AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

January 25, 1979

3:30 p.m. - BLDG. T-2 (Women's Center)
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 JANUARY 11, 1979
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. ODDS 'N ENDS NEWSLETTER, OCCUPATIONAL EDUCATION
         Enclosure #1
      b. REPORT ON ENROLLMENT, SPRING 1979 SEMESTER
      c. REPORT ON COMING EVENTS, MR. JIM WILLIAMS

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, SPRING 1979 SEMESTER
            Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, CHANGES/ADDITIONS FOR PREVIOUSLY-APPROVED INSTRUCTORS, CONSULTANT (LECTURER), CONTINUING EDUCATION DIVISION
            Attachment 2.1-a(2)
         (3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
            Attachment 2.1-a(3)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-Routine

(1) RECOMMENDED APPROVAL OF TEMPORARY APPOINTMENT - HEAD COACH, WOMEN'S BASKETBALL, FOR 1978-79: CRAIG BOWEN (REPLACING J. HILLOCK)

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF TEMPORARY APPOINTMENT (LONG TERM SUBSTITUTE): VIRGINIA JASS, COUNSELING/WOMEN'S CENTER DIRECTOR (REPLACING P. SMITH), EFFECTIVE 1/29/79-6/1/79

Attachment 2.1-b(2)

(3) RECOMMENDED APPROVAL OF EXTENSION OF HEALTH LEAVE OF ABSENCE: DR. TIMOTHY FETLER, PROFESSOR, PHILOSOPHY, SPRING 1979 SEMESTER

Attachment 2.1-b(3)

On December 22, 1977, the Board approved a health leave of absence for Dr. Timothy Fetler. Due to his physical condition, Dr. Fetler has been unable to return from his health leave and has requested that the leave of absence be extended again through the Spring 1979 semester.

It is recommended that approval be given for an extension of health leave of absence for Dr. Timothy Fetler, Professor, Philosophy, for the Spring 1979 semester.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (NON-CLASSIFIED SERVICE EMPLOYEES)

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY APPOINTMENT (NON-CLASSIFIED SERVICE EMPLOYEE), CONTINUING EDUCATION DIVISION

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

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(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 REQUESTS FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS - DECEMBER, 1978 AND JANUARY, 1979
Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS
Attachment 2.2-a(5)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF VOLUNTARY REDUCTION OF ASSIGNMENT: ROBIN ABBOTT, TYP.CLK.INT., HEALTH EDUCATION & TECHNOLOGY DEPT., FROM FULL-TIME TO 3/4-TIME, EFFECTIVE 2/14/79
Attachment 2.2-b(1)

Mrs. Robin Abbott has requested a voluntary reduction of her assignment from full-time to 3/4-time upon her return from a leave of absence on February 14, 1979. The proposed reduction is recommended by the Assistant Dean, Health Education & Technology Department, and the Dean of Instruction.

It is recommended that approval be given for a reduction of assignment for Robin Abbott, Typist Clerk, Int., Health Education & Technology Dept., from full-time, 10mo. per year to 3/4-time, 10mo. per year, effective 2/14/79.

(2) RECOMMENDED APPROVAL OF WORKING-OUT-OF-CLASSIFICATION: DORA BRADEN, TEACHER'S AIDE, INSTRUCTION, EFFECTIVE 9/13/78 - 10/31/78
Attachment 2.2-b(2)

The Dean of Instruction has recommended that working-out-of-classification compensation be given Dora Braden, Teacher's Aide, who substituted for Doris Sofas, Teacher's Aide, Senior, while on a health leave of absence. This recommendation is in conformance with Section 1216 of the Classified Personnel Rules & Regulations.

