AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

August 22, 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 AUGUST 8, 1974

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

   a. PRESENTATION OF CSBA DELEGATE ASSEMBLY ELECTION MATERIALS --
       INSTRUCTIONS AND BIOGRAPHICAL SKETCHES FOR NOMINEES

       Enclosure #1

       Enclosure #1 contains information related to candidates
       and procedures for CSBA Delegate Assembly elections. The ballot
       will be returned at the next Board meeting for action on selec-
       tion of candidates.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

   a. ROUTINE

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

      (2) RECOMMENDED APPROVAL OF HOURLY SUBSTITUTE, CHILDREN'S CENTER
          Attachment 2.1-a(2)

      (3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
          Attachment 2.1-a(3)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-Routine

(1) RECOMMENDED APPROVAL OF TEACHING INTERNS FOR THE CHILDREN'S CENTER

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER FOR CONTINUING EDUCATION COURSE, TRAINING FOR THE BILINGUAL CLASSROOM

Attachment 2.1-b(2)

Mrs. Susan T. Flores has volunteered her services to teach a one-week course, Training for the Bilingual classroom, from August 26 - 30, to be held at the Santa Barbara County Schools office, 9 am - 12 noon, and 12:30 - 3 pm.

The Superintendent recommends approval of the professional status for Mrs. Susan T. Flores.

(3) RECOMMENDED APPROVAL OF CONTRACT CHANGE FROM FULL-TIME TO 3/4 TIME: KATHY L'AMOREAUX, TEACHER, CHILDREN'S CENTER, EFFECTIVE 9/10/74 - 6/13/75

Attachment 2.1-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: RAYMOND SCHAACK AND BURTON CHADWICK, JR., P.E. COACHING ASSISTANTS FOR THE FOOTBALL SEASON, EFFECTIVE FALL, 1974

Attachment 2.1-b(4)
ADDENDA to Agenda - Regular Meeting

2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(6) RECOMMENDED APPROVAL OF ASSISTANT LIBRARIAN: NANCY SIXSMITH-PRESTON, FOUR NIGHTS/WEEK (HOURLY BASIS), EFFECTIVE 9/10/74

Attachment 2.1-b(6)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(5) RECOMMENDED APPROVAL OF AGREEMENT WITH L. C. N. WAYLAND, M.D., AS CONSULTANT, STUDENT HEALTH SERVICES

Attachment 2.1-b(5)

Attachment 2.1-b(5) contains the proposed budget allocations for health services for the 1974-75 college year.

Until June 30, 1974, health services were provided through a contract with the Santa Barbara School Districts. Those services are no longer available. On July 25, 1974, the Board of Trustees approved the position of college nurse.

At this time, it is appropriate to arrange for consultation services with a physician. Fortunately, Dr. L. C. N. Wayland, who has served as college physician for many years through contract with the Santa Barbara Schools is available on a limited basis for consultation.

It is recommended that authorization be given to enter into an agreement with Dr. L. C. N. Wayland for medical consultation services for the 1974-75 college year on the basis of 4 hours per week at a rate of $15 per hour.

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: 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 APPROVAL OF YEARLY SALARY INCREMENT

Attachment 2.2-b(1)

(2) RECOMMENDED ACCEPTANCE OF RESIGNATION: NANCY L. BAIRD, INT.TYP.CLK., VETERAN'S OFFICE, EFFECTIVE 8/2/74

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

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(3) RECOMMENDED ACCEPTANCE OF RESIGNATION: JUDITH E. MILLER, PLACEMENT CLERK, PLACEMENT & FINANCIAL AIDS, EFFECTIVE 8/23/74

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF CORRECTION OF PROMOTION DATES: RACHEL McKEONE AND CECILIA TATSCH, PURCHASING DEPARTMENT, FROM 8/12/74 to 9/1/74

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT: NANCY L. CEDILLOS, INT.TYP.CLK., HALF-TIME 10 MONTHS, CONTINUING EDUCATION DIVISION, EFFECTIVE 9/1/74

Attachment 2.2-b(5)

(6) RECOMMENDED APPROVAL OF APPOINTMENT: NANCY K. SORESEN, TYP.CLK., ADMISSIONS & RECORDS, HALF-TIME 12 MONTHS, EFFECTIVE 8/13/74

Attachment 2.2-b(6)

(7) REPORT OF STUDY OF FACILITIES AND OPERATIONS SUPERVISOR POSITION

Attachment 2.2-b(7)

On June 27, 1974, during the discussion of results of the Classified Personnel Series Study, the Board of Trustees maintained the position of Facilities & Operations Supervisor at Range 50 pending a specific study of the position.

The study has been completed and, as a result, it is recommended that the position of Facilities & Operations Supervisor remain at Range 50 in the Administrative-Executive Series.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(8) RECOMMENDED APPROVAL OF MAINTENANCE TRAINEE POSITION

Attachment 2.2-b(8)

The Resources Allocation Review Board (RARB) has approved the creation of a new position of Maintenance Trainee to assist in the maintenance department. It is anticipated that after a 12-month training and probation period, this person will have the knowledge and skills necessary to perform general maintenance work and be eligible for promotion into a general Maintenance position.

