AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

March 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 FEBRUARY 28, 1974
       MINUTES OF SPECIAL MEETING OF MARCH 8, 1974
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. LETTER FROM CALIFORNIA SCHOOL BOARDS ASSOCIATION REGARDING
         SPECIAL DUES --"VETERANS COST OF INSTRUCTION" LAWSUIT
         Attachment 1.7-a
      b. COMMUNICATION TO BOARD OF GOVERNORS REGARDING TRANSCRIPT FEES
         Attachment 1.7-b
      c. LETTER FROM CALIFORNIA SCHOOL BOARDS ASSOCIATION TO MRS. K.
         ALEXANDER REGARDING TEACHERS' SALARIES & SALARY SCHEDULES

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS,
             CHANGES FOR PREVIOUSLY APPROVED INSTRUCTORS, HOURLY SUB-
             STITUTES, AND SPECIAL LECTURERS (CONSULTANTS), CONTINUING
             EDUCATION DIVISION
             Attachment 2.1-a(1)

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

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF SUBSTITUTE HOURLY INSTRUCTOR, SPRING SEMESTER, 1974, V. BENAVIDES (REPLACING M. PETERS,) HEALTH OCCUPATIONS DIVISION, EFFECTIVE 2/4/74
   Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF RE-EMPLOYMENT OF SECOND YEAR CONTRACT (PROBATIONARY) INSTRUCTORS IN THIRD YEAR REGULAR (TENURED) STATUS FOR 1974-75
   Attachment 2.1-b(2)

(3) PRESENTATION OF CERTIFICATED SALARY PROPOSAL, 1974-75, INSTRUCTORS' ASSOCIATION

(4) PRESENTATION OF ADMINISTRATIVE SALARY PROPOSAL, 1974-75

(5) PRESENTATION OF HOURLY CERTIFICATED SALARY PROPOSAL, 1974-75, CONTINUING EDUCATION INSTRUCTORS' ASSOCIATION

(6) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEERS, HEALTH OCCUPATIONS DIVISION
   Attachment 2.1-b(6)

   The Chief Radiologic Technologists at the local hospitals assist in the supervision of our students while in the X-ray departments. They meet with our faculty staff for regular meetings regarding curriculum planning, evaluation of students and teaching methods. They have offered to serve as professional volunteer teachers, and the College is indeed fortunate in having the benefit of their expertise. The Chief Technologists, who have indicated their willingness to serve in this capacity, are listed in Attachment 2.1-b(6).

   The Superintendent recommends approval of the Chief Radiologic Technologists listed in the attachment as professional volunteers.

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, GENERAL, TUTORIAL, AND COLLEGE WORK STUDY
   Attachment 2.2-a(2)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine

(1) RECOMMENDED APPROVAL OF CHANGE IN STATUS: JOHN BELKOWSKI, CUSTODIAN, FACILITIES & OPERATIONS, FROM SWING TO DAY SHIFT, EFFECTIVE 3/4/74

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF TEMPORARY SUBSTITUTE WORK - WORKING OUT OF CLASSIFICATION: MAE BRACKENHAMER FOR V. TYLER, PAYROLL DEPT., EFFECTIVE 3/1/74, AND CHARLOTTE LEY FOR C. SHUPE, BOOKSTORE, EFFECTIVE 2/27/74

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT, VIOLA ROBLES, INT. TYP. CLK, PLACEMENT & FINANCIAL AIDS, REPLACING C. ALTAVILLA, EFFECTIVE 3/18/74

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT, BRIAN A. BEACH, CUSTODIAN, FACILITIES & OPERATIONS (REPLACING W. RICHMOND), EFFECTIVE 3/4/74

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF INCREASE IN TIME ASSIGNMENT, SENIOR SECRETARY POSITION, FACILITIES DEVELOPMENT, FROM 3/4 TIME TO FULL TIME, EFFECTIVE 3/14/74

Attachment 2.2-b(5)

With the relocation of the Facilities Development Department from the Administration Building to the Field House, it has become apparent that the services of a full-time secretary are necessary. The Superintendent recommends approval of an increase in time assignment for the Senior Secretary position in the Facilities Development Department from 3/4 time to full time, effective 3/14/74.

