RANGE 27, FROM RESEARCH & GRANTS OFFICE TO INSTRUCTION OFFICE, AND RECLASSIFICATION OF POSITION TO TYPIST CLERK, INT., RANGE 21

In line with the proposed reorganization of the Research & Grants and Instruction Offices, a 1/2 time, 12-month classified position of Data Liaison Technician would be transferred to the Instruction Office and reclassified to Typist Clerk, Intermediate, Range 21. This position had been budgeted for FY 76-77 but has remained vacant. It is anticipated that with the Statistical Clerk position being transferred to the Research & Grants Office from the Instruction Office, a 1/2-time, 10-month Typist Clerk position will be needed to provide support to the Office of Instruction.

It is recommended that approval be given for transfer of the 1/2-time Data Liaison Technician position from the Research & Grants Office to the Instruction Office and that the position be reclassified downward to Typist Clerk, Intermediate, Range 21, 1/2-time, 10 months per year.

(5) RECOMMENDED APPROVAL OF VOLUNTARY DEMOTION: SHAR-LYNN TIMM, ACCOUNT CLERK, SR., RANGE 27E (FULL-TIME, 12 MO.) ACCOUNTING, TO TYPIST CLERK, INT., RANGE 21E (1/2-TIME, 10 MO.) INSTRUCTION OFFICE

Attachment 2.2-b(5)

Mrs. Shar-Lynn Timm has requested a Voluntary Demotion to a 1/2-time, 10-month position of Typist-Clerk, Intermediate, Range 21, in the Instruction Office. This request is in compliance with Classified Rules & Regulations, Section 1522.

It is recommended that approval be given for a Voluntary Demotion of Shar-Lynn Timm, Acct.Clk.,Sr., Range 27E (Full-time, 12 Mo.), Accounting, to Typ. Clk.,Int., Range 21E (1/2-time, 10 Mo.), Instruction Office.
AGENDA - Regular Meeting  
Board of Trustees - SBCCD  
May 12, 1977

2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

a. RECOMMENDED APPROVAL OF CONTRACT WITH THE FIRM OF JULIAN & BECKER FOR REPRESENTATION IN COLLECTIVE BARGAINING

Enclosure #1

Enclosure #1 is a proposed contract with the firm of Julian & Becker. If approved, the firm will provide a negotiator to represent the District in collective bargaining negotiations with the local chapter of CSEA.

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF NEW COURSES FOR 1977-78

Enclosure #2

Enclosure #2 contains proposed new courses for 1977-78. The Curriculum Advisory Committee has devoted a great deal of time and effort in review of these proposed courses. There are no budgetary implications since departments were required to substitute any proposed new course for an existing course.

It is recommended that the proposed new courses for 1977-78 be approved.

4.2 RECOMMENDED APPROVAL OF CONTINUING EDUCATION DIVISION COURSE - FUNDAMENTALS OF AUTOMOTIVE BRAKE AND FRONT END

It is recommended that the Board approve a class in the Fundamentals of Automotive Brake and Front End.

The class will begin on May 17 and meet twice weekly from 7:00 pm to 10:00 pm at the ROP Garage, 317 Anacapa Street. The class will be open to the public; Indochinese refugees who have completed the four-week English As a Second Language Class will be encouraged to attend. Lecture and lab sessions will provide fundamental knowledge of automotive suspensions, steering, brakes, and wheel alignment.
AGENDA - Regular Meeting
Board of Trustees - SBCCD
May 12, 1977

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. P67-2335 through and including P67-2438.

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 5.1b and such other claims as may arise prior to the meeting.

c. INSPECTORS' REPORTS FOR CONSTRUCTION PROJECTS FOR PERIOD ENDING APRIL 30, 1977

Attachment 5.1-c

Attachment 5.1-c contains the inspectors' reports for the following construction projects:

- Report No. 41 - Drama/Music Facility 100% complete
- Report No. 19 - Site Devel.,Phase I-B 100% "
- Report No. 14 - La Playa Stad.Lights 70% "
- Report No. 10 - Pershing Park, III-A 99% "
- Report No. 9 - Pershing Park, III-B 99% "

5.2 NON-ROUTINE

a. RECOMMENDED APPROVAL OF DISPOSAL OF SURPLUS PROPERTY

Attachment 5.2-a

The items listed in the attachment are of no further use to the District and should be disposed of at the Santa Barbara County Auction to be held on May 21, 1977.

It is recommended that approval be given for the disposal of these items and staff authorized to do so at the County Auction on May 21.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

b. RECOMMENDED AUTHORIZATION TO ORDER SUPPLY AND EQUIPMENT ITEMS FOR FISCAL YEAR 1978

Due to delivery schedules, it is necessary that certain supply and equipment items required for the opening of the 1977-78 college year be ordered in advance of budget approval. Such orders are anticipated to be minimal.

