AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT
October 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

1.5 MINUTES OF SPECIAL MEETING OF SEPTEMBER 19, 1974
MINUTES OF SPECIAL MEETING OF SEPTEMBER 24, 1974
MINUTES OF SPECIAL MEETING OF SEPTEMBER 26, 1974

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

a. LETTER FROM MR. JAMES DRISCOLE, CHIEF CLERK, REGARDING RECENT
LEGISLATION OF THE CALIFORNIA ASSEMBLY
Attachment 1.7-a

b. MS. ALICIA KURTZ ELECTED TO STATEWIDE OFFICE

Ms. Alicia Kurtz has been elected to serve as Treasurer of
the California Community Colleges Extended Opportunity Program and
Services Association (CCCEOPSA) for the 1974-75 academic year.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, AND
EVENING COLLEGE INSTRUCTOR, FOR FALL, 1974
Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, HOURLY
SUBSTITUTES, AND CHANGES FOR PREVIOUSLY APPROVED INSTRUCTORS,
CONTINUING EDUCATION DIVISION, FOR FALL, 1974
Attachment 2.1-a(2)

(3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
Attachment 2.1-a(3)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER FOR CONTINUING EDUCATION PROJECT RE-ENTRY CLASS

Attachment 2.1-b(1)

Mrs. Bruno Nikodemski has volunteered her services as instructor of the Project Re-Entry: Stroke Rehabilitation and Re-Socialization class.

It is recommended that a professional volunteer status be approved for Mrs. Nikodemski.

(2) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEERS AS RESIDENT PSYCHIATRISTS

Attachment 2.1-b(2)

By means of a cooperative effort with the Santa Barbara County Mental Health Services, we are able to provide psychiatric counseling to students as part of the services of the Counseling Center. The services of Dr. Linda Lynn and Dr. Pauline Powers are currently available one day (each) per week at no cost to the college district.

It is recommended that professional volunteer status for Dr. Lynn and Dr. Powers be approved for the 1974-75 college year.

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, TUTORIAL AND GENERAL PROGRAMS

Attachment 2.2-a(2)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF MATERNITY LEAVE OF ABSENCE: IRMA BERNAL, TUTORIAL CENTER, EFFECTIVE 9/10/74 FOR APPROXIMATELY 6 MONTHS

Attachment 2.2-b(1)

Irma Herrerra Bernal is requesting a maternity leave for 6 months. Mrs. Bernal was originally employed in 1968 as a student tutor; on September 26, 1973 she became a Classified Tutor.

Approval of this request is recommended.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(2) RECOMMENDED APPROVAL OF EXTENSION OF HEALTH LEAVE OF ABSENCE: GEORGETTE G. REILLY, DATA PROCESSING DEPT.

Attachment 2.2-b(2)

Mrs. Georgette Reilly has had back surgery and requests an extension of her health leave, without salary, for approximately 4-5 months. Her position is being covered with substitute help.

Approval of her request is recommended.

(3) RECOMMENDED ACCEPTANCE OF RESIGNATION: EDNA M. ARNOLD, TYP.CLP., INSTRUCTION, EFFECTIVE 10/18/74

Attachment 2.2-b(3)

(4) RECOMMENDED ABOLISHMENT OF POSITION OF ADVISOR, STUDENT ACTIVITIES

Attachment 2.2-b(4)

The position of Advisor, Student Activities has been unfilled since June 30, 1972.

The Superintendent recommends that this position be abolished.

(5) RECOMMENDED RE-CLASSIFICATION OF CUSTODIAL POSITION AT CONTINUING EDUCATION DIVISION

Attachment 2.2-b(5)

Mr. Stan Beckstead has retired effective October 31, 1974. He is serving in the position of Senior Custodian, Continuing Education Division.

A review of the position and the functions to be served has been made because the position will be vacant. It is recommended that the position be re-classified and the job description changed as indicated.

