AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

January 11, 1973

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 (if necessary on Item 2.2-b (3))
   1.5 Minutes of Regular Meeting of December 28, 1972
   1.6 Hearing of Citizens
   1.7 Communications
       a. Introduction of New Officers of California School Employees
          Association, Chapter 289, for 1973
       b. Brief Analysis of Report of Select Committee on the Master Plan
          Attachment 1.7-b

2. PERSONNEL
   2.1 Certificated Personnel
       a. Routine
           (1) Recommended Approval of Hourly Teacher and Additional Hours
               For Previously Approved Teacher - Continuing Education
               Division
               Attachment 2.1-a (1)
           (2) Recommended Approval of Consultant (Children's Center) and
               Hourly Substitute For Maurice Ryan, Jr.
               Attachment 2.1-a (2)
2. PERSONNEL (continued) -

2.1 Certificated Personnel (continued) -

a. Routine (continued) -

(3) Recommended Authorization of Travel and Conference Attendance

Attachment 2.1-a (3)

2.2 Classified Personnel

a. Routine

(1) Recommended Approval of Hourly Appointments and Hourly Appointments for Continuing Education Division

Attachment 2.2-a (1)

b. Non-Routine

(1) Recommended Acceptance of Resignations: Jeanette Y. Kaufman, Business Services, Effective 1/31/73, and Norman W. Smith, Food Services, Effective 1/26/73

Attachment 2.2-b (1)

(2) Recommended Approval of Health Leave of Absence: Gloria A. Castleberg, Director of Classified Personnel, Effective 1/22/73, and Edna M. Arnold, Instruction Office, Effective 1/15/73

Attachment 2.2-b (2)

(3) Recommended Approval of Sick Leave As Per Classified Personnel Policy Section 1342.18 for Mrs. Anna Johnson in Accordance With Her Request of January 5, 1973

Enclosure #1

3. STUDENT PERSONNEL

3.1 Report by Associated Students - Mr. Fred Cuellar

Re-submitted: 3.2 Recommended Approval of Student Senate Request For Limited Use Without Reimbursement of Student-Donated District Vehicles for Official Student Senate Travel

Two school vans have been donated to the District by the Associated Student Senate. Currently, any use of those vehicles requires reimbursement on a charge-per-mile basis. The money received is held in a fund for repair, maintenance, and eventual replacement of the vehicle.

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3. STUDENT PERSONNEL (continued) –

3.2 continued:

The Associated Student Senate has requested an allowance of 3,000 miles per year on the school vans without reimbursement for conference travel of the Associated Student Senate.

It is recommended that this request be approved and that the Associated Student Senate be allocated up to 3,000 miles per year without reimbursement on the student-donated vans for conference travel of the Associated Student Senate.

3.3 Notification of Ford Foundation Upper Division Scholarships

Santa Barbara City College has been notified that it may nominate five "Winner Awards" and ten "Honorable Mentions" for partial support of full-time study toward the baccalaureate degree in a senior college or university in the United States beginning the Fall term, 1973. In the 1971-72 school year SBCC students received two "Winner Awards" and four "Honorable Mentions". The scholarships are granted by the Ford Foundation Upper Division Scholarship Program for outstanding minority students.

This year's nominees are as follows:

Winner Awards:  Mr. Peter Aguirre
                Mr. Martin Calvo
                Mrs. Constance Ernstom
                Mrs. Jessie Moore
                Mr. David Silva

Honorable Mentions:  Mr. Bonny C. Blevins  Mr. Rupert D. Nacario
                    Mr. John F. Gilbert  Mr. Frank P. Paciano
                    Mr. Ramsey M. Jay  Miss Lillian L. Pena
                    Miss Mireya Jimenez  Miss Matilda B. Sanchez
                    Mr. Norman L. Jinnies  Mr. Clifton Yates

4. CURRICULUM AND INSTRUCTION

4.1 Report from English Division - Charles Courtney, Chairman

Attachment 4.1

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. P23-1302 through P23-1345, inclusive.
5. BUSINESS SERVICES (continued) -

5.1 Routine (continued) -

b. Recommended Authorization and/or Ratification of Payment of Claims

Attachment 5.1-b

5.2 Non-Routine

a. Recommended Acceptance of An Original Sculpture By Mr. Michael Higgins

Mr. Michael Higgins has offered to make a gift to the College District of a sculptured work tentatively entitled "Triton". The finished work has been viewed by members of the faculty, and by members of the College Council. They are agreed that the work would be a significant contribution to the campus and recommend acceptance.

Cost to the District will include Five Hundred Dollars ($500) to Mr. Higgins for the cost of materials, and the cost of moving and mounting estimated to be Fifteen Hundred Dollars ($1,500).