The Superintendent recommends approval of the creation of the position of Maintenance Trainee 19 and the job description in Attachment 2.2-b(8).

(9) RECOMMENDED AUTHORIZATION TO CREATE SECURITY POLICE POSITIONS

A.B. 3240 authorizes the District to contract for private security patrols but not in excess of $4,000 per year. Currently Santa Barbara Community College District expends in excess of $12,000 annually for private security services in addition to two traffic control positions in the classified service. It is apparent that, if the District is to maintain its current level of security, a District-operated security patrol will need to be established and at least one additional position created. This item will be discussed in more detail at the meeting.

The Superintendent recommends the establishment of a security patrol, an additional security officer position and, further, that the administration be authorized to proceed with recruitment and employment of a qualified security officer.

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 ADDITIONAL INFORMATION FROM RESEARCH REPORT #1-74, "A SURVEY OF THE NEEDS OF THE MATURE WOMAN STUDENT"

Attachment 3.2

Pursuant to Board request, this item was postponed from the last Board meeting. Mr. Burt Miller will be present to respond to questions.
3. STUDENT PERSONNEL - continued:

3.3 CONSIDERATION OF NEED FOR AN ADDITIONAL CHILDREN'S CENTER

Attachment 3.3

At the meeting on August 8, 1974, the Board requested that the possible need for an additional Children's Center be considered. Dr. Joanne Hendrick will present information upon which an initial discussion of this topic may be based.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF TWO NEW CONTINUING EDUCATION COURSES, ADVANCED OFFICER TRAINING AND TRAINING FOR THE BI-LINGUAL CLASSROOM

It is recommended that the Board approve two new Continuing Education courses:

Advanced Officer Training, October 21-25, November 18-22, and December 16-20, 8:00 am - 5:00 pm, 40 hours each; James Norton, instructor; at the U.S. Army Reserve Center.

Training for the Bi-Lingual Classroom, August 26-30, 9:00 am - 12 noon and 12:30 - 3:00 pm; Susan T. Flores, instructor; at the Santa Barbara County Schools Office.

4.2 RECOMMENDED APPROVAL OF NEW EDUCATION PROGRAM FOR COMMUNITY HEALTH TECHNICIAN PREPARATION

Enclosure #2

Enclosure #2 describes a proposed Health Occupations Program for Community Health Technician preparation. Miss Shirley Conklin, Assistant Dean of Health Occupations, will describe the program, the service it is expected to perform, and the reviews to which the program has been subjected during its development.

Approval of the new program is recommended.

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. P34-2784 through and including P34-2786 (Prior Year), and Purchase Orders No. P45-0204 through and including P45-0342.
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

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 No. 24, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR, FOR PERIOD ENDING AUGUST 15, 1974
   Attachment 5.2-a

b. RECOMMENDED APPROVAL OF THE DISPOSAL OF SURPLUS PROPERTY

   The County of Santa Barbara is having an auction on Aug. 31, 1974. The College has various items of furniture, tape recorders, lighting fixtures, etc., that are of no further use to the District. The total estimated value is less than $500.

   The Superintendent recommends Board approval of the declaration of these items as surplus and requests the Director of Purchasing to dispose of these items at the County Auction.

c. RECOMMENDED ACCEPTANCE OF $1,000 AWARD FROM THE STATE DEPARTMENT OF REAL ESTATE FOR 1974-75
   Attachment 5.2-c

   Notice has been received from the State Department of Real Estate indicating the availability of $1,000 to partially support the Real Estate Education Program at Santa Barbara City College. This is a $300 increase over the 1973-74 support level.

   The Superintendent recommends that the Board approve the Standard Agreement with the State Department of Real Estate for $1,000 in partial financial support of the Real Estate Program.

d. RECOMMENDED APPROVAL OF RENTAL AGREEMENT WITH FAITH LUTHERAN CHURCH FOR PARENT-CHILD WORKSHOP, CONTINUING EDUCATION DIVISION
   Attachment 5.2-d

   The Continuing Education Division conducted a Parent-Child Workshop in the Carpinteria area during the 1973-74 school year. The program was housed in facilities belonging to the Faith Lutheran Church. Attachment 5.2-d will allow continued use of these facilities during 1974-75.

   The Superintendent recommends approval of the lease with the Faith Lutheran Church for use of a portion of their facilities at a fee of $200 per month including utilities and custodial services.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

e. RECOMMENDED APPROVAL OF AGREEMENT TO PARTICIPATE IN THE NATIONAL CENTER FOR HIGHER EDUCATION MANAGEMENT SYSTEMS (NCHEMS) AT WICHE

Attachment 5.2-e

During the 1973-74 college year, the District participated in NCHEMS and appointed Dr. D. K. Sorsabal as its representative. The purpose of participation is to become aware of developments of management information systems. Several applicable products are available to the District at a very minimal cost. Dr. Sorsabal recently attended a seminar at Denver to become acquainted with the implementation procedures and uses of several of the management information tools. These products will be discussed at the meeting.

