AGENDA
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

September 12, 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 22, 1974
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. LETTER FROM CHANCELLOR BROSSMAN REGARDING ANNEXATION OF THE
         CHANNEL ISLANDS
         Attachment 1.7-a
      b. REPORT ON ENROLLMENT FOR THE FALL SEMESTER, 1974
      c. DECISION OF HEARING OFFICER IN PERSONNEL MATTER
         Enclosure #1
         The hearing officer has sustained the action of the Board of
         Trustees in the case of Mr. Edwin G. Fleming.

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, HOURLY SUBSTITUTE,
             AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION
             Attachment 2.1-a(1)
      b. NON-ROUTINE
         (1) RECOMMENDED APPROVAL OF HOURLY CERTIFICATED PERSONNEL FOR
             FALL, 1974
             Attachment 2.1-b(1)
         (2) RECOMMENDED APPROVAL OF EVENING COLLEGE HOURLY CERTIFICATED
             PERSONNEL FOR FALL, 1974
             Attachment 2.1.b(2)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEERS, KARATE PROGRAM, FALL SEMESTER, 1974
Attachment 2.1-b(3)

(4) RECOMMENDED CANCELLATION OF SABBATICAL LEAVE, WILLIAM L. McADAMS, THEATER ARTS, SPRING SEMESTER, 1975
Attachment 2.1-b(4)

Mr. William McAdams has requested postponement of his sabbatical leave which was approved for the Spring semester of 1975. If granted, Mr. McAdams will have to apply and be reconsidered for another time.

It is recommended that Mr. McAdams' request be approved and that his sabbatical leave be cancelled.

(5) RECOMMENDED APPROVAL OF PERSONAL LEAVE OF ABSENCE: ELAINE HARKINS, ASSISTANT PROFESSOR, ENGLISH, EFFECTIVE 1974-75 YEAR
Attachment 2.1-b(5)

(6) RECOMMENDED APPROVAL OF APPOINTMENT: MARILYN GROSBOLL, COLLEGE NURSE (NEW POSITION), EFFECTIVE 1974-75 YEAR
Attachment 2.1-b(6)

(7) RECOMMENDED APPROVAL OF TEMPORARY SUBSTITUTE: MACE PERONA, INSTRUCTOR, ENGLISH DIVISION (REPLACING E. HARKINS), FALL SEMESTER, 1974
Attachment 2.1-b(7)

(8) RECOMMENDED APPROVAL OF APPOINTMENT: DON E. SEAVER, INSTRUCTOR, ADMIN. OF JUSTICE CORRECTIONAL SCIENCE DEPT. (NEW POSITION), EFFECTIVE 1974-75 COLLEGE YEAR
Attachment 2.1-b(8)

