AGENDA
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

November 11, 1971

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 October 28, 1971

1.6 Hearing of Citizens

1.7 Communications

   a. Memorandum No. 8 from Santa Barbara County Schools concerning
      President Nixon's White House Executive Order Providing for
      Stabilization of Prices, Rents, Wages and Salaries
      Attachment 1.7-a.

2. PERSONNEL

2.1 Certificated Personnel

   a. Routine

      (1) Recommended Approval of Additional Hourly Instructors -
          Continuing Education Division
          Attachment 2.1-a (1)

      (2) Recommended Approval of Hourly Substitute for Health
          Occupations Division
          Attachment 2.1-a (2)

      (3) Recommended Authorization of Travel and Conference
          Attendance
          Attachment 2.1-a (3)
b. Non-Routine

(1) Status of the Certificated Council for the 1971-72 College Year

Inasmuch as there have been no requests on the part of certificated employee organizations for representation on the Certificated Council, no Council will be established for the 1971-72 college year. Each organization will negotiate individually as has been the case in the past years.

(2) Recommended Adjustment of Certificated Salary Schedule for 1971-72

Attachment 2.1-b (2)

Salary recommendations adopted by the Board of Trustees on May 27, 1971, included the following point:

"Recommendation 2 - It is recommended that the district maintain the right to adjust salaries during the year; obtain and compare salary schedules of Southern California comparison districts in October; and, if the average of the differences at the four comparison points varies more than .3 of one percent from the average of the salaries at the four comparison points in the comparison districts, adjust salaries to the 67th percentile at each point in November. This adjustment is to be reflected beginning with the October earnings."

A comparison of our salary schedule with that of the comparison districts indicates that Santa Barbara Community College District certificated salaries are slightly more than .3 of one percent above the 67th percentile of the average of those districts. It is recommended that the salary schedule be adjusted downward as agreed upon on May 27, 1971.

(3) Recommended Appointment - Substitute

Attachment 2.1-b (3)

2.2 Classified Personnel

a. Routine

(1) Recommended Hourly Appointments

Attachment 2.2-a (1)
(2) **Recommended Student Appointments**  
Attachment 2.2-a (2)

b. **Non-Routine**

(1) **Recommended Acceptance of Retirement**  
Attachment 2.2-b (1)

(2) **Recommended Approval of Temporary Substitute Work - Working out of Classification**  
Attachment 2.2-b (2)

(3) **Recommended Replacement Appointment**  
Attachment 2.2-b (3)

(4) **Recommended Approval of Six-Month Salary Increments**  
Attachment 2.2-b (4)

3. **STUDENT PERSONNEL**

3.1 **Report by Associated Students**

3.2 **Presentation of Proposed Student Personnel Policies**  
Enclosure 1

A final draft of the proposed Student Personnel Policies has been prepared for review by the Board of Trustees as part of the development of a complete document of District policies.

4. **CURRICULUM AND INSTRUCTION**

4.1 **Recommended Approval of "Plan for Work Experience for 1971-72"**  
Enclosure 2

The "Plan for Work Experience for 1971-72" (Enclosure 2) is an updating of the 1970-71 Plan. Major modifications include prerequisites for all work experience classes, with the exception of the Trade Apprenticeship 61, A, B, C, D, class. The changes are in keeping with Section 55254 of the Education Administrative Code, Title 5.

4.2 **Progress Report on the Dental Assisting Program**  
Enclosure 3

A report will be made on the length of the program, selection of students, attrition, accreditation status, and certification requirements. Miss Shirley Conklin, Assistant Dean of Health.
Occupations and Mrs. Geraldine Barroca, Instructor in Dental Assisting Program, will present the report and be available to answer questions.

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. P12-00937 through P12-01033, inclusive.

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 Approval of Change Order No. 1 on Pershing Park Project

At the time of bidding on the Pershing Park project, the Board accepted two alternate proposals in addition to the basic contract for the development of Pershing Park. The first was to provide sprinklers for irrigation of the baseball diamond and softball fields, and the second was the addition of 4 bays to be added to the Fiesta facility.

Because we accepted the alternates after the time of the acceptance of the base bid, the alternates have to be approved as Change Orders. Therefore, Change Order No. 1 in the amount of $19,500 is to provide the sprinklers for irrigation of the baseball diamond and fields.

<table>
<thead>
<tr>
<th>Original Contract Price</th>
<th>Change Order No. 1</th>
<th>New Contract Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>$369,000</td>
<td>+19,500</td>
<td>$388,500</td>
</tr>
</tbody>
</table>

The Superintendent recommends the Board's approval of Change Order No. 1 in the amount of $19,500 to the contract with Don Greene, Contractor, Inc. for the Pershing Park project.
b. **Recommended Ratification of Change Order No. 13 for Physical Education Complex - Increase of $414**

During the construction of the gymnasium, it was decided that a change in the striping of the floor would be necessary to make the main basketball court stand-out among the lines for the other sports activities. Change Order No. 13 to the contract with Don Greene, Contractor, Inc. for the P. E. Complex provides labor, materials, and equipment to stripe the gym floor to meet the design changes. The amount of the Change Order is an additional $414.

| Original Contract Price | $1,834,000 |
| Change Order Nos. 1-12 | + 26,034 |
| Change Order No. 13 | + 414 |
| New Contract Price | $1,860,448 |

The Superintendent recommends the Board's ratification of Change Order No. 13 in the amount of $414 to the contract with Don Greene, Contractor, Inc. for the P. E. Complex.

c. **Recommended Acceptance of the Physical Education Complex - Don Greene, Contractor, Inc. - Cost: $1,860,448**

An inspection of the new P. E. Complex has been made involving representatives from the Department of Health, Education and Welfare; the architectural firm of Daniel, Mann, Johnson & Mendenhall (DMJM); Don Greene, Contractor, Inc.; Mr. Harvey Bagley, Inspector; and the Administrative of Business Service, Dr. Donald Sorsabal.

