AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

July 25, 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 ANNUAL ORGANIZATIONAL MEETING AND REGULAR MEETING OF
JULY 11, 1974

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

a. LETTER FROM ACCREDITING COMMISSION FOR JUNIOR COLLEGES REGARDING
PARTICIPATION IN THE FRACHE PROJECT
Attachment 1.7-a

b. DISCUSSION OF PROPOSED ANNEXATION OF CHANNEL ISLANDS TO COMMUNITY
COLLEGE DISTRICTS
Attachment 1.7-b

Mr. Weston Alt, Specialist, Fiscal Services and District Organization, has requested consideration of the proposed plan
for annexing the Santa Cruz and Santa Barbara Islands to the
Santa Barbara Community College District. This item will be
discussed at the meeting pursuant to the attachment.

1.8 RECOMMENDED ELECTION OF CCJCA REPRESENTATIVE
Attachment 1.8

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, CHANGES
FOR PREVIOUSLY APPROVED INSTRUCTORS, AND CONSULTANTS
(LECTURERS), CONTINUING EDUCATION DIVISION
Attachment 2.1-a(1)

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

2.1 CERTIFIED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF NEW POSITION OF COLLEGE NURSE AND RECOMMENDED APPROVAL OF JOB DESCRIPTION

Attachment 2.1-b(1)

The District has contracted for limited health services with the Santa Barbara School Districts. Changes in the Santa Barbara Schools' Health Office and the need for increased health services indicate that a change should be made at this time.

For over two years, students have expressed an urgent need for assignment of a full-time nurse. The Administrative Dean, Student Services and Activities, has consulted with students and College personnel and, based upon their recommendations, has requested an augmentation of the budget for health services. That request has received a high priority among the unfunded budget requests from the Resources Allocation Review Board.

It is recommended, therefore, that a new position of College Nurse be approved subject to inclusion of the budget item in the 1974-75 Publication Budget and that the proposed job description for college nurse be approved.

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 AND COLLEGE WORK/STUDY

Attachment 2.2-a(2)

(3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.2-a(3)

b. NON-ROUTINE

(1) RECOMMENDED ACCEPTANCE OF RESIGNATION: VIVIAN I. TYLER, ACCOUNTING TECHNICIAN, PAYROLL DEPT., EFFECTIVE 7/31/74

Attachment 2.2-b(1)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF EXTENSION OF EMPLOYMENT OF TEMPORARY SUBSTITUTE EMPLOYEE: JUNE L. AUSTIN, CERT. PERSONNEL CLK., FOR THE PERIOD 8/1/74 THROUGH 9/27/74

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS

Attachment 2.2-b(3)

Two former employees, Mrs. Lily Glockler and Miss Susan Leslie, have volunteered their services to help in the Classified Personnel office during the summer period.

It is recommended that the Board approve of the professional volunteer status for Mrs. Glockler and Miss Leslie.

(4) RECOMMENDED APPROVAL OF POSITION OF LABORATORY TEACHING ASSISTANT, H.R.M. DEPT., AND RECOMMENDED APPROVAL OF JOB DESCRIPTION

Attachment 2.2-b(4)

Mr. John Dunn has requested that the position of a Laboratory Teaching Assistant be established to meet the need for additional teaching assistance in the classroom and laboratory areas of the Hotel Restaurant Management Department. A job description is contained in Attachment 2.2-b(4).

It is recommended that the new position of Laboratory Teaching Assistant be established, the job description be approved, and authorization be given to recruit.

(5) RECOMMENDED APPROVAL OF POSITION OF AUDIO-VISUAL REPAIR TECHNICIAN, AND RECOMMENDED APPROVAL OF JOB DESCRIPTION

Attachment 2.2-b(5)

Mr. Theron Barnes has requested that the position of Audio-Visual Repair Technician be established to handle the repair of our Audio-Visual equipment and to cover the need for an Audio-Visual Technician during the evening college hours. This position was also recommended by RARB and included in the Tentative Budget. A job description is contained in Attachment 2.2-b(5).