It is recommended that approval be given for working-out-of-classification for Dora Braden as Teacher's Aide, Senior, for the period 9/13/78 - 10/31/78.
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF APPOINTMENT: CAROLE A. PURDIE, PROGRAM PLANNING ASST. (REPLACING D. EBERLE), EFFECTIVE JANUARY 29, 1979
Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT (CETA RESTRICTED POSITION): FREDERIC J. PHANEUF, LIB.TECH., LIBRARY, EFFECTIVE 1/29/79 THROUGH 9/30/79
Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT: JOANN M. MINIHAN, SR. SECRETARY (REPLACING E. ROULSTON), CONTINUING EDUCATION DIVISION, EFFECTIVE JANUARY 31, 1979
Attachment 2.2-b(5)

2.3 GENERAL PERSONNEL

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF COLLEGE CALENDAR FOR 1979-80 YEAR

Attachment 3.2

On December 14, 1978, the Board of Trustees approved an extension of the early calendar for 1979-80. Attachment 3.2 is presented as one which meets the concept of the early calendar. It is essentially the same as this year's calendar, except it provides for registration of continuing students prior to winter vacation.

Approval of the College Calendar for 1979-80, as shown in Attachment 3.2, is recommended.
4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF CONTINUING EDUCATION CLASS - INDUSTRIAL SEWING: BASIC OPERATOR'S TRAINING

It is recommended that the Board approve Industrial Sewing: Basic Operator's Training, a new addition to the WORK, INC. Program. The class will meet 9 hours per week for 4 weeks, and then 6 hours per week for 6 weeks. It is the goal of the proposed program to provide training useful to clients in procuring employment in the sewn-products industry. The program is planned to begin on January 29, 1979.

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 Order Nos. P89-0722, P89-0788, P89-0839, P89-0891, P89-0918, P89-0956 through and including P89-1045.

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.

5.2 NON-ROUTINE

a. RECOMMENDED ACCEPTANCE OF ADDITIONAL FUNDING OF $6,927 FOR THE NURSING STUDENT LOAN PROGRAM

Attachment 5.2-a

The District has been notified of an additional $6,927 allocation for the Nursing Student Loan Program for the 1978-79 fiscal year. Required matching District funds of $770 (1/9 of the federal contribution) are not now in the expenditure budget.

The Superintendent recommends acceptance of the funds from the Department of Health, Education and Welfare for Nursing Student Loans in the amount of $6,927 and the allocation of $770 from District funds to meet the 1/9 match requirement.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED ACCEPTANCE OF DONATIONS ON BEHALF OF THE FUND FOR SANTA BARBARA CITY COLLEGE

Attachment 5.2-b

Two substantial donations have been received by the Santa Barbara Community College District.

The EXXON USA Foundation has contributed $1,000 for purchase of equipment for the Marine Technology Program. This is the sixth monetary grant from EXXON USA, and the funds will be deposited in the Special Marine Technology Reserve Fund.

A $2,000 check was donated by Delco Electronics (General Motors Corp.) as the first of three equal annual installments to be used as unrestricted funds towards the college program.

It is recommended that the Board of Trustees accepts these donations on behalf of THE FUND FOR SANTA BARBARA CITY COLLEGE and requests staff to send a letter of appreciation to each of the donors.

c. RECOMMENDED APPROVAL OF ADDITIONAL PERSONNEL FOR ISSUING PARKING CITATIONS

At the November 9, 1978 meeting of the Board of Trustees, a list of 14 persons was approved for the purpose of issuing parking citations. Since that time, it has become evident that additional personnel need to have that authority in order to control other parking problems. For performance nights, parking control is deemed essential. The Goleta Valley Adult Education Center has now been occupied and parking control is necessary there. Dr. Bobgan has requested that one additional person be designated to monitor the parking at the downtown Adult Education Center.

It is recommended that Dr. Abelino Bailon, Dr. Joe Bagnall, and Mr. Mark Allen be added to the list of authorized persons for purposes of issuing parking citations.

d. RECOMMENDED APPROVAL OF WORKING DRAWINGS AND AUTHORIZATION TO BID EROSION PROJECTS FOR SITE #1 and #8

Working drawings and specifications have now been completed for the repair of erosion problem areas on the West Campus bluffs and the cliff area above Cliff Drive near the Social Science Building. Coastal Commission approval has been received.

