AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

January 24, 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 2.1-b(5)
   1.5 MINUTES OF REGULAR MEETING OF JANUARY 10, 1974
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. PROCLAMATION BY MAYOR DAVID T. SHIPMAN PROCLAIMING FEBRUARY 10 - FEBRUARY 16, 1974 AS VOCATIONAL EDUCATION WEEK
         Attachment 1.7-a
      b. REPORT ON ENROLLMENT FOR SPRING, 1974
      c. REPORT OF CALIFORNIA JUNIOR COLLEGE ASSOCIATION'S BOARD OF DIRECTORS MEETING, JANUARY 11-12, 1974

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS AND SATURDAY COLLEGE HOURLY INSTRUCTORS, SPRING SEMESTER, 1974
             Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, CHANGES FOR PREVIOUSLY APPROVED INSTRUCTORS, SPECIAL LECTURER (CONSULTANT), CONTINUING EDUCATION DIVISION
             Attachment 2.1-a(2)
         (3) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE
             Attachment 2.1-a(3)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED ACCEPTANCE OF RESIGNATIONS: DIANA P. GINSBURG, DIRECTOR, CHILDREN'S CENTER (EFFECTIVE 4/15/74), AND MAUREEN A. MCKENZIE, ASSISTANT PROFESSOR, HEALTH OCCUPATIONS (EFFECTIVE 6/30/74)

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF INTERIM CHAIRMAN ARRANGEMENTS FOR THE BUSINESS EDUCATION AND FINE ARTS DIVISIONS

Attachment 2.1-b(2)

(3) RECOMMENDED APPROVAL OF INTERIM APPOINTMENT: PABLO G. BUCKELEW, AS DIRECTOR, TUTORIAL CENTER (3/5 TIME), REPLACING J. LEBLANC

Attachment 2.1-b(3)

(4) RECOMMENDED APPROVAL OF RETIREMENT OF MR. REUBEN C. TYSELL, EFFECTIVE JUNE 30, 1974

Attachment 2.1-b(4)

As described in Attachment 2.1-b(4) Mr. Tsell is retiring at the end of the college year. It is recommended that his retirement be approved as indicated.

(5) RECOMMENDED APPROVAL OF APPOINTMENT OF ASSISTANT DEAN, STUDENT ACTIVITIES

Selection procedures for the position of Assistant Dean, Student Activities are underway and will be completed prior to the Board meeting.

The Superintendent will provide a recommendation based upon the results of established selection procedures.

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, GENERAL, TUTORIAL AND COLLEGE WORK STUDY

Attachment 2.2-a(2)

(3) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

Attachment 2.2-a(3)
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: Marguerite R. Mahneke,
   Secretary, Continuing Education Division, Effective 1/18/74
   Attachment 2.2-b(2)

3) Recommended Acceptance of Resignation: George A. Jordan, Traffic
   Control Guard, Traffic Control, Effective 1/14/74 (noon)
   Attachment 2.2-b(3)

4) Recommended Approval of Correction of Mid-Year Salary Adjust-
   ment, Evalyn Stafford, Continuing Education Division, From
   Program Planning Asst. 45E to Program Planning Asst. 45D
   Attachment 2.2-b(4)

5) Recommended Approval of Re-Instatement of Mr. Phil Pifer to
   Position of Athletic Trainer and Coordinator of Gym Facilities;
   Change in Job Description; and Work Schedule
   Attachment 2.2-b(5)

   Mr. Phil Pifer resigned from the position of Athletic Trainer and Coordinator of Gym Facilities on November 23, 1973. A study of the position and of the work schedule in the gym was undertaken with the result that minor adjustments were recommended in the job description and a different work schedule was recommended. Mr. Pifer has indicated a desire to be re-instated to the position with the modifications.

   It is recommended, therefore, that the job description be approved as amended, that Mr. Pifer be re-instated in accordance with Classified Rules and Regulations Policy No. 1317 and Education Code Section 13747, and that hourly schedules be approved as indicated.

6) Recommended Approval of Appointment (Substitute): Ethel C. Jakus,
   Sr. Secretary, Health Occupations, Effective 1/7/74, Replacing
   L. Glockler
   Attachment 2.2-b(6)

   Originally Lily Glockler was employed as the substitute Sr. Secretary. She wished to resign from this position and approval is recommended of the appointment of Ethel C. Jakus, effective 1/7/74.
2. PERSONNEL - continued:
   2.2 CLASSIFIED PERSONNEL - continued:
      b. NON-ROUTINE - continued:

      (7) RECOMMENDED APPROVAL OF TEMPORARY POSITION OF FOOD SERVICES SUPERVISOR TRAINEE

      Attachment 2.2-b(7)

      Mr. John Dunn has requested that a temporary position of Food Services Supervisor Trainee be established to determine whether or not this arrangement will meet the need for additional supervision of food services. Food services have increased and expanded so that it is not possible to provide adequate supervision with present staffing. It is believed that this procedure will solve that problem and provide an added dimension to the instructional program.

      It is recommended that a temporary position of Food Services Supervisor Trainee be established and authorization be given to recruit for the position.

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF COURSE, POLITICAL ACTION IN CALIFORNIA: A SIMULATION GAME

      It is recommended that the Board approve a new Continuing Education course, Political Action in California: A Simulation Game, six meetings, Thursday 2-4 p.m., starting February 7, with Richard L. Harris as instructor.

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. P34-1473 through and including P34-1541.

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. BUSINESS SERVICES - continued:

5.2 NON-Routine

a. PRESENTATION OF CAMPUS BOOKSTORE FINANCIAL REPORT FOR JULY 1, 1973 - DECEMBER 31, 1973

Enclosure #1

Enclosure #1 contains financial reports from the campus bookstore for the first six months of the fiscal year.

b. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS

Attachment 5.2-b

Appropriation Transfer #74-027 in the amount of $810:

To transfer funds from Student Hourly Placement to Student Hourly Business Services to cover additional hours for student in the mailroom and at the switchboard.

