AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

December 12, 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 NOVEMBER 21, 1974
1.6 HEARING OF CITIZENS
1.7 COMMUNICATIONS
1.8 RECOMMENDED ADOPTION OF RESOLUTION No. 10 REGARDING SPECIFICATIONS OF ELECTION ORDER FOR GOVERNING BOARD MEMBER ELECTION

Attachment 1.8

Education Code Section 1307 and 1323 specify the authority to call an election for members of the Governing Board. Resolution No. 10 specifies the date of election to be March 4, 1975, and that three members are to be elected.

The Superintendent recommends the adoption of Resolution No. 10 delineating the specifications of the election order.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

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

Attachment 2.1-a(1)

(2) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(2)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, SUBSTITUTES, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION, WINTER TERM

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF PERSONAL LEAVE OF ABSENCE: EVANNE H. JARDINE, ASSOCIATE PROFESSOR, ENGLISH, SPRING SEMESTER, 1975

Attachment 2.1-b(2)

(3) RECOMMENDED APPROVAL OF CANCELLATION OF PERSONAL LEAVE OF ABSENCE: ELAINE HARKINS, ASSISTANT PROFESSOR, ENGLISH, SPRING SEMESTER, 1975

Attachment 2.1-b(3)

(4) RECOMMENDED APPROVAL OF HALF-TIME COMMUNITY SERVICES ASSISTANT POSITION AND RECOMMENDED APPROVAL OF JOB DESCRIPTION FOR THE POSITION

Attachment 2.1-b(4)

For several years emphasis in the District's Community Services Program has been on development of adequate recreation facilities through improvements in Pershing Park.

It is now possible and appropriate to begin to develop an emphasis on community services programs.

It is recommended that a half-time position of Community Services Assistant be established and that the job description in Attachment 2.1-b(4) be approved for the position.

(5) RECOMMENDED ASSIGNMENT OF MR. ALBERT H. REVIS TO POSITION OF COMMUNITY SERVICES ASSISTANT

Attachment 2.1-b(5)

It is recommended that Mr. Albert H. Revis be assigned to the new half-time position of Community Services Assistant. Mr. Revis will continue to serve as Director of Men's and Women's Intercollegiate Activities.

(6) RECOMMENDED APPROVAL OF EMPLOYMENT OF A FULL-TIME EMPLOYEE (CONTRACT INSTRUCTOR OR A TEACHING LABORATORY ASSISTANT) FOR THE MARINE TECHNOLOGY PROGRAM

Attachment 2.1-b(6)

It has not been possible to secure part-time hourly teachers for Marine Technology. The R.A.R.B. has recommended that either a Teaching Laboratory position or a Contract Teaching position be authorized. It is recommended that both positions be authorized at this time with the understanding that only one will be filled depending upon the qualifications of applicants.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS
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)

b. NON-ROUTINE

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

(2) RECOMMENDED APPROVAL OF EXTENSION OF HEALTH LEAVE OF ABSENCE: KEITH TRAPHAGEN, BOOKSTORE CLERK, BOOKSTORE, EFFECTIVE 12/17/74 FOR APPROXIMATELY 3 MONTHS
Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF PROMOTIONS: JOHN DIAZ, HOWARD FUJIMOTO, BRUCE GLENN, TIMOTHY HALL FROM TUTOR I TO TUTOR II, EFFECTIVE 12/1/74
Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: MARGARET R. BOESCHEN, SR. SECRETARY, FACILITIES DEVELOPMENT (REPLACING M. SCHAACK) EFFECTIVE 11/19/74
Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT: DAVID E. ORTEGA, CUSTODIAN, FACILITIES & OPERATIONS (REPLACE M. KERR), EFFECTIVE 12/2/74
Attachment 2.2-b(5)

(6) RECOMMENDED APPROVAL OF RECLASSIFICATIONS
Attachment 2.2-b(6)

On October 10, 1974, the Board approved the authorization for Griffenhagen-Kroeger to make classification studies of several classified positions. This study has now been concluded. A letter from G/K giving the proposed reclassifications and a list of those employees affected are contained in the attachment.

