AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

November 8, 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
   1.5 MINUTES OF REGULAR MEETING OF OCTOBER 25, 1973
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. LETTER REGARDING STATE DEPARTMENT OF FINANCE AUDIT REPORT
         Attachment 1.7-a
         At the last board meeting, the Superintendent was directed
         to write a letter describing the Board’s concern over elements
         of the Department of Finance audit report. A copy of that letter
         is provided in the attachments.
      b. CSBA MEMO REGARDING NOMINATIONS FOR CALIFORNIA POSTSECONDARY
         COMMISSION
         Attachment 1.7-b

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY SUBSTITUTES,
             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)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT OF REPRESENTATIVE, AREA ADULT CONTINUING EDUCATION COORDINATING COUNCIL

The council is required by Senate Bill 94.

The Superintendent recommends approval of Dr. Martin M. Bobgan as the district representative to the Area Adult Continuing Education Coordinating Council.

(2) RECOMMENDED APPROVAL OF P. E. COACHING ASSISTANT, ANTHONY F. VIGNA, BASKETBALL (REPLACING PERRY FIELDS), EFF: 10/1/73

Attachment 2.1-b(2)

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY APPOINTMENTS

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS, COLLEGE WORK/STUDY PROGRAM

Attachment 2.2-a(2)

(3) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

Attachment 2.2-a(3)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF LEAVE OF ABSENCE WITHOUT SALARY: JANICE N. STEEN, SR.SEC., HEALTH OCCUPATIONS, EFFECTIVE 12/3/73 - 5/31/74

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT: DIANE M. WARD, FINANCIAL AIDS CLERK, FINANCIAL AIDS OFFICE, NEW POSITION (REPLACING R. JONES), EFFECTIVE 11/2/73

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: JOYCE C. BROWN, HUMAN RELATIONS ASST., STUDENT ACTIVITIES, REPLACING J. EDWARDS, EFFECTIVE 10/29/73

Attachment 2.2-b(3)

3. STUDENT PERSONNEL

3.1 REPORT OF ASSOCIATED STUDENTS
4. CURRICULUM AND INSTRUCTION

4.1 FALL SEMESTER REPORT ON WORK EXPERIENCE PROGRAM
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. P34-0979 through and including P34-1075.

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. INSPECTOR'S REPORT NO. 10, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR, FOR PERIOD ENDING 10/29/73
Attachment 5.2-a

b. RECOMMENDED APPROVAL OF CHANGE ORDER #5, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR
Attachment 5.2-b

Change Order #5 for the Humanities Building provides labor, material and equipment to utilize anchor bolts for columns which were incorrectly located. This change is neither an addition to nor a deduction from the contract price.

\[
\begin{align*}
\text{Original Contract Price} & \quad \$1,875,000 \\
\text{Change Orders #1 - #4} & \quad \text{Plus} \quad 5,736 \\
& \quad \$1,880,736 \\
\text{Change Order #5} & \quad -0-
\end{align*}
\]

New Contract Price: ...$1,880,736

The Superintendent recommends approval of Change Order #5 to the contract with Don Greene Contractor, Inc., for the Humanities Building.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. INSPECTOR'S REPORT, EROSION CONTROL PROJECT, CUSHMAN CONTRACTING CO., FOR PERIOD ENDING 10/31/73

This project is now 1½ weeks into the contract and little sandbagging work has been accomplished. The sandbagging operation will be in full swing, and possibly completed by the end of next week, November 7. Some grading on the project for swells and berms has been completed with rerouting of some minor channels.

d. RECOMMENDED APPROVAL OF CHANGE ORDER #1, EROSION CONTROL PROJECT, $300 FOR AN ADDITIONAL 1,000 SANDBAGS, CUSHMAN CONTRACTING COMPANY

A survey of the site reveals that it is in the best interests of the district to provide an additional 1,000 sandbags for the Erosion Control Project for both the immediate needs and the repair needs during the course of the winter. Change Order #1 will be an additional cost to the district in the amount of $300.

<table>
<thead>
<tr>
<th>Original Contract Price</th>
<th>$ 24,990</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Order #1</td>
<td>Plus 300</td>
</tr>
<tr>
<td>New Contract Price</td>
<td>$ 25,290</td>
</tr>
</tbody>
</table>

The Superintendent recommends approval of Change Order #1 in the amount of $300 for the Erosion Control Project, Cushman Contracting Co.

e. RECOMMENDED ACCEPTANCE OF ICEMAKER AND 6-BURNER STOVE & OVEN FROM DICK & KATHI ZARN (DICK'S DEN COFFEE SHOP), 322 W. CABRILLO BLVD., SANTA BARBARA

Attachment 5.2-e

Mr. and Mrs. Zarn have offered a Freeze King Icemaker and a Wolf range to be used in Hotel/Restaurant Management courses. These items are needed in the program and have a combined value of $500.

The Superintendent recommends acceptance of these items and requests authorization to send a letter of appreciation to Mr. and Mrs. Zarn.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED AUTHORIZATION TO ENTER INTO AGREEMENTS WITH H.E.W.
COVERING PARTICIPATION IN PROGRAMS OF STUDENT FINANCIAL AID
FOR 1974-75

Attachment 5.2-f

Attachment 5.2-f contains agreement forms which are required for continued participation in federal programs for student financial aid.

