AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

August 8, 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 JULY 25, 1974
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. CSBA REPORT OF STATUS OF VETERANS' LEGISLATION
         Attachment 1.7-a
         Attachment 1.7-a is a report from the CSBA on the status
         of the Veterans' Cost of Instruction Program. Continuing
         efforts are being made to improve this program for students
         and for the Districts of California.
      b. STATUS OF SELECTED LEGISLATION
         Attachment 1.7-b
         Attachment 1.7-b contains summaries regarding the status
         of legislative items of special interest to California Com-
         munity Colleges.

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. PERSONNEL - continued:

2.1 CERTIFIED PERSONNEL - continued:

b. NON-ROUTINE

No items

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS, 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 TRANSFER OF MARILYN WEBER FROM THE POSITION OF CAMPUS CENTER HOSTESS 15 TO THE POSITION OF CLERK 15 IN THE EOPS OFFICE

Attachment 2.2-b(1)

After extensive review, the Resources Allocation Review Board has recommended that the position of Campus Center Hostess 15 (5/8 time=10 month) be abolished and that Marilyn Weber, a permanent employee, be transferred to a Clerk 15 (5/8 time=10 month) position in the office of Extended Opportunities Program and Services. All concerned parties concur with this recommendation.

The Superintendent recommends approval of this change.

(2) RECOMMENDED APPROVAL OF RETIREMENT OF MR. JOSEPH (STAN) BECKSTEAD, SR., CUSTODIAN, CONTINUING EDUCATION DIVISION, EFFECTIVE 10/31/74

Attachment 2.2-b(2)

Mr. Joseph (Stan) Beckstead has indicated his intention to retire effective October 31, 1974. A brief summary of his extensive service to the school districts of Santa Barbara is included in Attachment 2.2-b(2).

The Superintendent recommends approval of Mr. Beckstead's retirement as indicated.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

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

Enclosure #1

By action of the Board of Trustees, this item was postponed for consideration from the last meeting to this meeting.

Mr. Theron Barnes has prepared materials provided in Enclosure #1 to substantiate this request and will be present to respond to questions.

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

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF CANDIDATES WHO COMPLETED REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE AND ASSOCIATE IN SCIENCE DEGREE (ADDITIONAL JUNE GRADUATES AND SUMMER SESSION GRADUATES, 1974)

Attachment 3.2

The Superintendent recommends the Board of Trustees confers the Associate in Arts degree (64) and the Associate in Science degree (8) upon each of the candidates listed in Attachment 3.2.

3.3 REPORT OF SANTA BARBARA CITY COLLEGE'S CHILDREN CENTER FOR 1973-74

Enclosure #2

Enclosure #2 contains a copy of a portion of a Consolidated Evaluation Report as submitted to the State Department of Education. The due date for submittal was July 31, 1974.

Dr. Joanne Hendrick will be present to speak to the report and respond to questions.

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

Attachment 3.4

Pursuant to Board request, Attachment 3.4 contains additional data extracted from Research Report #1-74. Mr. Burt Miller will be present to respond to questions.
4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF 1974-75 DISTRICT PLAN FOR COOPERATIVE WORK EXPERIENCE

Enclosure #3

Enclosure #3 is a copy of the proposed 1974-75 District Plan for Cooperative Work Experience for Santa Barbara City College. This plan is in keeping with recent amendments to Title 5 of the California Administrative Code. This document will be used as a guideline while serving some 700 students in eleven subject areas in Cooperative Work Experience during the 1974-75 school year.

Approval of the 1974-75 District Plan for Cooperative Work Experience is recommended.

4.2 REPORT OF U. S. NAVY CONTRACT WITH THE MARINE TECH PROGRAM FOR THE 1973-74 COLLEGE YEAR

Attachment 4.2

Attachment 4.2 contains a summary of the contract with the U.S. Navy in connection with the Marine Tech Program for the 1973-74 year. (Available for perusal at the Board table will be photographs and a detailed report on equipment.)

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. P45-0119 through and including P45-0203.

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. RECOMMENDED ACCEPTANCE OF GRANT AWARD OF $3,600 FOR THE LAW ENFORCEMENT EDUCATION PROGRAM FOR 1974-75

Attachment 5.2

Notice has been received from the U. S. Department of Justice that Law Enforcement Program (LEEP) funds in the amount of $3,600 have been approved for 1974-75 year, subject to the availability of funds. These funds will allow continuation of the financial aid program for law enforcement majors at Santa Barbara City College.

The Superintendent recommends acceptance of the $3,600 grant for the Law Enforcement Education Program for 1974-75.

b. RECOMMENDED APPROVAL OF 3-YR. LEASE FOR DISC PACKS, MEMOREX CORP.

Bids were solicited for lease of disc packs. Only one such bid was received. This one bid was from the Memorex Corp. at a rate of $9.50 per month for each disc pack. Two disc packs are to be leased.

