AGENDA

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

December 18, 1975

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
       a. PERSONNEL MATTERS RELATED TO S.B. 160
   1.5 MINUTES OF SPECIAL MEETING OF DECEMBER 4, 1975
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
       a. ROUTINE
          (1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY SUBSTITUTES, AND
              HOURLY SUBSTITUTE FOR CHILDREN'S CENTER
              Attachment 2.1-a(1)
          (2) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY, CHANGES FOR PRE-VIOUSLY-APPROVED INSTRUCTORS, CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION
              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 CONVERSION FROM HOURLY TO 3/4 CONTRACT STATUS FOR JANICE FITZGIBBONS

Attachment 2.1-b(1)

Mrs. Janice Fitzgibbons, Instructor, Health Occupations, currently teaching in an hourly status, has since September of 1972 been teaching 3/4 time and has achieved permanence in that status.

It is appropriate that she be on contract. The conversion of her status has been approved by the Resources Allocation Review Board and is recommended by the Representative Council.

The Superintendent recommends that the status of Mrs. Janice Fitzgibbons be changed to 3/4 contract, effective January 1, 1976.

(2) RECOMMENDED APPROVAL OF COACHING ASSIGNMENT: PHIL PIFER, ASST. MEN'S TRACK & FIELD COACH, SPRING SEMESTER, 1976

Attachment 2.1-b(2)

(3) RECOMMENDED APPROVAL OF RETIREMENT: ALBERT H. REVIS, PROFESSOR/DIRECTOR, ATHLETICS, EFFECTIVE JUNE 30, 1976

Attachment 2.1-b(3)

Mr. Albert H. Revis, Professor, Physical Education, and Director, Athletics, has indicated that he intends to retire effective June 30, 1976. A brief summary of the contributions of Mr. Revis during his tenure with the District is included in the attachment.

It is recommended that the retirement of Mr. Albert H. Revis be approved effective June 30, 1976.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY APPOINTMENTS

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: COLLEGE WORK/STUDY (ON- AND OFF-CAMPUS), VEA, GENERAL AND TUTORIAL PROGRAMS

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

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
Attachment 2.2-a(3)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF YEARLY SALARY INCREMENTS
Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS,
RICHARD HATHAWAY, CONTINUING EDUCATION DIVISION
Attachment 2.2-b(2)

Mr. Richard Hathaway has volunteered his services
as a lab teaching assistant in Mr. Henri Toussaint's
metal casting class and to other instructors in ceramics
classes.

It is recommended that the professional volunteer
status be given Mr. Richard Hathaway, Continuing Educa-
tion Division, effective 12/18/75 through 6/12/76.

(3) RECOMMENDED APPROVAL OF APPOINTMENT: STELLA CASTELLANOS,
TYP.CLK., PERSONNEL SERVICES (CETA POSITION), 12/19/75
THROUGH 6/30/76
Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: RICHARD A. FISHBACK,
CUSTODIAN, FACILITIES & OPERATIONS (GRAVEYARD SHIFT),
(REPLACING E. ZARIS), EFFECTIVE 12/29/75
Attachment 2.2-b(4)

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 REQUEST FOR BOARD POSITION STATEMENT ON TRANSPORTATION FEES
Attachment 3.2

Mr. Paul Sgroi, Vice-President of the Associated Students, is re-
questing that the Board of Trustees approve the concept of the MTD pro-
posal for a transportation fee with the recommendation that legislation
be sought to provide that an equal fee may be charged all students for
the service.
4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF DISTRICT PLAN FOR COOPERATIVE WORK EXPERIENCE FOR 1975-76

Enclosure #1

Enclosure #1 contains the District Plan For Cooperative Work Experience for the 1975-76 year. The plan is in keeping with all Title V regulations of the California Administrative Code and will be used as a guideline to serve some 700 students in eighteen subject areas. Mrs. Harriet Leckie, Director of Cooperative Work Experience, will be present at the meeting to respond to questions.

It is recommended that the District Plan for Cooperative Work Experience for 1975-76 be approved.

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. P56-1259 through and including P56-1355.

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 THE SUBMISSION OF THE APPLICATION FOR CONTINUED FUNDING UNDER S.B. 164 (ALQUIST) OF EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

Enclosure #2

On February 11, 1971, a resolution was adopted by the Board endorsing fully the continued application for funding under the provisions of S.B. 164. At that time, a 3-year plan for continued support was submitted to Sacramento and funding was received for direct student financial aid and support services. The application in Enclosure #2, with selected exhibits, represents an updating of the 3-year plan and is the 6th year in the sequence. Mr. Gilbert Robledo will be present to respond to questions.

