AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

September 13, 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 AUGUST 30, 1973
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. PRESENTATION OF CSBA DELEGATE ASSEMBLY ELECTION MATERIALS -
         INSTRUCTIONS AND BIOGRAPHICAL SKETCHES FOR NOMINEES
         Enclosure #1
      b. REPORT ON STUDENT ENROLLMENT FOR FALL SEMESTER, 1973
      c. LETTER FROM COUNTY SUPERINTENDENT OF SCHOOLS REGARDING ANNUAL
         ALISAL CONFERENCE, NOVEMBER 12 - 13, 1973
         Attachment 1.7-c
      d. MEMO FROM CJCA REGARDING CONFERENCE WITH CALIFORNIA CONGRESSIONAL
         DELEGATION
         Attachment 1.7-d

2. PERSONNEL
   2.1 CERTIFIED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, FALL SEMESTER,
         1973
         Attachment 2.1-a(1)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, HOURLY SUBSTITUTES, CHANGES FOR PREVIOUSLY APPROVED INSTRUCTORS, AND SPECIAL LECTURER (CONSULTANT), CONTINUING EDUCATION DIVISION

Attachment 2.1-a(2)

(3) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

Attachment 2.1-a(3)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF P. E. COACHING ASSISTANTS: DAVID GRAY, COLLEGE YEAR, AND GORDON GEORGE, FALL SEMESTER, 1973

Attachment 2.1-b(1)

(2) RECOMMENDED EXTENSION OF APPOINTMENT OF MR. JESUS J. GONZALES AS ACTING ASSISTANT DEAN, STUDENT ACTIVITIES

On April 12, 1973, Mr. Jesus J. Gonzales was appointed to the interim position of Acting Assistant Dean, Student Activities. Plans for filling the position on a permanent basis have been held up pending the report of the Goals, Objectives, and Organization Committee.

It is recommended that the assignment of Mr. Gonzales as Acting Assistant Dean, Student Activities, be extended from September 11, 1973 through February 3, 1974.

(3) RECOMMENDED CHANGE IN SABBATICAL LEAVE OF MR. ALBERT H. REVIS

Attachment 2.1-b(3)

Mr. Revis has requested a change in his sabbatical leave from one year to one semester.

It is recommended that the request of Mr. Revis be granted.

(4) RECOMMENDED APPROVAL OF APPOINTMENT - AMERICAN ETHNIC STUDIES DIVISION CO-CHAIRMAN: JOHN C. EGGLER, EFFECTIVE 1973-74 YEAR, 3-YEAR TERM REPLACING PABLO BUCHELEW

Attachment 2.1-b(4)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(5) **RECOMMENDED APPROVAL OF APPOINTMENT OF DR. ARTHUR A. MOREL AS A PROFESSIONAL VOLUNTEER AND CO-COORDINATOR OF RADIOLOGIC TECHNOLOGY PROGRAM**

Attachment 2.1-b(5)

Dr. Robert Olson who has served for several years as the professional co-coordinator of our Radiologic Technology program has had to resign because of added professional obligations. Dr. Arthur A. Morel has consented to fill this position.

It is recommended that Dr. Morel be appointed as a professional volunteer and co-coordinator of the Radiologic Technology Program.

(6) **RECOMMENDED APPROVAL OF APPOINTMENT OF SUSAN RAMSEY AS SUBSTITUTE COUNSELOR FOR THE 1973-74 COLLEGE YEAR**

Attachment 2.1-b(6)

Mr. Gordon Santee is on sabbatical leave and a substitute counselor is needed to replace him during the coming year.

It is recommended that Susan Ramsey be appointed as a substitute counselor to replace Mr. Santee for the 1973-74 college year.

(7) **RECOMMENDED APPROVAL OF APPOINTMENT: GILBERT ROBLEDO, E.O.P. COUNSELOR, STUDENT PERSONNEL, EFFECTIVE 9/1/73**

Attachment 2.1-b(7)

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 AND GENERAL**

Attachment 2.2-a(2)
2. PERSONNEL - continued:
   2.2 CLASSIFIED PERSONNEL - continued:
      
      b. NON-ROUTINE
         
         (1) RECOMMENDED APPROVAL OF RECLASSIFICATION, FRANCESCA M. PARKER, CLASSIFIED PERSONNEL, FROM STENO-CLERK 20 TO PERSONNEL CLERK 23, EFFECTIVE 9/1/73
         
         Attachment 2.2-b(1)
         
         (2) RECOMMENDED APPROVAL OF APPOINTMENT, GRACE E. BOWMAN, ACCOUNT CLERK, PAYROLL DEPT., EFFECTIVE 9/24/73 (NEW POSITION)
         
         Attachment 2.2-b(2)
         
         (3) RECOMMENDED APPROVAL OF APPOINTMENT, DOUGLAS E. CORBIN, LAB. TECH., CHEMISTRY, EFFECTIVE 9/5/73, REPLACING M. SILVESTRI
         
         Attachment 2.2-b(3)
         
3. STUDENT PERSONNEL
   
   3.1 REPORT OF 1972-73 EOPS PROGRAM
      
      Attachment 3.1
      
      Santa Barbara City College is required to submit to the Chancellor's office a year-end report of its Extended Opportunities Program and Services Project.
      