The Superintendent recommends approval of working drawings and authorization for staff to publish a notice calling for bids for Erosion Project Sites #1 and #8.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. RECOMMENDED APPROVAL OF CHANGE ORDER #3, MARINE TECHNOLOGY FACILITY, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-e

Change Order #3 for the Marine Technology Project includes 15 modifications to the contract. Attachment 5.2-e delineates the specifics of the change order. This change order reduces the contract price by $2,140.40 and increases the contract time by 34 days to a contract completion date of October 6, 1978. Dr. Sorsabal will discuss the change order as the Board may desire.

| Original contract          | $ 599,900.00 |
| Change Orders #1 and #2    | + 177.68     |
| Change Order #3            | - 2,140.40   |
| New Contract Price         | $ 597,937.28 |

The Superintendent recommends approval of Change Order #3 for the Marine Technology project, J. W. Bailey Construction Company, contractor, with a decrease of $2,140.40 to the contract price, and a change in the completion date to October 6, 1978.

f. RECOMMENDED APPROVAL OF CHANGE ORDER #25 - DRAMA/MUSIC BUILDING PROJECT

Attachment 5.2-f

Change Order #25 provides for correction of the ceiling installation in the James R. Garvin Memorial Theatre and Rooms #105 and #101 in the Drama/Music Complex. The problem became evident during and after the August 13 earthquake. This change is neither an addition to nor a deduction from the contract price.

| Original contract          | $ 3,087,000.00 |
| Change Orders #1-24        | + 149,926.89   |
| Change Order #25           | - 0-           |
| Revised Contract Price     | $ 3,236,926.89 |

The Superintendent recommends approval of Change Order #25 to the contract with Don Greene Contractor, Inc., contractor, Drama/Music Facility project, at no change in the contract price.
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5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

g. RECOMMENDED DENIAL OF CLAIM - BARBARA NEARY

   Enclosure #2

   In compliance with Government Code Section 912.4, the Board is required to take action regarding claims against the District. Ms. Barbara Neary's claim is for Special and Compensatory damages resulting from injuries received as a result of the bus accident on October 20, 1978 in Inyo County. Ms. Neary was one of the students enrolled in the SBCC class in field geology.

   It is recommended that this claim be denied in full and that Ms. Barbara Neary be so notified, and further that the claim be filed with the District's insurance carrier.

h. RECOMMENDED DENIAL OF CLAIM - ERICA CANNON

   Enclosure #2

   In compliance with Government Code Section 912.4, the Board is required to take action regarding claims against the District. Ms. Erica Cannon's claim is for Special and Compensatory damages resulting from injuries received as a result of the bus accident on October 20, 1978 in Inyo County. Ms. Cannon was one of the students enrolled in the SBCC class in field geology.

   It is recommended that this claim be denied in full and that Ms. Erica Cannon be so notified, and further that the claim be filed with the District's insurance carrier.

i. RECOMMENDED APPROVAL OF FIVE-YEAR CONSTRUCTION PLAN AND AUTHORIZATION TO SUBMIT TO CHANCELLOR'S OFFICE

   Attachment 5.2-1

   Annually, the District is required to submit to the Chancellor's office an updated Five-Year Construction Plan. With the resignation of the Director of Facilities Development, Mr. Robert C. Poolman was employed to prepare this year's document. The plan basically is that program which was submitted in 1978 with adjustments due to WSCH changes and room utilization.

   The attachment contains a summary of the Five-Year Plan. This item will be discussed in detail at the meeting. Copies of the full report will be available at Board meeting time.

   The Superintendent recommends approval of the 1979 Five-Year Construction Plan and authorizes staff to submit the plan to the Chancellor's Office.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

j. RECOMMENDED RATIFICATION OF THE SUBMISSION OF A PROPOSAL FOR CO-OPERATIVE EDUCATION PROGRAM

Enclosure #3

This proposal seeks funds to start an Alternate Semester Co-operative Education Program. First-year funding in the amount of $51,759 is sought to start such a program in Earth Science, Administration of Justice, and Electronics. A district match of $25,779 is in-kind.

The proposal was mailed on January 15, 1979 to meet a Department of Health, Education and Welfare deadline.

The Superintendent recommends ratification of the submission of this proposal.

k. RECOMMENDED APPROVAL OF THE SUBMISSION OF APPLICATION FOR MINI-GRANT TO PURCHASE FILMS

Enclosure #4

This proposal to the California Community Colleges' Fund for Instructional Improvement seeks funds to complete the purchase of a set of ten films on the ideas of R. Buckminster Fuller. The first six of these films have already been acquired and the grant would permit the purchase of the last four. District match of $147 will be raised through admissions or donations to be solicited at public showings of the films.