(6) RECOMMENDED APPROVAL OF POSITION OF TUTOR II, TUTORIAL CENTER, AND APPROVAL OF JOB DESCRIPTION

Attachment 2.2-b(6)

Mr. Pablo Buckelew has requested that the position of Tutor II be established to assist him in supervision of the other classified and student tutors, and to assist in supervision of the labs. A memorandum giving further details of the need for this position and job descriptions for both Tutor I and Tutor II are contained in the attachment.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(7) RECOMMENDED APPROVAL OF APPOINTMENT: DONALD R. CANLEY, MAINTENANCE TRAINEE, FACILITIES & OPERATIONS, EFFECTIVE 10/1/74
   Attachment 2.2-b(7)

(8) RECOMMENDED APPROVAL OF APPOINTMENT: CYNTHIA H. PYLE, SECURITY PATROL OFFICER, EFFECTIVE 10/9/74 (NEW POSITION)
   Attachment 2.2-b(8)

(9) RECOMMENDED AUTHORIZATION TO ENTER INTO AGREEMENT WITH GRIFFENHAGEN-KROEGER, INC., FOR CONSULTING SERVICES
   Attachment 2.2-b(9)
   
   It has been several years since a general study was made of several Classified positions. Several studies have been requested.

   It is believed that a consultant should be employed because some of these positions have been pending and the re-organization in Personnel would cause additional delay.

   It is recommended, therefore, that we enter into an agreement with Griffenhagen-Kroeger, Inc., in accordance with proposed cost and schedule on their letters of September 28 and October 1 in the attachment.

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 REPORT OF STATUS OF APPLIED MAGNETICS SCHOLARSHIP FUND
   Attachment 3.2

   A brief summary report of the status of the Applied Magnetics Scholarship Fund is provided in Attachment 3.2

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF NEW CONTINUING EDUCATION COURSE

   It is recommended that the Board approve a new Continuing Education course as follows:

   Project Re-Entry: Stroke Rehabilitation and Re-Socialization
   October 16 - December 11, 1974
   Mondays and Wednesdays, 9:30 - 11:00 a.m.
   Auditorium - County Mental Health Dept.
4. CURRICULUM AND INSTRUCTION

4.2 REPORT OF A.D.N. STATE BOARD SCORES FOR NURSING DEGREE CANDIDATES

Attachment 4.2

The Attachment 4.2 contains the official report received from the California Board of Nursing Education and Nurse Registration.

Miss Shirley Conklin, Assistant Dean of Health Occupations, will be present to speak to this item and, also, present her views on the job market for health occupations.

4.3 REPORT ON T.V. CONSORTIUM COURSE ENROLLMENT

Mr. Russell Wenzlau, Assistant Dean of Evening College, will be present to present this report.

4.4 REPORT ON THE AIMS AND PURPOSES OF THE READING LAB, FALL, 1974

Attachment 4.4

Attachment 4.4 contains the report on the Aims of the Reading Lab for Fall, 1974. Mr. Royce Adams, Associate Professor in English, will be present to speak to this item.

4.5 PRESENTATION OF CERTIFICATED JOB DESCRIPTIONS - INSTRUCTIONAL DIVISION REORGANIZATION

Enclosure #1

Enclosure #1 contains the proposed job descriptions related to the Instructional Division reorganization. It is presented for a first reading at this time.

Dr. John Forsyth, President of the Academic Senate, will present the views of the Representative Council on this subject.

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. P34-2795 through and including P34-2798 (Prior Year), and P45-0655 through and including P45-0811.

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. INSPECTOR'S REPORT No. 28, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR, FOR THE PERIOD ENDING OCTOBER 1, 1974
   Attachment 5.2-a

b. REPORT OF SURPLUS EQUIPMENT SOLD THROUGH THE SANTA BARBARA COUNTY AUCTION ON AUGUST 31, 1974
   Attachment 5.2-b
   Attachment 5.2-b contains a list of the items that were sold at auction for a total of $347.25, less costs of $37.43, resulting in a net to the District of $309.82.

   Also, twelve surplus tablet arm chairs were sold to the Citizens' Planning Association for $63.60.

c. RECOMMENDED APPROVAL TO SUBMIT A PROPOSAL TO THE CALIFORNIA POST-SECONDARY EDUCATION COMMISSION FOR FUNDING UNDER TITLE I OF THE HIGHER EDUCATION ACT OF 1965
   Enclosure #2
   This proposal seeks funding to carry on an outreach program under Continuing Education to provide reading and basic mathematics remediation for educationally disadvantaged adults of the District, in cooperation with various community organizations. This is essentially the same as the REACH project which was submitted last Spring to the Fund for the Improvement of Postsecondary Education.

   The Superintendent recommends approval of the submission of this proposal to meet an October 11 deadline.

d. RECOMMENDED APPROVAL OF LEASE AGREEMENT
   Attachment 5.2-d
   The Federal Government has agreed to reimburse the District for space used by the Veterans' representatives on campus.