The Superintendent recommends acceptance of the bid from Memorex Corp. for a 3-year lease of two Mark 6 Dual Density #17C-BA-42xT-B1 Disc Packs at $9.50 each per month.

c. RECOMMENDED EXTENSION OF THE BUSINESS MACHINE MAINTENANCE CONTRACT WITH IBM CORPORATION

Office machines are cleaned twice a year and the classroom machines are serviced once a year. The District receives a special rate on all classroom machines. All emergency calls are also covered by this contract. All parts, except platens, are covered.

The Superintendent recommends the renewal of the maintenance contract for all IBM typewriters, Mag Card machines, Composer, and dictating equipment. The amount of the contract is $5,931.70 which includes 120 typewriters, 9 pieces of dictation equipment, 2 Mag Card typewriters, and 1 Selectric Composer.

d. RECOMMENDED APPROVAL OF APPLICATION FOR FUNDS UNDER THE VOCATIONAL EDUCATION AMENDMENTS OF 1968, P.L. 90-576, PART H-WORK STUDY

Enclosure #4

Enclosure #4 is a copy of the 1974-75 application for VEA 1968 Part H - Work Study funds. These funds are made available through the Vocational Education Amendments of 1968 (P.L. 90-576) for the purpose of supplementing the income of qualifying occupational students who otherwise might not be able to attend college. A total of $8,000 in federal support to conduct this program is being requested.

Approval of the application is recommended.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

e. RECOMMENDED REJECTION OF PROPOSAL FOR ARCHITECTURAL SERVICES FOR PERSHING PARK, PHASE III, RESTROOM FACILITY

Pershing Park is being developed in phases from plans and specifications developed in 1971 under contract with Daniel, Mann, Johnson & Mendenhall. In preparing the construction documents, DMJM used two local architectural consultants: Richard Taylor and Serifo John Menegon. The District contract was only with DMJM. The initial work included complete working drawings and specifications for the total project in which the District paid in full for services rendered by DMJM up to that point - which was 80% of the total fee. The District informed DMJM that supervision of the initial work and all subsequent phases would be accomplished by local firms. DMJM was in agreement with this decision, inasmuch as Section 15410 of the California Educational Code required that all construction documents produced by the architect shall be and shall remain the sole property of the District. The second phase of this work which included coordinating bid documents and supervision for tennis courts, drainage channel and sidewalks was awarded to Richard Taylor. The partial third phase of this work, also for coordinating bid documents and supervision for tennis court lighting and landscaping, has been awarded to Richard Taylor.

The remaining portion of the work proposed for Phase III includes one restroom facility estimated at $52,000. Mr. Serifo John Menegon, architect, was requested to submit a proposal to coordinate the bid documents and supervise this facility. Mr. Menegon's proposal for these services is:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordination of bid documents</td>
<td>$1,600</td>
</tr>
<tr>
<td>Insurance required by District</td>
<td>$1,200</td>
</tr>
<tr>
<td>Supervision 1.6% of $52,000</td>
<td>$832</td>
</tr>
</tbody>
</table>

Total: $3,632

The proposed fee is equal to 7% of the estimated construction cost of the project.

The Superintendent recommends the proposal for architectural services submitted by Serifo John Menegon for a restroom facility be rejected and the Administration request additional proposals for these services.

f. REPORT OF ACTION OF COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

On July 25, 1974 the County Committee on School District Organization met to discuss the annexation of the Channel Islands to Community College Districts. A Public Hearing is scheduled for August 8 at 7:30 p.m. to discuss the recommendations to be sent to the Board of Governors. The results of the July 25 meeting will be discussed at the meeting.
5. BUSINESS SERVICES - continued:
   5.2 NON-ROUTINE - continued:
      g. NOTICE OF FUNDING OF CAPITAL OUTLAY PROJECTS
         Attachment 5.2-g
         The memo in Attachment 5.2-g from the Chancellor's office
         contains final information on capital outlay projects funded in
         the current State budget. It will be noted that the Santa Barbara
         Community College District will receive $4,254,400 from the
         current State budget for the building program.
      h. PUBLIC HEARING AND ADOPTION OF 1974-75 BUDGET
         Enclosure #5
         Prior to adoption of the annual budget, it is required that a
         public hearing be held for the purpose of receiving recommendations
         for the budget. The annual budget includes all recommendations ap-
         proved by the Board through the budget process.
         The Superintendent recommends approval of the 1974-75 Budget
         for the Santa Barbara Community College District as presented in
         Enclosure #5.

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 22, 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:

1. RECOMMENDED AUTHORIZATION TO ADVERTISE FOR SALE THE DEEP OCEAN WATER BOAT

It appears that there may be a market for the D.O.W.B. which was donated to the District by the General Motors Corporation for use in the Marine Technology Program.

The D.O.W.B. has been useful to the instructional program. However, its use is limited and it is believed that converting the value of the D.O.W.B. to other instructional resources would be in the best interests of the District. This item will be discussed in greater detail by Mr. Ramsey Parks at the meeting.

It is recommended that authorization be given to advertise for sale the D.O.W.B.