AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

January 10, 1974

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-s)

1.5 MINUTES OF REGULAR MEETING OF DECEMBER 13, 1973

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

a. ADOPTION OF RESOLUTION IN HONOR OF THE MEMORY OF CONGRESSMAN CHARLES M. TEAGUE

Attachment 1.7-a

b. RESULTS OF ELECTION OF NEW OFFICERS OF CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 289

New officers for CSEA, Channel City Chapter 289, for 1974 are:

Theron Barnes
Richard P. Franz
Charlotte M. Ley
Betty Bartels
William H. Dempsey
V. Irene Butler

President
Vice-President
Treasurer
Secretary
Reporter

Attachment 1.7-c

c. MEMOS FROM CLASSIFIED EMPLOYEES EXPRESSING APPRECIATION FOR THE EXTENDED HOLIDAY PERIOD

Attachment 1.7-c
Agenda - Regular Meeting
Board of Trustees - SBCCD
January 10, 1974

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY AND SPECIAL LECTURERS (CONSULTANTS), CONTINUING EDUCATION DIVISION
Attachment 2.1-a(1)

b. NON-ROUTINE

(1) RECOMMENDED ACCEPTANCE OF RESIGNATION OF DR. DESMOND O'NEILL, EFFECTIVE JUNE 30, 1974
Attachment 2.1-b(1)

Dr. Desmond O'Neill, Assistant Professor, Social Science, has been on personal leave during the current academic year. He has indicated that he wishes to resign from the faculty, effective June 30, 1974. It is recommended that his resignation be accepted with regret.

(2) RECOMMENDED ACCEPTANCE OF RESIGNATION OF JACKMAN L. LEBLANC, INSTRUCTOR-DIRECTOR, TUTORIAL CENTER, EFFECTIVE 1/30/74
Attachment 2.1-b(2)

Mr. Jackman L. LeBlanc has accepted a position as Director of the College Readiness Program for the College of San Mateo. In order to accept this challenging new responsibility, Mr. LeBlanc has submitted his resignation effective January 30, 1974. It is recommended that his resignation be accepted with regret.

(3) RECOMMENDED APPROVAL OF APPOINTMENT, MARY ALICE FLOYD, INSTRUCTOR/COUNSELOR, TEMPORARY HALF-TIME FOR THE PERIOD OF 1/14/74-5/31/74
Attachment 2.1-b(3)

(4) REVIEW OF ACADEMIC SENATE RECOMMENDATIONS REGARDING SABBATICAL LEAVES
Attachment 2.1-b(4)

Attachment 2.1-b(4) contains the names and summaries of the proposed projects of members of the faculty recommended by the Representative Council of the Academic Senate for sabbatical leaves for 1974-75. Included, also, is a recommendation of the Representative Council regarding funding of sabbatical leaves.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(5) RECOMMENDED APPROVAL OF ADMINISTRATIVE SABBATICAL LEAVE FOR JUNE AND JULY OF 1974

Attachment 2.1-b(5)

Mr. Russell Wenzlau, Assistant Dean, Evening College and Summer Session, has requested an administrative sabbatical leave as described in Attachment 2.1-b(5). In accordance with District policy such a leave must be arranged at no cost to the District and at a time when other staff members can perform the services required. This request complies with those requirements.

It is recommended that the request for administrative sabbatical leave be approved.

(6) RECOMMENDED APPROVAL OF CHANGES IN DUTY STATEMENTS OF ADMINISTRATIVE DEAN, CONTINUING EDUCATION, ADMINISTRATIVE DEAN, INSTRUCTION, AND ASSISTANT DEAN, EVENING COLLEGE AND SUMMER SESSION

Attachment 2.1-b(6)

The Goals, Objectives, and Organization Study report recommended that responsibility for Evening College (credit) be assigned to the Dean of Instruction.

It is recommended that changes to implement that recommendation be approved as indicated in the proposed duty statements of the Deans of Continuing Education and Instruction and the Assistant Dean, Evening College and Summer Session contained in Attachment 2.1-b(6).

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

Attachment 2.2-a(2)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE, MARILYN Y. WEBER, CAMPUS CENTER HOSTESS, FOR PERIOD 11/5/73 - 1/2/74

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT, TERRI J. FAWCETT, INT.ACCT. CLERK, STUDENT FINANCE, REPLACING A. HAGGIS, EFFECTIVE 1/2/74

Attachment 2.2-b(2)

(3) RECOMMENDED RECLASSIFICATION OF GRAPHICS PRODUCTION MANAGER POSITION FROM RANGE 42 TO RANGE 46

Attachment 2.2-b(3)
3. STUDENT PERSONNEL

3.1 REPORT OF ASSOCIATED STUDENTS

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF COURSE: PREPARATION OF INCOME TAX/SPANISH

It is recommended that the Board approve a new Continuing Education course, Preparation of Income Tax, taught in Spanish, four meetings, February 21, 28 and March 7, 14, 1974, with Frank Aranda as instructor.