It is recommended that authorization be given to enter into the agreements.

g. RECOMMENDED APPROVAL OF THE BUDGET FOR THE VETERANS' COST-OF-
INSTRUCTION PAYMENTS PROGRAM

Attachment 5.2-g

In May, 1973 the Board of Trustees authorized the submission of an application for funds for the VCIP program administered by the Department of Health, Education and Welfare. In July the College was notified of an award of $66,428.76 for this program. A tentative budget was prepared and included in the District budget. It was understood that the VCIP budget would require refinement based upon Federal guidelines and recommendations from the Veterans' Services Advisory Committee. The attached budget represents those refinements.

The Superintendent recommends approval of the budget for the Veterans' Cost-of-Instruction Payments Program.

h. RECOMMENDED AUTHORIZATION OF ADJUSTMENTS RESULTING FROM THE EXPANDED VETERANS' PROGRAM

As a result of the allocation of extra resources to the Veterans' program, it is appropriate that resources re-directed from the regular support service be replaced. This replacement is needed on a temporary basis only as long as special funds are available for veterans' services. No additional budget requests are required, since funds are provided in the grant to support the extra services being offered to veterans.

Therefore, it is recommended that authorization be given to make the following adjustments:

1. Employ a one-half time counselor (temporary) for the period November 11, 1973 - June 30, 1974.

2. Employ existing staff to provide evening college counseling three nights per week for the period November 11, 1973 - June 1, 1974.

3. Employ two general student workers, 15 hours per week, for 34 weeks to be assigned to the Career Education Center.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

i. RECOMMENDED AUTHORIZATION TO SUBMIT APPLICATION FOR FUNDS UNDER THE FEDERAL STUDENT FINANCIAL AID PROGRAMS, DEPARTMENT OF HEALTH, EDUCATION AND WELFARE (NATIONAL DEFENSE STUDENT LOANS, COLLEGE WORK STUDY AND ECONOMIC OPPORTUNITY GRANTS)

Enclosure # 4/

The 1974-75 application for funds for the Federal Student Financial Aid Programs is very similar to last year's application. The application includes requests for an approximate 10% increase in funding, but will not require more matching funds from the District. It is anticipated that additional funding from the Department of Health, Education and Welfare would provide for an expansion of the off-campus College Work Study Program. The Superintendent recommends that authorization be given to submit the application for funds for the Federal Student Financial Aid Programs to the Department of Health, Education and Welfare.

j. RECOMMENDED APPROVAL OF TRANSFER OF RESTRICTED FUNDS TO THE GENERAL FUND

In order to meet the General Fund cash needs until January, 1974, a temporary transfer of funds from two restricted funds, in accordance with Education Code Section 20954, is requested as shown below:

<table>
<thead>
<tr>
<th>Restricted Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interdistrict Attendance and Lease for Plant and Equipment</td>
<td>$ 100,000</td>
</tr>
<tr>
<td>Community Services</td>
<td>50,000</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$ 150,000</strong></td>
</tr>
</tbody>
</table>

The amounts transferred will be repaid no later than February 28, 1974.

The Superintendent recommends approval of the temporary transfer of funds from the District Restricted Funds to the General Funds.

k. REPORT OF DISTRICT QUARTERLY FINANCIAL CONDITION

Attachment 5.2-k

Attachment 5.2-k presents the 1973-74 first-quarter financial status reports for the General Fund, Cafeteria Account, Bond Fund, Special Reserve Fund, and Children's Center Fund.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. RECOMMENDED ACCEPTANCE OF APPROVED AUTHORIZATION FOR BASIC EDUCATIONAL OPPORTUNITY GRANT PROGRAM

Attachment 5.2-1

The district has received an approved authorization in the amount of $53,580 in the Basic Educational Opportunity Grant Program for the period July 1, 1973 through June 30, 1974. This authorization is the result of the agreement approved by the Board on October 11, 1973.

The Superintendent recommends acceptance of the authorization of $53,580 for the Basic Educational Opportunity Grant Program for the fiscal year 1974.

m. RECOMMENDED APPROVAL OF REVISIONS TO THE 1975-76 TEN-YEAR CONSTRUCTION PLAN, AND PRELIMINARY PLAN PACKAGES FOR SITE ACQUISITION AND SITE DEVELOPMENT

Enclosure #1

Enclosure #1 contains portions of the Ten-Year Construction Plan as submitted to the Chancellor's office on November 1, 1973. Subsequent meetings with the Chancellor's Facilities Planning staff have resulted in some recommended revisions to district preliminary plan packages for Site Acquisition and Site Development. The revisions have minor implication to the figures listed in the Ten-Year Plan. Enclosure #2 also includes a summary of the revisions recommended. The revisions will be presented at the meeting.

The Superintendent recommends approval of the revisions to the 1975-76 Ten-Year Construction Plan and to the preliminary plan packages for Site Acquisition and Site Development as listed in Enclosure #1.

6. GENERAL INFORMATION

6.1 REPORT ON ANNUAL CONFERENCE OF THE CALIFORNIA JUNIOR COLLEGE ASSOCIATION HELD NOVEMBER 4-7, 1973 IN SAN DIEGO

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, November 22, which is Thanksgiving Day. Board policy calls for the meeting in such a case to be held on the next business day or on an alternate date established by official action of the Board.

It is recommended that the Board establish an alternate meeting date for the meeting scheduled on November 22.