   It is recommended that the lease for this agreement be approved.

e. RECOMMENDED AUTHORIZATION TO ENTER INTO AGREEMENTS WITH THE DEPT. OF H.E.W. COVERING PARTICIPATION IN PROGRAMS OF STUDENT FINANCIAL AID FOR 1975-76
   Enclosure #3
   Enclosure #3 contains agreement forms and application which are required for continued participation in federal programs for student financial aid.

   It is recommended that authorization be given to enter into the agreements.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED AUTHORIZATION TO INCREASE THE HOURLY RATE OF PAY FOR STUDENT WORKERS

The last review of student worker salaries was done in December of 1972. A new survey has just been completed which indicates the need to raise the hourly rate of pay for student workers on campus to be more representative of that paid for similar work in the community. The survey also indicates that the supervisors of student workers generally recognize the necessity for such a raise and support it. (The existing rate of $2.25 per hour paid to tutors and peer counselors is not changed by this recommendation.)

It is recommended that authorization be given to increase the hourly rate of pay for student workers on campus from $1.80 to $2.00, effective October 14, 1974.

g. RECOMMENDED DETERMINATION OF GENERAL PREVAILING RATE OF WAGES IN THE SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Enclosure #4

Pursuant to Sections 1770 through 1777.5 of the labor code of the State of California, the Santa Barbara Community College District is to determine the General Prevailing Rate of wages in its district for crafts or types of workmen needed to execute construction contracts.

Enclosure #4 represents the most recent list of wage rates available to the District and will be published shortly in its entirety in the local newspaper.

The Superintendent recommends approval of the Determination of the General Prevailing Wage Rates as listed in Enclosure #4 for the Santa Barbara Community College District for crafts or types of workmen needed to execute its construction contracts.

h. RECOMMENDED RATIFICATION OF ADDITIONAL ARCHITECTURAL SERVICES FOR THE VOCATIONAL TECHNOLOGY BUILDING

Attachment 5.2-h

Authorization was given by the Board on September 26, 1974 for the staff to advertise for bids for this project. This authorization was contingent upon release of funds by the Public Works Board. These funds were released on September 30, 1974. The District has now been notified by DMJM that extra services will be required to distribute the bid documents and that the fee for these services will be $1,200. It was considered essential by the staff that the project proceed without delay due to current escalation of construction costs. Therefore, authorization to proceed with the extra services was granted contingent upon the ratification by the Board. Attachment 5.2-h shows the revised schedule for this project.

The Superintendent recommends ratification of additional services for the Vocational Technology Building as listed in Attachment 5.2-h.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

   i. RECOMMENDED RATIFICATION OF AGREEMENT OF COST REDUCTIONS TO THE DRAMA/MUSIC FACILITIES

      Enclosure #5

      A cost analysis of the Drama/Music facilities was completed on September 9, 1974. The analysis has been reviewed by District Board, faculty and staff in a series of workshops. On September 26, the Board approved cost reductions to:

      1. Use concrete block in lieu of concrete walls
      2. Substitute textured concrete for brick pavers
      3. Lower high sloping roof heights

      The Board additionally directed representatives from DMJM, the District Master Plan architects, and District staff to meet to determine final recommendations for cost reductions on the project. These final recommendations are summarized in Enclosure #5.

      The Superintendent recommends approval of the final cost reductions recommendations to the Drama/Music facilities as included in Enclosure #5.

   j. DISTRIBUTION OF THE DETAIL ADOPTED BUDGET DOCUMENT FOR 1974-75

      The budget document showing budgeted expenditures by Division and Cost Center will be distributed at the meeting.

   k. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #75-001 AND ADOPTION OF RESOLUTION #5

      Attachment 5.2-k

      Appropriation Transfer #75-1 requests a transfer of funds in the amount of $805 from "Undistributed Reserve" account to replace the typewriter in the College Information office.

      The Superintendent recommends approval of Appropriation Transfer #75-001 and adoption of Resolution No. 5.

   l. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #75-002 AND ADOPTION OF RESOLUTION #6

      Attachment 5.2-1

      Appropriation Transfer #75-2 requests a transfer of funds in the amount of $445 from "Undistributed Reserve" account to replace the tackling dummies stolen from locked storage on La Playa field.

      The Superintendent recommends approval of Appropriation Transfer #75-002 and adoption of Resolution No. 6.
Agenda - Regular Meeting
Board of Trustees - SBCCD
October 10, 1974

6. GENERAL INFORMATION

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

7. ADJOURNMENT

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