AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

March 28, 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 - Item 2.1-b(7)

1.5 MINUTES OF REGULAR MEETING OF MARCH 14, 1974

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTOR,
SPRING SEMESTER, 1974

Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS,
HOURLY 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)

b. NON ROUTINE

(1) RECOMMENDED APPROVAL OF INTERIM APPOINTMENTS, SANTA
BARBARA CITY COLLEGE CHILDREN'S CENTER

Attachment 2.1-b(1)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF PERSONAL LEAVE OF ABSENCE FOR PROFESSOR HENRY H. BAGISH

Attachment 2.1-b(2)

As indicated in Attachment 2.1-b(2), Mr. Henry Bagish, Professor of Social Science, is requesting a personal leave, without pay, for the Fall semester of the 1974-75 academic year. Satisfactory arrangements for teaching his classes can be made.

It is recommended that his request be approved and that the personal leave be granted as requested.

(3) RECOMMENDED APPROVAL OF A PERSONAL LEAVE OF ABSENCE WITHOUT PAY FOR MISS ROSEMARY HERNANDEZ FOR THE COLLEGE YEAR, 1974-75

Attachment 2.1-b(3)

Miss Rosemary Hernandez has requested a personal leave for one year to continue her medical studies. The Life Sciences Division and the Dean of Instruction have approved her request and can make suitable arrangements for a substitute teacher. Arrangements have been made to extend to March 1, 1975 the date upon which Miss Hernandez will notify the District of her plans for the following year.

It is recommended that Miss Hernandez be granted a personal leave, without pay, for the 1974-75 college year as described.

(4) RECOMMENDED APPROVAL OF WORKING DAYS FOR CERTIFICATED PERSONNEL FOR THE 1974-75 COLLEGE YEAR

Attachment 2.1-b(4)

Annually, the Board establishes the number of working days for each category of certificated personnel. Attachment 2.1-b(4) delineates the recommended regular working schedule for all certificated personnel.

The Superintendent recommends the Board adopt the regular working schedule for certificated personnel as presented in the attachment.

(5) RECOMMENDED APPROVAL OF CONVERSION OF FOUR (4) HOURLY POSITIONS TO CONTRACT: 2, HEALTH OCCUPATIONS; 1, BUSINESS EDUCATION; AND 1, ART DEPARTMENT

This item will be discussed in detail at the meeting by Mr. Huglin.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUINE - continued:

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

(7) RECOMMENDED EXECUTIVE SESSION RELATIVE TO A PERSONNEL MATTER

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENT, CONTINUING EDUCATION DIVISION
   Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: COLLEGE WORK-STUDY AND TUTORIAL
   Attachment 2.2-a(2)

b. NON-ROUINE

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

(2) RECOMMENDED APPROVAL OF TEMPORARY CHANGE IN ASSIGNMENT, MARILYN WEBER FROM CAMPUS CENTER HOSTESS TO PBX OPERATOR/RECEPTIONIST, EFFECTIVE 3/18/74
   Attachment 2.2-b(2)

   Due to previous re-assignments, a critical situation centering in the mail room/switchboard area has arisen. To temporarily overcome the problems of mail distribution and switchboard relief, it will be necessary to re-assign an existing employee to provide this coverage.

   The Superintendent recommends approval of the temporary change in assignment for Marilyn Weber.

(3) RECOMMENDED APPROVAL OF A NEW POSITION OF INTERMEDIATE TYPIST CLERK (RANGE 20) FOR FINANCIAL AIDS OFFICE
   Attachment 2.2-b(3)

   During the Workshop presentation on Financial Aids at the February 28 Board meeting, Mr. Cordero explained the urgent need for additional clerical help. He has presented a request to the Resources Allocation Review Board with the result that they recommend employment of an Intermediate Typist Clerk.

   continued on next page.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) continued:

It is recommended that a new position of Intermediate Typist Clerk be approved for the Financial Aids Office and that authority be given to recruit for the position.

(4) RECOMMENDED APPROVAL OF APPOINTMENT, JUNE AUSTIN, CERTIFIED PERSONNEL CLERK (TEMPORARY FULL-TIME POSITION), REPLACING EVE MOORE, EFFECTIVE 3/25/74

Attachment 2.2-b(4)

(5) RECOMMENDED RE-ORGANIZATION OF PERSONNEL SERVICES AND APPROVAL OF A POSITION OF AFFIRMATIVE ACTION OFFICER/DIRECTOR OF PERSONNEL SERVICES

Attachment 2.2-b(5)

It is recommended that District Personnel Services be re-organized as indicated in Attachment 2.2-b(5)

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED ACCEPTANCE OF MURAL "A CHICANO DREAM" BY ARTIST MANUEL UNZUETA

Attachment 3.2

Mr. Manuel Unzueta has offered to give the College his mural "A Chicano Dream". Mr. Abelino Segura, student Senator-at-large, has led in making plans for locating the mural adjacent to the Student Services Building. The Campus Art Committee has reviewed the art work and unanimously recommends acceptance.