The Superintendent recommends that the Board authorize the issuance of notices of intent to purchase selected supply and equipment items necessary for the 1977-78 college year in advance of budget adoption and that such authorization be limited to an amount not to exceed 50% of the total amount budgeted for supply items for the 1977-78 college year.

c. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #77-120, 121, 122, 124 and 125

Attachment 5.2-c

#77-120 in the amount of $9,561: To transfer funds to appropriate accounts in eleven (11) different Cost Centers.

#77-121 in the amount of $90: To transfer funds from Certificated Salary to In-Service Account for cost of training in Health Occupations Division through UCSB Extension.

#77-122 in the amount of $638: To transfer funds from Certificated Salaries to Hourly Student Account for cost of salary under Capitation Grant.

#77-124 in the amount of $320: To transfer funds from Supplies to Instructional Aid Account for salary cost in EOP Human Relations Cost Center.

#77-125 in the amount of $2,000: To transfer funds from Security Service to Hourly Classified Salary Account for Security Salaries.

It is recommended that the above appropriation transfers be approved.
AGENDA - Regular Meeting
Board of Trustees - SBCCD
May 12, 1977

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. RECOMMENDED RATIFICATION OF THE SUBMISSION OF A PROPOSAL TO THE STATE DEPT. OF EDUCATION FOR ADULT BASIC EDUCATION SERVICES

Enclosure #3

The State Dpt. of Education, Adult Education Field Service Section, has again invited applications for funds to conduct programs of basic education for adults. The proposed program is a continuation of one started last year, and will provide counseling, basic education classes and ESL classes.

The proposal was mailed to meet a May 13 deadline.

Ratification of the submittal of this proposal is recommended.

e. RECOMMENDED APPROVAL OF SUNDAY USE OF FACILITIES

Attachment 5.2-e:

Two outside agencies have requested use of college facilities on Sunday, October 23, 1977. District policy provides that such requests be submitted to the Board of Trustees for approval. Charges will be in accordance with established fees. Although both activities are planned for the same day, there will be no conflict in the use of space.

It is recommended that the requests of the California Society of Radiologic Technology and of the United Nations Association for use of campus facilities on Sunday, October 23, 1977 be approved.

f. RECOMMENDED APPROVAL OF ARCHITECTURAL SERVICES FOR THE ADMINISTRATION BUILDING RENOVATION

Members of the District staff have completed interviews with architects considered for the completion of this project. The Board Facilities Subcommittee has reviewed staff suggestions and will make a recommendation to the Board at the meeting for employment of the architectural firm for the Administration Building Renovations Project.
AGENDA - Regular Meeting  
Board of Trustees - SBCCD  
May 12, 1977

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

8. RECOMMENDED APPROVAL OF CHANGE ORDER No. 21, DRAMA/MUSIC FACILITIES PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-g

Change Order No. 21 provides for additional safety rails and gate at the handicapped chair lift in the Theatre storage area. The additional work is required to meet OSHA requirements. The total cost for this change order is $1,283 with no extension of time requested.

Original Contract Price $ 3,087,000.00  
Change Orders No. 1-20 + 144,719.54  
$ 3,231,719.54  
Change Order No. 21 + 1,283.00  
New Contract Price: ......$ 3,233,002.54

It is recommended that approval be given to Change Order No. 21 to the contract with Don Greene Contractor, Inc., contractor, Drama/Music Facilities Project, at an increase of $1,283 to the contract price, and no change in the completion date of November 6, 1976.

h. RECOMMENDED APPROVAL OF CHANGE ORDER No. 22, DRAMA/MUSIC FACILITIES PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-h

Change Order No. 22 provides for three (3) reversing magnetic starters that are required to operate arbor winches on stage platform rigging. The magnetic starters were not specified in the bid documents. The additional cost for this change order is $725.35 with no time extension requested.

Original Contract Price $ 3,087,000.00  
Change Orders No. 1-21 + 146,002.54  
$ 3,233,002.54  
Change Order No. 22 + 725.35  
New Contract Price: ...... $ 3,233,727.89

It is recommended that approval be given to Change Order No. 22 to the contract with Don Greene Contractor, Inc., contractor, Drama/Music Facilities Project, at an increase of $725.35 to the contract price, and no change in the completion date of November 6, 1976.
AGENDA - Regular Meeting  
Board of Trustees - SBCCD  
May 12, 1977  

5. BUSINESS SERVICES - continued:  

5.2 NON-Routine - continued:  

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

Attachment 5.2-1  

Recent CAL-OSHA Title 8 changes require that all existing fume hoods meet certain standards for ventilation. The existing Physical Science building has several hoods that must be modified to meet these standards. The architects for the Physical Science Addition and Renovation Project were asked to submit a proposal to include the required work into the project. Attachment 5.2-1 includes their proposal which will add an estimated $13,500 to the building project cost and additional architect's fee of $2,700. Since the addition to the building budget will increase the architect's fee by $1,458 this amount will be deducted from the $2,700.  