Appropriation Transfer #74-028 in the amount of $648:

To transfer funds from Student Hourly EOA to Student Hourly EOA Personnel for salary of student from College Work Study pool working in Classified Personnel.

Appropriation Transfer #74-029 in the amount of $648:

To transfer funds from Student Hourly Placement to Student Hourly Print Shop to cover salary for Bill Acker to work 10 hours per week for Mr. Jim Ruggerio in the Print Shop.

c. RECOMMENDED APPROVAL OF GRANT REQUEST TO SUPPORT ESTABLISHMENT OF ADN MODULAR CURRICULUM PLAN

Enclosure #2

On June 28, 1973 the Board of Trustees approved a grant request for capitation funds to support initial planning for the proposed ADN modular curriculum.

Now, it is appropriate to seek funds to support implementation of the plan. It is possible that such funds may be available through the Fund For Improvement of Postsecondary Education.

The proposal in Enclosure #2 was prepared and sent to meet program deadlines. Approval of the proposal is recommended.

d. RECOMMENDED APPROVAL FOR SUBMISSION OF AN APPLICATION FOR FUNDING OF MDTA AUTO SERVICE MECHANIC I PROJECT IN THE AMOUNT OF $31,541

Attachment 5.2-d

It is recommended that the Board approve the submittal of application for funding of this MDTA Auto Service Mechanic I Project for 20 trainees, to start June 3, 1974 for 26 weeks, in the amount of $31,541.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

e. RECOMMENDED ACCEPTANCE OF AN NSF GRANT FOR SCIENCE IN THE AMOUNT OF $4,950

Attachment 5.2-e

The District has previously received and used $13,005 from the National Science Foundation for support of Science Programs. This is an additional grant for science.

Recommendations for use of these special funds will be presented after consultation with members of the faculty in the science divisions.

Acceptance of an NSF Grant for Science in the amount of $4,950 is recommended.

f. RECOMMENDED ACCEPTANCE OF STATE AND FEDERAL SUPPORT FOR THE CAMPUS CHILDREN'S CENTER PROJECT IN THE AMOUNT OF $57,602

Attachment 5.2-f

Notification of approval of $57,602 in State and Federal assistance for the District's Campus Children's Center has been received. This will cover 70% of the budgeted cost of the program instead of 75% as requested in the District's application. The additional cost will be covered by the Children's Center's over-ride tax levied for this purpose and the $3,200 Special Food Service entitlement received in December.

The Superintendent recommends acceptance of the Campus Children's Center funds allocated by the State of California Department of Education.

g. RECOMMENDED APPROVAL OF CHANGE ORDER #7, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-g

Change Order #7 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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Original Contract Price</td>
<td>$1,875,000</td>
</tr>
<tr>
<td>Change Orders #1 - #6</td>
<td>Plus 5,736</td>
</tr>
<tr>
<td>Change Order #7</td>
<td>$1,880,736</td>
</tr>
</tbody>
</table>

New Contract Price: $1,880,736

The Superintendent recommends approval of Change Order #7 to the contract with Don Greene Contractor, Inc., for the Humanities Building Project.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RECOMMENDED APPROVAL OF CHANGE ORDER #8, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-h

Change Order #8 for the Humanities Building Project provides labor, materials and equipment for the contractor to incorporate into the work program requirements omitted from the contract documents. The changes have been approved by the project architect and have been submitted to State agencies having jurisdiction. This change will add $15,694 and 21 calendar days to the contract.

<table>
<thead>
<tr>
<th>Original Contract Price</th>
<th>$1,875,000</th>
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</thead>
<tbody>
<tr>
<td>Change Orders #1 - #7 Plus 5,736</td>
<td>$1,880,736</td>
</tr>
<tr>
<td>Change Order #8 Plus 15,694</td>
<td></td>
</tr>
<tr>
<td>New Contract Price... $1,896,430</td>
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</tbody>
</table>

The Superintendent recommends approval of Change Order #8 to the contract with Don Greene Inc., for the Humanities Building Project.

i. RECOMMENDED AUTHORIZATION TO SEEK STATE PUBLIC WORKS BOARD APPROVAL FOR UTILIZING EDUCATION CODE 20084 FOR THE SITE ACQUISITION PROJECT

Funds for the site acquisition project have been included in the Governor's budget for FY 1975. Even though State funds are not yet available and there is no guarantee that the project will be approved in the Governor's final budget, it is possible to request approval from the State Public Works Board so that the District may utilize its funds for this project and when the project is finally approved in the Governor's budget, reimbursement can then be requested.

The Superintendent recommends that the Board authorize the administration to request the State Public Works Board to allow the District to advance local funds for the site acquisition project.

6. GENERAL INFORMATION

6.1 WORKSHOP ON STUDENT SERVICES, PART I

Attachment 6.1 & Enclosure #3

As requested by the Board of Trustees, a workshop has been arranged on the subject of Student Services including: EOP program, Financial Aid, and Placement Services.

The Board may wish to adjourn to a committee of the whole in order to conduct the workshop informally.
6. GENERAL INFORMATION - continued:

6.2 RECOMMENDED APPROVAL OF PROPOSED GRANT REQUEST TO ESTABLISH CENTRAL COAST COMMUNITY COLLEGE CONSORTIUM

Enclosure #4

The proposed Central Coast Community College Consortium will be presented and discussed during the workshop on Student Services, Part I.

It is recommended that the proposed grant request for establishment of the Central Coast Community College Consortium be approved.

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

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, February 14, 1974 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.