4.2 REPORT BY PETER HASLUND, ASSISTANT PROFESSOR, POLITICAL SCIENCE: VIDEO TAPE ON PRESIDENCY

4.3 REPORT OF GOALS AND OBJECTIVES OF ACADEMIC AND SUPPORT DIVISIONS

Enclosure #1

The Santa Barbara Community College District is in the process of establishing an Educational Planning and Management System. It is anticipated that the system will be fully developed within three years.

Each academic and support division of the college has studied the goals of the college district which were identified in the recent Goals, Objectives and Organization Study. Then, as a first step in development of an educational planning and management system, each of the divisions has drafted a statement of its own goals and objectives. In the enclosure are listed the district goals and the goals and objectives statements of each of the divisions of the college.

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. P34-1298 through and including P34-1472.

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. 12, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR, FOR PERIOD ENDING 1/3/74

Attachment 5.2-a
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

b. INSPECTOR'S REPORT No. 2, PERSHING PARK PHASE #2, O K CONSTRUCTION CO., CONTRACTOR, FOR PERIOD ENDING 1/3/74
   Attachment 5.2-b

c. RECOMMENDED APPROVAL OF CHANGE ORDER #6, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR
   Attachment 5.2-c
   Change Order #6 for the Humanities Building project provides labor, materials and equipment for the contractor to modify structural details to accommodate field conditions. The modifications have been approved by the Project Architect and State agencies having jurisdiction. This change is neither an addition to nor a deduction from the contract price.

   Original Contract Price $ 1,875,000
   Change Orders #1 - #5 Plus 5,736
   Change Order #6 $ 1,880,736
   -0-
   New Contract Price: $ 1,880,736

   The Superintendent recommends approval of Change Order #6 to the contract with Don Greene Contractor, Inc., for the Humanities Building project.

d. RECOMMENDED ACCEPTANCE OF THE GIFT OF SIX ADDITIONAL BOOKS TO THE AMERICAN CIRCUS COLLECTION BY MR. HAROLD G. DAVIDSON
   Attachment 5.2-d
   Mr. Davidson donated his American Circus Collection to the SBCC library some time ago. At that time he said he would continue to add to the collection as items became available. Estimated value of this gift is $55.

   The Superintendent recommends acceptance of these six books and authorization to send a letter of appreciation to Mr. Harold Davidson.

e. RECOMMENDED ACCEPTANCE OF $3,501 IN FUNDS UNDER PART F, P.L. 90-576 (VOCATIONAL EDUCATION)
   Attachment 5.2-e
   Notice has been received that the District has been allocated $3,501 in funds under Part F, Consumer and Homemaking Education, (Vocational Education), P. L. 90-576.

   It is recommended that this allocation of funds be accepted.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

f. RECOMMENDED APPROVAL OF INCREASE IN MILEAGE ALLOWANCE FOR OFFICIAL DISTRICT TRAVEL

Because of the rapid rise in operation costs due mainly to the increase in gasoline costs, it is recommended that reimbursement for mileage due District personnel on District business be increased from 10¢ to 15¢ per mile and that the cost charged to divisions for use of the District station wagon be increased from 5¢ to 8¢ per mile.

The Superintendent recommends approval of this increase in mileage allowance, effective January 1, 1974.

g. RECOMMENDED ACCEPTANCE OF SPECIAL FOOD SERVICE PROGRAM FOR CHILDREN

Attachment 5.2-g

The District’s application for assistance under the U. S. Department of Agriculture’s Special Food Service Program for Children has been approved. An entitlement of $3,200 has been set up with reimbursement contingent upon actual performance in service of meals in accordance with program regulations.