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 AND GENERAL PROGAMS
Attachment 2.2-a(2)
2. PERSONNEL - continued:
   2.2 CLASSIFIED PERSONNEL - continued:
      b. NON-ROUTINE
         (1) RECOMMENDED APPROVAL OF YEARLY SALARY INCREMENT
             Attachment 2.2-b(1)
         (2) RECOMMENDED APPROVAL OF EXTENSION OF TEMPORARY SUBSTITUTE
             WORK - WORKING OUT OF CLASSIFICATION: MAE L. BRACKENHAMMER,
             PAYROLL DEPARTMENT, EFFECTIVE 8/1/74
             Attachment 2.2-b(2)
         (3) RECOMMENDED APPROVAL OF INCREASE IN TIME ASSIGNMENTS: V. IRENE
             BUTLER, SECRETARY, ACADEMIC SENATE AND MARINE TECH DEPARTMENT,
             EFFECTIVE 8/9/74
             Attachment 2.2-b(3)
         (4) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: JANICE N.
             STEEN, SR. SECRETARY, HEALTH OCCUPATIONS DIVISION, EFFECTIVE
             9/6/74, APPROX. 6-8 WEEKS
             Attachment 2.2-b(4)
         (5) RECOMMENDED APPROVAL OF EXTENSION OF HEALTH OF ABSENCE:
             PENELPOPE M. STEWART, SECRETARY, CONTINUING EDUCATION DIVISION,
             EFFECTIVE 10/1/74 - 10/31/74
             Attachment 2.2-b(5)
         (6) RECOMMENDED APPROVAL OF SHIFT CHANGE: RUTH WARWICK, PABX
             OPERATOR-RECEPTIONIST, BUSINESS SERVICES, EFFECTIVE 9/16/74
             Attachment 2.2-b(6)
         (7) RECOMMENDED ACCEPTANCE OF RESIGNATION: WALTER RICHMOND,
             TRAFFIC CONTROL GUARD, EFFECTIVE 9/20/74
             Attachment 2.2-b(7)
         (8) RECOMMENDED APPROVAL OF APPOINTMENT: MARGARITA D.R. AVILES,
             DUPLICATING CLERK, DUPLICATING DEPT., EFFECTIVE 8/20/74
             Attachment 2.2-b(8)
         (9) RECOMMENDED APPROVAL OF APPOINTMENT: JEROME E. MORIN, AUDIO-
             VISUAL REPAIR TECH., AUDIO-VISUAL DEPT. (NEW POSITION),
             EFFECTIVE 9/3/74
             Attachment 2.2-b(9)
         (10) RECOMMENDED APPROVAL OF APPOINTMENT: MARGARET M. O'BRIEN,
              PABX OPERATOR-RECEPTIONIST, EFFECTIVE 8/23/74
              Attachment 2.2-b(10)
         (11) RECOMMENDED APPROVAL OF APPOINTMENT: ARDITH G. LIERCKE,
              PLACEMENT CLERK, PLACEMENT OFFICE, EFFECTIVE 9/13/74
              Attachment 2.2-b(11)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(12) RECOMMENDED APPROVAL OF JOB DESCRIPTION FOR SECURITY PATROL OFFICER AND AUTHORIZATION TO RECRUIT

Attachment 2.2-b(12)

In order to maintain the District's current level of security, the Board of Trustees on August 22, 1974, approved the creation of an additional Security Patrol Officer position. The present Traffic Control Guard job description has been incorporated into this new job description and the present Traffic Control Guards will be given the new job title.

The Superintendent recommends approval of this new job description and authorization to recruit for the position.

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 REPORT ON THE COMMUNITY COLLEGE CAREER DEVELOPMENT ACTIVITIES FOR 1973-74

Attachment 3.2

Santa Barbara City College's Career Education Center received partial funding in 1973-74 through the Santa Barbara Career Education Consortium (Santa Barbara School District, Santa Barbara High School District, and Santa Barbara Community College District). Attachment 3.2 is a brief report and evaluation of the activities of the College's Career Education Center. Members of the staff will be present to be responsive to any questions or concerns regarding this item.

3.3 REPORT ON THE 1973-74 ACTIVITIES OF SANTA BARBARA CITY COLLEGE'S EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

Attachment 3.3

Each year the College is responsible for the submission of a year-end report to the California Community Colleges' Chancellor's Office. Attachment 3.3 is the 1973-74 year-end report. Mr. Gilbert Robledo and Dr. Al Silvera will be prepared to highlight certain portions of the report or to answer questions regarding it. In conjunction with the report, Mr. Robledo will present the Human Relations Assistants who will report on their activities.
4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF NEW CONTINUING EDUCATION COURSE, VOCATIONAL TRAINING FOR THE WORK TRAINING PROGRAM

It is recommended that the Board approve a new Continuing Education course for the handicapped at the Work Training Program, Vocational Training, 18 hours/week for 30 enrollees, beginning October 30, 1974.

4.2 REPORT OF STATE BOARD LICENSING EXAMINATIONS, VOCATIONAL NURSING STUDENTS

Attachment 4.2

4.3 YEAR-END REPORT ON TUTORIAL CENTER

Attachment 4.3

Mr. Pablo Buckelew, Director, Tutorial Services, has prepared the year-end report in Attachment 4.3. It is presented for information regarding progress and prospects in tutorial services.

