AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

August 30, 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 JULY 26, 1973 and
       MINUTES OF REGULAR MEETING OF AUGUST 2, 1973
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
       a. REPORT ON STUDENT ENROLLMENT FOR FALL SEMESTER, 1973

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
       a. ROUTINE

       (1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS,
           HOURLY SUBSTITUTES, CHANGES FOR PREVIOUSLY APPROVED
           INSTRUCTORS, AND ADDITIONAL SPECIAL LECTURERS (CONSULTANTS), 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 CANCELLATION OF SABBATICAL LEAVE FOR MR. MAHON E. BALDERSTON, JR.
Attachment 2.1-b(1)

Mr. Balderston has requested postponement of his sabbatical leave which was approved for the Spring semester of 1974. If granted, Mr. Balderston will have to apply and be re-considered at another time.

It is recommended that Mr. Balderston's request be approved and that his sabbatical leave be cancelled.

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, VEA AND GENERAL
Attachment 2.2-a(2)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF SIX-MONTH AND YEARLY SALARY INCREMENTS
Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF LONGEVITY INCREMENT: BARBARA J. CELLS, DUP.EQUIP.TECH., 10 YEARS SERVICE, EFFECTIVE 9/1/73
Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF EMPLOYMENT OF PENEOPE MORRIS STEWART AS HALF-TIME SECRETARY TO THE ALHECAMA PLAYERS
Attachment 2.2-b(3)

This half-time position has existed for a number of years and has been paid from Student Body income.

The Superintendent recommends that this position be transferred to the District to ease the financial strain of operating productions.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(4) RECOMMENDED APPROVAL OF TEMPORARY SUBSTITUTE WORK -- WORKING OUT OF CLASSIFICATION, CHARLOTTE LEY, BOOKSTORE

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT: MARILYN M. BABCOCK, ACCOUNT CLERK, ACCOUNTING (REPLACE: BONNIE HOLMES), EFFECTIVE 8/20/73

Attachment 2.2-b(5)

(6) RECOMMENDED APPROVAL OF APPOINTMENT: BARBARA S. JONES, ACCOUNT CLERK, ACCOUNTING, (NEW POSITION), EFFECTIVE 8/20/73

Attachment 2.2-b(6)

(7) RECOMMENDED APPROVAL OF APPOINTMENT: V. IRENE BUTLER, STENO-CLERK, ACADEMIC SENATE, 15 HRS. (REPLACE: F. McGANN) EFFECTIVE 9/1/73

Attachment 2.2-b(7)

(8) RECOMMENDED APPROVAL OF APPOINTMENT: CLAYTON A. SHUPE, BOOKSTORE MANAGER, (REPLACE: D. ROBERTS), EFFECTIVE 8/29/73

Attachment 2.2-b(8)

(9) RECOMMENDED APPROVAL OF JOB SPECIFICATIONS FOR TUTOR AND APPROVAL OF TEN PART-TIME HOURLY TUTOR POSITIONS.

Attachment 2.2-b(9)

The tutoring program is well established and is serving a vital need for students. A certain portion of the student tutors have been upper division or graduate students attending four-year colleges. It is very important to the program to have some tutors of this type, but it is not appropriate to employ them as "student" tutors since they are not students of this college.

It is recommended, therefore, that ten tutoring positions be established, hourly as needed up to half-time, the remainder of the tutoring funds will be used to hire only Santa Barbara City College student tutors.

It is recommended further, that the job description, as attached, be approved for these positions.
3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

None

3.2 RECOMMENDED APPROVAL OF STUDENTS WHO COMPLETED REQUIREMENTS FOR ASSOCIATE IN ARTS DEGREE, SUMMER SESSION, 1973

Attachment 3.2

The Superintendent recommends that the Board confer upon each of the 40 students listed in Attachment 3.2 the Associate in Arts Degree.

3.3 RECOMMENDED APPROVAL OF STUDENTS WHO COMPLETED REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE, SUMMER SESSION, 1973

Attachment 3.3

The Superintendent recommends that the Board confer upon each of the 6 students listed in Attachment 3.3 the Associate in Science Degree.

4. CURRICULUM AND INSTRUCTION

No items

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 No. P23-2220 (Prior Year), and Purchase Orders No. P34-0205 through and including P34-0539, except P34-0329 which is described in Item 5.2-c.

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. 5, HUMANITIES BUILDING, DON GREENE CONTRACTOR, FOR PERIOD ENDING 8/24/73.

Attachment 5.1-c
Agenda - Regular Meeting  
Board of Trustees - SBCCD  
August 30, 1973

5. BUSINESS SERVICES - continued:

5.2 NON-Routine

a. REPORT OF BOOKSTORE QUARTERLY FINANCIAL CONDITION

Enclosure #1

Enclosure #1 presents the financial condition of the bookstore operation for the year ending June 30, 1973.

b. RECOMMENDED ACCEPTANCE OF GRANT AWARD OF $7,200 FOR THE LAW ENFORCEMENT EDUCATION PROGRAM FOR 1973-74.

