AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

February 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 JANUARY 24, 1974

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

a. LETTER FROM ASSEMBLYMAN BOB MORETTI
   Attachment 1.7-a

b. REPORT ON ENROLLMENT FOR SPRING, 1974

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS AND
   SUBSTITUTES, SPRING SEMESTER, 1974
   Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, SUBSTITUTES AND
   SPECIAL LECTurers (CONSULTANTS), 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 APPROVAL OF APPOINTMENT OF MR. JOHN E. O'DEA AS
       INTERIM CHAIRMAN OF THE BUSINESS EDUCATION DIVISION

       Attachment 2.1-b(1)

       The chairman of the Business Education Division resigned
       before completing a regular term. Discussions are underway
       regarding the entire question of instructional division organi-
       zation. It is believed that permanent arrangements for leader-
       ship of the Business Education Division should be made after
       those discussions are completed. Meanwhile, a temporary assign-
       ment is needed.

       It is recommended, therefore, that Mr. John E. O'Dea be
       appointed as Interim Division Chairman for the Spring, 1974
       semester.

   (2) RECOMMENDED APPROVAL OF CHANGE OF ASSIGNMENT, HEALTH OCCUPA-
       TIONS DIVISION: SARA F. CARPENTER, PROFESSOR, REPLACING
       MAUREEN MCKENZIE, 1974-75 COLLEGE YEAR

       Attachment 2.1-b(2)

   (3) RECOMMENDED APPROVAL OF APPOINTMENT: KATHLEEN A. O'CONNOR,
       P.E. COACHING ASST., SPRING SEMESTER, 1974

       Attachment 2.1-b(3)

   (4) RECOMMENDED APPROVAL OF RETIREMENT OF MRS. SARAH F. FOOT,
       DIRECTOR, STARR KING PARENT CHILD WORKSHOP, EFFECTIVE 6/30/74

       Attachment 2.1-b(4)

   (5) RECOMMENDED APPROVAL OF SABBATICAL LEAVE PROPOSALS FOR 1974-75

       Attachment 2.1-b(5)

       Attachment 2.1-b contains a summary page of faculty sab-
       batical leave requests for 1974-75. As directed at the meeting
       on January 10, 1974, the proposals have been reviewed by the
       Budget and the Salary Subcommittees of the Board.

       It is recommended that the proposed sabbatical leaves be
       approved subject to adequate funding as provided in accord-
       ance with District policy.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-Routine - continued:

(6) RECOMMENDED APPROVAL OF CHANGE IN FACULTY SABBATICAL LEAVE POLICY

Attachment 2.1-b(6)

The present level of District support for faculty sabbatical leaves was established by policy as that amount expended in 1969, the year a new policy was adopted. Since that time the number of faculty members has increased by 40 percent and as a result of inflation and rising costs the District budget has increased even more. It is believed that the level of support for sabbatical leaves should be up-dated and should be related to current faculty numbers and economic trends.

The Representative Council of the Academic Senate has proposed a procedure which would relate sabbatical leave support to a percentage of the budget. The proposal has been reviewed by both the Budget and Salary Subcommittees of the Board of Trustees. Agreement has been reached on a proposed change.

It is recommended that "beginning with the 1974-75 college year up to 1/2 of 1 percent of the annual District budget for current expense of education for the previous year may be allocated for faculty sabbatical leaves".

(7) RECOMMENDED APPROVAL OF CHANGE IN SABBATICAL LEAVE POLICY FOR ADMINISTRATORS

Members of the faculty are eligible for sabbatical leave after six full, consecutive years of contractual service to the District. Currently, administrators must serve seven consecutive years to be eligible for sabbatical leave. It is believed that, in this regard, the policies should be consistent.

It is, therefore, recommended that administrative policy 0961 be revised as indicated below to permit administrative sabbaticals after six consecutive years of service.