It is recommended that the re-classifications be approved as indicated, effective January 1, 1975.
Agenda - Regular Meeting  
Board of Trustees - SBCCD  
December 12, 1974

2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(7) RECOMMENDED APPROVAL OF POSITION OF CONTROL CLERK, DATA 
PROCESSING AND APPROVAL OF JOB DESCRIPTION

Attachment 2.2-b(7)

A new position of Control Clerk, Data Processing, to 
assist the department in communicating with the users of Data 
Processing, in monitoring jobs, and in logging input and out-
put was approved by the Resources Allocation Review Board 
and included among those items approved for funding by the 
Board of Trustees on October 24, 1974.

It is recommended that the position of Control Clerk, 
Data Processing, be approved, that the job description be 
approved as described in the attachment, and that authori-
ization be given to recruit for the position.

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 REPORT ON GUIDANCE SERVICES TO MID-YEAR HIGH SCHOOL GRADUATES

Enclosure #1

Members of the College's counseling staff have visited each of the 
high schools in the College District, and have completed a survey of the 
interests and needs of those students who plan to graduate from high 
school in January. Members of the counseling staff will be present to 
speak to the results of their survey.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF NEW COURSES FOR THE WINTER TERM, CONTINUING 
EDUCATION DIVISION

Attachment 4.1

It is recommended that the new courses for the Winter term, Contin-
uing Education Division, be approved as described in the attachment.

4.2 RECOMMENDED APPROVAL OF ADVISORY COMMITTEE MEMBERS FOR OCCUPATIONAL 
EDUCATION, 1974-75

Enclosure #2

Enclosure #2 is an updated publication of the advisory committees 
for Occupational Education for 1974-75.

It is recommended that the advisory committee members for Occupational 
Education be approved as listed in Enclosure #2.
4. CURRICULUM AND INSTRUCTION - continued:

4.3 FOLLOW-UP REPORT OF STUDENTS COMPLETING VOCATIONAL EDUCATION PROGRAMS

Attachment 4.3

Attachment 4.3 contains a report of students completing Vocational Education programs for the 1973-74 college year.

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. P45-1080 through and including P45-1279.

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. 32, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR, FOR THE PERIOD ENDING DECEMBER 1, 1974

Attachment 5.2-a

b. RECOMMENDED ACCEPTANCE OF $1,000 GIFT FOR THE CHILDREN'S CENTER FROM MR. JAMES H. SMITH

A $1,000 gift has been donated to the Children's Center by Mr. James H. Smith, a grateful father of one of SBCC's Nursery School graduates, for the purpose of purchasing supplies to benefit both the students and children.

It is recommended that the $1,000 gift be accepted and that the staff be directed to send a letter of appreciation to Mr. James H. Smith.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS

Attachment 5.2-c

#75-015 in the amount of $6,000: to transfer funds from Trade Tech Supervisor account to Evening High School Asst. Administrator Account for hourly salaries of David Lawyer and Pablo Buckelew.

#75-016 in the amount of $15,987: to transfer funds from Regular Teacher account to Teachers' Hourly account to correct account in order to pay for contract teachers.

#75-010 in the amount of $13,100: to transfer funds from Student Financial Aid account to Classified, Supplies, and Travel and Conference accounts to place the budget for the EOP Program on the proper accounts.

It is recommended that the above-listed Appropriation Transfers be approved.

d. RECOMMENDED ADOPTION OF RESOLUTION NO. 11, ESTABLISHING A 1975-76 FISCAL YEAR NON-RESIDENT TUITION FEE PURSUANT TO EDUCATION CODE SECTION 25505.8

Attachment 5.2-d

Education Code Section 25505.8 requires that a non-resident tuition fee be set by the Board of each community college district not later than January 1 of each year.

It is recommended that the Board adopt Resolution No. 11 establishing a non-resident tuition fee for the 1975-76 fiscal year at $1,075 per year or $35.83 per unit.

e. RECOMMENDED APPROVAL OF RESOLUTION NO. 9, AUTHORIZING THE SALE OF $1,447,000 OF 1969 BONDS, SERIES F.

Attachment 5.2-e

Attachment 5.2-e is the resolution requesting the County Board of Supervisors to advertise the sale of bonds in the amount of $1,447,000. Dr. Sorsabal will discuss this item in more detail at the meeting.

