AGENDA

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

September 1, 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

1.5 MINUTES OF REGULAR MEETING OF JULY 28, 1977

MINUTES OF SPECIAL MEETING OF AUGUST 4, 1977

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

a. CALIFORNIA SCHOOL BOARDS ASSOCIATION DELEGATE ASSEMBLY BALLOT

Attachment 1.7-a
Enclosure #1

Information on candidates for the CSBA Delegate Assembly is included in Enclosure #1. Attachment 1.7-a contains a copy of the ballot. The ballot must be mailed prior to September 30.

For the last such election, Board members marked individual ballots which were tabulated in the Superintendent's office. From that tabulation, an official ballot was prepared and submitted.

Ballots are available if the Board wishes to follow the same procedure for the present election.

b. ENROLLMENT REPORT FOR 1977 FALL SEMESTER

c. MEMO FROM COUNTY COUNSEL REGARDING LEGAL SERVICES

Attachment 1.7-c
AGENDA - Special Meeting
Board of Trustees - SBCCD
September 1, 1977

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY AND SUBSTITUTES, FALL 1977 SEMESTER

Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY, CHANGES FOR PREVIOUSLY-APPROVED INSTRUCTORS, SUBSTITUTES, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION

Attachment 2.1-a(2)

(3) RECOMMENDED APPROVAL OF ADDITIONAL PAYMENT: D. K. SHELVER, ALPHA SCHOOL, AUGUST 20-31, 1976

Attachment 2.1-a(3)

(4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(4)

b. NON-ROUTINE

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

Enclosure #2

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

Enclosure #3

(3) RECOMMENDED APPROVAL OF CHANGES IN SABBATICAL LEAVES: JOHN EGGLER, ASSOC. PROFESSOR, ETHNIC STUDIES AND LESTER STEVENS, ASSOC. PROFESSOR, PHYSICAL EDUCATION DEPT., EFFECTIVE FALL 1977 SEMESTER

Attachment 2.1-b(3)

It is recommended that approval be given to change Mr. Eggler's and Mr. Stevens' sabbatical leave time from one full college year (1977-78) to Fall 1977 semester only.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

   b. NON-ROUTINE - continued:

   (4) RECOMMENDED APPROVAL OF APPOINTMENTS - SABBATICAL LEAVE REPLACEMENTS

       Attachment 2.1-b(4)

   (5) RECOMMENDED APPROVAL OF APPOINTMENT: MARGO HANDELSMAN, COUNSELOR (REPLACING C. REYNOLDS), EFFECTIVE 9/6/77

       Attachment 2.1-b(5)

   (6) RECOMMENDED APPROVAL OF CHANGE IN CONTRACT: LORRAINE HATCH, PROFESSOR, ENGLISH, 1977-78 COLLEGE YEAR

       Attachment 2.1-b(6)

       Mrs. Lorraine Hatch, Professor, English Dept., has for some time, at her request, been assigned only 80% (4/5 time). It is now possible for her to return to a full-time assignment.

       It is recommended that approval be given to increase Lorraine Hatch's contract from 4/5 to full-time, effective 1977-78 college year.

   (7) RECOMMENDED APPROVAL OF JOB DESCRIPTION FOR DIRECTOR, INSTRUCTIONAL SUPPORT SERVICES

       Attachment 2.1-b(7)

       For some time, the District has had a position of Director, Tutorial Services. Mr. Pablo Buckelew is the Director.

       With the addition of an Enabler/Instructor Learning Disabilities, it is desirable to amend the duties and change the title of the Director of Tutorial Services.