0961 SABBATICAL FOR ADMINISTRATORS

0961.1 In addition to the provisions for sabbatical leave in Ed. Code Sections 13457-13463, any full-time administrator who has served the Santa Barbara Community College District for seven six consecutive years may be granted an administrative sabbatical leave for two months which may be

continued on next page. . . . . . . .
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(7) continued: added to the one-month vacation already earned when pertinent. Compensation while on leave is to be at full pay. There is to be no additional cost to the District since other administrators will assume the duties of the administrator on leave. The number of administrators who may be on leave at one time is a matter of discretion on the part of the Administration and the Board of Trustees.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS
    Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY APPOINTMENT, CONTINUING EDUCATION DIVISION
    Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: GENERAL, TUTORIAL, AND COLLEGE WORK STUDY
    Attachment 2.2-a(3)

(4) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE
    Attachment 2.2-a(4)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF TRANSFER: WALTER RICHMOND, FROM CUSTODIAN 21 TO TRAFFIC CONTROL GUARD 21, (REPLACING GEORGE JORDAN), EFFECTIVE 2/4/74
    Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF SHIFT DIFFERENTIAL: RICHARD P. FRANZ, SR. RECORDS CLERK, ADMISSIONS & RECORDS, EFFECTIVE 2/1/74
    Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: FRED E. DOWHOWER, P. E. ASST., 1974 BASEBALL SEASON
    Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: LORRAINE C. SHARP, SEC., CONTINUING EDUCATION DIVISION (REPLACING M. MAHNEKE), EFFECTIVE 1/28/74
    Attachment 2.2-b(4)
2. PERSONNEL - continued:
   2.2 CLASSIFIED PERSONNEL - continued:
      b. NON-ROUTINE - continued:
         
(5) RECOMMENDED APPROVAL OF TEMPORARY POSITION OF FOOD SERVICES SUPERVISOR TRAINEE

Attachment 2.2-b(5)

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. At the last meeting, the Board requested additional information on this item. Dr. Sorsabal will describe the need for the position.

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

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF GUIDELINES FOR ENROLLMENT OF HIGH SCHOOL STUDENTS

Attachment 3.2

For several years, high school students have been permitted to enroll in courses at Santa Barbara City College in accordance with special provisions of the Education Code.

Guidelines, including qualifications of high school students for enrollment, have been updated as indicated in Attachment 3.2.

It is recommended that the new statement of guidelines be approved.

4. CURRICULUM AND INSTRUCTION

4.1 REPORT OF JOINT COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY

Enclosure #1

On January 18 and 19, 1974, a visiting team representing the Joint Review Committee on Education in Radiologic Technology visited the college to evaluate the Radiologic Technology Program.

Enclosure #1 is a report resulting from that visit. The Committee has awarded the program "Approval with Qualifications".

Extensive efforts are underway currently to deal with the conditions reported in the findings of the Committee.

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

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

5.1 ROUTINE - continued:

a. continued:

The Superintendent recommends authorization and/or ratification of the purchase of supplies, equipment and services on Purchase Orders No. P34-1542 through and including P34-1674.

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 #13, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR, FOR PERIOD ENDING 2/3/74

Attachment 5.2-a

b. INSPECTOR'S REPORT #3, PERSHING PARK, PHASE II, O K CONSTRUCTION COMPANY, CONTRACTOR, FOR PERIOD ENDING 2/3/74

Attachment 5.2-b

c. RECOMMENDED APPROVAL OF USE OF COLLEGE FACILITIES FOR EASTER SUNRISE SERVICES

A request has been received for the use of La Playa Stadium on April 14, 1974 for Easter Sunrise Services. The services are non-denominational. Such use is allowed under the statutes governing use of educational facilities.

The Superintendent recommends that the Board approve the request to hold Easter Sunrise Services in La Playa Stadium on April 14, 1974.

d. RECOMMENDED ACCEPTANCE OF THE GIFT OF A DEVELOPING TANK AND ACCESSORIES FOR THE USE OF THE RADIOLOGY CLASS (HEALTH OCCUPATIONS)

Attachment 5.2-d

Dr. Joseph Brisbane of Thousand Oaks, California, is making a donation of a developing tank and accessories for the use of the Radiology Class of Health Occupations. This equipment has an estimated value of $500.