4.4 REPORT ON 1973-74 MARINE TECHNOLOGY - USN TESTING PROGRAM

Enclosure #2

Enclosure #2 contains the follow-up report of the 1973-74 USN Project in Marine Technology.

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. P34-2787 through and including P34-2794 (Prior Year), and Purchase Orders No. P45-0343 through and including P45-0576.

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. 26, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR, FOR THE PERIOD ENDING SEPTEMBER 1, 1974.

Attachment 5.2-a
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED APPROVAL OF INTRA-DISTRICT TRAVEL ALLOWANCE FOR MR. THOMAS P. MULHOLLAND

Attachment 5.2-b

Mr. Thomas P. Mulholland assumed the duties of Affirmative Action Officer/Director, Personnel Services effective August 16.

It is recommended that an intra-district travel allowance of twenty dollars ($20.00) per month be approved for Mr. Mulholland effective September 1, 1974.

c. RECOMMENDED RATIFICATION OF THE SUBMISSION OF A LETTER OF INTENT TO PROPOSE AN ADULT OUTREACH PROGRAM UNDER THE HIGHER EDUCATION ACT OF 1965, TITLE I.

The Letter of Intent is a vehicle for opening discussions with Title I administrators in Sacramento. The letter has been mailed to facilitate discussions with the Title I staff on September 11. The proposal, due in October, will be for a program similar to the REACH proposal of last Spring, which was submitted to the Fund for the Improvement of Postsecondary Education.

The Superintendent recommends ratification of submittal of this Letter of Intent.

d. RECOMMENDED ACCEPTANCE OF NATIONAL SEA GRANT PROGRAM AWARD IN THE AMOUNT OF $10,600

Attachment 5.2-d

Notification has been received of a grant of $10,600 in support of the Marine Technician Training Program for the 1974-75 fiscal year.

The Superintendent recommends acceptance of this grant from the National Sea Grant Program.

e. RECOMMENDED ACCEPTANCE OF STATE AND FEDERAL SUPPORT FOR THE CAMPUS CHILDREN'S CENTER PROJECT IN THE AMOUNT OF $59,503

Attachment 5.2-e

Notification of approval of the District's 1974-75 Child Care Center application has been received. The maximum reimbursable amount is $79,338; $59,503 in State and Federal funds and $19,835 in local matching funds. This includes a 3.3% increase to the amounts shown in the preliminary approval letter included in the July 11, 1974 Board agenda.

The Superintendent recommends acceptance of the Campus Children's Center funds allocated by the State of California, Department of Education.
5. BUSINESS SERVICES – continued:

5.2 NON-ROUTINE – continued:

f. RECOMMENDED ACCEPTANCE OF $21,670 IN FUNDING OF A CETA MACHINE METALS PROJECT

Attachment 5.2-f

It is recommended that the Board approve a contract, awarded by telephone, in the amount of $21,670 to train a minimum of 15 disadvantaged in the machine metals trades, beginning September 10, 1974 and running for 26 weeks.

8. RECOMMENDED RATIFICATION OF REQUEST FOR AUGMENTATION OF FUNDS FOR THE 1974-75 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

Attachment 5.2-g

The College has learned of the possibility of qualifying for an augmentation of funds for the 1974-75 Extended Opportunity Programs and Services. Attachment 5.2-g is the request for additional funding.

It is recommended that ratification of the request be granted.

h. RECOMMENDED APPROVAL OF AGREEMENT BETWEEN SANTA BARBARA COMMUNITY COLLEGE DISTRICT AND THE REGENTS OF THE UNIVERSITY OF CALIFORNIA FOR STUDENT TEACHERS FOR 1974-75 YEAR

Attachment 5.2-h

Annually, the District enters into an agreement with the University of California at Santa Barbara for supervised student teaching. Under terms of this agreement, the Board authorizes students to complete the supervised teaching requirements under the direction of selected faculty members.