      Attachment 3.1 is a copy of the report provided as information to the Board of Trustees.

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 Orders No. P34-0540 through and including P34-0630.
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. 6, HUMANITIES BUILDING, DON GREENE CONTRACTOR, FOR PERIOD ENDING 9/7/73

Attachment 5.1-c

5.2 NON-ROUTINE

a. REPORT OF DATA PROCESSING SERVICES-COMPUTER PROGRAMS CURRENTLY IN USE

Enclosure #2

Enclosure #1 delineates those computer programs currently in use for the instruction/administrative services. The item will be discussed in detail at the meeting.

b. RECOMMENDED APPROVAL OF AMENDMENT TO TRAVEL ALLOWANCE LIST FOR 1973-74

Attachment 5.2-b

The Superintendent recommends extension of the travel allowance for Mr. Jesus J. Gonzales from September 11, 1973 through January 31, 1974 due to the extension of his assignment as Acting Assistant Dean, Student Activities.

c. RECOMMENDED APPOINTMENT OF SAFETY OFFICER, ROBERT EYRE, DIRECTOR, FACILITIES & OPERATIONS

Recent enactments of Health & Safety Rules & Regulations necessitate the designation of a staff person as the responsible authority for identification and correction of unsafe working conditions. Mr. Robert Eyre is probably in the most strategic position for this purpose.

The Superintendent recommends that Mr. Robert Eyre, Director, Facilities & Operations, be appointed the District's Safety Officer and, further, that a Safety Committee be appointed to assist in the maintenance of safe working conditions.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

d. RECOMMENDED APPROVAL OF TEMPORARY USE OF FACILITIES - WORK TRAINING PROGRAM

A request has been received to allow use of two classrooms at the Apprenticeship Training Center, 302 E. Montecito Street, by the Work Training Program. Space is available and the requested use would not conflict with the educational program.

The Superintendent recommends approval of a request for temporary use for the 1973-74 college year of two classrooms at the Apprenticeship Training Center without charge by the Work Training Program.

e. RECOMMENDED ACCEPTANCE OF $12,236 IN FUNDING OF A WIN CONTRACT (74000793)

Attachment 5.2-e

It is recommended that the Board approve this contract for funding in the amount of $12,236 for training 15 Automobile Service Mechanics. The program is to start October 15, 1973 to run for 26 weeks with completion May 31, 1974.

f. RECOMMENDED AUTHORIZATION TO PARTICIPATE IN COOPERATIVE PLAN OF AIR TRAVEL INSURANCE

Attachment 5.2-f

Again this year, the office of the County Superintendent of Schools has arranged to make air travel insurance available for District officers and employees at the nominal rate of $1.50 per $100 of flight fare. The policy is for $100,000. The District pays on the basis of actual costs paid by the District for reservations made by the Business Services office. Employees who purchase their own tickets are not covered and the District will not pay any premium for them.

The Superintendent recommends that the Board authorize the participation in the cooperative plan of air travel insurance as proposed by the County Superintendent of Schools.

g. PROGRESS REPORT ON MASTER PLAN STUDY

Information on the Master Plan Study will be presented by Mr. Donald Trent and a representative from the associated Master Plan architects, John Robert Henderson/William Blurock & Partners. The progress report will relate to the project status and will serve as background information for other agenda items related to:

a. Library Remodel
b. Drama & Music Facilities
c. Engineering Consultants
d. Resource Consultants for Site Acquisition and Site Development Preliminary Plan Packages.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RECOMMENDED ABANDONMENT OF THE LIBRARY REMODEL PROJECT AND TERMINATION OF ARCHITECTURAL SERVICES

Attachment 5.2-h

The Library Remodel Project was first submitted to the Chancellor's office December 30, 1968. The project has been deferred and modified several times since that date. The last submittal was dated January 15, 1973 and requested working drawings, construction and equipment funds during the 1974-75 fiscal year. Approval of the requested funds were conditional upon submittal of preliminary plans on October 1, 1973.

The project was to include remodeling within the existing Library building. The existing classrooms were to be converted into reading areas, the AV area removed and the construction of an intermediate floor within the high ceiling area of the existing stack space.