(6) PRESENTATION OF CLASSIFIED PERSONNEL SALARY PROPOSAL FOR 1974-75
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. P34-1753 through and including P34-1868.

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 $100 GIFT FROM A SBCC STUDENT

A gift of $100 was presented to a member of the faculty, who wishes to remain anonymous, by a student in appreciation of excellent instruction received in the classroom. At the suggestion of the instructor, it is requested that a Cash Loan Fund be established for the use of female students.

The Superintendent recommends acceptance of the gift and establishment of a Cash Loan Fund For Female Students.

b. RECOMMENDED ACCEPTANCE OF $7,400 ALLOCATION FOR 1972-73 NDEA TITLE III-A FUNDS

Attachment 5.2-b

On April 13, 1972 the board approved submission of an application for NDEA funding in the amount of $14,146. The application consisted of two components: one for Humanities and one for Science. Although the projects were approved, funds were impounded. Funds are now being released and we have been approved for funding for the Humanities component of the original submittal. Matching funds of $7,432 for this component were budgeted in the District's fiscal year 1973-74.

The Superintendent recommends acceptance of the $7,400 allocation for 1972-73 NDEA Title III-A funding.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED RATIFICATION OF APPLICATION TO PARTICIPATE IN THE NURSING STUDENT LOAN AND SCHOLARSHIP PROGRAMS FOR 1974-75

Attachment 5.2-c

Attachment 5.2-c delineates an application for continuation of the District's Nursing Student Loan and Scholarship Programs in the amount of $22,000 for the loan portion and $18,000 for the scholarship portion. District matching funds will be required for the loan portion of the program and will amount to approximately $2,444 (1/9 of $22,000).

The Superintendent recommends ratification of submission of the application for continued participation in the Nursing Student Loan and Scholarship Programs for 1974-75.

d. RECOMMENDED ACCEPTANCE OF AUGMENTED PART B FUNDS, 1973-74, VOCATIONAL EDUCATION AMENDMENTS OF 1968

Enclosure #1

Notification has been received from the Chancellor's office that augmented funds in the amount of $42,015 were available to the District for 1973-74 under Part B of the Vocational Education Amendments of 1968 (P.L. 90-576). As described in the "Letter of Purpose", it is planned to use this money to expand the functions and offerings in several instructional areas, i.e., Administration of Justice, Machine Shop, Automotive, Health Occupations, Business Education, Food Service, and Interior Design. This project application conforms with all State of California mandated instructions.

The Superintendent recommends acceptance of the augmented Part B funds in the amount of $42,015, Vocational Education Amendments of 1968.

e. RECOMMENDED APPROVAL OF SUBMISSION OF $10,570 PROPOSAL TO OFFICE OF SEA GRANT, NOAA, FOR MARINE TECHNICIAN TRAINING PROGRAM

Enclosure #2

Enclosure #2 contains a proposal requesting funds to purchase permanent equipment required for continued effectiveness of the Marine Technician Training Program. The project application conforms with U. S. Department of Commerce requirements.

The Superintendent recommends approval of the submission of the $10,570 proposal to the Office of Sea Grant, NOAA, for the Marine Technician Training Program.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED APPROVAL OF LEASE OF REAL PROPERTY WITH FAMILY SERVICE AGENCY

Attachment 5.2-f

Annually, the Board of Trustees has entered into a no-cost lease arrangement with the Family Service Agency for real property to be used as a parking lot.

The Superintendent recommends approval of a no-cost lease with the Family Service Agency as stipulated in Attachment 5.2-f.

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

An analysis of the current production load in the Duplicating Department and the condition of our existing offset press indicates the need to secure another offset press and re-build the existing one. This matter will be discussed in detail at the meeting.