       It is recommended, therefore, that the title and job description for Director, Tutorial Services, be changed to Director, Instructional Support Services, as described in Attachment 2.1-b(7).
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS, NON-CLASSIFIED SERVICE

Attachment 2.2-a(2)

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

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF YEARLY SALARY INCREMENTS

Attachment 2.2-a(4)

(5) RECOMMENDED ACCEPTANCE OF RESIGNATIONS: C. SHUPE, MGR., BOOKSTORE; G. GUERRERO, ADMISSIONS CLK.; AND T. PEARISO, TESTING TECH., ENGLISH

Attachment 2.2-a(5)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT: CHRISTYANN CARNAGHI, ADM. & REC.CLK. (REPLACING L. GLOCKLER), EFFECTIVE 9/19/77

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT: BERNICE A. COLOMBANA, ADM. & REC.CLK., (REPLACING ALEXIS MOORE), EFFECTIVE 9/6/77

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: ARLENE M. DOUGLAS, SR. SEC., FACILITIES DEVELOPMENT (REPLACING D. SORSABAL), EFFECTIVE 9/6/77

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

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(4) RECOMMENDED APPROVAL OF APPOINTMENT: JANICE J. DEPENDAHL, LAB. TEACHING ASST., EARTH SCIENCE (NEW POSITION - RARB #6 OF FY 77-78), EFFECTIVE 9/1/77

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT: JOE J. STREIFF, LINO-TYPE/PRESS OPERATOR, PRINT SHOP (REPLACING J. JOHNSTON), EFFECTIVE 9/8/77

Attachment 2.2-b(5)

(6) RECOMMENDED APPROVAL OF APPOINTMENT: GARY D. WYNN, LAB. TEACHING ASST., PSYCHOLOGY (NEW POSITION - RARB #33 OF FY 76-77), EFFECTIVE 9/6/77

Attachment 2.2-b(6)

(7) RECOMMENDED APPROVAL OF APPOINTMENT: LINDA MEREDITH, TESTING TECH., ENGLISH DEPT. (REPLACING T. PEARISO), EFFECTIVE 9/2/77

Attachment 2.2-b(7)

(8) RECOMMENDED APPROVAL OF APPOINTMENT: BOOKSTORE MANAGER (REPLACING C. SHUPE), PENDING INTERVIEWS - TO BE ANNOUNCED AT BOARD MEETING, EFFECTIVE 9/2/77

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

2.3 GENERAL PERSONNEL

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 REPORT ON 1976-77 ACTIVITIES OF SANTA BARBARA CITY COLLEGE'S EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

Enclosure #4

Each year the College submits a year-end report of the Extended Opportunity Programs and Services program to the Chancellor's office.

Dr. Silvera will be present to speak to the summarization prepared by Mr. Gilbert Robledo.

4. CURRICULUM AND INSTRUCTION

No items

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. P67-2898 through and including P67-2912 (Prior Year), P78-0043, and P78-0250 through and including P78-0744.

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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Board of Trustees - SBCCD  
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5. BUSINESS SERVICES - continued:

5.2 NON-Routine

a. RECOMMENDED ACCEPTANCE OF ADDITIONAL CETA FUNDS FOR CONTINUATION OF SUMMER ESL CLASS

The County Office of CETA Programs has awarded Santa Barbara City College an additional amount of $1,240 to provide an additional three weeks of instruction in ESL. The existing program, previously approved on July 28, 1977, will be extended to September 30, 1977. No matching funds are required.

Acceptance of these funds is recommended.

b. RECOMMENDED ACCEPTANCE OF CETA FUNDS FOR ESL CLASS

The County Office of CETA Programs has awarded Santa Barbara City College $20,674 to provide an ESL class for 45 adults over a 35-week period, beginning October 3, 1977. No matching funds are required.

Acceptance of these funds is recommended.

c. RECOMMENDED ACCEPTANCE OF AN ALLOCATION IN THE AMOUNT OF $6,015 FOR NURSING STUDENT LOANS AND SCHOLARSHIPS

Attachment 5.2-c

Notification of a $6,015 award to be used to aid Nursing Program students has been received with $3,708 allocated for student loans and $2,307 for scholarships. The student loan portion requires District matching funds totaling at least 1/9 of the amount. The $412 needed for this purpose is included in the 1977-78 District budget.

Acceptance of Nursing Loan and Scholarship funds from the Dept. of Health, Education and Welfare in the amount of $6,015 is recommended.

d. RECOMMENDED ACCEPTANCE OF GRANT IN THE AMOUNT OF $3,855 FOR COLLEGE LIBRARY RESOURCES

Attachment 5.2-d

The Office of Education has notified the College of the award of $3,855 for College library resources under Title II-A of the Higher Education Act of 1965. No matching funds are required.