The Superintendent recommends the Board's acceptance of this gift and authorization to send Dr. Joseph Brisbane a letter of appreciation.

e. RECOMMENDED ACCEPTANCE OF GIFT OF $1,000 FROM EXXON COMPANY FOR MARINE TECH PROGRAM

The Exxon Company, U.S.A., has donated $1,000 to the District for the purpose of purchasing equipment for the Marine Tech program.

The Superintendent recommends acceptance of a gift of $1,000 from the Exxon Company, U.S.A.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED ACCEPTANCE OF $700 AWARD FROM THE STATE DEPARTMENT OF REAL ESTATE FOR 1973-74

Attachment 5.2-f

Notice has been received from the State Department of Real Estate indicating the availability of $700 to partially support the Real Estate Education Program at Santa Barbara City College.

The Superintendent recommends that the Board approve the Standard Agreement with the State Department of Real Estate for $700 in partial financial support of the Real Estate program.

g. RECOMMENDED APPROVAL OF AMENDMENT TO INTRA-DISTRICT TRAVEL ALLOWANCE LIST FOR 1973-74

Attachment 5.2-g

It is recommended that the Intra-District Travel Allowance List for 1973-74 be amended to include Mr. Burt P. Miller, Assistant to the Superintendent-President, and Miss Lynda F. Stevens, Assistant Dean, Student Activities, as delineated in the attachment.

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

Attachment 5.2-h

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

The Superintendent recommends the approval of a rental agreement with Nobility Roofing Company for a tar kettle at a cost of $20 per month for the period from February 20, 1974 to May 31, 1974.

i. RECOMMENDED AUTHORIZATION TO ENTER INTO LEASE-PURCHASE FOR AN OFFSET PRESS, A. B. DICK CORPORATION

An analysis of the current production load in the Duplication Department and the condition of our existing offset press indicates the need to lease-purchase another offset press. This matter will be discussed in detail at the Board meeting.

The Superintendent recommends that the administration be authorized to enter into a lease-purchase agreement for acquisition of an A. B. Dick offset press.

j. RECOMMENDED APPROVAL OF INSTALLATION OF CABLE TV SERVICES

To fully participate with the T.V. Consortium, it is necessary that the District have the capability of taping programs off the air. Contact has been made with Cable TV Services to hook the college up on a temporary basis to the current AV Department. Upon completion of the Humanities Building, it will be necessary to route Cable TV into the Humanities Building.

The Superintendent recommends approval of a contract in the amount of $428.16 with Santa Barbara Cable TV for installation of Cable TV services.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED ACCEPTANCE OF THE BID FROM WEST COAST KILN COMPANY FOR THE REPLACEMENT KILN FOR CONTINUING EDUCATION DIVISION

The District received three bids for the kiln, as follows:

1. West Coast Kiln Co. $4,127 Delivery 7 Days
2. A. D. - Alpine 4,070 Delivery 120 Days
3. Westwood Ceramic Supply 3,550 Delivery 50 Days

Items 2 and 3 are not of equal interior size or quality. Also, the delivery time is excessive. The present kiln is in such condition that it should be replaced immediately.

The Superintendent recommends the acceptance of the bid from West Coast Kiln Company and that the Director of Purchasing be authorized to place the purchase order for the West Coast Kiln Company in the amount of $4,127, plus tax.

1. RECOMMENDED RATIFICATION OF CHANGE ORDER #1, PERSHING PARK, PHASE II, O K CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-1

Change Order #1 for the Pershing Park Project, Phase II, modifies the concrete slab for the tennis courts as authorized by the State agencies having jurisdiction. This change is neither an addition to nor a deduction from the contract price.

| Original Contract Price | $243,000 |
| Change Order #1          | -0-      |
| New Contract Price:      | $243,000 |

The Superintendent recommends ratification of Change Order #1 to the contract with O K Construction Company for the Pershing Park Project, Phase II, at no cost to the District.

m. RECOMMENDED RATIFICATION OF CHANGE ORDER #2, PERSHING PARK, PHASE II, O K CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-m