It is recommended that the position of Audio-Visual Repair Technician be established, the job description be approved, and authorization be given to recruit.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON ROUTINE - continued:

(6) RECOMMENDED APPROVAL OF APPOINTMENT (PROMOTION): CECILIA TATSCH, SR. PURCHASING CLK., PURCHASING DEPT., EFF: 8/12/74
Attachment 2.2-b(6)

(7) RECOMMENDED APPROVAL OF APPOINTMENT (PROMOTION): RACHEL McKEONE, PURCHASING CLK., PURCHASING DEPT., EFF: 8/12/74
Attachment 2.2-b(7)

(8) RECOMMENDED APPROVAL OF POSITION OF Duplicating CLERk
Attachment 2.2-b(8)

The promotion of Rachel McKeone has created a vacancy in the Duplicating Department. The installation of a new PABX system and the creation of a new PABX Operator position, necessitates some revision in the job description of Duplicating Clerk.

It is recommended that the job description for Duplicating Clerk be approved, as revised, and authorization be given to recruit.

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF THE CARRIER OF THE STUDENT ACCIDENT INSURANCE (MANDATORY) POLICY AND ADDITIONAL VOLUNTARY STUDENT HEALTH AND ACCIDENT INSURANCE POLICY

It is recommended that the Board of Trustees approve the Student Insurance Company of Los Angeles, California, as the carrier of the mandatory student accident insurance policy, and also of the voluntary 24-hour accident and sickness insurance plan offered to the college, for the period August 25, 1974 through August 24, 1975.

3.3 REPORT ON THE BASIC EDUCATIONAL OPPORTUNITY GRANT PROGRAM

Enclosure #1

At the last meeting of the Board additional information was requested on the Basic Educational Opportunity Grant Program. Enclosure #1 provides an overview of the program and includes certain Federal guidelines. Mr. William Cordero will be present to be responsive to questions.

3.4 PRESENTATION OF RESEARCH REPORT #1-74, "A SURVEY OF THE NEEDS OF THE MATURE WOMAN STUDENT"

Enclosure #2

Mr. Burton P. Miller, Assistant to the Superintendent-President, will present this research report and respond to any questions.
4. CURRICULUM AND INSTRUCTION

No items

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OR 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. P34-2765 through and including P34-2783 (Prior Year), and Purchase Orders No. P45-0083 through and including P45-0118.

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 APPROVAL OF AGREEMENT TO PARTICIPATE IN AIR TRAVEL INSURANCE FOR 1974-75

Annually, the District has participated with the County Superintendent of Schools to provide air travel insurance at the rate of $1.50 per $100 of flight fare. Cost of this insurance for 1972-73 was $67.37 and for 1973-74 was $79.49.

The Superintendent recommends approval of the agreement to participate in air travel insurance for 1974-75.

b. RECOMMENDED APPROVAL OF INSTITUTIONAL MEMBERSHIP LIST FOR 1974-75

Attachment 5.2-b

Attachment 5.2-b lists each organization in which the District held a membership in 1973-74. The fee schedule for 1974-75 is unknown at this time with the exception of the TV Consortium which has increased from $3,000 to $4,000 due to the District's increase in ADA.

The Superintendent recommends the Board approve membership for 1974-75 in the organizations listed in Attachment 5.2-b.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED ACCEPTANCE OF A SET OF "DEERINGS CALIFORNIA CODES", 136 VOLUMES

Attachment 5.2-c

Mr. Daniel Henderson has offered this set of Codes to be used in the Police Science Course. The books have an estimated value of $350.

The Superintendent recommends the acceptance of these books and authorization to send a letter of appreciation to Mr. Daniel Henderson for his gift.

d. RECOMMENDED APPROVAL OF DESTRUCTION OF RECORDS

Attachment 5.2-d

The Superintendent requests permission to submit a letter to the Historian, State Archives, to forward the following Class 2 and Class 3 documents, or permission for their destruction. These records have been retained for the legal period of time as per Article 2, Section 3015 through 3019 of Title V, Administrative Code.