The Superintendent recommends the approval of Resolution No. 9 authorizing the sale of bonds in the amount of $1,447,000.

f. RECOMMENDED FUNDING OF INNOVATIVE PROJECTS

During deliberations on the 1974-75 budget, the request for innovative projects of $17,500 was funded only at the level of $5,000.

As a result of increased income, the Resources Allocation Review Board has recommended restoration of the full request for innovative projects.

It is recommended that the allocation for Innovative Projects for 1974-75 be increased to $17,500.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

g. RECOMMENDED APPROVAL OF SUPPLEMENTARY PAY FOR TEACHER/COORDINATORS

On November 25, 1974, the Representative Council of the Academic Senate passed a motion to recommend supplementary pay for the three new Teacher/Coordinator positions. They recommend an annual stipend equal to one month's salary for the average certificated instructor. For 1974-75, that would be $1,400.

It is recommended that supplementary pay of $1,400 annually be approved for Teacher/Coordinators for the first year of the experimental organization.

h. RECOMMENDED RATIFICATION OF THE SUBMISSION OF FOUR PROPOSALS TO THE NATIONAL SCIENCE FOUNDATION FOR FUNDING UNDER THE INSTRUCTIONAL SCIENTIFIC EQUIPMENT PROGRAM

Enclosure #3

Each year the National Science Foundation invites proposals for matching grants for the purchase of scientific equipment to be used in improving science instruction in existing programs or for the introduction of new programs. Four such proposals have been submitted by the faculty to meet a December 13 deadline. Total grant funding for the four projects will be $37,069 if all four grants are awarded, with an equal amount of matching funds from the District.

Approval of these projects was recommended by the Resources Allocation Review Board on December 5 with the understanding that the programs involved were reflected in departmental goals and objectives and with the expectation that these equipment grants, if approved, would be reflected in departmental equipment budget requests.

The Superintendent recommends ratification of the submission of these four proposals.

i. RECOMMENDED APPROVAL OF EXTRA SERVICES TO THE ARCHITECTURAL CONTRACT WITH HALL & VISIONI, ARCHITECTS FOR THE CHILDREN'S CENTER

Attachment 5.2-i

When the Children's Center Feasibility Study for Weldon Road and Cliff Drive was presented to the Board on September 26, 1974, three alternatives were listed. Possible costs ranged from $365,060 to $382,980. Since this study was presented, an additional site has become available for consideration at Weldon and Loma Alta. The property is one acre in size with gradual slopes and existing utilities. The architects for the Children's Center have agreed to do a study of this site to determine comparative costs between the District-owned parcel previously studied. The study would be considered extra services to the existing contract, as indicated in Attachment 5.2-i.

It is recommended that approval be given for extra services to the architectural contract with Hall & Visioni, architects, to provide a Children's Center feasibility study on the one acre site at the southwest corner of Loma Alta and Weldon Road at a cost not to exceed $500.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

**j. CONSIDERATION OF AN ALTERNATE SITE FOR THE CHILDREN'S CENTER**

All available information will be presented to the Board by District staff, on an alternate site for the proposed Children's Center. Feasibility, funding, location, and schedule will be reviewed with the Board for consideration.

**k. RECOMMENDED APPROVAL OF CONSULTING SERVICES FOR PREPARATION OF AN ENVIRONMENTAL IMPACT REPORT FOR THE SANTA BARBARA CITY COLLEGE MASTER PLAN**

Enclosure #4

The recently completed Santa Barbara City College Master Plan concept and its implementation through the Ten-Year Construction Plan, are now at the stage of complete review for environmental consideration by the appropriate agencies. District staff recommends this review be prepared by professional consultants in the environmental field and on the total phased Master Plan. Proposals to prepare the study have been received and reviewed from Henningson, Durham, and Richardson, and from Dames & Moore. Both of the firms are nationally known and have offices in Santa Barbara. Enclosure #4 contains the complete proposal from both firms.

The Superintendent recommends approval of Dames & Moore, consultants in the Environmental and Applied Earth Sciences, for preparation of an environmental impact report for the Santa Barbara City College Master Plan, at a cost not to exceed $12,715, in accordance with the proposal dated November 20, 1974 contained in Enclosure #4.

