AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

June 13, 1974

3:00 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 MAY 23, 1974
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. NOTICE OF 1974 CSBA DELEGATE ASSEMBLY NOMINATIONS
         Attachment 1.7-a
      b. SUMMARY OF PENDING LEGISLATION
         Attachment 1.7-b

2. PERSONNEL
   2.1 CERTIFIED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY APPOINTMENTS
             Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF HOURLY, SUBSTITUTES, CHANGES TO
             PREVIOUSLY APPROVED INSTRUCTORS, AND CONSULTANTS (JUDGES),
             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 ADDITIONAL FACULTY FOR THE 1974 SUMMER SESSION

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF INTERIM APPOINTMENTS - CHILDREN'S CENTER

Attachment 2.1-b(2)

(3) RECOMMENDED APPROVAL OF TWO PROFESSIONAL VOLUNTEERS FOR THE CONTINUING EDUCATION DIVISION

Attachment 2.1-b(3)

Robin Mather-Sampson has volunteered her services to be the instructor in an Alternative Theatre program beginning June 17, 1974, five evenings a week for seven weeks, 7:00 p.m. - 10:00 p.m., with performances to be held in August.

James Pascarella has volunteered his services to teach a four-meeting course from 7:30 p.m. to 9:30 p.m. on Hydroponic Gardening, beginning September 17, 1974.

It is recommended that Robin Mather-Sampson and James Pascarella be appointed as professional volunteers.

(4) RECOMMENDED APPROVAL OF APPOINTMENT: MRS. DONNA COFFMAN, DIRECTOR, CHILDREN'S CENTER (REPLACING: MRS. DIANA GINSBURG) EFFECTIVE 7/1/74, FOR THE 1974-75 COLLEGE YEAR

Attachment 2.1-a(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT: MR. RONALD ROBERTSON, ART INSTRUCTOR (NEW POSITION), EFFECTIVE 9/10/74, 1974-75 COLLEGE YEAR

Attachment 2.1-b(5)

(6) RECOMMENDED APPROVAL OF RESOLUTION #26 CERTIFYING THE APPEAL HEARING OF MR. EDWIN G. FLEMING TO THE OFFICE OF ADMINISTRATIVE PROCEDURE AND REQUESTING APPOINTMENT OF AN ADMINISTRATIVE HEARING OFFICER

Enclosure #1
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS, AND HOURLY APPOINTMENTS FOR THE CONTINUING EDUCATION DIVISION
   Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: GENERAL
   Attachment 2.2-a(2)

(3) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE
   Attachment 2.2-a(3)

b. NON-ROUTINE

(1) RECOMMENDED ACCEPTANCE OF RESIGNATION: LANI A. FREDERICKS, PLACEMENT CLERK, PLACEMENT & FINANCIAL AIDS, EFFECTIVE 6/19/74
   Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF LEAVE OF ABSENCE WITHOUT SALARY: MRS. DORIS SOFAS, SR.TEACHER'S AIDE, INSTRUCTION, EFFECTIVE 9/20/74 to 11/1/74
   Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF EXTENSION OF HEALTH LEAVE OF ABSENCE: MRS. VIVIAN I. TYLER, ACCOUNTING TECH., PAYROLL, EFFECTIVE 6/1/74 - 7/31/74
   Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: KEVIN R. JETER, HUMAN RELATIONS ASST., STUDENT ACTIVITIES (REPLACING: JOYCE BROWN), EFFECTIVE 6/10/74
   Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT: LORRAINE C. SHARP, INT. TYP.CLK, CONTINUING EDUCATION DIVISION
   Attachment 2.2-b(5)

\(\text{On may 9, 1974, the Board of Trustees accepted the resignation of Mrs. Lorraine C. Sharp as Secretary, Continuing Education. On the same date, the Board approved a recommendation that the position be change to Intermediate Typist Clerk at the same salary range.}

Mrs. Sharp has indicated a desire to withdraw her resignation. It is recommended that her appointment to the position of Int.Typ.Clk be approved.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(6) RECOMMENDED APPROVAL OF MILITARY LEAVE OF ABSENCE FOR MR. JIM M. WILLIAMS, EFFECTIVE 6/24/74 through 7/5/74

Attachment 2.2-b(6)

Mr. Jim M. Williams, Director of College Information, has been ordered to two weeks of active duty with the United States Coast Guard from June 24 through July 5.

In accordance with Classified Personnel Policy Section 1349.11, it is recommended that a military leave of absence be granted Mr. Williams for the period indicated.