The Superintendent recommends that the Administration be authorized to enter into a lease with option to purchase agreement with the A. B. Dick Corporation for an offset press.

h. RECOMMENDED AUTHORIZATION FOR STUDY FOR RESTRUCTURING SYSTEM OF PROCESSING WRITTEN COMMUNICATIONS

Attachment 5.2-h

Because much of the time and energy spent by our stenographic and secretarial personnel is in the area of word processing and because annually many requests are received for employment of additional personnel for this purpose, it seems appropriate to conduct an in-depth study of our current system of word processing with the intent of improvement. Initial conversations have been conducted with representatives of IBM for the purpose of investigating available software and hardware packages. Attachment 5.2-h delineates those objectives which would be anticipated with the implementation of an improved word processing system. This matter and its implications will be discussed in detail at the meeting.

The Superintendent recommends the Administration be authorized to proceed with representatives of IBM for a study of the District's word processing system and further that, if the study indicates that the objectives could be met, the District would proceed with negotiations for hardware and software acquisition to implement the new system.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

i. RECOMMENDED APPROVAL OF ALLOCATION POLICY FOR FACULTY SABBATICAL LEAVE FUND.

Attachment 5.2-1

Based upon the directions from the Board of Trustees and negotiations with the Academic Senate's committee, a formula has been devised to compute the amount to be allocated for the sabbatical leave fund. Attachment 5.2-1 delineates the policy and the method of computation. The matter will be discussed in detail at the meeting.

The Superintendent recommends approval of the Certificated Sabbatical Leave allocation policy as delineated in Attachment 5.2-1.

j. RECOMMENDED RATIFICATION OF SUBMITTAL OF GRANT PROPOSAL TO DH EW FOR FUNDS UNDER ENVIRONMENTAL EDUCATION ACT

Enclosure #3

Application has been submitted to the U. S. Office of Education for a grant in the amount of $13,800, under the Environmental Education Act, entitled Resource Material Development. The application was mailed on March 4, 1974, to comply with stringent deadline requirements.

The Superintendent recommends ratification of the submittal of a grant proposal in the amount of $13,800 to the Department of Health, Education, and Welfare under the Environmental Education Act.

k. RECOMMENDED RATIFICATION OF SUBMITTAL OF APPLICATION FOR BASIC GRANT - LIBRARY MATERIALS

Enclosure #4

The Office of Education has invited applications for Basic Grants under Title II, Part A, of the Higher Education Act, for library materials. This application, in the amount of $5,000, was mailed on March 7, 1974 to comply with a stringent deadline requirement.

The Superintendent recommends ratification of the submittal of the application for a Basic Grant for Library Materials to the Office of Education, Dept. of HEW, in the amount of $5,000.

l. RECOMMENDED APPROVAL TO SUBMIT TWO GRANT PROPOSALS TO THE FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION

Enclosure #5

On December 13, 1973, the Board approved the submittal of five preliminary proposals to the Fund For the Improvement of Postsecondary Education. The District has been invited by the Fund to submit full proposals for two of these projects by March 15, 1974. The two are the "Institute of Community Affairs' and 'REACH (Realizing Educational Advancement Through the Community and the Home)'. Copies of these proposals are contained in Enclosure #5.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. continued:

The Superintendent recommends approval of the submission of the two full proposals in Enclosure #5 to the Fund For the Improvement of Postsecondary Education.

m. RECOMMENDED AUTHORIZATION TO SUBMIT A GRANT PROPOSAL TO NATIONAL ENDOWMENT FOR THE HUMANITIES FOR THE INTERNATIONAL AND COMPARATIVE POLITICS WORKSHOP

Enclosure #6

On January 10, 1974, the Board heard a report from Mr. Peter Haslund, Assistant Professor, Political Science, of work which had been done during the past year under a University Regents grant. This work, done in conjunction with the UCSB Department of Political Science included novel uses of videotape in the classroom. This proposal is prepared with UCSB to continue that work.