Acceptance of the grant in the amount of $3,855 is recommended.
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Board of Trustees - SBCCD
September 1, 1977

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. RECOMMENDED APPROVAL OF 1977-78 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

Enclosure #5

Notification has been received of an allocation of $134,971 for EOPS programs and services for 1977-78.

Enclosure #5 contains the proposed programs and services for the coming school year.

Acceptance of the allocation and approval of the program for 1977-78 is recommended.

f. REPORT OF NOTIFICATION OF APPROVED AUTHORIZATION CEILING FOR BEOG PROGRAM

Attachment 5.2-f

Notification has been received from the Department of Health, Education and Welfare of the authorization ceiling of BEOG for 1977-78. The approved authorization is $454,580 and acts as a line-of-credit in the disbursement of funds through the College's office of Financial Aids.

g. RECOMMENDED APPROVAL OF AMENDMENT TO DISTRICT'S CLASSIFICATION AND RETENTION PLAN FOR DOCUMENTS

Attachment 5.2-g

On December 13, 1976 the Office of the Historian, California State Archives, informed the District that henceforth Community Colleges need not notify the State Archives of impending records dispositions. Attachment 5.2-g reflects the necessary amendments which should be made to the District's Classification and Retention Plan for Documents. Forms D and E, letters which were used for notifying the State Archives Office, are also recommended for deletion from this plan.

Approval of the proposed amendments to the District's Classification and Retention Plan for Documents is recommended.
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5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

h. RECOMMENDED APPROVAL OF DESTRUCTION OF RECORDS

It is recommended that the staff be given permission to destroy the following Class 2 and 3 documents. These records have been retained for the legal period of time as per Article 2, Section 3015 through 3019 of Title V, Administrative Code.

Student Finance:

- Bank Statements - 1973-74
- Purchase Orders - 1972-73
- Ledger Cards - 1972-73
- Journals (Income, Expense, General) - 1972-73
- Monthly Working Papers - 1973-74

Personnel Office:

- Certificated Personnel Files
  (Resigned, retired, hourly)
- pertinent information is now being retained on cards

i. RECOMMENDED APPROVAL OF PROPOSED AMENDMENT TO POLICY AND ADMINISTRATIVE GUIDELINES FOR KEY CONTROL

Attachment 5.2-1

Attachment 5.2-1 contains an amendment to the Policy and Administrative Guidelines for Key Control in order to clarify the purpose of charging for lost keys.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

j. RECOMMENDED RATIFICATION OF CONTINUING LICENSE WITH THE NAVAL RESERVE CENTER FOR ADULT EDUCATION CLASS, PHYSICAL FITNESS FOR WOMEN

Attachment 5.2-j

In the past, the Continuing Education Division has been licensed by the Naval Reserve Center to conduct a class in Physical Fitness for Women in the Naval Reserve Center facility. A class in "Fitness for Life" has been scheduled for 1977-78.

Ratification of the contract with the Naval Reserve Center for the use of its facilities during 1977-78 is recommended.

k. RECOMMENDED ACCEPTANCE OF ALLOCATION IN THE AMOUNT OF $17,065 FOR AN ADULT BASIC EDUCATION PROGRAM

Attachment 5.2-k

The District has been informed of an allocation of $17,065 for an Adult Basic Education Program. This allocation will provide support for the Adult Literacy Program conducted by the Continuing Education Division. There are no matching funds required and the program will run from July 1, 1977 through June 30, 1978.

Acceptance of the allocation of $17,065 for the Adult Basic Education Program for 1977-78 is recommended.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. RECOMMENDED RATIFICATION OF LEASE AGREEMENT WITH CEMLAND DEVELOPMENT COMPANY -- ADULT LITERACY CENTER

Enclosure #6

At the August 4, 1977 Board meeting, it was recommended that, subject to Board ratification, the District enter into a lease for the use of facilities for the Adult Literacy Center. Negotiations have been completed with the Cemland Development Company for the lease of 2,160 sq. ft. in the "Plaza Industria" building, 126 E. Haley Street, Suites A-14 and A-15. The cost will be $540 per month for the period from September 1, 1977 through August 31, 1978. There is also a Security Deposit of $540 to be paid in advance and which will be returned at the expiration of the lease if the District "fully and faithfully performs every provision of the lease." In addition, the contract calls for the District to pay for utilities with the exception of water and trash removal.