It is recommended that approval be given for the submission of this proposal.

l. RECOMMENDED APPROVAL OF THE SUBMISSION OF APPLICATION FOR MINI-GRANT FOR GERONTOLOGY COURSE

Enclosure #5

This application to the California Community Colleges' Fund for Instructional Improvement proposes to start a course in Gerontology wherein students would become involved with senior citizens and their problems and lifestyles. Total project costs of $4,130 include $472 in-kind district match.

It is recommended that approval be given for the submission of this proposal.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

m. RECOMMENDED APPROVAL OF THE SUBMISSION OF APPLICATION FOR GRANT FUNDS FOR STAFF DEVELOPMENT IN THE USE OF TELEVISION AS A TEACHING TOOL

Enclosure #6

This proposal to the California Community Colleges' Fund for Instructional Improvement seeks funds to provide release time for Dr. Peter Haslund to enable him to study in depth the use and development of television materials for learning and teaching.

It is recommended that approval be given for the submission of this proposal.

n. RECOMMENDED APPROVAL OF THE SUBMISSION OF APPLICATION FOR STUDY SKILLS/COUNSELING PROJECT

Enclosure #7

This application seeks funds from the California Community Colleges' Fund for Instructional Improvement to provide released time and materials to develop a program which integrates three components - interactive learning, study skills, and confrontation counseling to assist students identified as having high potential for dropout.

It is recommended that approval be given for the submission of this proposal.

o. RECOMMENDED APPROVAL TO SUBMIT APPLICATION FOR GRANT TO DEVELOP ENGLISH LANGUAGE MATERIALS FOR THE DEAF

Enclosure #8

This proposal to the California Community Colleges' Fund for Instructional Improvement seeks funds to develop materials for use in teaching English to the deaf. Materials will consist of text and videotapes. Matching funds are 'in-kind'.

It is recommended that approval be given for the submission of this proposal.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

p. RECOMMENDED APPROVAL OF APPLICATION FROM SEMINARS HELPING EVERYONE INSTITUTE (SHE) FOR SUNDAY USE OF FACILITIES

Enclosure #9

At the last Board of Trustees meeting, the recommendation for Sunday use of facilities by SHE was deferred, pending additional information concerning the circumstances surrounding this request. Board members expressed concern that the program proposed by SHE duplicates programs offered by SBCC and questioned how the general public was made aware that the SHE program was not a SBCC offering.

Enclosure #9 contains data regarding the organization and the proposed seminar. The Santa Barbara Community College District has notified Dr. Nell Langford that the district is not co-sponsoring the seminar and that any promotional literature or activities should not imply that the SBCCD is involved with the seminar content.

The Superintendent recommends that the application for use of campus facilities by SHE on March 24-25 be approved in accordance with the existing rules and procedures governing use of SBCCD facilities and recommends that staff review existing policy on the use of SBCCD facilities in respect to expressed Board of Trustees concerns.

q. RECOMMENDED APPROVAL OF APPOINTMENT OF PACIFIC MATERIALS LABORATORY, INC., FOR TESTING AND INSPECTION SERVICES, ADMINISTRATION REMODEL PROJECT

Attachment 5.2-q

Most construction projects require, in addition to continuous construction inspection, specialized testing and inspection services for such things as concrete and steel. A proposal for such services was requested of Pacific Materials Laboratory, Inc. The estimated cost for the inspection is $1,100, excluding the elevator. As per the proposal, excess time required above the estimate will be billed at $20 per hour.

The Superintendent recommends appointment of Pacific Materials Laboratory, Inc., for testing and inspection services for the Administration Building Remodel Project at an actual hourly rate of $20.
6. GENERAL INFORMATION

   No items

7. ADJOURNMENT

   The next regular meeting of the Board of Trustees is scheduled for Thursday, February 8, 1979 at 3:30 p.m. in Bldg. T-2 (Women's Center) of Santa Barbara City College, Santa Barbara, California.