(7) RECOMMENDED APPROVAL OF RETIREMENT OF GERTRUDE H. COLBERG, PURCHASING ASST., EFFECTIVE JUNE 30, 1974

Attachment 2.2-b(7)

Miss Gertrude H. Colberg, Purchasing Assistant, has been on illness leave. She has decided to retire at the end of this month.

Miss Colberg has served the staff and students of the Santa Barbara Schools and Santa Barbara City College for nearly twenty-three years.

It is recommended that her retirement be approved effective June 30, 1974.

(8) RECOMMENDED APPROVAL OF PROFESSIONAL GROWTH INCREMENTS FOR CLASSIFIED PERSONNEL

Attachment 2.2-b(8)

Attachment 2.2-b(8) contains the first recommendation for professional growth increments for Classified Personnel as a result of the District's Professional Growth Program.

Members of the Classified staff and the Professional Growth Board deserve commendation for their diligence and professionalism in developing this program.

Approval of Professional Growth Increments, as indicated, is recommended.

(9) RECOMMENDED APPROVAL OF CORRECTION OF RECLASSIFICATION (CHANGE IN TITLE), LUCY A. PRIETO, FROM SR.TYP.CLK TO SR. SECRETARY, EVENING COLLEGE, EFFECTIVE 6/1/74

Attachment 2.2-b(9)
3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF ADDITIONAL CONTINUING EDUCATION SUMMER COURSES

Attachment 4.1

4.2 RECOMMENDED APPROVAL OF A CONTRACT FOR INSTRUCTION IN COSMETOLOGY FOR THE 1974-75 COLLEGE YEAR

Enclosure #2

The proposal contained in Enclosure #2 for conducting a contracted instruction program in Cosmetology will make it possible for the District to make this special program available to students without net cost to the District and without providing the facilities and equipment required. Contracted instruction in such cases has recently been made possible.

The proposal has been reviewed and endorsed by college staff, the Curriculum Committee and the Board Subcommittee on Career Education. Approval of the contract is recommended.

4.3 RECOMMENDED APPROVAL FOR FORWARDING OF REPORT OF AREA COORDINATING COUNCIL

Attachment 4.3

It is required that each community college district offering adult education classes submit a report of the Area Coordinating Council which has been established to review adult and continuing education plans.

The report in Attachment 4.3 has been prepared to describe activities of the Area Coordinating Council in this District. It is recommended that the report be approved for forwarding.

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. P34-2445 through and including P34-2574.

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 #20, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR, FOR PERIOD ENDING JUNE 2, 1974

Attachment 5.2-a

b. RECOMMENDED ACCEPTANCE OF AN AMPEX 601 REEL TO REEL TAPE RECORDER FROM ERWAY BROADCASTING CORPORATION

Attachment 5.2-b

Mr. Guy Erway of Radio Station KKIO has offered the Theatre Arts Dept. an Ampex Tape Recorder with an estimated value of $200. This is an additional item that Mr. Jim Williams obtained as a donation to the College.

The Superintendent recommends acceptance of the gift and authorization to send a letter of appreciation to Mr. Guy Erway.

c. NOTIFICATION OF ALLOCATION OF FUNDS FOR EXTENDED OPPORTUNITY PROGRAMS AND SERVICES FOR 1974-75

Attachment 5.2-c

Attachment 5.2-c outlines the status of the Extended Opportunity Programs and Services project for 1974-75. Santa Barbara City College has been allocated $45,978 for 1974-75. This initial grant compares with an initial grant for 1973-74 of $41,235, which was later augmented to $51,086 for the 1973-74 fiscal year.

d. RECOMMENDED AUTHORIZATION TO GO TO BID FOR VENDING MACHINE SERVICE

The Superintendent recommends that the Board authorize the Director of Purchasing to solicit bids for Vending Machine Service for a period starting September 1, 1974.

e. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS

Attachment 5.2-e

#74-068 in the amount of $735: To transfer funds from Office Supplies and Consultant Accounts to Membership and Equipment Accounts due to additional membership fee and a calculator for the Assistant to the Superintendent/President not included in 1973-74 budget.

#74-069 in the amount of $600: To transfer funds from Equipment to General Supplies Account for additional Summer Session supplies for the Life Science Division.