Attachment 5.2-b

Notice has been received from the U. S. Department of Justice of the approval of $7,200 for support of the Law Enforcement Education Program (LEEP) for 1973-74. These funds will provide for continued participation in this financial aid program for law enforcement majors at Santa Barbara City College.

The Superintendent recommends acceptance of the $7,200 grant for the Law Enforcement Education Program for 1973-74.

c. RECOMMENDED ACCEPTANCE OF $850 IN FUNDING OF A WIN CONTRACT

Attachment 5.2-c

The Superintendent recommends Board approval of this Line-Of-Credit Contract (WIN) for funding not to exceed $850 for ten students to enroll in on-going classes.

d. RECOMMENDED ACCEPTANCE OF AUGMENTATION FUNDS FOR THE EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS) PROJECT

Attachment 5.2-d

Notice has been received from the California Community Colleges Chancellor's Office that Santa Barbara City College has been approved for additional funding of its EOPS Project in the amount of $9,851 for a new total of $51,086 for the 1973-74 year. The additional funds have been earmarked for direct grants to students. No matching funds are required.

The Superintendent recommends acceptance of the augmented funds of $9,851 for the EOPS Project for the 1973-74 year.

e. RECOMMENDED RATIFICATION OF THE PURCHASE OF MICROSCOPES FOR THE LIFE SCIENCE DIVISION, P. O. #P34-0329

Due to the urgency of circumstances, a Purchase Order #P34-0329, in the amount of $9,936.85 was issued to Los Angeles Scientific Co. for 18 Olympus Microscopes. All bid procedures were followed, but it was obvious that the microscopes would not be here for the Fall semester unless a Purchase Order was issued.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. continued:

The Superintendent recommends ratification of Purchase Order No. P34-0329 in the amount of $9,936.85 issued to Los Angeles Scientific Company for 18 Olympus Microscopes.

f. RECOMMENDED RATIFICATION OF EXTENSION OF TRAILER LEASE -- MODULAIRE LEASING COMPANY

Attachment 5.2-f

The need still exists for continuation of the rental of the trailer housing the Classified Personnel Office. We have been able to negotiate the lease at a reduction of $15 per month for a monthly rental of $130.

The Superintendent recommends ratification of the lease agreement with Modulaire Leasing Company for $130 per month.

g. RECOMMENDED APPROVAL OF RENTAL AGREEMENT WITH FAITH LUTHERAN CHURCH FOR PARENT-CHILD WORKSHOP, CONTINUING EDUCATION DIVISION

The Continuing Education Division has need for use of additional facilities to conduct a Parent-Child Workshop in the Carpinteria area. The Faith Lutheran Church in Carpinteria has agreed to make a portion of their facilities available to the District for such use.

The Superintendent recommends approval of a month-to-month rental agreement with the Faith Lutheran Church for use of a portion of their facilities located at Vallecito Place and Ogan Road in Carpinteria at a fee of $200 per month, including utilities and custodial services.

h. RECOMMENDED APPROVAL OF CHANGE ORDER No. 1, HUMANITIES BUILDING, DON GREENE CONTRACTOR, INC.

Attachment 5.2-h

As work has progressed on the Humanities Building under the construction contract with Don Greene Contractor, Inc., it has become apparent that it is necessary to trim and remove deadwood from the eucalyptus trees adjacent to the building site. It is also necessary to remove one dead tree on Loma Alta Drive. Change Order No. 1 covers this additional work.

Original contract price: $ 1,875,000.00
Change Order No. 1 + 5,736.00

New Contract price: ......$ 1,880,736.00

The Superintendent recommends approval of Change Order No. 1 to the contract with Don Greene Contractor, Inc., for the Humanities Building.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

i. RECOMMENDED AUTHORIZATION FOR PREPARATION OF WORKING DRAWINGS AND SPECIFICATIONS FOR THE VOCATIONAL TECHNOLOGY BUILDING BY DANIEL, MANN, JOHNSON, & MENDENHALL, ARCHITECTS

Attachment 5.2-1

The Preliminary Plan Package (PPP) for this project was approved by the Board on February 22, 1973. The State Public Works Board on July 30, 1973 allocated State appropriated funds to the California Community Colleges for working drawings on this project. Construction funds are being requested for the 1974-75 fiscal year. The schedule for this project is detailed in Attachment 5.2-1.