The Superintendent recommends acceptance of the $3,200 entitlement as additional support for the Santa Barbara Community College District’s Children’s Center.

h. RECOMMENDED APPROVAL OF CONTRACT WITH GRIFFENHAGEN-KROEGER, INC., FOR PERSONNEL SERVICES

Attachment 5.2-h

This item will be discussed at the meeting.

i. RECOMMENDED APPROVAL OF THE APPLICATION FOR CONTINUED FUNDING UNDER S.B. 164 (ALQUIST) OF EXTENDED OPPORTUNITIES PROGRAMS AND SERVICES PROJECT

Enclosure #2

On February 11, 1971, the Board adopted a resolution endorsing fully the “continued application for funding under the provisions of S.B. 164. At that time, a three-year plan for continued support was submitted to Sacramento, and funding was received for direct student financial aid and support services. The application in Enclosure #2, with selected exhibits included, represents an updating of the three-year plan and is the fourth year of the sequence.

Approval of this application is recommended.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

j. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS

Attachment 5.2-j

Appropriation Transfer #74-019 in the amount of $110:

To transfer funds from General Supplies to Equipment Account for file cabinets for security reasons in the automotive Instructional area.

Appropriation Transfer #74-020 in the amount of $120:

To transfer funds from Certificated Hourly Account to Consultant Music to cover the expense of fees for visiting performers to Mr. Davis' Music A-preciation classes.

The Superintendent recommends approval of the above listed appropriation transfers and as delineated in Attachment 5.2-j.

k. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #74-021 THROUGH #74-026 AND ADOPTION OF RESOLUTION #17

Attachment 5.2-k

Appropriation Transfer #74-021 in the amount of $16,467:

To transfer funds from Undistributed Reserve to the Classified Salary Accounts to cover the additional monies for salaries due to the salary adjustment as a result of salary research.

Appropriation Transfer #74-022 in the amount of $46,477:

To transfer funds from the Undistributed Reserve to the Certificated Accounts to cover the additional monies for salaries due to the salary adjustment as a result of salary research.

Appropriation Transfer #74-023 in the amount of $3,300:

To transfer funds due to a survey and analysis of the electronics laboratory in A-216 to cover costs of lighting, ventilation and light control changes.

Appropriation Transfer #74-024 in the amount of $5,000:

To transfer funds from Undistributed Reserve to Equipment and Classified Accounts to cover pending reimbursement for excess costs generated by television as a Coordinated Instruction System.

Appropriation Transfer #74-025 in the amount of $9,435:

To transfer funds from Undistributed Reserve to Continuing Education Accounts to cover expenditures for purchase of kiln, installing of equipment and other related expenditures.

continued on next page. . . .
5. BUSINESS SERVICES - continued:
   5.2 NON-ROUTINE - continued:
      k. continued:

      Appropriation Transfer #74-026 in the amount of $770:

      To transfer funds from Undistributed Reserve to Replacement
      Account to be used for replacement of a sweeper.

      The Superintendent recommends approval of the above listed
      appropriation transfers, and as delineated in Attachment 5.2-k, and
      adoption of Resolution #17.

1. RECOMMENDED APPROVAL OF THE POLICY AND IMPLEMENTATION PROCEDURES FOR
   ENERGY CONSERVATION FOR THE SANTA BARBARA COMMUNITY COLLEGE DISTRICT

   Attachment 5.2-1

   The District has been requested to voluntarily reduce its energy
   consumption by 10% of the 1972 level. To reach this goal will require
   a concerted effort by all employees of the District. Attachment 5.2-1
   delineates proposed policy and implementation procedures. Discussion of
   this item will be held during the meeting.

   The Superintendent recommends approval of the Proposed Energy
   Conservation Implementation Plan.

m. RECOMMENDED APPROVAL OF THE PROJECT PLANNING GUIDE (PPG) FOR THE SITE
   DEVELOPMENT, PHASE 1.

   Enclosure #3

   This PPG due at the Chancellor's office January 15, 1974 requests
   funds in the 1975-76 fiscal year for construction of Site Development,
   Phase I. This project was submitted for working drawings and construc-
   tion funding in the 1974-75 fiscal year, however, the Chancellor's
   office recommended to the Department of Finance that working drawings
   only be funded in 1974-75 and that construction be deferred until
   1975-76. The PPG is identical in scope to the Preliminary Plan Package
   submitted in October, 1973. Only the budget has been updated to re-
   flect the EnR for current submittals.

   The Superintendent recommends approval of the Project Planning
   Guide for Site Development, Phase I, as delineated in Enclosure #3.

n. RECOMMENDED APPROVAL OF THE PROJECT PLANNING GUIDE (PPG) FOR THE DRAMA
   AND MUSIC FACILITIES EQUIPMENT

   Enclosure #4

   This PPG due in the Chancellor's office January 15, 1974 requests
   funds in the 1975-76 fiscal year for equipment in the proposed Drama
   and Music facilities which is scheduled for occupancy in the Fall of
   1976. This project was submitted for funding in the 1974-75 fiscal
   year but was deferred pending outcome of the site acquisition and sub-
   sequent relocation of the Drama and Music facilities. A complete Pre-
   liminary Plan Package will be submitted in October, 1974.