The Superintendent recommends approval of the submission of a grant proposal to the National Endowment For The Humanities.

n. REPORT ON STATUS OF EROSION CONTROL ON EAST CAMPUS

A status report by District staff will be given of measures to control immediate erosion of the bluffs on the existing East Campus.

o. INSPECTOR'S REPORT #14, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR, FOR PERIOD ENDING 3/5/74

Attachment 5.2-o

p. INSPECTOR'S REPORT #4, PERSHING PARK, PHASE II, O K CONSTRUCTION COMPANY, CONTRACTOR, FOR PERIOD ENDING 3/5/74

Attachment 5.2-p

q. RECOMMENDED APPROVAL OF CHANGE ORDER #3, PERSHING PARK, PHASE II, O K CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-q

Change Order #3 for the Pershing Park Project, Phase II, requests an extension of 39 days to the contract. Of this amount, 24 days are attributed to rain and wet site conditions and 15 days to material shortages. If approved, the contract completion date would be extended from February 3, 1974 to March 14, 1974.

| Original Contract Price | $ 243,000 |
| Change Orders #1 - #2 | -400 |
| ______________________ | __________ |
| $ 242,600 | 
| Change Order #3 | -0- |

New Contract Price $ 242,600

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

5.2 NON-ROUTINE - continued:

q. continued:

The Superintendent recommends approval of Change Order #3 to the contract with O K Construction Company, Pershing Park Project, Phase II, for a time extension of 39 days.

r. RECOMMENDED APPROVAL OF CHANGE ORDER #4, PERSHING PARK PROJECT, PHASE II, O K CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-r

Change Order #4 for the Pershing Park Project, Phase II, is a request to substitute a 12' high black plastic enclosure screen on the tennis court fencing in lieu of the 9' high green plastic enclosure screen specified. This change will amount to an additional cost of $1,290, and an extension of an additional 60 days to allow for ordering and installation of the screen.

| Original Contract Price | $ 243,000 |
| Change Orders #1 - #3   | - 400     |
| Change Order #4         | Plus 1,290|
| New Contract Price...   | $ 243,890 |

The change order will be discussed in detail at the meeting.

s. RECOMMENDED APPROVAL OF CHANGE ORDER #11, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-s

Change Order #11 for the Humanities Building Project modifies the partition layout of the computer area to reflect anticipated growth of the program and efficiency of operation. Additional power requirements are necessary to operate existing and projected computer equipment. Minor structural details are included in this change order to accommodate field conditions. This change will be an additional cost of $10,247, and an additional 14 days will be required for this work extending the completion date to February 15, 1975.

| Original Contract Price | $ 1,875,000 |
| Change Orders #1 - #10  | Plus 34,816  |
| Change Order #11        | Plus 10,247  |
| New Contract Price...   | $ 1,920,063  |

The Superintendent recommends approval of Change Order #11 to the contract with Don Greene Contractor, Inc., contractor, for the Humanities Building Project at an additional cost of $10,247, and an extension of an additional 14 days resulting in a completion date of February 15, 1975.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

t. RECOMMENDED APPROVAL OF MODIFICATION TO ENGINEERING SERVICES OF CONSULTING ENGINEERS FOR SPECIFIC SPECIALIZED ACTIVITIES PERTAINING TO THE MASTER PLAN STUDY

Attachment 5.2-t

The Master Plan architects, in accordance with Article I, Section D, of their agreement with the District dated August 3, 1973, made recommendations regarding the scope and compensation of consulting services for traffic, civil and landscape engineering. These services are described in their letter dated 9/11/73 in the attachment.

The Master Plan architects now recommend revision to the scope of the consulting services for civil and landscape engineering as described in their letters dated 2/21/74 and 2/27/74 in the attachment. The revised scope of services are required for final phases of work on the Master Plan Study. The revised scope of services are within the amount referenced in the Master Plan architect's contract for available additional consulting services.

The Superintendent recommends approval of the revised scope of services to the existing contracts of consulting engineers as listed in Attachment 5.2-t.

u. REPORT OF SITE ACQUISITION PROJECT - WEST CAMPUS

The State Department of Finance has given approval for the District to exercise Education Code 20084 in proceeding with its acquisition of the West Campus site. Accordingly, the District has proceeded to exercise its options for such acquisition.

This matter will be discussed further at the meeting.

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, March 28, 1974 in the Board Room of Santa Barbara City College, Santa Barbara, California.