AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

November 14, 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 24, 1974
1.6 HEARING OF CITIZENS
1.7 COMMUNICATIONS

a. REPORT OF PROGRESS ON PLANS FOR OPEN HOUSE ON NOVEMBER 24, 1974
   Plans are progressing for the public Open House to be called
   "The Look of Tomorrow" which will provide an opportunity for local
   citizens to review the District Master Facility Plan.
   The Open House is scheduled from 2:00 to 5:00 p.m. in the
   Campus Center on Sunday, November 24.

b. REFERENCE TO OCCUPATIONAL EDUCATION NEWSLETTER
   Copies of a Newsletter on Occupational Education will be dis-
   tributed. Attention is called to this Newsletter because of the
   significant information included and because of the effectiveness
   of the publication prepared by the Occupational Education office.

c. REPORT BY DR. JOHN FORSYTH ON THE FALL STATEWIDE MEETING OF THE
   ACADEMIC SENATE - CALIFORNIA COMMUNITY COLLEGES

2. PERSONNEL
2.1 CERTIFICATED PERSONNEL

a. ROUTINE

   (1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS FOR
       FALL SEMESTER, 1974

   Attachment 2.1-a(1)
Agenda – Regular Meeting
Board of Trustees
November 14, 1974

2. PERSONNEL – continued:
   2.1 CERTIFIED PERSONNEL – continued:
      a. ROUTINE – continued:
         (2) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, CHANGES
             FOR PREVIOUSLY APPROVED INSTRUCTORS, SUBSTITUTES, AND CONSUL-
             TANTS (LECTURERS) FOR 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 APPOINTMENT, P.E. ASSISTANT COACHES,
             BASKETBALL AND WATER POLO SEASONS
             Attachment 2.1-b(1)
         (2) RECOMMENDED APPROVAL OF ADJUSTED CERTIFICATED SALARY SCHEDULE
             FOR 1974-75
             Attachment 2.1-b(2)
             In accordance with Board policy a comparative study of
             certificated salaries has been completed. The study indicates
             that the District Salary Schedule is below the 67th percentile
             in the four parameter points by an average of 1.6%. It is
             necessary, therefore, that the salary schedule be adjusted and
             that salary adjustments be made for all employees paid on this
             Certificated Salary Schedule effective with the December earn-
             nings. This item will be discussed in greater detail at the
             meeting.
             The Superintendent recommends approval of the Adjusted
             Certificated Salary Schedule for 1974-75.

   2.2 CLASSIFIED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS, AND HOURLY APPOINT-
             MENTS FOR CONTINUING EDUCATION DIVISION
             Attachment 2.2-a(1)
         (2) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: GENERAL, TUTORIAL,
             AND COLLEGE WORK/STUDY 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 WORKING-OUT-OF-CLASSIFICATION: NAOMI AICHELS, CERTIFICATED PERSONNEL CLERK, CERTIFICATED PERSONNEL DEPT., EFFECTIVE 10/14/74-10/25/74, 3/4 TIME

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT, P.E. COACH, WRESTLING, EFFECTIVE 11/14/74 FOR THE SEASON

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF PROMOTION: MERVIN L. KERR TO SENIOR CUSTODIAN, FACILITIES & OPERATIONS (REPLACING STAN BECKSTEAD, RETIRED), EFFECTIVE 10/28/74

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: RALPH S. COOKSON, SECURITY PATROL OFFICER, FACILITIES & OPERATIONS DEPT., FULL-TIME 12 MO., GRAVEYARD SHIFT (NEW POSITION), EFFECTIVE 10/28/74

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT: JOANNE L. GONG, LAB.TECH., LIFE SCIENCE DEPT., HALF-TIME 10 MO. (NEW POSITION), EFFECTIVE 11/4/74

Attachment 2.2-b(5)

(6) RECOMMENDED APPROVAL OF APPOINTMENT: MAGDALENA TORRES, INT.TYP. CLK., VETERANS' OFFICE, FULL-TIME 12 MO. (REPLACING MRS. TULLI STEPHENSON-1/2 TIME and MRS. NANCY BAIRD-1/2 TIME), EFFECTIVE 11/1/74

Attachment 2.2-b(6)

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

Attachment 3.1

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

Enclosure #1

A great deal of consideration has been given to the procedures for selection of students for the A.D.N. Program. Many more students apply than can be enrolled.

A proposed new procedure has been developed and considered by the Board of Trustees Subcommittee on Educational Policies.

It is recommended that the proposed procedures be approved.
3. STUDENT PERSONNEL - continued:

3.3 RECOMMENDED APPROVAL OF PROPOSED PARTICIPATION BY SANTA BARBARA CITY COLLEGE IN A TECHNICAL ASSISTANCE CONSORTIUM SPONSORED BY ACCT

The Association of Community College Trustees has applied for funding under Title III of the Higher Education Act to form several consortia to provide technical assistance in the form of training and consultation to community colleges across the country. Santa Barbara City College has been invited to participate, if the project is funded. Based on a brief needs survey conducted last Spring, we have tentatively been assigned to a consortium on Student Personnel Services.

