AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

October 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
   1.5 MINUTES OF REGULAR MEETING OF OCTOBER 10, 1974
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS

a. CCJCA CONFERENCE, NOVEMBER 17 - 19, 1974
   Attachment 1.7-a

   The annual CCJCA Conference will be held in San Francisco, November 17-19. This is, perhaps, the most significant association with which the District is affiliated. Stress at this year's conference will be on programs for women and a review of CCJCA organization.

b. MEMO FROM BETTY DEEDY REGARDING PROPOSITION 3
   Attachment 1.7-b

   Attachment 1.7-b contains a request from Betty Deedy that the Board of Trustees endorse Proposition 3 on the November ballot.

   A resolution has been prepared and included in the attachment in case the Board wishes to endorse Proposition 3.

c. NOTICE OF APPOINTMENT OF MRS. MARY M. GRIFFITH, MEMBER OF EDUCATION COMMITTEE, CSEA
   Attachment 1.7-c
2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

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

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

(3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
   Attachment 2.1-a(3).

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER FOR CONTINUING EDUCATION RE-EVALUATION COUNSELING COURSE
   Attachment 2.1-b(1)

   Mrs. Lorraine Hatch has volunteered her services as the instructor of one section of Re-Evaluation Counseling, which meets Thursdays from 7:00 to 9:30 p.m., effective 9/16/74.

   The Superintendent recommends approval of the professional volunteer status for Mrs. Hatch.

(2) STATUS OF THE CERTIFICATED COUNCIL FOR THE 1974-75 COLLEGE YEAR

   There have been no requests on the part of certificated employee organizations for representation on the Certificated Council, therefore, no council will be established for the 1974-75 college year. Each organization will negotiate individually as has been the case in past years.

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, GENERAL AND TUTORIAL PROGRAMS
   Attachment 2.2-a(2)

(3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
   Attachment 2.2-a(3)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine

(1) RECOMMENDED APPROVAL OF YEARLY INCREMENTS
Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF LONGEVITY INCREMENT: MR. THERON E. BARNES, A-V ASST., A-V DEPT., EFFECTIVE 11/1/74
Attachment 2.2-b(2)

(3) RECOMMENDED ACCEPTANCE OF RESIGNATION: MR. SAMUEL ESPARZA, JR., CUSTODIAN, FACILITIES & OPERATIONS DEPT., EFFECTIVE 12/31/74
Attachment 2.2-b(3)

(4) RECOMMENDED ACCEPTANCE OF RESIGNATION: MR. FRANKLIN R. HOWERTON, TUTOR, HEALTH OCCUPATIONS, EFFECTIVE 5/20/74
Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF SHIFT CHANGE: MISS CYNTHIA PYLE, SECURITY PATROL OFFICER, EFFECTIVE 10/23/74 (REPL. WALT RICHMOND)
Attachment 2.2-b(5)

It is recommended that Miss Cynthia Pyle, Security Patrol Officer, be transferred from the graveyard shift to the day shift to replace Mr. Walter Richmond. Another employee will work the graveyard shift (8:00 pm - 4:30 am). Miss Pyle will work Wed.-Thurs.-Fri. from 9:00 am to 5:30 pm and Sat. & Sun. from 11:30 am to 8:00 pm.

(6) RECOMMENDED APPROVAL OF TRANSFER AND WORKING OUT OF CLASSIFICATION: MARILU I. SCHAAK, EFFECTIVE 10/21/74
Attachment 2.2-b(6)

Mrs. Edna Arnold resigned her position as a Typist Clerk, Instruction office. Mrs. Marilu Schaack has requested a transfer from her position as Sr. Secretary in the Facilities Development Department. It is recommended that Mrs. Schaack be transferred to this vacated typist-clerk position.

It is further recommended that Mrs. Schaack be approved for working out of classification in the temporary position of Mag Card Typist-Clerk.