1. Classified applications for employment - Class 3, Fiscal years 1970 through 1972
2. Certificated applications for employment - Class 3, Calendar year 1973

e. REPORT OF FEASIBILITY STUDY FOR WORD PROCESSING

Representatives of I.B.M. have completed a feasibility study of the applicability of a Word Processing System for the District. Results of the study will be discussed at the meeting by Mr. Vic Courdayre and Mrs. Dee Sheets of I.B.M.

f. RECOMMENDED APPROVAL OF MEDICAL CARRIERS FOR 1974-75

The Personnel Benefits Committee has studied the problems involved in providing medical coverage for employees and has conducted two elections of the employees to determine their preference of carriers. After a review of the election results, the Personnel Benefits Committee has recommended that the Blue Cross Foundation Plan and Mission Medical Prepaid Plan without swing plan benefits be approved as the carriers for the District's medical plan for the period October 1, 1974 to September 30, 1975.

The Superintendent recommends that the Board of Trustees enter into a contractual agreement with Blue Cross and Mission Medical to provide medical coverage plans for the employees of the District.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

g. RECOMMENDED EMPLOYMENT OF CONSULTING ENGINEERS FOR FOUNDATION INVESTIGATION AND GEOLOGIC-SEISMIC STUDY FOR THE DRAMA/MUSIC FACILITY ON THE WEST CAMPUS

Attachment 5.2-g

The Drama/Music Facility architects, Daniel, Mann, Johnson and Mendenhall, have requested foundation and geologic studies in the area of the proposed new facility. The foundation studies are required by the architect to establish design criteria for the building. The geologic and seismic study is required by the state reviewing agencies, as well as to benefit the architect in the building's structural design. Attachment 5.2-g delineates the services proposed by LeRoy Crandall and Associates, Consulting Foundation Engineers, and the architect's recommendation for their services.

It is recommended that the firm of LeRoy Crandall and Associates, Consulting Foundation Engineers, be employed to conduct foundation and geologic and seismic studies of the Drama/Music Facility site on the West campus at a cost not to exceed $3,900.

h. RECOMMENDED ADJUSTMENTS FOR 1974-75 PUBLICATION BUDGET

Attachment 5.2-h

Re-computation of ending balances and anticipated income indicate that some additional budget requests can be met while maintaining a reserve as directed.

It is recommended that items as described in Attachment 5.2-h be added to the 1974-75 Publication Budget and that related recommendations as described in the attachment be approved.

6. GENERAL INFORMATION

6.1 CONSIDERATION OF BOARD SUBCOMMITTEES FOR 1974-75

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, August 8, 1974 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.
5. BUSINESS SERVICES - continued:

5.2 NON ROUTINE - continued:

i. RECOMMENDED APPROVAL OF CHANGE ORDER #14, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Enclosure #3

Change Order #14 is a request of the contractor to provide labor, material and equipment to install ABS plastic pipe and fittings for the storm drainage system in the Humanities Building project. The purpose of this change order is to make the installation consistent with the drain, waste and vent systems installed as a part of Change Order #13.

Change Order #13, which was a no-cost change order to substitute ABS plastic pipe and fittings in lieu of cast iron for drain, waste and vent plumbing systems, was approved at a special Board meeting on May, 1974. At this meeting the proposed substitution of plastic pipe was discussed in terms of: 1) chronology of events; 2) legal status; 3) safety; and 4) costs. There was considerable testimony given by representatives of the State Fire Marshall’s office; Office of Architecture and Construction; Daniel, Mann, Johnson & Mendenhall, architects; contractors; and members of the community. The Board determined that, with the assurances of the representatives of OAC, Fire Marshall, and the architect, regarding safety and code requirements, that the change order could be approved.

It was indicated at that meeting that additional change orders would be forthcoming analyzing the cost of Change Order #13 and the substitution of ABS for black steel in the storm drainage system. The proposed Change Order #14 covers the substitution of ABS plastic pipe in the storm drainage system and allows for a credit of $464 as a result of the substitution of ABS plastic pipe, as provided in Change Order #13 and the proposed Change Order #14. The architect has analyzed the cost data as provided by the general contractor and is recommending approval of this change order. Enclosure No. 3 includes the architect’s recommendation and comments, plus price comparative data on the substitution of ABS plastic pipe for the materials specified.

Approval is recommended of Change Order #14 to the contract with Don Greene Contractor, Inc., contractor for the Humanities Building Project.