It is recommended that the architectural contract with Kruger, Bensen, and Zieme be modified to include the renovation of existing fume hoods at an increase of building budget of $13,500 and for an extra services fee of $1,242.

j. RECOMMENDED ACCEPTANCE OF THE PERSHING PARK, PHASE III-A, PROJECT, AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION, DON GREENE CONTRACTOR, INC., CONTRACTOR  

The Project Architect and District Inspector have completed the final inspection and punch list for this project. The contractor anticipates having all corrections to the work completed by Board meeting time. The final project status is:  

- Original Contract Price $159,000  
- Change Orders No. 1-3 +275  
- Final Contract Price...$159,275  

Original Completion Date April 6, 1977  
Current Completion Date May 3, 1977  

It is recommended that Pershing Park, Phase III-A, Project be accepted as substantially complete as of May 3, 1977 and authorization be given to file the Notice of Completion, subject to completion of all conditions of the contract.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED APPROVAL OF LOCATION OF GREENHOUSE ON WEST CAMPUS

The location and construction of an additional greenhouse for the Landscape Horticulture and Life Science programs has been studied by staff and the Board Facilities Subcommittee. The greenhouse is now proposed to be located in the area adjacent to the proposed new Warehouse on the West Campus.

It is recommended that approval be given for temporary location of a proposed greenhouse in the area adjacent to the proposed Warehouse on the West Campus.

l. RECOMMENDED APPROVAL OF CHANGE ORDER No. 7, SITE DEVELOPMENT, PHASE I-B, MARTIN E. ROE, CONTRACTOR

Change Order No. 7 adjusts the material and labor costs of Change Orders No. 5 and No. 6 which included additional bracing for the wood trellis and pavilion. The change order to reduce the contract cost is being processed and will be presented at the meeting with a recommendation by staff.

m. RECOMMENDED ACCEPTANCE OF THE SITE DEVELOPMENT, PHASE I-B, PROJECT AND AUTHORIZATION TO FILE NOTICE OF COMPLETION, MARTIN E. ROE, CONTRACTOR

The Project Architect and District Inspector have completed the final inspection of this project and the contractor has indicated to staff that all punch list items will be complete by Board meeting time.

It is recommended that the Site Development, Phase I-B, Project be accepted, as substantially complete as of May 3, 1977, and authorization be given to file the Notice of Completion, subject to completion of all conditions of the contract.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

n. RECOMMENDED APPROVAL FOR PAYMENT OF INVOICE, DANIEL, MANN, JOHNSON & MENDENHALL - $4,081.03

Attachment 5.2-n

The District has received an invoice from Daniel, Mann, Johnson & Mendenhall in the amount of $4,081.03 for work provided in connection with the citation received by the District for its boiler and electrical problems. The original invoice was dated November 11, 1975, but due to a clerical error, was not received by the District until February 16, 1977. Because of the amount of the invoice and because of the time delay, the staff has studied the request for payment and concludes it is rightfully owed to Daniel, Mann, Johnson & Mendenhall. The matter will be discussed in detail at the Board meeting.

The Superintendent recommends approval of Invoice No. 1075-146, dated November 11, 1975, for architectural services rendered by Daniel, Mann, Johnson & Mendenhall, in the amount of $4,081.03.

o. REPORT OF SUMMARY OF OPERATIONS OF CAMPUS BOOKSTORE AND STUDENT FINANCE

Enclosure #4

Enclosure #4 contains a summary of the operations of the campus Bookstore and Student Finances for the period ending March 31, 1977.
AGENDA - Regular Meeting  
Board of Trustees - SBCCD  
May 12, 1977

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

p. PRESENTATION OF REPORT OF THE DISTRICT'S FINANCIAL STATUS

Enclosure #5

Enclosure #5 contains the financial report for the quarter ending March 31, 1977 for the following funds and accounts:

- Associated Student Trust Fund
- Bond Building Fund
- Cafeteria Account
- Children's Center Fund
- Children's Center Special Reserve Fund
- Construction & Rehabilitation Fund
- General Fund
  - Community Services Override
  - Lease Cost Override
- Harold R. Frank Foundation Trust Account
- Marine Technology Special Reserve Fund
- Special Reserve Fund

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, May 26, 1977 at 3:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.