The Superintendent recommends the approval of an agreement to participate in this National Center for Higher Education Management Systems at WICHE and that Dr. Sorsabal be appointed as the District's representative.

f. RECOMMENDED EMPLOYMENT OF PENFIELD & SMITH, ENGINEERS, INC., FOR TOPOGRAPHIC SURVEYS AT A COST NOT TO EXCEED $5,000

Attachment 5.2-f

The architects for the Drama/Music, Site Development Phase I, Marine Technology and Children's Center projects have requested an up-to-date survey for the area in and around the proposed building sites. The survey is required to complete the architectural and structural design of their projects. The total fee for this work will be $5,000. Attachment 5.2-f delineates the proposal from Penfield & Smith.

It is recommended that Penfield & Smith be employed to provide topographic surveys of the Drama/Music, Site Development Phase I, Marine Technology and Children's Center sites on the Santa Barbara City College campus at a cost not to exceed $5,000.

8. RECOMMENDED EMPLOYMENT OF PACIFIC MATERIALS LABORATORY, INC., FOR FOUNDATION INVESTIGATIONS ON THE SANTA BARBARA CITY COLLEGE CAMPUS

Attachment 5.2-g

The Site Development Phase I architects, John Robert Henderson/William Blurock, and Marine Technology architects, Arendt, Mosher & Grant, have requested foundation studies in the area of their respective proposed facilities. The foundation studies are required to establish design criteria for the building. Attachment 5.2-g delineates the services proposed by Pacific Materials Laboratory, Inc., consulting foundation engineers.

It is recommended that the firm of Pacific Materials Laboratory, Inc., be employed to conduct foundation studies of the Site Development Phase I and Marine Technology sites on the campus at a cost not to exceed $2,700.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

h. RECOMMENDED APPROVAL OF WORKING DRAWINGS AND SPECIFICATIONS FOR THE VOCATIONAL TECHNOLOGY BUILDING

Attachment 5.2-h

The plans for the Vocational Technology Building project have been completed and the project has been reviewed by:

1. District staff
2. Facilities Planning Committee
3. State O.A.C. (final back check approval anticipated by Board meeting)
4. Board of Trustees as an Environmental Impact Review agency
5. Regional Coastal Commission

The architect's total estimate for this project, which includes architect's fees, plan check fees, preliminary tests, inspection, contingency, and movable equipment, is $1,569,068. This budget estimate is an increase of $317,718 over the architect's estimate of October 1, 1973. Of this amount, $65,520 is an increase in the scope of the project for the Maintenance Ramp from the Field House near La Playa Stadium to the Mesa level. The remaining $252,198 increase is due, according to the architect, to escalating construction costs. This increase amounts to approximately 20% of the project cost. A representative from DMJM will be present at the Board meeting to respond to questions. If approved by the Board, the final working drawings will be submitted to the Chancellor's Office for approval and with a request for a release of construction funds by the Public Works Board.

It is recommended that the Board approve the working drawings and specifications for this project and that the Administration request the release of construction funds through the Chancellor's office.

i. RECOMMENDED APPROVAL OF AMENDMENT TO ARCHITECTURAL CONTRACT WITH JOHN ROBERT HENDERSON AND WILLIAM BLUROCK FOR SITE DEVELOPMENT PHASE I

Attachment 5.2-i

The District Master Plan indicates a future day accumulation of students by Fall, 1975 of 2,791 students. The estimated required parking spaces for Fall, 1975 is 2,054. The existing capacity both on and off campus is 1,798. It is, therefore, recommended that the first phase of parking be started on the West Campus and that this phase of parking be included as an amendment to the contract for Site Development Phase I. The design of this parking lot will have an effect on the entry road to the Drama/Music facility as well as utilities included in the Site Development project. Attachment 5.2-i contains the proposed amendment to the contract. The estimated preliminary construction costs for this additional work will be $228,984 with the same architectural fee of 8.75% of the construction cost.

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

5.2 NON-ROUTINE - continued:

i. continued:

The Superintendent recommends approval of the amendment to the contract with John Robert Henderson and William Blurock for the Site Development Phase I as delineated in Attachment 5.2-1.

6. GENERAL INFORMATION

6.1 CONSIDERATION OF BOARD SUBCOMMITTEES FOR 1974-75

6.2 REPORT OF PROGRESS OF ITEMS FOR INSTITUTIONAL STUDY AND ACTION, 1973-74

Enclosure #3

6.3 REVIEW OF SELECTED LEGISLATION

At the direction of the Board on August 8, 1974, discussion of recent and pending legislation was postponed until this meeting.

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

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, September 12, 1974 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.