AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

October 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 (Item 5.2-m)

1.5 MINUTES OF REGULAR MEETING OF SEPTEMBER 27, 1973

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

a. NOTICE OF APPOINTMENT OF WILLIAM B. REGIS AS REGIONAL REPRESENTATIVE OF CSEA

Attachment 1.7-a

b. NOTICE OF APPOINTMENT OF THERON BARNES TO RESEARCH COMMITTEE OF CSEA

Attachment 1.7-b

c. BOARD SUBCOMMITTEE CHAIRMEN FOR 1973-74

Mrs. Alexander, President of the Board of Trustees, has announced the following appointments as committee chairmen:

Budget
Career Education
Educational Policies
Facilities
Planning
Salary

Mr. Wells
Mrs. Powell
Mrs. Gutshall
Mr. Garvin
Mr. Frank
Dr. Dobbs
1. GENERAL FUNCTIONS - continued:

1.7 COMMUNICATIONS - continued:

d. ANALYSIS OF PROPOSITION I

Attachment 1.7-d

Proposition I is becoming the most discussed and most controversial item in the state political scene. Many organizations within the state have taken positions. While the potential impact of Proposition I remains unclear, it is very likely that the impact on education will be significant.

An analysis of Proposition I is attached for information. Further, analysis will be provided during discussion of this item.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, HOURLY SUBSTITUTE, CHANGES FOR PREVIOUSLY APPROVED INSTRUCTORS, AND SPECIAL LECTURER (CONSULTANT), CONTINUING EDUCATION DIVISION

Attachment 2.1-a(1)

(2) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

Attachment 2.1-a(2)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEERS: J. GRIFFIN, T. KAWAOKA, AND R. OLSON, KARATE ASSISTANTS, 1973-74 COLLEGE YEAR

Attachment 2.1-b(1)

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS, AND HOURLY APPOINTMENTS FOR CONTINUING EDUCATION DIVISION

Attachment 2.2-a(1)

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

Attachment 2.2-a(2)

(3) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

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

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine

(1) RECOMMENDED CHANGES IN CLASSIFIED POSITIONS

Attachment 2.2-b(1)

Since the Placement and Financial Aids office was established, the nature and content of the work has changed considerably as have relationships between Financial Aids and Placement. The incumbent in the position of financial aids secretary has requested re-assignment.

Since the Audio-Visual Department was established, the use of equipment and materials has expanded dramatically. Occupation of the new Humanities Building will require a re-alignment of audio-visual personnel assignments. The position of clerk-typist (3/4 time) in the Audio-Visual Department is vacant since the person formerly in that position has been promoted to a new position in the Continuing Education Division.

It is appropriate at this time to establish a clerical staffing pattern which will meet current and anticipated needs in Financial Aids and in Audio-Visual. Changes can be made at this time which will increase the audio-visual assignment by one-fourth and improve the operation of both offices at an additional cost of less than $3,000. Therefore, the following changes in Classified Personnel positions are recommended:

a. Discontinue the position of Financial Aids Secretary (Range 29).
b. Establish a new, full-time position of Audio-Visual Acquisitions Aide (Range 27) and approve the proposed duty statement for the new position.
c. Discontinue the clerk-typist position in Audio-Visual (Range 17, 3/4 time).
d. Establish a new position of Financial Aids Clerk (Range 23) and approve the proposed duty statement for the new position.

(2) RECOMMENDED APPROVAL OF RE-ASSIGNMENT OF MS. B. RUTH JONES TO THE NEW POSITION OF AUDIO-VISUAL MEDIA ACQUISITIONS AIDE, EFFECTIVE 10/15/73

Attachment 2.2-b(2)

Ms. Jones has requested re-assignment. She is thoroughly qualified for the new position of Audio-Visual Media Acquisition Aide. Since her present assignment is at Range 29E, the new assignment should be at 27Y in accordance with Classified Personnel Policy, Section 1316.

It is recommended that Ms. Jones be re-assigned to the new position of Audio-Visual Media Acquisitions Aide (Range 27Y) effective October 15, 1973.
3. STUDENT PERSONNEL

3.1 REPORT OF ASSOCIATED STUDENTS

3.2 REPORT ON FINANCIAL AIDS AND PLACEMENT OFFICE

Enclosure #1

Enclosure #1 contains a brief summary of the activities of the Financial Aids and Placement Office. Mr. William Cordero, Coordinator of Student Services, will discuss the summary in detail at the meeting.

4. CURRICULUM AND INSTRUCTION

4.1 PROGRESS REPORT ON UCSB/SBCC COMMUNITY COLLEGE PROFESSIONAL PREPARATION CLASS

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. P34-0740 through and including P34-0842.