The Superintendent recommends approval of participation by Santa Barbara City College in this project.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF INSTRUCTIONAL RE-ORGANIZATION

Enclosure #2

On October 7, 1974 the proposed re-organization of instructional services was presented for information. Since that time, further discussion has taken place regarding job descriptions. The final plan is described in Enclosure #2.

It is recommended that the proposed plan as described be adopted on a two-year experimental basis, the duty statements approved, the Teacher/Coordinator positions established, and the compensation plan for instructional department leadership 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. P45-0927 through and including P45-1079.

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. 30, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR, FOR THE PERIOD ENDING OCTOBER 30, 1974

Attachment 5.2-a

b. RECOMMENDED ACCEPTANCE OF A $350 GIFT FROM MRS. LEE IGLEHEART

Mrs. Igleheart, a student enrolled in the Continuing Education Division Jewelry Class, has donated $350 for the purpose of purchasing equipment for use in the Jewelry Class.

The Superintendent recommends acceptance of this gift and authorization to send Mrs. Lee Igleheart a letter of appreciation.

c. RECOMMENDED ACCEPTANCE OF GIFT OF $4,580 FROM THE SANTA BARBARA COMMUNITY HEALTH TASK FORCE FOR CURRENT STUDENTS IN THE COMMUNITY HEALTH TECHNICIAN PROGRAM

Attachment 5.2-c

A gift in the amount of $4,580 has been received from the Santa Barbara Community Health Task Force to pay for school items for the 22 students in the Community Health Technician Program.

The Superintendent recommends acceptance of this gift and authorization to send a letter of appreciation to the Community Health Task Force, and recommends that the agreement for disbursement of the funds be approved.

d. RECOMMENDED ACCEPTANCE OF GIFT TO THE CHEMISTRY DEPARTMENT FROM FLUOROGRAPHIC SERVICES, INC., SANTA BARBARA

Enclosure #3

The following items are being donated by Mr. Charles P. Collier, Fluorographic Services, Inc., to the Chemistry Department:

1. Chemicals $ 15,453.11
2. Bound American Chemical Society Journals - 93 volumes 4,650.50
3. Beilstein Chemical Journals-53 volumes 500.00
4. Assorted glassware 500.00

Total.........$ 21,103.61

The Superintendent recommends acceptance of this gift and authorization to send a letter of appreciation to Mr. Charles P. Collier of Fluorographic Services, Inc.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. RECOMMENDED APPROVAL OF EQUIPMENT RENTAL AGREEMENT, TAR KETTLE, NOBILITY ROOFING COMPANY

Attachment 5.2-e

Annually, the District has rented a tar kettle to be used in the apprenticeship classes.

The Superintendent recommends approval of a rental agreement with Nobility Roofing Company for a tar kettle at a cost of $20 per month for the period from October 1, 1974 to May 30, 1975.

f. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #75-003

Attachment 5.2-f

Appropriation Transfer #75-003 in the amount of $1,248 is a request to transfer funds from 'Other Contract' Account to 'Hourly Teacher' Account to correct account number to cover cost of salary for the teacher of record for the Cosmetology Program.

The Superintendent recommends approval of Appropriation Transfer #75-003 in the amount of $1,248.

g. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #75-004 AND #75-005 AND ADOPTION OF RESOLUTION No. 8

Attachment 5.2-g

#75-004 in the amount of $953: to transfer funds to correct error in budgeted amount for 1974-75 Increasing Hourly Classified Salary Account for Admissions and Records.

#75-005 - Section 1 in the amount of $114,216: to transfer funds from Undistributed Reserve to cover items on the RARB Approved Priority List of October 24, 1974.

Section 2 in the amount of $6,125: to transfer funds from Undistributed Reserve for expenses for the TV Consortium Program.

Section 3 in the amount of $1,800: to transfer funds from Undistributed Reserve for Hourly and Assistant Coaches for the Physical Education Division

Section 4 in the amount of $45,010: to transfer funds from Undistributed Reserve to cover adjustment of budget due to computation of Weekly Student Contact Hours (WSCH).

The Superintendent recommends approval of the above-listed appropriation transfers and adoption of Resolution No. 8 contained in the attachment.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RECOMMENDED AUTHORIZATION TO ACCEPT LOW BID FOR THE VOCATIONAL TECHNOLOGY BUILDING

Attachment 5.2-h

Bids for the Vocational Technology Building were received on October 29, 1974. The total project budget has been recalculated to reflect the low base bid of $1,169,500, which is $223,895 over the last State-approved budget. An augmentation request for this amount was submitted to the California Community Colleges on October 29, 1974 and will be considered by the State Public Works Board on November 25, 1974. The District has been informed by the Chancellor's office that a contract may be signed prior to Public Works Board action on augmentation.