The inspection tour revealed that the building is substantially completed with the exception of a few minor items on the punch list, and that all work has been completed in accordance with the plans and specifications and in complete compliance with Title 21 of the California Administrative Code and applicable statutes, ordinances, and codes. The District's architects for the project, DMJM, recommend that this project be accepted as being complete.

The Superintendent recommends that the Board accept the P. E. Complex as complete and authorize the administration to file a notice of completion and make the final payments in accordance with contract specifications, subject to the completion of the punch list.

d. **Recommended Authorization to Make Payment to Kewanee Technical Furniture Company - Fixed Equipment Contract for Life Science and Geology Building**

Although the Board accepted the fixed equipment installation supplied by Kewanee Technical Furniture Company in October of 1970 subject to the completion of the punch list,
a final retention payment in the amount of $17,599 was withheld until the job was completely satisfactory. With the exception of the replacement of one additional top in one lab, the job is acceptable and it is recommended that the major portion of that withheld warrant be released. Because one top remains to be completed, it is recommended that a retention of $599 will insure that the job is expeditiously completed.

The Superintendent recommends that the Board authorize the administration to make a partial final payment in the amount of $17,000 to the Kewaunee Technical Furniture Co. for the construction and installation of fixed equipment for the Life Science-Geology Building. And, it is further recommended that upon installation and acceptance of the one remaining lab table top, the administration be authorized to make the final payment of $599.

e. Recommended Acceptance of a Recipromatic Bucky Machine from Cottage Hospital

Attachment 5.2-e

The Cottage Hospital's X-ray Department wishes to donate a Recipromatic Bucky Machine, estimated value $150, to the Physical Science Department. This machine jigles the film as it is being developed to eliminate the grid lines.

The Superintendent recommends that the gift from the Cottage Hospital be accepted by the Board of Trustees and that a letter of appreciation be sent to the donor.

f. Recommended Declaration of Surplus Property

The following item, valued at less than $200, is not being used and is of no further use to the District:

One - Kelly-Koett X-ray Machine
Serial No. 23F (age unknown)

This piece of equipment is being replaced by the Picker x-ray machine donated by Dr. Abowitz (accepted by the Board on October 28, 1971 - Item 5.2-c)

The Superintendent recommends that this x-ray machine be declared surplus to the needs of the District and that the Director of Purchasing be authorized to dispose of the property.

g. Recommended Acceptance of Low Bid for Replacement of District Station Wagon - Santa Barbara Chrysler Plymouth - $3,739 + tax

The Board authorized the advertising for a vehicle to replace the existing District station wagon. As in the past, use was made of cooperative county purchasing in an effort to
secure the lowest possible bid. Santa Barbara Chrysler Plymouth submitted the lowest bid at $3,739 plus tax. The budgeted amount is $2,000 net. The existing station wagon will be sold at a County auction. The current low Blue Book is $1,625.

The Superintendent recommends that the Board accept the low bid of $3,739, plus tax, by Santa Barbara Chrysler Plymouth.

h. **Recommended Authorization to Submit Application for Funding under the Vocational Education Amendments, Part B Supplement**

Enclosure 4

i. **Recommended Approval of Agreement with Napa Community College District for Participation in Northern California Cooperative Research Project for 1971-72**

During the 1970-71 college year, the Santa Barbara Community College District participated in the Northern California Cooperative Research Project (NORCAL). Once again, it is felt that our participation in this project would benefit the District. The cost of our participation for the 1971-72 college year is $350.

The Superintendent recommends the Board's approval of the agreement with Napa Community College District for its services as a contracting agency for the Northern California Cooperative Research Project for 1971-72 in the amount of $350.

j. **Recommended Approval of Guidelines for Development of 1972-73 Budget**

Attachment 5.2-j

The process of developing the District Budget for 1972-73 will be particularly difficult because of uncertainty about the method of finance and because of increasing demands upon resources. For that reason and because it appears to be better management procedure, as suggested last Spring by the Academic Senate Budget Committee, it is believed that rather specific guidelines should be developed and followed in preparing the next District Budget.

In cooperation with members of the Budget Committee of the Academic Senate, the staff has developed a set of basic assumptions and guidelines, as shown in Attachment 5.2-j.

The Superintendent recommends that the Board adopt the proposed "Guidelines for Development of the 1972-73 Budget".
6. GENERAL INFORMATION

6.1 Presentation of "Items for Institutional Study and Action for 1971-72"

Enclosure 5

For the past two years, the administrative staff has prepared a list of "Items for Institutional Study and Action". These items serve as objectives for management and as a guide for development. The final report on actions taken at the end of the year serves as a measure of accountability.

The list of "Items for Institutional Study and Action for 1971-72" will be distributed and discussed at the meeting.

6.2 Notice of SBCC Preview Nights on November 16-17, 1971

Mrs. Lantagne, Administrative Dean of Student Personnel, will describe the activities relative to the "SBCC Preview Nights".

6.3 Report on Coming Events - Mr. James Williams

7. ADJOURNMENT

7.1 Notice of Special Meeting - November 30, 1971

A special meeting of the Board of Trustees of Santa Barbara Community College District is scheduled for 4:00 p.m. on Tuesday, November 30, to discuss "Facilities".

7.2 Next Regular Meeting - December 9, 1971

The next regular meeting of the Board of Trustees will be held on Thursday, December 9, 1971.