1. REQUESTED AMENDMENT TO THE CONSTRUCTION CONTRACT WITH DON GREENE CONTRACTOR, INC., CONTRACTOR FOR THE HUMANITIES BUILDING

Attachment 5.2-1

Attachment 5.2-1 includes a letter from Don Greene Contractor, Inc., requesting approval of reduction of the retention called for in the Humanities Building contract from 10% to 5% of the contract amount. Attachment 5.2-1 also includes a letter from Daniel, Mann, Johnson, and Mendenhall recommending the contractor's request be approved.

It is recommended that the request for reduction of the retention listed in the contract with Don Greene Contractor, Inc., be rejected.
5. BUSINESS SERVICES - continued:

5.2 NON ROUTINE - continued:

m. RECOMMENDED AUTHORIZATION FOR DANIEL, MANN, JOHNSON & MENDENHALL, ARCHITECTS, TO PROVIDE ARCHITECTURAL SERVICES FOR ADDITIONAL PARKING FOR THE HUMANITIES BUILDING PROJECT

Attachment 5.2-m

The immediate loss of 30 parking spaces due to the Vocational Technology Building construction and the potential loss of approximately 60 spaces in June, 1975, due to Marine Technology construction, causes a need for additional parking on the existing east campus. Attachment 5.2-m shows the area proposed for additional parking near the Humanities Building. The architects' estimated cost for a proposed change order to the Humanities Building project to provide this parking is $15,000. The architectural services required will be 8% of the construction cost of the work if included as a change order to the Humanities project.

It is recommended that Daniel, Mann, Johnson, & Mendenhall be authorized to provide architectural services for a proposed change order to the Humanities Building project for a change in scope to add additional parking for 40 cars.

n. RECOMMENDED APPROVAL OF BOND FUNDS FOR VOCATIONAL TECHNOLOGY BUILDING CONSTRUCTION SECONDARY EFFECTS

Attachment 5.2-n

Attachment 5.2-n contains a campus site plan which shows the construction area of the Vocational Technology Building. All of the maintenance vehicles have been stored in this area, either in sheds or in the courtyard. It is proposed that bond funds be used to: 1) pave and fence an area near the existing Field House to house District vehicles and 2) to purchase portable metal sheds for the Mesa area to house gardening equipment and combustible liquids. The sheds are anticipated to cost $1,500, including installation, and the paving and fencing $8,500.

The Superintendent recommends approval of the use of bond funds, not to exceed $10,000, for portable metal storage units, paving and fencing.

o. REPORT OF THE ANNUAL FINANCIAL DATA FOR ALL SANTA BARBARA COUNTY SCHOOL DISTRICTS, 1973-74 AND 1974-75

Enclosure #5

Enclosure #5 contains the Financial Data Report for Santa Barbara County School Districts for 1973-74 and 1974-75. Dr. Sorsabal will speak to this item at the meeting.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

   p. RECOMMENDED ACCEPTANCE OF AUDIT REPORT FOR THE 1973-74 FISCAL YEAR

   Enclosure #6

   The District-contracted auditor, Mr. William D. Kendall, has
   submitted his audit report of the financial records of the Santa
   Barbara Community College District for last year.

   The Superintendent recommends acceptance of the 1973-74 audit
   report and further recommends authorization to make the final pay-
   ment to Mr. Kendall for his fee in accordance with the contract on
   file.

   q. RECOMMENDED APPROVAL OF PURCHASE OF 12-PASSENGER VAN

       One of the passenger vans originally donated by the Associated
       Students is of the age and condition that it is not adequate to carry
       passengers long distances.

       A proposal has been made and approved by the Resources Allocation
       Review Board to purchase a new vehicle by combining funds, as follows:

       Total cost $5,373.09 - in lieu of trade-in, the 1969 van will
       be utilized by the Facilities and Operations Department and $950
       taken from existing budgeted funds (Safety Funds).

       The balance of $4,423.09 will be covered by $2,900 from the
       Associated Student Senate Transportation Fund and the remaining
       amount $1,523.09 from the Undistributed Reserve.

       It is recommended that approval be given to purchase the van using
       funds as indicated.

6. GENERAL INFORMATION

6.1 RECOMMENDED CANCELLATION OF REGULAR BOARD MEETING OF DECEMBER 26, 1974

   The next regular Board meeting is scheduled for December 26, 1974.
   It is recommended that the regular meeting of December 26, 1974, be
   cancelled.

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

7. ADJOURNMENT