AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

September 26, 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 (Re: Item 2.2-b(3) and Item 2.2-b (10))
   1.5 MINUTES OF REGULAR MEETING OF SEPTEMBER 12, 1974
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. NOTICE OF APPOINTMENT OF MR. WILLIAM B. REGIS AS REGIONAL
         REPRESENTATIVE OF CSEA
            Attachment 1.7a

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTIONS, CONTINUING
             EDUCATION DIVISION
             Attachment 2.1-a(1)
      b. NON-Routine
         (1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY CERTIFICATED
             PERSONNEL FOR FALL, 1974
             Attachment 2.1-b(1)
         (2) RECOMMENDED APPROVAL OF ADDITIONAL EVENING COLLEGE HOURLY
             CERTIFICATED PERSONNEL FOR FALL, 1974
             Attachment 2.1-b(2)
Agenda - Regular Meeting  
Board of Trustees - SBCCD 
September 26, 1974  

2. PERSONNEL - continued:  

2.1 CERTIFICATED PERSONNEL - continued:  

b. NON-ROUTINE - continued:  

(3) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEERS FOR CONTINUING EDUCATION FOR ITALIAN AND CITIZENSHIP CLASSES  
Attachment 2.1-b(3)  

(4) RECOMMENDED APPROVAL OF APPOINTMENT OF MISS MARIE L. GRESSEL AS CHAIRPERSON, BUSINESS EDUCATION DIVISION, REPLACING: JOHN E. O'DEA, FALL, 1974  
Attachment 2.1-b(4)  

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, GENERAL AND TUTORIAL PROGRAMS  
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: BONNIE W. BOLLES, TUTOR, TUTORIAL CENTER, EFFECTIVE 9/1/74  
Attachment 2.2-b(1)  

(2) RECOMMENDED ACCEPTANCE OF RESIGNATION: TULLI G. STEPHENSON, INT.TYP.CLR., VETERANS' OFFICE, EFFECTIVE 9/30/74  
Attachment 2.2-b(2)  

(3) RECOMMENDED ACCEPTANCE OF RESIGNATION: THOMAS P. MULHOLLAND, AFFIRMATIVE ACTION OFFICER/DIRECTOR, PERSONNEL SERVICES, EFFECTIVE 9/30/74  
Attachment 2.2-b(3)  

(4) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE, THERON E. BARNES, A-V ASST., AUDIO-VISUAL DEPT., EFFECTIVE 9/30/74, APPROXIMATELY 6 WEEKS  
Attachment 2.2-b(4)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(5) RECOMMENDED APPROVAL OF TITLE CHANGE: WILLIAM A. DEMPSEY AND WILLIAM B. AGUILAR, FROM TRAFFIC CONTROL GUARD TO SECURITY PATROL OFFICER, EFFECTIVE 9/26/74
Attachment 2.2-b(5)

(6) RECOMMENDED APPROVAL OF MODIFICATIONS IN ASSIGNMENT OF CONSTRUCTION INSPECTOR II
Attachment 2.2-b(6)

A study of the District's Construction Inspector positions has been made with particular reference to overtime and a comparison of duties and salary with similar positions in other districts and agencies. Presently the position is among those for which overtime is permitted. A significant amount of overtime is required because of the necessity to be on the building site at specific times during construction.

Attachment 2.2-b(6) contains a recommendation from the Classified Personnel Committee resulting from the study.

It is recommended that the Construction Inspector Position be exempted from overtime and that the salary range be adjusted from Range 40 to Range 53. The other suggested changes are not recommended at this time. It is anticipated that, when additional inspectors are needed, it will be recommended that they be consultants (professional experts) rather than members of the Classified Staff.

(7) RECOMMENDED APPROVAL OF APPOINTMENT: LLOYD ED. PEARSON, LAB. TECH. ASST., H.R.M. DEPT., EFFECTIVE 9/16/74
Attachment 2.2-b(7)

(8) RECOMMENDED CHANGE OF TWO HALF-TIME INT.TYP.CLK. POSITIONS TO ONE FULL-TIME POSITION
Attachment 2.2-b(8)

Recently the Board approved splitting the position of Int.Typ.Clk. in the Veterans' office because the incumbent was able to work only half-time and it was not appropriate to use a half-time substitute beyond 195 days.