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 AN ADDITIONAL ALLOTMENT OF $1,760 FOR THE NURSING STUDENT LOAN PROGRAM

Attachment 5.2-a

Attachment 5.2-a indicates that an additional $1,760 has been allocated to the Santa Barbara Community College District for the Nursing Student Loan program for the 1973-74 fiscal year. Budgeted matching funds amount to $195.56, or 1/9 of the allocation.

The Superintendent recommends acceptance of the additional allocation of $1,760 for the fiscal year 1973-74.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER No. 73-74 (001) IN THE AMOUNT OF $900 AND ADOPTION OF RESOLUTION No. 10

Attachment 5.2-b

Appropriation Transfer No. 73-74 (001) is requested to cover the purchase of three sewing machines needed by the Continuing Education Division.

The Superintendent recommends approval of Appropriation Transfer No. 73-74 (001) in the amount of $900 from Undistributed Reserve to Equipment Account and adoption of Resolution No. 10.

c. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER No. 73-74 (002) IN THE AMOUNT OF $200

Attachment 5.2-c

Appropriation Transfer No. 73-74 (002) is requested to cover the purchase of 24 chairs for the Evening College classrooms.

The Superintendent recommends approval of Appropriation Transfer No. 73-74 (002) in the amount of $200 from General Supplies to Equipment Account.

d. RECOMMENDED APPROVAL OF CHANGE ORDER No. 4, HUMANITIES BUILDING, DON GREGG CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-d

Change Order No. 4 is a field request to provide labor, material and equipment to install revised reinforcing bars. This is at no increase or decrease in the cost of the contract.

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<th>Amount</th>
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The Superintendent recommends approval of Change Order No. 4 to the contract with Don Greene Contractor, Inc., for the Humanities Building.

e. RECOMMENDED APPROVAL OF 1973-74 CIVIL DEFENSE, DISASTER AND DISTURBANCE PLAN

Enclosure #2

The specific changes will be discussed at the meeting.

The Superintendent recommends approval of the 1973-74 Civil Defense, Disaster and Disturbance Plan.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED AUTHORIZATION TO ACCEPT LOW BID, INTERIM EROSION CONTROL OF THE PROPOSED WEST CAMPUS SITE

Bids will be opened on October 16, 1973 for Interim Erosion Control of the proposed west campus site. The next regular Board meeting will be on October 25, 1973. The need to proceed with the project at the earliest possible time is essential if the project is to be completed prior to the rainy season. The acceptance of the project is predicated upon the low bid being within 10% of the architect's final cost estimate dated September 14, 1973.

The Superintendent recommends the Board authorize the staff to accept the low bid if the project is within the budgetary limitations, and to enter into contractual agreement with the contractor.

g. RECOMMENDED APPROVAL OF ADDITIONAL ARCHITECTURAL SERVICES FOR THE HUMANITIES BUILDING

Enclosure #3

Consideration of current and anticipated data processing equipment which may at some time be proposed for installation in the new Humanities Building resulted in a review by staff of the present room arrangement. Enclosure #3 includes sketches of the existing plan layout and a study for an alternate arrangement. The Humanities Building is currently under construction and a change from the existing plan will require additional drawings from the architect, an estimate of cost from the contractor, and approval of a change to the contract by the Board. The additional drawings by the architect, which will be extra services, is the first step necessary to consider such a change. The required architectural services and staff considerations will be discussed in detail at the meeting.

The Superintendent recommends approval of additional architectural services as listed in Enclosure #3 for the Humanities Building in accordance with Article III of the architects' agreement dated November 24, 1970.

h. RECOMMENDED APPROVAL OF AGREEMENT BETWEEN SANTA BARBARA COMMUNITY COLLEGE DISTRICT AND THE REGENTS OF THE UNIVERSITY OF CALIFORNIA FOR STUDENT TEACHERS FOR THE 1973-74 YEAR

Attachment 5.2-h

Annually the District enters into an agreement with the University of California at Santa Barbara for supervised student teaching. Under terms of this agreement, the Board authorizes students to complete the supervised teaching requirements under the direction of selected faculty members.

The Superintendent recommends approval of the agreement between SBCCCD and the Regents of the University of California for student teachers for the 1973-74 year.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

i. RECOMMENDED APPROVAL OF AGREEMENT COVERING THE COMPUTATION AND DISBURSEMENT OF BASIC EDUCATIONAL OPPORTUNITY GRANT

Attachment 5.2-i

The Basic Educational Opportunity Grant marks a major change in the concept of student aid. It is an entitlement under which the Commissioner of Education shall pay an award to each eligible student accepted for enrollment in a postsecondary educational institution. Eligibility is based on a Family Contribution Schedule, which was to be developed by the Office of Education and submitted to Congress for approval. The law provides that the entitlement shall equal to $1,400 minus the family contribution. Further, a limitation on payments is included which specifies that the student’s award at full funding shall not exceed one-half the actual cost of his attendance. There are no District matching funds required nor is there an administrative cost paid to the District.