Change Order #2 for the Pershing Park Project, Phase II, substitutes approximately 800 ft. of 3/4" schedule 80 PVC supply line and fittings for 3/4" type "k" copper tubing with asphalt coating as authorized by the State agencies having jurisdiction. This change is a deduction from the contract price.

| Original Contract Price | $243,000 |
| Change Order #1          | -0-      |
| Change Order #2          | DEDUCT - 400 |
| New Contract Price:      | $242,600 |

The Superintendent recommends ratification of Change Order #2 to the contract with O K Construction Company for the Pershing Park Project, Phase II, at a reduction in cost of $400.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

n. RECOMMENDED APPROVAL OF EMPLOYMENT OF CONSULTING ENGINEERS FOR A
TOPOGRAPHIC SURVEY OF THE VOCATIONAL TECHNOLOGY BUILDING SITE ON
THE SANTA BARBARA CITY COLLEGE CAMPUS

Attachment 5.2-n

The architects, Daniel, Mann, Johnson & Mendenhall, for the
Vocational Technology Building have requested an up-to-date survey
for the area in and around the proposed building site. The survey
is required in order for the architects to complete the working
drawings on this project.

Attachment 5.2-n delineates the services requested by DMJM in
the proposal from U. S. Grant & Son.

It is recommended that U. S. Grant & Son be employed to pro-
vide a topographic survey of the Vocational Technology Building
site on the Santa Barbara City College campus at a cost not to
exceed $3,354.

o. RECOMMENDED APPROVAL OF EMPLOYMENT OF CONSULTING FOUNDATION ENGI-
NEERS FOR FOUNDATION INVESTIGATION OF THE VOCATIONAL TECHNOLOGY
SITE ON THE SANTA BARBARA CITY COLLEGE CAMPUS

Attachment 5.2-o

The architects, Daniel, Mann, Johnson & Mendenhall, for the
Vocational Technology Building have requested foundation studies
in the area of the proposed new Vocational Technology Building.
These studies are required for the architect to complete the engi-
neering of the building foundations.

Attachment 5.2-o delineates the services requested by DMJM as
proposed by LeRoy Crandall and Associates, consulting foundation
engineers, Los Angeles.

It is recommended that LeRoy Crandall and Associates, consult-
ing foundation engineers, be employed to conduct a foundation in-
vestigation of the Vocational Technology Building site on the Santa
Barbara City College campus at a cost not to exceed $2,250.

p. REPORT OF DISTRICT QUARTERLY FINANCIAL CONDITION

Attachment 5.2-p

Attachment 5.2-p presents the 1973-74 second quarter finan-
cial status report for the General Fund, Bond Fund, Cafeteria,
Children's Center Fund, and Special Reserve Fund accounts.

Dr. Sorsabal will speak in detail to this report at the meet-
ing.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

q. RECOMMENDED AUTHORIZATION TO EMPLOY GRIFFINHAGEN-KROEGER, INC., AS A CONSULTANT REGARDING PERSONNEL SERVICES STAFFING

It is recommended that Griffinhagen-Kroeger, Inc., be employed as a consultant to study the feasibility of combining District personnel services, except those of Continuing Education, in one administrative office and to recommend an organizational structure to accomplish such a change, if desirable. Estimated cost of the study is $250.

6. GENERAL INFORMATION

6.1 RECOMMENDED ACCEPTANCE OF INVITATION TO PARTICIPATE IN A PROJECT TO DEVELOP A NEW APPROACH TO ACCREDITATION

Attachment 6.1

Santa Barbara City College has been invited to participate in a project to develop a new approach to institutional evaluation which will emphasize outcomes. This will be lieu of the next regularly scheduled accreditation visit.

This has been discussed by the Board Subcommittee on Educational Policies.

It is recommended that the invitation be accepted and that Santa Barbara City College participate in the project.

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

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, February 28, 1974 in the Board Room of Santa Barbara City College, Santa Barbara, California.

It is recommended that the meeting begin at 3:00 p.m. in order to conduct the balance of the workshop on Student Services.