Since that action, both employees occupying the half-time positions have submitted resignations to take other work.

It is recommended that the single position of Intermediate Typist Clerk in the Veterans' office be re-established in lieu of the two half-time positions.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(9) RECOMMENDED APPROVAL OF TEMPORARY POSITION OF MAG CARD
    TYPIST CLERK (SECRETARIAL SUPPORT SERVICES)

Attachment 2.2-b(9)

The District has entered into an experimental pro-
gram in Secretarial Support Services (Word Processing).

Initial indications are that this can be of signifi-
cant service to the College and can become the basis
for an effective clerical pool with special value to the
faculty.

A regular member of the Classified Staff assigned to
the Center for the experimental period prefers not to con-
tinue with the assignment because of the highly technical
nature of the work. It is appropriate to return this
employee to her regular position. No other regular cler-
ical personnel are available.

It is believed that a temporary position requiring
appropriate technical skills should be established and
filled in order that the experiment may be completed and
the value of the procedures and equipment properly eval-
uated.

It is recommended, therefore, that the job description
in Attachment 2.2-b(9) for Mag Card Typist Clerk (Secre-
tarial Support Services) be approved; that a temporary posi-
tion of Mag Card Typist Clerk, effective October 1, 1974
through February 28, 1975 be established; and that authori-
zation be given to recruit for the position.

(10) RECOMMENDED APPROVAL OF APPOINTMENT: DANIEL OROZ, AFFIRMATIVE
    ACTION OFFICER/DIRECTOR, PERSONNEL SERVICES, EFFECTIVE 11/4/74

Attachment 2.2-b(10)

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

Mr. Abelino Segura, President, will be present to speak to
items of interest to students.
4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF NEW CONTINUING EDUCATION COURSES

It is recommended that the Board approve new Continuing Education courses, as follows:

- **Defensive Driving**, Oct. 19-26, Nov. 2-9, Saturdays, 10-12 noon, Charles Ferrari, Instructor
- **Evening Chorale**, Sept. 16, 1974 - Jan. 27, 1975, Mondays, 7-9:30 pm, Harold Dunn, Instructor
- **Concert Orchestra**, Sept. 10, 1974 - Jan. 28, 1975, Tuesdays, 7-9:30 pm, Jack Ullom, Instructor

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. P45-0577 through and including P45-0654.

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 ACCEPTANCE OF GIFT OF $1,000 FROM EXXON COMPANY FOR MARINE TECH PROGRAM**

   The Exxon Company, U.S.A., has donated $1,000 to the District to be used to purchase equipment for the Marine Tech program.

   The Superintendent recommends acceptance of the $1,000 gift from the Exxon Company, U.S.A.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED ACCEPTANCE OF ALLOCATION IN THE AMOUNT OF $7,262 FOR NURSING LOAN FUNDS

Attachment 5.2-b

Notification of a $7,262 award has been received. These funds are to be used to continue to meet the financial needs of nursing program students in the form of loans. The requested District matching share of $806.88, or 1/9 of the allocation, is included in the 1974-75 District budget.

The Superintendent recommends acceptance of nursing loan funds from the Department of Health, Education and Welfare in the amount of $7,262.

c. RECOMMENDED APPROVAL OF AMENDMENT TO 1974-75 INTRA-DISTRICT TRAVEL ALLOWANCE LIST

Attachment 5.2-c

d. RECOMMENDED ACCEPTANCE OF HIGH BID FOR THE DEEP OCEAN WORK BOAT (DOWB) FROM FRIENDSHIP S.A.

Attachment 5.2-d

The firm of Friendship S.A. of Miami submitted the only bid for purchase of the DOWB. The amount of their bid was $77,780. Although other inquiries were received, only one bid arrived.