It is recommended that the Board approve of the agreement contained in Attachment 5.2-h regarding student teachers for the 1974-75 year.

i. RECOMMENDED APPROVAL OF AMENDMENT TO ARCHITECTURAL CONTRACT WITH RICHARD B. TAYLOR, AIA, ASLA, AND ASSOCIATE, FOR PERSHING PARK, PHASE III

Attachment 5.2-i

A proposal for architectural services for the restroom facility was rejected at the Board meeting of August 8, 1974. Attachment 5.2-i is the proposal from Richard Taylor to include the architectural services required for the restroom facility to be included in his existing contract for Pershing Park. The proposed cost of extra services requested for the coordination of bid documents is $1,600. In addition, the cost construction supervision will be 1.6% of the construction cost which is estimated to be $52,000.

The Superintendent recommends approval of the amendment to the contract with Richard B. Taylor as delineated in Attachment 5.2-i.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

j. RECOMMENDED EMPLOYMENT OF PENFIELD AND SMITH ENGINEERS, INC., FOR TOPOGRAPHIC SURVEY AT A COST NOT TO EXCEED $1,500

Attachment 5.2-j

In May of 1973, the District received a letter from Fire Chief Wickman requesting a second access to the campus be provided and that it be located along the old carriage road going from the campus down to Pershing Park. He, also, requested that this road be developed at the time of construction of the Humanities Building. This letter was brought to the attention of the Board as a matter of information in June of 1973. The Board Subcommittee on Facilities discussed the time table for the development of the access road on August 1, 1974, and requested that District staff prepare proposals regarding the road and to include additional alternate items for consideration.

The staff recommends that the topographic survey that will be required by the engineers selected to do this work be authorized at this time. Attachment 5.2-j delineates the proposal from Penfield and Smith for various stages of topographic surveys on the campus, most of which were approved by the Board on August 22, 1974. This phase of the work that is being recommended is Area 4 shown on the plot plan in the attachment, and will be accomplished for a fee not to exceed $1,500.

The Superintendent recommends that the firm of Penfield and Smith be employed to provide topographic survey of the fire access road site on the Santa Barbara City College campus at a cost not to exceed $1,500.

k. RECOMMENDED APPROVAL OF AMENDMENT TO ARCHITECTURAL CONTRACT FOR SITE DEVELOPMENT PHASE I.

Attachment 5.2-k

A recent contract was approved by the Board with John Robert Henderson and William Blurock as partners for Site Development, Phase I. This contract contains a Hold Harmless Agreement which is included in Article XXI and is defined in the attachment which includes pages 16 and 17 of the architect's contract for this project. A question has been raised regarding paragraph A-3 of this Article. This paragraph requires that all consultants engaged by the architect execute similar Hold Harmless Agreements indemnifying the District in the same manner as the architect. It was brought to our attention that this clause requires double coverage in that the architect is already fully responsible for any person, firm or corporation employed by him in connection with the work. This section of Article XXI was discussed with County Counsel, who agreed that Section A-3 of Article XXI could be deleted from the contract without jeopardizing the purpose of the Hold Harmless Agreement.

The Superintendent recommends approval of Amendment II to the contract with John Robert Henderson and William Blurock for the Site Development, Phase I, project.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. RECOMMENDED APPROVAL OF AMENDMENTS TO ARCHITECTURAL CONTRACTS

Attachment 5.2-1

Other contracts approved by the Board on building projects contain the same Hold Harmless Agreement clause as described in Agenda Item 5.2-k. The staff recommends that similar amendments to the contracts indicated below be approved:

a. Amendment I to the contract with Arendt, Mosher and Grant for the Marine Technology Building.

b. Amendment I to the contract with Hall and Visioni, AIA, for the Children's Center Building.

c. Amendment I to the contract with Richard B. Taylor, AIA, ASIA, and Associate for Pershing Park, Phase L-III, project.

d. Amendment I to the contract with John Robert Henderson, architect, for the Administration Building Renovations.

6. GENERAL INFORMATION

6.1 CALLING OF SPECIAL MEETING TO FORM A COMMITTEE-OF-THE-WHOLE TO DISCUSS
FACILITIES DEVELOPMENT AND PLANNING, THURSDAY, SEPTEMBER 19, 1974, AT
4:00 P.M.

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, September 26, 1974 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.