It is believed that the sculpture, which is approximately 8½ ft. in height, would be most appropriately located near the proposed Music/Theatre Arts Building. Mr. Frank Higgins and Mrs. Olga Higgins, parents of the sculptor, have indicated a willingness to store the sculpture until a location is decided upon and a site prepared.

It is recommended that this generous offer be accepted and that the Superintendent be directed to seek private funds to cover the costs involved.

b. Allocation of Additional Funds for Part H, Vocational Education

Attachment 5.2-b

Notification of $996 in augmented funds for Part H (Work-Study) P.L. 90-576 (Vocational Education) has been received. The required District matching funds are included in the District budget. Attachment 5.2-b reflects the notification of the augmented funds.

c. Recommended Approval of the Application For Continued Funding Under S.B. 164 (Alquist) Of Extended Opportunities Programs and Services Project

Attachment 5.2-c

On February 11, 1971, the Board adopted a resolution endorsing fully the "continued application for funding under the provisions of Senate Bill 164". At that time, a three-year plan for continued support was submitted to Sacramento, and funding was received for direct student financial aid and support services. The attached application, with selected exhibits included, represents an updating of the three-year plan and is the third year of the sequence. Approval of this application is recommended.
5. BUSINESS SERVICES (continued) -

5.2 Non-Routine (continued) -

d. Report on Sale of $1,500,000 in Series E Bonds

Information has been received that the $1,500,000 bond issue offered for sale was purchased by Bank of America NTSA at an average annual interest rate of 4.7178 percent. This is estimated to cost approximately $761,000 in interest.

e. Recommended Acceptance of Audit Report for the 1971-72 Fiscal Year

Enclosure #2

The District Contract Auditor, Mr. William D. Kendall, has submitted his audit report of the financial records of the Santa Barbara Community College District for last year.

The Superintendent recommends the acceptance of the 1971-72 audit report and further recommends authorization to make the final payment to Mr. William D. Kendall for his fee in accordance with the contract on file.

f. Recommended Approval of Change Order #4 - Health Occupations Facility, J. W. Bailey Construction Co., Contractor

Attachment 5.2-f

Change Order #4 for the contract with the J. W. Bailey Construction Co. is: 1) a request for time extension of ten (10) calendar days due to rain and muddy site conditions, and 2) a request to provide labor, materials, and equipment to replace two existing doors with new ones. The change of doors will increase the contract by $830.30.

Additionally, the Change Order requests $1,319.43 to provide labor, material, and equipment to install a larger fan than originally specified. Dr. Sorsabal will speak to this change order.

The Superintendent recommends approval of Change Order #4 to the contract with the J. W. Bailey Construction Co. in the additional amount of $2,149.73.

g. Recommended Approval of Disposal of Surplus Property

Attachment 5.2-g

The County is having their auction for the disposal of surplus property, and we, again, have been invited to participate. The auction date is January 13, 1973.

The Superintendent requests the Board's approval to declare the items on Attachment 5.2-g as surplus and permission to dispose of these items at the County Auction. There are no items with a value of more than $25.
5. BUSINESS SERVICES (continued) -

5.2 Non-Routine (continued) -

h. Recommended Adoption of Resolution #19 Authorizing the County to Advance Funds to the Credit of the Santa Barbara Community College District in the Amount of $600,000

Enclosure #3

In order to meet current operating requirements for the 1972-73 fiscal year before the April taxes are credited to the General Fund, a short-term advance of $600,000 from the County is necessary. Repayment, including interest, will be made from the second installment of secured tax receipts received in April, 1973. Adoption of Resolution #19, authorizing the County to advance funds to the credit of the District in the amount of $600,000, is recommended by the Superintendent.

i. Recommended Approval of Contract for Phase II, Pershing Park -
Richard B. Taylor

Attachment 5.2-i

Analysis of the financial condition of the Community Service Funds reveals that there are insufficient funds to adequately complete Phase II of the Pershing Park Project in the 1972-73 fiscal year. Therefore, it is felt to be in the best interest of the District to delay the project until the 1973-74 fiscal year and to expand the scope of the project to include all eight tennis courts. To bring the bid documents, specifications and plans to the point of bidding will require increasing the architect's maximum extra service fee from $2,800 to $3,300. Dr. Sorsabal will discuss this request change.

The Superintendent recommends the approval of an amendment to the contract for architectural services with Richard B. Taylor as indicated on Attachment 5.2-i.

j. Report of District Quarterly Financial Condition

Enclosure #4

Enclosure #4 presents the status of the District's financial condition for the second quarter of operation of the fiscal year 1972-73.

k. Report of Need for Tax Rate Increase Election

Enclosure #5

Information presented in Enclosure #5 details the estimated income and expenditures during the next several years. Based upon these projections, it is evident that additional financial resources will be needed. Dr. Sorsabal will speak on this subject.
5. **BUSINESS SERVICES** (continued) -

5.2 **Non-Routine** (continued) -

1. **Recommended Approval of Budget Guidelines for 1973-74**

Attachment 5.2-1

To adequately prepare a budget for 1973-74, and because the financial situation is questionable at the present time, it is necessary to structure the budget development process so that the direction desired by the Board is evident. Attachment 5.2-1 presents proposed guidelines to be followed by the Business office in the preparation of the Basic Budget. The guidelines have been discussed and approved by the Academic Senate’s Budget Committee.