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

5.2 NON-ROUTINE - continued:

n. continued:

The Superintendent recommends approval of the Project Planning Guide for the Drama and Music facilities equipment as delineated in Enclosure #4.

o. RECOMMENDED APPROVAL OF THE PROJECT PLANNING GUIDE (PPG) FOR ADMINISTRATION BUILDING RENOVATIONS AND EQUIPMENT

Enclosure #5

This PPG due at the Chancellor's office January 15, 1974 requests funds in the 1975-76 fiscal year for working drawings, construction and equipment for the Administration Building renovation. This project was submitted for funding in the 1974-75 fiscal year but was deferred as a result of the Drama and Music facilities project delay. A complete Preliminary Plan Package will be submitted in October, 1974.

The Superintendent recommends approval of the Project Planning Guide for the Administration Building renovations and equipment as delineated in Enclosure #5.

p. RECOMMENDED APPROVAL OF THE PROJECT PLANNING GUIDE (PPG) FOR THE MARINE TECHNOLOGY BUILDING AND EQUIPMENT

Enclosure #6

This PPG due at the Chancellor's office January 15, 1974 requests funds in the 1975-76 fiscal year for working drawings, construction, and equipment for the Marine Technology Building. Space for the Marine Technology Program was originally included in the PPG for Vocational Technology Building submitted in January, 1971, however, was declared unsupportable by the Department of Finance. The concern of the Department of Finance on the previous request was enclosing the existing tanks within the structure. These existing tanks are included in this submittal, however, are located outside the proposed structure. A complete Preliminary Plan Package will be submitted in October, 1974.

The Superintendent recommends the approval of the Project Planning Guide for the Marine Technology Building and equipment as delineated in Enclosure #6.

q. RECOMMENDED APPROVAL OF THE PROJECT PLANNING GUIDE (PPG) FOR THE PHYSICAL SCIENCE ADDITION

Enclosure #7

This PPG due at the Chancellor's office January 15, 1974 requests funds in the 1975-76 fiscal year for working drawings on the Physical Science addition. This is a new project, however, it is included in the current Ten-Year Construction Plan. Such an addition was also included in the original design of the Physical Science Building.

The Superintendent recommends approval of the Project Planning Guide for the Physical Science addition as delineated in Enclosure #7.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

r. RECOMMENDED APPROVAL OF PROCEDURES, GUIDELINES AND CALENDAR FOR
RESOURCE ALLOCATION PLANNING

Attachment 5.2-r

Proposed Procedures, Guidelines and Calendar for Resource Allocation Planning were presented at the last Board meeting. The calendar was approved. Procedures and guidelines were referred to the Board Budget Subcommittee for further discussion. The Board Budget Committee met on Thursday, January 3. Members of the Committee present were: Mr. Wells, Chairman, Mrs. Alexander, and Mrs. Powell. Others present were: Mr. T. Barnes, Dr. M. Bobgan, Mr. L. Coburn, Dr. J. Forsyth, Mr. R. Franz, Dr. G. Gooder, Mr. B. Miller, Dr. M. Rice, Mr. M. Ryan, Mr. A. Silvera, Mr. S. Sofas, and Dr. D. Sorsabal.

Members of the Committee voted unanimously with unanimous agreement among all present to recommend approval of the Procedures, Guidelines and Calendar for Resource Allocation Planning as amended during the meeting.

s. 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 REVIEW OF GRANT PROPOSALS

Enclosure #8

At the December 13, 1973 Board meeting approval was given to submit five preliminary grant proposals for consideration by the Fund for the Improvement of Postsecondary Education.

If the fund responds positively to any of the proposals, full proposals must be developed in February. The preliminary proposals are included in Enclosure #8 for review and discussion.

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

7. ADJOURNMENT

7.1 TENTATIVE SCHEDULE OF BOARD SUBCOMMITTEES

Attachment 7.1

It is recommended that a more regular schedule for Board subcommittee meetings be developed. This will make planning more efficient for Board members as well as for staff.

A possible schedule is suggested in Attachment 7.1. Adjustments may be required and, from time to time, other meetings may be required as indicated by committee concerns.

The next regular meeting of the Board of Trustees is scheduled for Thursday, January 24, 1974 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California