(7) RECOMMENDED APPROVAL OF APPOINTMENT: MRS. JUDITH E. MILLER, CERTIFICATED PERSONNEL CLERK, 3/4 TIME, 12 MOS., EFFECTIVE 10/28/74
Attachment 2.2-b(7)

(8) RECOMMENDED APPROVAL OF APPOINTMENT: MR. BOYD W. WARNOCK, SECURITY PATROL OFFICER, FACIL. & OPER., EFFECTIVE 10/18/74
Attachment 2.2-b(8)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(9) RECOMMENDED APPROVAL OF INTERNAL RELATIONSHIP ADJUSTMENTS IN SECRETARIAL/CLERICAL AND CLERICAL/TECHNICAL POSITIONS

Enclosure #1

It is recommended that adjustments in internal salary range relationships within the Secretarial/Clerical Series and the Clerical/Technical Series be approved as described in Enclosure #1.

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF PROCEDURES FOR SELECTION OF A.D.N. STUDENTS

The A.D.N. faculty is preparing procedures for selection of A.D.N. students which will be discussed with the Board Subcommitteee on Educational Policies at a meeting on October 24, 1974.

It is anticipated that the procedures will be available for consideration and action.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF ACADEMIC MASTER PLAN FOR 1974-75

Enclosure #2

Enclosure #2 contains the Academic Master Plan which is used as a basis for the District Facilities Plan. It is understood that considerable revision of this document will be required in the future as the District refines its procedures for setting goals and objectives and allocating resources.

It is recommended that the 1974-75 Academic Master Plan be approved.

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. P45-0812 through and including P45-0926.
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.

5.2 NON-ROUTINE

a. RECOMMENDED ACCEPTANCE OF AN 18" PAULOWNIA TOMENTOSA POTTED TREE FROM MRS. D. S. McPHEETERS
   Attachment 5.2-a

   Mrs. McPheeters wishes to donate the above-mentioned tree to be planted in the area of the new Humanities Building.

   The Superintendent recommends the Board's acceptance of this gift and authorization to send Mrs. McPheeters a letter of appreciation.

b. RECOMMENDED RATIFICATION OF THE AGREEMENT WITH CASE DETECTIVE AGENCY TO SUPPLY SECURITY SERVICE AS NEEDED ON THE CAMPUS
   Attachment 5.2-b

   Case Detective Agency was the low bidder to supply patrol service, as needed, on weekends and holidays. The hourly rate is $3.50 per hour per man. The agreement is for one year with an option to renew.

   The Superintendent recommends ratification of the agreement with the Case Detective Agency.

c. RECOMMENDED APPROVAL OF AMENDMENT TO INTRA-DISTRICT TRAVEL ALLOWANCE LIST FOR 1974-75
   Attachment 5.2-c

   It is recommended that the Intra-District Travel Allowance List for 1974-75 be amended to now include travel allowances for Work Experience Activities for the Fall semester, September 10, 1974 through January 29, 1975.

d. RECOMMENDED APPROVAL OF AMENDMENT TO INTRA-DISTRICT TRAVEL ALLOWANCE LIST FOR 1974-75
   Attachment 5.2-d

   Mr. Daniel Oroz will assume the duties of Affirmative Action Officer/Director, Personnel Services as of November 4, 1974.

   It is recommended that a travel allowance of $20 per month be approved for Mr. Daniel Oroz for the period 11/4/74 through 6/30/75.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. RECOMMENDED APPROVAL OF CHANGES IN DISTRICT CIVIL DEFENSE, DISASTER AND DISTURBANCE PLAN

Enclosure #3

Enclosure #3 contains updated information for the Civil Defense, Disaster and Disturbance Plan. It is recommended that the changes be approved for insertion in the District plan.

f. RECOMMENDED APPROVAL OF ADDITIONAL ARCHITECTURAL SERVICES FOR THE HUMANITIES BUILDING

Attachment 5.2-f

The contract for architectural services for this project dated November 24, 1970, included landscape design as a part of the total services. During the development of this project the landscape design was never completed. In response to staff requests for completion of this phase of the work, the architects have agreed to the necessary services to provide a change order for this project to include landscaping. Daniel, Mann, Johnson and Mendenhall has estimated that 36 hours of extra service ($1,061) will be required beyond the regular 8% project fee.

