AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

February 22, 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 February 8, 1973

1.6 Hearing of Citizens

1.7 Communications

   a. Report by the Superintendent on Progress of Senate Bill #6

   b. Report of Award Won By the CHANNELS

       Notice has been received that THE CHANNELS has been recognized by
       the California Newspaper Publishers Association as the best California
       Community College newspaper with a circulation under 4,000.

2. PERSONNEL

2.1 Certificated Personnel

   a. Routine

   (1) Recommended Approval of Hourly Instructors, Additional Hours
       for Previously Approved Teachers, Hourly Substitutes, Change
       of Previous Rate, and Special Lecturer (Consultant) - Continuing
       Education Division

       Attachment 2.1-a(1)

   (2) Recommended Approval of Hourly Substitute and Consultant,
       Children's Center, Spring Semester, 1973

       Attachment 2.1-a(2)

   (3) Recommended Authorization of Travel & Conference Attendance

       Attachment 2.1-a(3)
2. **PERSONNEL** (continued) -

2.1 **Certificated Personnel** (continued):

b. Non-Routine

(1) **Recommended Approval of Re-Employment of First and Second Year Contract (Probationary) Faculty Members**

Attachment 2.1-b(1)

(2) **Recommended Acceptance of Retirement - Isabel H. Beck, Professor, Social Science, Effective July 17, 1973**

Attachment 2.1-b(2)

(3) **Comparison of Salary & Personnel Benefits for Certificated Personnel for 1972-73**

Attachment 2.1-b(3)

Comparative salary and personnel data has been compiled. Attachment 2.1-b(3) is composed of 8 charts. Charts I through IV show combined salary and personnel benefits. Charts V through VIII compare salary only. To be at the 67th percentile, Santa Barbara City College should be in the eleventh position. As can be seen, in no instance have we reached the desired goal. This item will be discussed in further detail at the meeting.

(4) **Recommended Working Days for Certificated Personnel for the 1973-74 College Year**

Attachment 2.1-b(4)

Education Code Section 13520 requires proportional pay to certificated personnel who work less than a full year. This requirement makes it mandatory for school districts to establish a daily rate for all certificated positions. The Board has already adopted a school calendar requiring teaching personnel to be on duty 179 days in 1973-74. Administrative personnel are 12 month positions requiring 260 days including holidays for 1973-74.

The Superintendent recommends the Board adopt the working schedule for certificated personnel as presented in Attachment 2.1-b(4).

(5) **Recommended Approval of Professional Volunteer, Robert B. Moore, Coach, Volleyball Club, Spring Semester, 1973**

Attachment 2.1-b(5)

2.2 **Classified Personnel**

a. Routine

(1) **Recommended Approval of Hourly Appointments**

Attachment 2.2-a(1)

(2) **Recommended Approval of Student Appointments - College Work Study**

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

2.2 Classified Personnel (continued)

b. Non-Routine

1. **Recommended Approval of Six-Month and Yearly Salary Increments**
   
   Attachment 2.2-b(1)

2. **Recommended Acceptance of Resignation: Helen M. Marlowe, Library, Effective 2/16/73**
   
   Attachment 2.2-b(2)

3. **Recommended Acceptance of Resignation: Barbara A. Triana, Financial Aids, Effective 3/2/73**
   
   Attachment 2.2-b(3)

4. **Recommended Approval of Longevity Increments: Betty R. Rowley, Student Personnel and Ruth Wahlborg, Library, Both 10 Years of Service**
   
   Attachment 2.2-b(4)

5. **Recommended Approval of Appointment of Janet M. Heintz, Continuing Education (Alpha Training Center), Replacing Mark Lee, Effective 2/26/73**
   
   Attachment 2.2-b(5)

6. **Recommended Approval of Appointment of Patricia D. Dupart, Library, Replacing Helen Marlowe, Effective 2/20/73**
   
   Attachment 2.2-b(6)