Ratification of the Lease Agreement with Cemland Development Company for the period of September 1, 1977 through August 31, 1978 is recommended.

m. RECOMMENDED RATIFICATION OF EXTENSION OF SPACE LEASE AGREEMENT NO. V344R-28, DATED AUGUST 1, 1974 - VETERANS ADMINISTRATION

Attachment 5.2-m

The Veterans Administration has requested extension of the lease agreement with the District for the use of the trailer space for their on-campus program. Because action needed to be taken effective August 1, 1977, and, since there is no cost to the district, the lease renewal has been processed.

Ratification of the extension of the lease agreement with the Veterans Administration, effective August 1, 1977 through July 31, 1978, is recommended.
AGENDA - Special Meeting  
Board of Trustees - SBCCD  
September 1, 1977

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

n. RECOMMENDED SCOPE CHANGE FOR THE PHYSICAL SCIENCE ADDITION AND RENOVATION PROJECT

Attachment 5.2-n

District staff have reviewed the working drawings for the Physical Science Building and have determined that the previously-approved layout in one of the chemistry labs may limit the utilization of this lab. The lab was designed for organic chemistry; however, with slight modification, it could be scheduled for larger lab sizes and other types of chemistry courses. Attachment 5.2-n is the architects' proposal to modify the plans and specifications to allow the increased utilization. The not-to-exceed architects' fee for this work is $2,500. The modification will not increase the building budget.

It is recommended that the architectural contract with Kruger, Bensen, and Ziemer be modified per their proposal letter dated August 25, 1977, at a cost not to exceed $2,500.

o. RECOMMENDED ACCEPTANCE OF THE LA PLAYA STADIUM FLOODLIGHTING PROJECT AND AUTHORIZATION TO FILE NOTICE OF COMPLETION, OILFIELD ELECTRIC COMPANY, CONTRACTOR

Attachment 5.2-o

This project has been completed and accepted by the project engineer. It is anticipated that all conditions of the contract will be completed by the Board meeting time.

Original Contract Amount $ 181,955  
Change Order No. 1(time ext.) $0-  
Final Contract Amount. $ 181,955

The contract completion date was June 13, 1977. The project engineer has recommended that the liquidated damages clause be waived on this project due to difficulties in delivery of the pole assemblies.

It is recommended that the La Playa Stadium Floodlighting Project be accepted as complete, and authorization be given to file the Notice of Completion, subject to completion of all conditions of the contract.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

p. CONSIDERATION OF LOW BID AND AUTHORIZATION TO AWARD CONTRACT FOR CONSTRUCTION OF THE MARINE TECHNOLOGY BUILDING

Attachment 5.2-p

Bids for this project will be received on August 30, 1977. The Board approved a budget of $600,700 for this project on March 10, 1977. The State-approved budget is $574,266. If the low bid exceeds the State-approved budget, it will be necessary to request augmentation from the Public Works Board prior to the award of the contract. Attachment 5.2-P includes, in addition to the construction schedule, the State-approved budget with the maximum anticipated augmentation possible from the State.

An analysis of the bids received and recommendations for proceeding will be made by staff at the meeting.

6. GENERAL INFORMATION

6.1 RECOMMENDED ADOPTION OF RESOLUTION #4 (1977-78) REGARDING USE OF TELEVISION STUDIO AND STUDIO EQUIPMENT

Attachment 6.1

On July 25, 1977, the Board Subcommittee on Educational Policies agreed to recommend adoption of a resolution regarding the use of the television studio and studio equipment. The proposed resolution is provided in Attachment 6.1.

Members of the committee may wish to comment on the proposed policy.

Adoption of the resolution is recommended.

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

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, September 22, 1977 at 3:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.