The Superintendent recommends the adoption of the Budget Guidelines as proposed in Attachment 5.2-1.

m. **Recommended Approval of the Project Planning Guide (PPG) for the Drama/Music Facility Equipment**

Enclosure #6

This Planning Guide requests funds in the 1974-75 fiscal year for equipment for the proposed Drama/Music Facility which is scheduled for occupancy in Fall, 1975. A detailed preliminary plan package for equipment will be submitted in October, 1973.

The scope of the project consists of the equipping of the new Drama/Music Facility containing approximately 30,771 ASF, of which 8,606 ASF will be in teaching lab and **practice** for music; 2,784 ASF in teaching lab for drama; 15,235 ASF in performance hall with associated spaces seating 360 persons; 2,830 ASF in classrooms; and 1,306 ASF in office space which is not State supported.

The Superintendent recommends approval of the Project Planning Guide for the Drama/Music Facility Equipment as delineated in Enclosure #6.

n. **Recommended Approval of the Project Planning Guide (PPG) for the Library Remodel**

Enclosure #7

This Planning Guide requests funds in the 1974-75 fiscal year for working drawings, construction and equipment for the Library remodel. A complete Preliminary Plan Package will be submitted in October, 1973.

The scope of the project consists of remodeling within the existing Library building in order to provide additional space serving library functions on the campus. The existing structure contains 18,360 ASF, of which only 12,162 ASF serve library functions.

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5. BUSINESS SERVICES (continued) -

5.2 Non-Routine (continued) -

n. continued:

The project will convert approximately 6,198 ASF of space now serving other college functions, and will create approximately 6,184 ASF of new space to serve the library. The project will essentially have three major parts -- the conversion of mezzanine areas in the library into reading areas, the conversion of space on the first floor of the library now serving audio-visual into library functions, and the increase of stack area in the high-ceileding central portion of the existing building by the construction of an intermediate floor within that area. The existing outside gross area of 31,000 sq.ft. will not change.

The remodeled mezzanine area of the library will provide tables, chairs and carrels for student reading and study. The remodeled audio-visual area will provide an area within which specialized study can be held. The additional stack area will provide open stacks with interspersed carrels to more adequately house the college collection.

The Superintendent recommends approval of the Project Planning Guide for the remodeling of the Library building.

o. Recommended Approval of the Project Planning Guide (PPG) for the Vocational-Technology Building

Enclosure #8

This Planning Guide requests funds in the 1974-75 fiscal year for construction and equipment for the Vocational-Technology Building. This project has been approved for working drawings contingent upon submittal of a revised preliminary plan package deleting the Marine Tech Lab and removal of proposed remodeling of Machine & Welding Labs in the existing Administration Building. This Planning Guide reflects these changes. A revised preliminary plan package will be submitted in February, 1973.

The scope of this project now consists of the construction of a new building to house 9,175 ASF in teaching labs, 630 ASF in offices, 1,653 ASF in classrooms, 1,230 ASF in vocational resources center, and 912 ASF in locker facilities, totaling 13,600 ASF. The building will serve auto shop, welding, machine, vocational resources center and general assignment classrooms.

The Superintendent recommends approval of the Project Planning Guide for the Vocational-Technology Building as detailed in Encl. #8.
5. BUSINESS SERVICES (continued) -

5.2 Non-Routine (continued) -

p. Recommended Approval of the Project Planning Guide (PPG) for Administration Building Renovation

Enclosure #9

This Planning Guide requests funds in the 1974-75 fiscal year for working drawings, construction, and equipment for the Administration Building Renovation. A complete preliminary plan package will be submitted in October, 1973.

The scope of this project consists of renovation of existing spaces in the Administration Building that will be vacated by the music and drama department upon completion of their new facility. (1) The existing drama scene shop will be converted into warehouse space and duplicating services. Graphic Arts will expand into the vacated duplicating area. (2) The existing choral room, practice room and piano lab will be converted into vocational labs and classrooms. (3) The existing auditorium will be converted into a lecture hall with AV-TV capabilities and prep space. The existing auditorium support area will be converted into an individualized learning resources center for business.

The Superintendent recommends the approval of the Project Planning Guide for renovation of the Administration Building.

6. GENERAL INFORMATION

6.1 Report on Coming Events - Mr. James Williams

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, January 25, 1973 at 4:00 p.m. in the Board room of Santa Barbara City College, Santa Barbara, California.