The Superintendent recommends approval of the above-listed appropriation transfers and as delineated in Attachment 5.2-e.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED APPROVAL OF ARCHITECTURAL SERVICES FOR SITE DEVELOPMENT, PHASE I

Concept plans were included in the District's Preliminary Plan Package submitted to the Chancellor's office in October, 1973. This submittal was modified by the Chancellor's office in negotiations with the State Finance Committee. Portions of the project were deleted and construction funding deferred one year. It is desirable to submit a revised Preliminary Plan Package and begin Working Drawings by August, 1974. Architectural services are required to coordinate this project which includes bridge design, utilities and erosion control. The Board Facilities and Planning Subcommittees met with the staff to consider applications for architectural services for this project. Both subcommittees recommend appointment of the architectural firms of John Robert Henderson and William Blurock as consulting architects on this project.

The Superintendent recommends approval of the appointment of the architectural firms of John Robert Henderson and William Blurock as consulting architects for the Site Development, Phase I, Project.

g. RECOMMENDED APPROVAL OF ARCHITECTURAL SERVICES FOR THE MARINE TECHNOLOGY BUILDING

Preliminary architectural plans will be required as a part of the Preliminary Plan Package submittal due in the Chancellor's office prior to October 1, 1974. The Board Facilities and Planning Subcommittees have met with District staff to consider applications for architectural services for this project. Both subcommittees recommended the appointment of the architectural firm of Arendt, Mosher & Grant as Executive Architect with the Master Plan architects as consultants. The Executive Architect will be responsible for the project with the consulting Master Plan architects providing input on continuity of design with regard to the Master Plan.

The Superintendent recommends approval of the appointment of the architectural firm of Arendt, Mosher & Grant as Executive Architect and the Master Plan Architects, John Robert Henderson and William Blurock as Consulting Architects for the Marine Technology Building.

h. RECOMMENDED APPROVAL OF USE OF EARTH FILL MATERIAL FROM THE WEST CAMPUS

Attachment 5.2-h

Change Order #12 to the Humanities Building project provided for labor, material and equipment to install a drain line and grading as an erosion control measure for the bluffs on the east campus. The contractor has found that more fill is required than anticipated and has requested use of fill from the newly-acquired west campus. Daniel, Mann, Johnson & Mendenhall has determined that approximately 7,000 cubic yards of fill material can be removed from the Drama/Music site without affecting the cost of the design or construction of that facility.

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

5.2 NON-ROUTINE - continued:

h. continued:

The Superintendent recommends approval of use of earth fill material by Don Greene Contractor, Inc., from the proposed Drama/Music site on the west campus in accordance with recommendations of Daniel, Mann, Johnson & Mendenhall for use in completing the work of Change Order #12 to the Humanities Building.

i. ENVIRONMENTAL EVALUATION OF THE VOCATIONAL TECHNOLOGY BUILDING

Enclosure #3

District staff, in accordance with procedures adopted by the Board on May 23, 1974, has determined that the Vocational Technology Building is not exempt from environmental consideration and has prepared an "Initial Study" to determine if the project will have a significant effect on the environment. The study concluded that the project will not have a significant effect and the staff has prepared a "Negative Declaration" for consideration. The Initial Study and Negative Declaration are included in Enclosure #3. Procedure requires that the Notice of Negative Declaration be posted with the District, City Planning and County Planning, for not less than ten days prior to consideration by the Board. A hearing can then be held to consider the Negative Declaration and to receive both written and oral objections. At the conclusion of the hearing, or any continuance thereof, the Board is to render a decision affirming the Negative Declaration or directing the preparation of an Environmental Impact Report.

The Superintendent recommends the Negative Declaration in Enclosure #3 be posted as required by adopted procedures and that a Public Hearing be scheduled during the regular Board of Trustees meeting on June 27, 1974, to consider the Negative Declaration and to receive any written and oral objections.

j. RECOMMENDED ADOPTION OF RESOLUTION #27 APPROVING AN AGREEMENT WITH THE STATE OF CALIFORNIA DEPARTMENT OF REHABILITATION

Enclosure #4

The District was notified in February, 1974 by the California Community College Vice-Chancellor for Programs and Operations that federal money was available for elimination of architectural barriers to disabled persons. A list of improvements was submitted for consideration on March 29, 1974. The Chancellor's office has notified the District that all items listed were approved for funding on a 4 to 1 basis. The total project includes $65,600 in federal funds which is to be matched by $16,400 in District funds. The Agreement is contained in Enclosure #4 and includes the list of improvements and a resolution for Board consideration. District funds will be provided from the Bond fund if approved.

The Superintendent recommends adoption of the resolution approving agreement with the State Department of Rehabilitation for $65,600.
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, June 27, 1974 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.