It is recommended that the art work be accepted and that the staff be directed to express appreciation to Mr. Unzueta and to Mr. Segura.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF NEW COURSE, ENERGY EXPO -- A COMMUNITY CONFERENCE

It is recommended that the Board approve a new Continuing Education Workshop, Energy Expo -- A Community Conference, to be held on April 20 from 9:00 am to 5:00 pm at the City College's Sports Pavilion and other campus facilities with Mr. Jesus J. Gonzales as coordinator.

4.2 REPORT ON SATELLITE MATH 1 LAB, FAIRVIEW ELEMENTARY SCHOOL

Attachment 4.2
4. CURRICULUM AND INSTRUCTION - continued:

4.3. RECOMMENDED APPROVAL OF GRADUATION REQUIREMENTS FOR 1974-75

On March 22, 1973 the Board of Trustees adopted graduation requirements for the 1973-74 college year. It was understood at that time that a multidisciplinary alternative would be developed. An Ad Hoc committee under Mr. Harold Dunn has developed the concept for such a course. Members of the faculty have expressed an interest in teaching the course and in developing materials for it. It will not be possible, however, to offer the multidisciplinary course next September. It is recommended, therefore, that present graduation requirements be approved for 1974-75 with the understanding that a multidisciplinary alternative is being developed.

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. P34-1869 through and including P34-1973.

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 MEMBERSHIP IN ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

The Association of Community College Trustees is the most active and effective national organization for community college trustees. The District is not a member of ACCT. It is believed that membership would be of considerable value to the District. Annual dues are $450.

It is recommended that the District join the Association of Community College Trustees.

b. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #74-033 AND ADOPTION OF RESOLUTION #22

Attachment 5.2-b

Appropriation Transfer #74-033 requests a transfer of funds in the amount of $1,275 from "Undistributed Reserve" account to "Replace Equipment" account to replace the postage machine in the Duplicating Department.

The Superintendent recommends approval of Appropriation Transfer #74-033 and adoption of Resolution #22.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS

Attachment 5.2-c

#74-032 in the amount of $230: To transfer funds from Classified Subs Account to Student Hourly Account for additional student help needed for mail distribution.

#74-039 in the amount of $13,064: To transfer funds to correct budget appropriations for Continuing Education.

#74-041 in the amount of $60: To transfer funds for overtime expenses in Audio-Visual Dept.

#74-043 in the amount of $520: To transfer funds to cover Classified Hourly Salaries for Financial Aids Department.

#74-044 in the amount of $728: To transfer funds to cover increase in telephone expenses for Trade/Tech Department.

#74-045 in the amount of $50: To transfer funds for additional expenses in excess of amount budgeted for the Theatre Arts Dept.

#74-046 in the amount of $400: To transfer funds to correct account to be used for mileage and meals for the Women's Tennis team.

#74-047 in the amount of $816: To transfer funds to cover overtime salaries for personnel in Life Sciences Department.

The Superintendent recommends approval of the above-listed appropriation transfers and as delineated in Attachment 5.2-c.

d. REPORT OF PERSONNEL BENEFITS SURVEY

Attachment 5.2-d

Both the certificated and classified staff were surveyed regarding the Personnel Benefits Program for the District. Attachment 5.2-d summarizes the results of the survey. As a result of the study and through many discussion periods, the Personnel Benefits Committee recommends that the current program be maintained in terms of coverage but that, if premiums increase, the Board of Trustees increase the allocation for personnel benefits sufficient to cover the additional cost.
5. BUSINESS SERVICES - continued:

5.2 NON ROUTINE - continued:

e. RECOMMENDED APPROVAL OF INCREASE IN AMOUNT OF TRAVEL EXPENDITURES SUBJECT TO BOARD RATIFICATION

It has been the established policy of the Board to authorize the administration to proceed with approval of travel expenditures of $50, or less, subject to ratification by the Board of Trustees. Since increasing the mileage allowance from 10¢ to 15¢ per mile, most of the authorized travel exceeds $50. It seems appropriate at this time to request the Board to increase the amount subject to ratification to $100.

The Superintendent recommends that the administration be authorized to approve travel expenditures in the amount of $100, or less, subject to ratification by the Board of Trustees.

f. RECOMMENDED APPROVAL OF PROPOSAL FOR UPGRADING TELEPHONE SYSTEM, GENERAL TELEPHONE COMPANY

Attachment 5.2-f

With the addition of the new Humanities Building in 1975, it will be necessary to enlarge the capacity of our present telephone system. Additionally, we are currently limited in the amount and efficiency of the system. Various alternatives have been studied to resolve the problems. This item will be discussed in detail at the meeting.