The Superintendent recommends that authorization be given to Daniel, Mann, Johnson & Mendenhall to prepare working drawings and specifications for the Vocational Technology Building in conformance with the approved revised PPP.

j. RECOMMENDED RATIFICATION OF AGREEMENT BETWEEN JOHN ROBERT HENDERSON AND WILLIAM BLUROCK & PARTNERS, ARCHITECTS, AND SANTA BARBARA COMMUNITY COLLEGE DISTRICT FOR A MASTER PLAN STUDY AND DESIGNATION OF DISTRICT REPRESENTATIVE

Enclosure #2

The scope of services and contract for the District Master Plan Study was approved, as presented, at the August 2, 1973 meeting with the following changes:

1. The method of compensation should be based on 2½ times technical costs with a total not to exceed $60,000.

2. The required special consultant costs should not exceed $10,000.

The contract has been modified to include the requested changes and was reviewed by County Counsel on August 14. An additional modification was recommended in the first paragraph relative to the two architects' relationships to each other which changes "a joint venture" to "associated architects". This modification was reviewed by County Counsel and upon his recommendation a paragraph was added to Section XIX for clarification.

A copy of the revised contract is included as Enclosure #2. All modifications as mentioned above are underlined and occur on pages 1, 3, 5, and 9.

The Superintendent recommends ratification of the agreement between John Robert Henderson and William Blurock & Partners, architects, and Santa Barbara Community College District for a Master Plan Study as outlined in Enclosure #2.

It is recommended, further, that Mr. Donald Trent be designated as District Representative as called for in Article XV.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED ACCEPTANCE OF CRAFTS LABORATORY AS SUBSTANTIALLY COMPLETE AND AUTHORIZATION TO OCCUPY THE FACILITY

Attachment 5.2-k

Architects Arendt, Mosher and Grant have certified that the construction of this project is sufficiently complete, in accordance with the contract documents, to allow the District to occupy the facility for the use intended. Final payment and a Notice of Completion will not be processed until the requirement of the attached Certificate of Substantial Completion and list of items on the punch list have been completed.

The Superintendent recommends acceptance of the Crafts Laboratory facility as substantially complete as of August 21, 1973, and filing of the Notice of Completion with the final payment withheld subject to completion of the punch list.

1. RECOMMENDED AUTHORIZATION TO REJECT ALL BIDS RECEIVED ON AUG. 16, 1973 FOR PERSHING PARK, PHASE #2, AND TO REVISE THE PROJECT FOR RE-BIDDING

Attachment 5.2-1

Bids for Pershing Park, Phase #2, were received on August 16, 1973 at 2:00 p.m. as per bid tabulation, Attachment 5.2-1.

The low base bid of $243,000 was $47,781 (24.5%) over the architect's estimate of $195,219. The base bid included 8 tennis courts, fencing, concrete drainage channel, sidewalks, drinking fountains, and litter receptacle bases.

The architect is required by contract to revise the plans as required for re-bidding the project without cost to the District. In Attachment 5.2-1 is a letter from the project architect suggesting possible ways of reducing the scope of the project. The District has been advised by County Counsel that negotiation with the low bidder changing the scope of the project is not possible.

The anticipated schedule for re-bidding the project will be:

Board authorization to bid. . . . . . . Aug. 30, 1973
Advertise . . . . . . . . . . . . . . . . . . Sept. 4, 1973
Bids due. . . . . . . . . . . . . . . . . . Sept. 25, 1973
Board acceptance of low bid . . . . . . . Sept. 27, 1973
Start construction . . . . . . . . . . Oct. 3, 1973
Complete construction . . . . . . . . . . Mar. 2, 1974

The Superintendent recommends that the Board reject all bids received for Pershing Park, Phase #2, on August 16, 1973 and authorize the administration to modify the project and rebid.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

m. REPORT ON EROSION CONTROL PROJECT, RICHARD B. TAYLOR & ASSOCIATE, ARCHITECT

This is an informational item on the Erosion Control Project and will be reported on by Mr. Donald Trent at the meeting.

6. GENERAL INFORMATION

6.1 CORRESPONDENCE REGARDING THE STATUS OF ASSEMBLY BILL 770

Attachment 6.1

6.2 MEMORANDUM FROM CHANCELLOR SIDNEY W. BROSSMAN REGARDING FEDERAL REPRESENTATION IN WASHINGTON FOR THE CALIFORNIA COMMUNITY COLLEGES

Attachment 6.2

6.3 REPORT OF STATUS OF APPLIED MAGNETIC SCHOLARSHIP FUND

Attachment 6.3

A brief summary report of the status of the Applied Magnetic Scholarship Fund is provided in Attachment 6.3.

6.4 RECOMMENDED APPROVAL AND ADOPTION OF RESOLUTION #3 REGARDING ADULT EDUCATION SUPPORT

Attachment 6.4

At the request of the Board, a proposed policy statement on financial support for Continuing Education has been prepared and is presented for consideration as Resolution #3.

The Superintendent recommends adoption of Resolution #3 regarding fiscal support for Continuing Education.

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

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, September 13, 1973 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.