7. **Recommended Ratification of Two Additional Days For Consultant, Dr. Merrill T. Baker, College Organization Project**
   
   Attachment 2.2-b(7)

8. **Recommended Approval of Re-organization in the Continuing Education Division and Recommended Approval of New Classified Position**
   
   Attachment 2.2-b(8)

Dr. Bobgan has reviewed Continuing Education Division staffing and recommends that the presently unfilled position of Assistant Dean, Continuing Education, not be filled. He suggests, instead, that a second classified "Program Planning Assistant" position be created now on a 10-month basis and that, later, a second classified position be created to perform such duties as audio-visual services, office management

continued on next page...
2. PERSONNEL (continued) -

2.2 Classified Personnel (continued) -

b. Non-Routine (continued) -

/(8) continued:

assistance and assistance in the preparation of manuals, handbooks, and schedules. A recommendation for the second position will be submitted after further evaluation of division work and after further consideration of appropriate specifications for the position. The overall financial effect of these changes will result in savings to the District.

It is recommended that a second position of "Program Planning Assistant" in the Continuing Education Division be approved and that specifications for the position as described in Attachment 2.2-b(8) be approved.

3. STUDENT PERSONNEL

3.1 Report of Associated Students - Fred Cuellar

4. CURRICULUM AND INSTRUCTION

4.1 Report of Full Accreditation of Dental Assisting Program

Attachment 4.1

Word has been received that the Council on Dental Education has granted full approval and accreditation to the Dental Assistants Program.

4.2 Report on the Math 1 Program - Learning Resources Center

Mr. Robert Carman, Director, will explain how the very successful program of Math 1 is taught in the Learning Resources Center using tutors and programmed instructional materials. He will also discuss its effectiveness and the costs associated with it.

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. P23-1448 through and including P23-1508.
5. BUSINESS SERVICES (continued) -

5.1 Routine (continued):

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.

c. **Inspector's Report, No. 17, Health Occupations Facility, For Period Ending February 14, 1973**

   Attachment 5.1-c

5.2 Non-Routine

a. **Recommended Acceptance of the Gift of a Pixamatic, Automatic Film Processor from the Cancer Foundation of Santa Barbara**

   Attachment 5.2-a

The Santa Barbara Cancer Foundation has offered to the Health Occupations Program a film processing unit. This equipment is to be used in the Radiology classes for instruction purposes. The Pixamatic has an estimated value of $1,000.

The Superintendent recommends the Board's acceptance of the Pixamatic Film Processor and authorization to send a letter of appreciation to the Cancer Foundation for this gift.

b. **Recommended Acceptance of the Gift of a Westinghouse Portable X-Ray Machine from the Feldsted Group of Doctors**

   The Feldsted Group, which consists of 6 doctors, has offered a X-ray machine to the Health Occupations Program. This piece of equipment can be used in our radiology classes for instruction purposes. The X-ray has an estimated value of $350.

   The Superintendent recommends the Board's acceptance of the Westinghouse portable X-ray unit and authorization to send a letter of appreciation to the doctors for this gift.

c. **Recommended Approval of Amendment to Original Intra-District Travel Allowance List for 1972 - 73**

   Attachment 5.2-c

It is recommended by the Superintendent that the changes as detailed in Attachment 5.2-c be approved by the Board.
5. BUSINESS SERVICES (continued) -  

5.2 Non-Routine (continued):

d. Recommended Approval of Agreement for Services With the United States Navy

Attachment 5.2-d

The Supply Officer at the Naval Air Station, Point Mugu, has requested the continued participation of the Marine Tech Program in a cooperative approach for testing underwater attachment devices. The station will provide $2,450 for the program.

The Superintendent recommends the Board's approval of the agreement with the Supply Officer at Point Mugu in the amount of $2,450.

e. Recommended Approval of Change Order #5, Health Occupations Facility, J. W. Bailey Construction Co., Contractor

Attachment 5.2-e

Change Order #5 is a request to extend contract time an additional 7 days due to rain in January. This will make the new contract completion date March 18, 1973. Change Order #5 is neither an addition nor a deduction from the contract price.