A combination of factors have made this project now inadvisable. They are:

1. Acquisition of adjacent land allowing for an expansion of the existing campus to 6,000 full-time students.
2. Revision of Campus Master Plan to accommodate 6,000 full-time students.
3. Loss of future flexibility of the existing structure, if remodeled at this time.
4. Need of classrooms in the existing structure through 1974-75.

The Master Plan architects' recommendations are included in the attachment.

The Superintendent recommends abandonment of the Library Remodel Project as listed in the 1974-75 capital outlay program. The Superintendent further recommends termination of the contract for architectural services for this project with Daniel, Mann, Johnson and Mendenhall.

i. RECOMMENDED APPROVAL OF ADDITIONAL ARCHITECTURAL SERVICES FOR THE DRAMA/MUSIC FACILITIES

Enclosure #3

The revised Preliminary Plan Package for this project was submitted in October, 1972, for funding in the 1973-74 fiscal year. The project was deferred pending outcome of the Site Acquisition project presently under consideration and a revised Preliminary Plan Package relocating the Drama/Music Facility on the proposed new site. This revised Preliminary Plan Package must be submitted to the Chancellor's office by October 1, 1973 to be eligible for consideration in the 1974-75 Capital Outlay Program.

continued on next page...
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

i. continued:

The location of this facility on the proposed new site has been coordinated with the Master Plan architects, Henderson/Blurock and the Drama/Music Facility architects, Daniel, Mann, Johnson and Mendenhall. The integration of this facility into the New Master Plan was discussed with the Board Planning Subcommittee on September 6, and will be presented to the Facilities Planning Committee on September 13, prior to the Board meeting. The scope of the extra services and architect's fee is included in Enclosure #3.

The Superintendent recommends approval of additional architectural services as listed in Enclosure #3 for the Drama/Music Facility and in accordance with Article III of the existing architects' agreement dated April 6, 1972.

j. RECOMMENDED APPROVAL OF SCOPE OF ENGINEERING SERVICES AND EMPLOYMENT OF CONSULTING ENGINEERS FOR SPECIFIC SPECIALIZED ACTIVITIES PERTAINING TO THE MASTER PLAN STUDY

Enclosure #4

The Master Plan architects, in accordance with Article I, Section D, of their agreement with the Santa Barbara Community College District dated August 3, 1973, have made recommendations regarding the scope and compensation of consulting services for Traffic, Civil and Landscape Engineering. These services are described in Enclosure #4.

The Superintendent recommends approval of the scope of services and the employment of consulting engineers as listed in Enclosure #4.

k. RECOMMENDED APPROVAL OF EMPLOYMENT OF CONSULTING ARCHITECT FOR SERVICES REQUIRED TO ASSIST DISTRICT STAFF IN PREPARATION OF PRELIMINARY PLAN PACKAGES FOR SITE ACQUISITION AND SITE DEVELOPMENT

Enclosure #5

Project Planning Guides for Site Acquisition and Site Development were submitted to the Chancellor’s office on February 8, 1973 requesting funds in the 1974-75 fiscal year.

The District was notified on July 18, 1973 that these projects were approved for the preparation of preliminary plans. The Preliminary Plan Packages will be prepared by District staff basically with material furnished by the Master Plan architects. Preliminary Plan Packages for building, utility, landscape, or site acquisition projects require more detailed information than is required in the Master Plan Study. The District staff will require some assistance in the detailed drawings, cost estimating and outline specifications.

continued on next page. . . . . .
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. continued:

Enclosure #5 delineates the schedule of charges for this type of service. It is estimated the required services would not exceed $600.

The Superintendent recommends employment of John Robert Henderson, consulting architect, to provide architectural services required to assist District staff in the preparation of Preliminary Plan Packages for Site Acquisition and Site Development for the 1974-75 Capital Outlay Program. Compensation for these services to be computed at two and one-half times Direct Personnel costs with a total not to exceed $600.

7. RECOMMENDED INCREASE IN SCOPE OF APPRAISAL OF ADJACENT PROPERTY

On February 22, 1973, the Board of Trustees authorized an appraisal of the property which, later, became the subject of Measure "A". That appraisal was ordered and the property is being appraised as of a day in April close to the date of the election. The final report of the appraiser is expected soon.

It would be beneficial to have an appraisal as of a more current date because of subsequent zoning considerations.

It is requested that the staff be authorized to arrange for an appraisal of the property as of August 31, 1973, at an additional cost not to exceed $2,000.

6. GENERAL INFORMATION

6.1 AMENDMENTS TO ASSEMBLY BILL 770

Enclosure #6

Several amendments have been made to Assembly Bill 770 many of which are responsive to community college concerns.

A copy of the amended bill is enclosed for reference.

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

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, September 27, 1973 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.