The Superintendent recommends approval of the Basic Educational Opportunity Agreement that obligates the Santa Barbara Community College District to do the following:

a. Make eligibility determinations;
b. computation of awards;
c. disbursement of funds;
d. maintain separate accounts and control ledgers;
e. maintain adequate records for a specific time; and
f. make records available to authorized representatives of HEW.

j. RECOMMENDED APPROVAL OF CONTRACT FOR LOCKSMITHING-SECURITY SERVICES, SECURITY HARDWARE PRODUCTS

Attachment 5.2-j

The Santa Barbara School District has informed us that they can no longer provide locksmithing services to the Santa Barbara Community College District because of a reduction of personnel in their department. Arrangements have been made with Security Hardware Products for 1973-74 to continue the same level of service at the same cost.

The Superintendent recommends approval of a contract for 1973-74 with Security Hardware Products for locksmithing-security services as indicated in Attachment 5.2-j.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED APPROVAL OF A 5-YEAR LEASE PURCHASE AGREEMENT FOR AN IBM CARD SORTER AND AN IBM COLLATOR

Attachment 5.2-k

Zales Leasing Corp. (Data Leasing) has made the following offer for the lease of an IBM Card Sorter (084 Model 01) and an IBM Collator (088 Model 02):

1. A 5-year lease purchase option, 90% of lease cost to apply toward purchase.
3. Equipment f.o.b. delivered and installed.
4. All equipment will be in acceptable condition for maintenance contract.
5. Payment of $800 for trade-in of our IBM 082 Sorter to be applied toward the maintenance agreement.

The Superintendent recommends that the Board approve the proposal submitted by Zales Leasing Corp. (Data Leasing) and that a lease option be consumated with them.

1. RECOMMENDED AUTHORIZATION TO ENTER INTO AGREEMENT WITH GRIFFENHAGEN-KROEGER, INC., FOR CONSULTING SERVICES

Attachment 5.2-1

It has been several years since a general study was made of clerical and secretarial positions. Several individual re-classifications have been made and several studies have been requested. It is appropriate to have a new general study of clerical and secretarial positions.

It is believed that a consultant should be employed because of the extensive nature of this study but it is believed, also, that it would be useful to have active participation in the study by the District's Classified Personnel office. Plan "A" proposed by Ms. Toby Osos meets these conditions. The money saved by the District through Plan "A" could be used to employ temporary help to assist the Director of Classified Personnel with regular responsibilities. Griffenhagen-Kroeger, Inc., have performed studies in the past for the District.

It is recommended, therefore, that the staff be authorized to enter into an agreement with Griffenhagen-Kroeger, Inc., in accordance with the proposed Plan "A" and that the staff be authorized to expend up to $1,150 for temporary clerical assistance in the Classified Personnel office during the period of the study.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

m. RECOMMENDED APPROVAL OF A LEASE WITH MR. EDGAR RUSSELL

Attachment 5.2-m

Attachment 5.2-m is a lease for facilities known as the Jackson Square Garage, Inc., to house the WIN project for training automobile service mechanics.

The Superintendent recommends approval of the lease with Mr. Edgar Russell.

n. DISCUSSION OF LEGAL QUESTION CONCERNING SITE ACQUISITION

It is recommended that an executive session be held in accordance with Government Code Section 6254 (h) to consider the appraisal report and to consult with County Counsel on legal aspects of the acquisition, particularly the existing option agreement.

6. GENERAL INFORMATION

6.1 DISCUSSION OF CONTINUING EDUCATION DIVISION'S ORGANIZATION CHART

Attachment 6.1

6.2 RECOMMENDED APPROVAL OF AFFIRMATIVE ACTION POLICY

Attachment 6.2

The Board of Trustees' Ad-hoc Committee on Affirmative Action has met twice to review the proposed affirmative action policy. Mr. Frank served as chairman of the committee.

The Committee recommends adoption of the Affirmative Action Policy as stated in Attachment 6.2.

6.3 PROGRESS REPORT OF GOALS, OBJECTIVES AND ORGANIZATION STUDY COMMITTEE

A progress report of the committees' efforts will be made at the meeting.

6.4 REPORT OF COMING EVENTS, MR. JIM M. WILLIAMS

7. ADJOURNMENT

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