The Superintendent recommends the acceptance of the low bid of $1,169,500 for construction of the Vocational Technology Building and authorization for the administration to enter into contractual agreement with the J. W. Bailey Construction Company.

i. RECOMMENDED APPROVAL OF CHANGE ORDER #15, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-i

Change Order #15 is a request to extend the contract time for the Humanities Building project an additional forty (40) days. This will make the new contract completion date March 27, 1975. Strikes by the carpenters, laborers and hod carriers precluded normal progress 24 days in July, 10 days in August, and 6 days in September. This Change Order does not change the contract price for this project.

Original contract price
Change Orders #1 thru #14
Change Order #15

\[\begin{align*}
\text{Original contract price} & \quad \$1,875,000 \\
\text{Plus} & \quad 57,139 \\
\text{Change Order #15} & \quad -0- \\
\text{New Contract Price:}\ldots & \quad \$1,932,139
\end{align*}\]

The Superintendent recommends approval of Change Order #15 to the contract with Don Greene Contractor, Inc., Humanities Building project, for a time extension of 40 days to the contract.

j. REPORT OF PRIORITY LIST AND SCHEDULE FOR PROJECTS LISTED IN THE DISTRICT'S 10-YEAR CONSTRUCTION PLAN

Enclosure #4

Enclosure #4 contains the priority list of projects proposed to be completed during 1974-1983. The lists include the District priority number, project type and anticipated cost at ENR 2250. Also, the enclosure contains a composite graph showing scheduling for all projects.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED APPROVAL OF REDUCED PROJECT BUDGET FOR DRAMA/MUSIC FACILITIES

Attachment 5.2-k

The cost reduction analysis on this project was completed on September 9, 1974, reviewed by District Board, faculty and staff and eventually by the Master Plan architects. On October 10, 1974, the Board accepted recommendations for design alterations and cost reductions of $822,100. Daniel, Mann, Johnson, and Mendenhall has now incorporated these alterations into a revised project budget. The budget includes the addition of $14,500 for treatment of concrete in the paved court areas and $7,000 for plaster over concrete block. Attachment 5.2-k contains the revised project budgets at ENR 2080 and ENR 2496. The current budget on file with State Finance is $3,292,794 at ENR 2080, less $300,742 of unsupportable area. Discounting movable equipment, the proposed budget is $684,258 over the State-approved budget.

The Superintendent recommends approval of the project budget of $3,676,310 at ENR 2080 for the Drama/Music Facilities.

1. RECOMMENDED APPROVAL OF PROPOSED 1975-76 BUDGET CALENDAR

Attachment 5.2-1

Attachment 5.2-1 presents the proposed Budget Calendar for 1975-76. This has been reviewed and approved by the Resources Allocation Review Board.

The Superintendent recommends approval of the 1975-76 Budget Calendar.

m. RECOMMENDED APPROVAL OF TRANSFER OF FUNDS FROM THE SANTA BARBARA COMMUNITY COLLEGE BUILDING FUND TO THE GENERAL FUND

In order to meet the General Fund cash needs, a temporary transfer of funds, in accordance with Education Code Section 20954, is requested from the Santa Barbara Community College Building Fund in the amount of $300,000. The amount transferred will be repaid no later than March 10, 1975.

The Superintendent recommends approval of the temporary transfer of funds from the Building Fund to the General Fund.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

n. REPORT OF THE 1974-75 QUARTERLY FINANCIAL CONDITION

Enclosure #5

Enclosure #5 presents the 1974-75 1st quarter financial status report for the following accounts:

- General Fund
- Community Services Override
- Lease Cost Override
- Bond Building Fund
- Cafeteria Account
- Children's Center Fund
- Special Reserve Fund
- Associated Student Trust Account
- Harold R. Frank Trust Account

Dr. Sorsabal will speak to this item at the meeting.

6. GENERAL INFORMATION

6.1 RECOMMENDED CANCELLATION OF REGULAR BOARD MEETING, NOVEMBER 28, 1974

The next regular meeting of the Board of Trustees is scheduled to be held on Thanksgiving Day. It is recommended that the regular meeting of November 28, 1974, be cancelled.

6.2 RECOMMENDED SPECIAL MEETING, NOVEMBER 21, 1974

It is recommended that a Special Meeting of the Board of Trustees be called to form a 'Committee-of-the-Whole' to discuss facilities planning and development on Thursday, November 21, 1974 at 4:00 p.m.

6.3 RECOMMENDED MEETING OF BOARD BUDGET SUBCOMMITTEE

It is recommended that a meeting of the Budget Subcommittee be held on Thursday, November 21, 1974 at 3:00 p.m. in the Board Room.

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

7. ADJOURNMENT