The Superintendent recommends that the Board accept the bid of $77,780 for the Deep Ocean Work Boat (DOWB) from Friendship S.A. of Miami, Florida and authorize the administration to proceed with the sale.

e. PRESENTATION OF FISCAL REPORT OF ASSOCIATED STUDENT FINANCES AND THE CO-CURRICULAR ACTIVITIES BUDGET FOR 1973-74

Enclosure #1

Enclosure #1 is the Fiscal Report of Associated Student Finances and the Co-curricular Activities Budget for 1973-74. The report, as well as the accounting procedures used by the Student Finance office, has been audited by Mr. David Kendall, C.P.A. Mr. Mike Combs, Business Manager, Student Finance, will be present to be responsive to any questions or concerns related to the report.

f. PRESENTATION OF FACILITIES MASTER PLAN DOCUMENTS

The final Master Plan documents, approved in June, 1974, have been printed and delivered. Mr. Trent will distribute copies of the Master Plan at the meeting.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

g. RECOMMENDED APPROVAL OF COST REDUCTIONS TO THE DRAMA/MUSIC FACILITIES

Enclosure #2

On August 28, 1974, the District received correspondence from DMJM advising us that production of Working Drawings for the Drama/Music facility had been stopped pending a complete cost analysis of the project. This cost analysis was completed and presented to representatives of the District Board and staff on September 9, 1974, and has subsequently been reviewed by District staff and faculty with DMJM and the theater and acoustical consultants on September 16, 1974. A workshop was held with the Board, DMJM, faculty, staff, and the Facilities Planning Committee on September 19, 1974. The results of these reviews will be presented at the Board meeting of September 26, 1974 in the form of a report and recommendation for cost reductions for the Drama/Music facility. Enclosure #2 includes the staff review and recommended cost reductions.

The Superintendent recommends approval of the cost reduction recommendations to the Drama/Music facility as included in Enclosure #1 and listed as "Revised Cost Reduction".

h. RECOMMENDED APPROVAL OF THE PRELIMINARY PLAN PACKAGE FOR MARINE TECHNOLOGY BUILDING AND EQUIPMENT

Enclosure #3

The Marine Technology building was originally submitted to the Chancellor's office in January, 1971, as a part of the Vocational Technology project but was not approved. The Voc Tech building was subsequently approved, without Marine Technology, and construction should start in late Fall of this year.

The Marine Tech building was re-submitted as a project in January, 1974 requesting funds in the 1975-76 fiscal year. The Preliminary Plan Package (PPP) which supports this funding request is due in the Chancellor's office by October 1, 1974. The project architects, Arendt, Mosher & Grant, have been working with faculty, staff, and the District Master Plan architects to prepare the necessary preliminary plans and supporting data for this project. A progress report on this project was presented in the workshop held with the Board, AMG, faculty and staff on September 19, 1974. The architects and District staff will have all documents completed for presentation at the Board meeting of September 26, 1974.

The Superintendent recommends approval of the PPP and adoption of Resolution No. 1(1974-75) for the Marine Technology building and equipment.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

i. RECOMMENDED APPROVAL OF THE REVISED PRELIMINARY PLAN PACKAGE FOR SITE DEVELOPMENT, PHASE I

Enclosure #4

The Site Development project was originally submitted to the Chancellor's office in February, 1973 with Preliminary Drawings in October, 1973. The State elected to fund only Working Drawings during the 1974-75 fiscal year and additionally requested the project to be reduced in scope.

A revised Project Planning Guide was submitted in January, 1974 requesting construction funds in the 1975-76 fiscal year. The PPP supporting this funding request is due in the Chancellor's office by October 1, 1974. This PPP will serve a dual purpose: (1) to provide revised plans justifying immediate release of Working Drawing funds; and (2) as support data for the request for construction funding in 1975-76.

A progress report on this project was to be presented in the workshop on September 24, 1974. The architects and District staff will have all documents completed for presentation at the Board meeting of September 26, 1974.

The Superintendent recommends approval of the revised PPP and adoption of Resolution No. 2 (1974-75) for the Site Development, Phase I, project.

j. RECOMMENDED APPROVAL OF THE PRELIMINARY PLAN PACKAGE FOR THE ADMINISTRATION BUILDING RENOVATIONS AND EQUIPMENT

Enclosure #5

The Administration Building Renovations project is a secondary effect of the proposed Drama/Music facilities. The project was originally submitted in January, 1973 for funding in the 1974-75 fiscal year. When the Drama/Music project was deferred one year, the Administration Building Renovations were deferred, also, because of the secondary effects.