The Superintendent recommends approval of the proposal for upgrading the system and authorization for the administration to proceed with all necessary requirements to secure installation.

g. RECOMMENDED ADOPTION OF RESOLUTIONS #18 AND #19 TO INCLUDE SANTA BARBARA COMMUNITY COLLEGE DISTRICT CONTINUING EDUCATION IN THE CITY OF SANTA BARBARA'S REDEVELOPMENT STUDY

Attachment 5.2-g

At the February 28 Board meeting, Mr. Lyle Stewart, consultant for the City of Santa Barbara Redevelopment Study, described the study and its implications for the Continuing Education program of the District.

At that time two resolutions were presented for consideration by the Board of Trustees. The resolutions were referred by the Board to the Facilities and Planning Subcommittees. Both subcommittees have studied the matter and are prepared to report.

h. RECOMMENDED AUTHORIZATION TO ENTER INTO AGREEMENT WITH THE COMMUNITY ACTION COMMISSION OF SANTA BARBARA COUNTY TO PROVIDE WORK EXPERIENCE OPPORTUNITIES

Attachment 5.2-h

This item will be discussed at the meeting by Mr. Silvera.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

i. RECOMMENDED AUTHORIZATION FOR PREPARATION OF WORKING DRAWINGS AND SPECIFICATIONS FOR THE DRAMA AND MUSIC FACILITIES BY DANIEL, MANN, JOHNSON, & MENDENHALL, ARCHITECTS

Attachment 5.2-i

The Preliminary Plan Package (PPP) for this project was approved by the Board on September 27, 1973. The State Public Works Board on February 27, 1974, allocated State appropriated funds to the California Community Colleges for working drawings on this project. Construction funds are being requested for the 1974-75 fiscal year. The schedule for this project is detailed in Attachment 5.2-i.

The Superintendent recommends that authorization be given to DMJM to prepare working drawings and specifications for the Drama and Music Facilities in conformance with the approved PPP.

j. RECOMMENDED APPROVAL OF CHANGE ORDER #12, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-j

Change Order #12 for the Humanities Building project is an erosion control measure on the East campus. The method of control was presented for information to the Board on March 14, 1974. Included is the collection of surface water above the bluffs through headwalls and earth berms into cement asbestos drainage pipe and eventually into existing manholes. The cost of the work will be $12,540 and will not require an extension of the contract time.

| Original contract price | $1,875,000 |
| Change Orders #1 - #11 | Plus 45,063 |
| Change Order #12 | $1,920,063 |
| New Contract Price | $1,932,063 |

The Superintendent recommends approval of Change Order #12 to the contract with Don Greene Contractor, Inc., contractor, for the Humanities Building project at an additional cost of $12,540.

k. RECOMMENDED APPROVAL OF CHANGE ORDER #5, PERSHING PARK, PHASE II, O K CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-k

Change Order #5 for the Pershing Park project, Phase II, requests an extension of 3 ¼ days to the contract. The extension request is a result of rain and muddy site conditions. If approved, the contract completion date (excluding plastic enclosure screen) would be extended from March 14, 1974 to March 18, 1974.

| Original contract price | $243,000 |
| Change Orders #1 - #4 | - 400 |
| Change Order #5 | $242,600 |
| New Contract Price | $242,600 |

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

5.2 NON-Routine - continued:

k. continued:

The Superintendent recommends approval of Change Order #5 to the contract with O K Construction Company, contractor, for the Pershing Park project, Phase II, for a time extension of 3½ days.

1. RECOMMENDED ACCEPTANCE OF AUGMENTED PART F FUNDS OF $4,641 FOR 1973-74, VOCATIONAL EDUCATION AMENDMENTS OF 1968 (P.L. 90-56)

Enclosure #1

Notification has been received from the Chancellor's office that the District is eligible for augmented funds in the amount of $4,641 under Part F (Consumer and Homemaking) of the Vocational Education Amendments of 1968 (P.L. 90-56) for 1973-74. As described in the 'Letter of Intent' in Enclosure #1, these additional funds will be used in the Clothing and Textile and Consumer Education activities of the Continuing Education Division.

The Superintendent recommends acceptance of the augmented Part F funds in the amount of $4,641, Vocational Education Amendments of 1968.

m. PRESENTATION OF THE MASTER PLAN STUDY

The Master Plan concept was presented and approved by the Board on September 13, 1973. A progress report on the development of the plan was made on September 27, 1973. Since that time the Master Plan architects have been continuing to develop the plan with District faculty and staff, Santa Barbara City staff, the Redevelopment Agency, and the Board Facilities Subcommittee.

The plan is now in its final stages and will be presented in detail at the meeting by the Master Plan architects, representatives John Robert Henderson and Owen McCorkle. The plan as presented to the Board will be thoroughly reviewed by District faculty and staff planning groups.

6. GENERAL INFORMATION

6.1 REPORT OF MINUTES OF WORKSHOP ON STUDENT SERVICES, PART I, SECOND SECTION

Enclosure #2

6.2 TENTATIVE SCHEDULE OF BOARD SUBCOMMITTEE MEETINGS FOR APRIL, 1974

Attachment 6.2

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, April 11, 1974 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.