Original Contract Price $ 569,700.00
Change Orders #1 - 4 + 2,149.73
Change Order #5 $ 571,849.73

New Contract Price:...$ 571,849.73

The Superintendent recommends approval of Change Order #5 as specified in Attachment 5.2-e.

f. Recommended Approval of Change Order #6, Health Occupations Facility, J. W. Bailey Construction Co., Contractor

Attachment 5.2-f

Change Order #6 is a request to provide labor, material and equipment to install carpeting in all offices, conference and seminar rooms in the new Health Occupations facility. This change shall be in addition to the contract price of $1,816.02.

Original Contract Price $ 569,700.00
Change Orders #1 - 5 + 2,149.73
Change Order #6 $ 571,849.73
Change Order #6 + 1,816.02
New Contract Price:...$ 573,665.75

The Superintendent recommends approval of Change Order #6 as specified in Attachment 5.2-f.
g. **Recommended Approval of the Preliminary Plan Package (PPP) for the Vocational Technology Building**

Enclosure #1

This represents the Revised Preliminary Plan submittal for the Vocational Technology Building to be constructed on the Santa Barbara City College campus. Construction and equipment funds are being requested in the 1974-75 budget year. The preliminary plans for this project were originally submitted in October, 1971 and were approved for working drawings in the 1972-73 budget year. This approval was contingent upon revising the program deleting 3,180 ASF of Marine Tech and recommended against converting existing Administration Building space into machine and welding shops. This revised plan is consistent with the Project Planning Guide submitted to the California Colleges January 15, 1973. The building's ASF is 13,301 and the total project cost, including equipment, is $1,150,269.

It is recommended by the Superintendent that the Board adopt Resolution #27 indicating approval of the submittal of the Revised Preliminary Plan Package for the Vocational Technology Building.

h. **Recommended Approval of Working Drawings and Specifications for the Continuing Education Crafts Lab and Authorization to Proceed to Bid**

The plans for this project have been completed and the project has been reviewed by:

I. District staff
II. Facilities Planning Committee
III. State Office of Architecture and Construction
IV. Environmental Assessment Agencies
   a. State Clearinghouse
   b. California Regional Water Quality Control Board
   c. Santa Barbara County-Cities Area Planning Council
      1. Planning Commission
      2. City Council

Plans and specifications will be available for the Board's general inspection and a representative from the architectural firm of Arendt/Mosher/Grant will be available for questions. If approved, construction may start around March 29 and be completed by July 26, 1973. The architect's estimate for this project is $29,850.

It is recommended by the Superintendent that the Board approve the working drawings and specifications for this project and that the administration be authorized to proceed with advertising for bids.
5. BUSINESS SERVICES (continued) -

5.2 Non-Routine (continued):

i. Report on Boiler Shut Down

Enclosure #2

Enclosure #2 is a preliminary report of the status of repairs to the boiler in the Administration Building and of the conditions and actions that led to closing down of the boilers on February 2, 1973.

j. Recommendation Regarding a Proposed Tax Ceiling Increase Election

The Superintendent will make a recommendation regarding the need or lack of need for a tax ceiling increase election based upon current progress of Senate Bill #6.

6. GENERAL INFORMATION

6.1 Report of Board of Trustees Planning Subcommittee Meeting Held on February 14, 1973

6.2 Recommended Adoption of Resolution #26 Regarding An Alternative To Sea Village and District Policies on Facilities Development

Attachment 6.2

6.3 Recommended Authorization To Obtain An Appraisal of the Property Related To The Proposed Bond Issue

6.4 Recommended Ratification of Ballot Statement Regarding the April 17 Bond Election Issue

Attachment 6.3

6.5 Report on Coming Events - Mr. Jim M. Williams

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, March 8, 1973 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California