The Superintendent recommends approval of additional services for Daniel, Mann, Johnson and Mendenhall as indicated in the attachment for the Humanities Building Project.

g. RECOMMENDED APPROVAL OF THE DISTRICT'S 1976-77 TEN-YEAR CONSTRUCTION PLAN

November 1, 1974 is the required filing date for annual submittal to the California Community Colleges updating the District's Ten-Year Construction Plan. This plan is a projection of facilities for the next 10-year period and a basis for future requests for State matching funds under the Community College Construction Act of 1967. The District plan will be discussed in detail at the meeting.

The Superintendent recommends approval of the District's 1976-77 Ten-Year Construction Plan for submittal to the Board of Governors of the California Community Colleges.

h. RECOMMENDED AUTHORIZATION TO ACCEPT LOW BID OF THE VOCATIONAL TECHNOLOGY BUILDING OR REQUEST ADDITIONAL AUGMENTATION FROM STATE FINANCE

Attachment 5.2-h

Bids will be received on October 29, 1974 for this project. The next regular meeting of the Board is November 14, 1974. The need for authorization to proceed with this project prior to November 14 is twofold. One is to award the contract and start construction immediately. The second and most critical need is the potential requirement of requesting additional augmentation if the project is over budget. If augmentation is required, the request must reach the Chancellor's office prior to November 1, 1974. Attachment 5.2-h includes the

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

5.2 NON-ROUTINE - continued:

h. continued:

schedule resulting from resubmitting the project for additional funds, and also both the State approved budget and the architect's latest estimate.

The Superintendent recommends that the Board authorize the administration to accept the low bid for the Vocational Technology Building, if the project is within budgetary limitations and to enter into contractual agreement with the contractor, or, if the low bid is not within budgetary limitations, to request additional State augmentation through the California Community Colleges.

i. RECOMMENDED APPROVAL OF BUDGET CHANGES

Enclosure #4

When action was taken to adopt the 1974-75 budget, a list of items placed in priority by the R.A.R.B. board not then included in the budget was presented to the Board for consideration. At that time, the Board approved the first 18 items from the list for inclusion in the budget. The Board voted to withhold the remaining items pending the first period apportionment report of the Fall semester. That report indicates that the District may expect an additional State allocation of $177,064 because enrollments have exceeded projections. Additional needs have been presented to the R.A.R.B. which they have recommended be considered in conjunction with the unfunded items on the original priority list. Enclosure #4 contains recommendations for budget changes resulting from these developments.

It is recommended that the proposed budget adjustments be approved in concept. Specific items authorizing transfer will be prepared for the next regular meeting of the Board of Trustees.

6. GENERAL INFORMATION

6.1 LEGISLATIVE SUMMARY

Enclosure #5

Enclosure #5 contains a summary of legislation of special interest to community colleges during the recent legislative session.
6. GENERAL INFORMATION - continued:

6.2 BOARD OF TRUSTEES SUBCOMMITTEES FOR 1974-75

Mrs. Kathryn Alexander, President of the Board of Trustees, has made the following appointments to Board Subcommittees for the 1974-75 college year:

**Salary:**
Dr. Joe W. Dobbs, Chairman
Mrs. Joyce H. Powell
Mr. Benjamin P. J. Wells

**Budget:**
Mr. James R. Garvin, Chairman
Mrs. Ann Gutshall
Mrs. Kathryn Alexander

**Educational Policies (includes Career Education):**
Mr. Sidney R. Frank, Chairman
Mrs. Ann Gutshall
Dr. Joe W. Dobbs

Facilities and Planning subcommittees will be scheduled as 'Committee-of-the-Whole' meetings when required. Mr. Frank will continue as a member of the Affirmative Action Committee.

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, November 14, 1974 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.