A revised Project Planning Guide was submitted in January, 1974 requesting Working Drawings, construction and equipment funds in the 1975-76 fiscal year. The PPP supporting this funding request is due in the Chancellor's office by October 1, 1974. The project architect, John Robert Henderson, has been working with District staff on those renovations.

A progress report on this project was to be presented in the workshop on September 24, 1974. The architect and District staff will have all documents completed for presentation at the Board meeting on September 26, 1974.

The Superintendent recommends approval of the PPP and adoption of Resolution No. 3 (1974-75) for the Administration Building Renovations and equipment.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED ACCEPTANCE OF CHILDREN'S CENTER FEASIBILITY STUDY AND AUTHORIZATION TO PROCEED WITH SCHEMATIC DRAWINGS

Enclosure #6

In May of 1974 the architectural firm of Hall & Visioni was approved for architectural services for a Children's Center. The first phase of these services included the preparation of a Feasibility Study to determine: (1) if it was feasible to locate a center on the Cliff Drive and Weldon Road site; (2) alternate means of access; and (3) cost estimates of the alternatives. The Study is included in Enclosure #6.

This Study has been reviewed by District staff and was to be presented in the workshop to be held on September 24, 1974. Site drawings referenced in the Study will be available at the September 26, 1974 Board meeting. District staff and the architect will be available for questions. The faculty and staff recommend proceeding with schematics and modifying the contract budget to $350,000 and the project facility size to 4,200 ASF.

The Superintendent recommends acceptance of the Children's Center Feasibility Study, authorization to proceed with schematic drawings, and approval of Amendment II to the contract.

1. RECOMMENDED APPROVAL OF CONSULTING SERVICES FOR FIRE ACCESS ROAD FROM PERSHING PARK

Attachment 5.2-1

In May of 1973, the District received correspondence from the City Fire Chief recommending the District provide a second access for fire trucks to the upper campus. He suggested that improving the old carriage road from Pershing Park would be acceptable. The work was to be completed prior to occupancy of the Humanities Building. This was brought to the Board's attention in June, 1973 with an estimate of $75,000 to provide engineering and construction, and which was to come from the restricted fire tax levy. This restricted tax is no longer available to the District. Therefore, it is recommended that the cost of improvements be paid from the Bond Fund.

This project has been held over pending completion of the District Master Facilities Plan. The description of the work to be included in this project is described in Attachment 5.2-1, as is the proposal to provide the engineering services. Proposals were received from Richard Taylor, Penfield and Smith, and Martin and Northart. It is recommended that the total engineering required for the fire access road (base project) access to Cabrillo (Alt. #1), lighting (Alt. #2), and trails from Pershing Park (Alt. #3) be authorized. The preliminary estimates for construction of the total work has ranged from $77,500 to $92,000.

The Superintendent recommends approval of the appointment of the firm of Martin and Northart, Inc., Civil Engineers, for engineering services as proposed in Attachment 5.2-1.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

m. RECOMMENDED AUTHORIZATION TO ADVERTISE FOR BIDS FOR THE VOCATIONAL TECHNOLOGY BUILDING

Attachment 5.2-m

Working Drawings and specifications for this project were approved by the Board on August 22, 1974. All required reviews have been completed for this project. The project requires only the State Public Works Board approval of the release of construction funds. This approval is anticipated on September 20, 1974. See Attachment 5.2-m for the project schedule.

The Superintendent recommends authorization be given the staff to advertise for bids for the Vocational Technology building contingent upon release of funds by the California Public Works Board.

n. RECOMMENDED APPROVAL OF THE PRELIMINARY PLAN PACKAGE FOR DRAMA/MUSIC FACILITIES EQUIPMENT

Enclosure #7

Construction funds for this project have been approved for the 1974-75 fiscal year. The construction of the facility is anticipated to begin in April, 1975 and be completed in June, 1976.

The Project Planning Guide for Equipment was submitted to the Chancellor's office in January, 1975, requesting funding in the 1975-76 fiscal year. The PPP supporting this request is due in the Chancellor's office by October 1, 1974. The equipment requested in this PPP has been reviewed by faculty and staff and will be presented to the Board on September 26, 1974.

The Superintendent recommends approval of the PPP and adoption of Resolution No. 4 (1974-75) for the Drama/Music Facilities equipment.

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, October 10, 1974 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.