It is recommended that approval be given for submittal of the Extended Opportunity Programs and Services (EOPS) application for 1976-77.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED APPROVAL OF ALLOCATIONS FOR ADMISSIONS OFFICE AND CONTINUING EDUCATION DIVISION

A request has been made to supplement funding in the Admissions office in order to inform the community regarding evening college courses and registration and admissions deadlines.

A request has been made to purchase a weaving loom for the Continuing Education program.

Both requests have been reviewed and approved by the Resources Allocation Review Board. Funds will be transferred from the Appropriation For Contingencies account for the Admissions Office request and from the Continuing Education Contingency Reserve for the weaving loom.

It is recommended that allocations of $553 for Admissions and $325 for Continuing Education equipment be approved.

c. RECOMMENDED RESCISSION OF ALLOCATION FOR MEMBERSHIP FEE FOR CALIFORNIA COMMUNITY COLLEGES STUDENT GOVERNMENT ASSOCIATION (CCCSGA)

On November 13, 1975, at the request of the President of the Associated Students, the Board of Trustees approved an allocation of $100 for membership in the California Community College Student Government Association.

The student president has indicated that membership in the association would not be necessary or useful at this time.

It is recommended, therefore, that the action allocating $100 for membership in the California Community Colleges Student Government Association be rescinded and that the previously-approved Appropriation Transfer #76-010 be cancelled.

d. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #76-027

Attachment 5.2-d

#76-027 in the amount of $900: Transfer of funds from Operating Expenses to Supplies Account for Theatre Arts Department.

It is recommended that Appropriation Transfer #76-027 for internal action be approved.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTEINE - continued:

e. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #76-028, #76-029, AND #76-030 AND ADOPTION OF RESOLUTION No. 15 (1975-76)

Attachment 5.2-e

#76-028 in the amount of $5,700: To transfer funds to Supplies Account for Learning Resource Center supplies.

#76-029 in the amount of $1,000: To transfer funds to Supplies Account for Secretarial Support Services supplies.

#76-030 in the amount of $2,478: To transfer funds to Salary, Postage, and Supply account for Admissions Office relating to advertising expenses for registration.

It is recommended that the above-listed appropriation transfers be approved and that Resolution No. 15 (1975-76) be adopted.

f. RECOMMENDED ACCEPTANCE OF AUDIT REPORT FOR THE 1974-75 FISCAL YEAR

Enclosure #3

The District-contracted auditor, Mr. William D. Kendall, has submitted his audit report of the financial records of the Santa Barbara Community College District for last year.

The Superintendent recommends acceptance of the 1974-75 audit report and further recommends authorization to make the final payment to Mr. Kendall for his fee in accordance with the contract on file.

g. REPORT OF 1975-76 QUARTERLY FINANCIAL STATUS

Attachment 5.2-g

In accordance with Education Code Section 21107.5, the County Schools office has notified us that the District is in deficit financing for the 1975-76 year in the amount of $343,966.

This was to be expected, as the effort was made to reduce the District contingency reserve. In fact, a citizen group requested that there be further reductions in the reserve. It was determined at the time to transfer $272,101 to the Building Fund but to carry a reserve somewhat larger than the minimum required because of fiscal uncertainties.

Included in Attachment 5.2-g is a summary of transfers to date from the Appropriation For Contingencies account.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

h. RECOMMENDED ESTABLISHMENT OF INSTITUTE FOR COMMUNITY AFFAIRS ON A TRIAL BASIS AND RECOMMENDED APPROVAL OF CONTRACTUAL RELATIONSHIPS WITH PROJECT CONSULTANTS

Enclosure #4

At the last meeting, a proposal was presented for establishment of an Institute For Community Affairs on a six-month trial basis to conduct a community project described by the Chamber of Commerce, to test the feasibility of the Institute For Community Affairs and to serve as a basis for requests for outside funding for the Institute.

Enclosure #4 contains a description of the proposal and proposed contractual arrangements with project consultants.

It is recommended that the Institute For Community Affairs be established as a pilot project as described and that contractual relationships with the consultants be approved.

i. RECOMMENDED RATIFICATION OF THE SUBMISSION OF A PROPOSAL FOR CONTINUATION OF THE INSTITUTE FOR COMMUNITY AFFAIRS IN 1976-77

Enclosure #5

The California Postsecondary Education Commission has invited proposals under Title I of the Higher Education Act of 1965, Community Service and Continuing Education. In order to meet the deadline of December 12, a proposal was submitted to the Commission for the partial funding of the Institute For Community Affairs. The proposal requests $29,650 in federal funds to be matched by $26,188 in District funds and in-kind support.

The Superintendent recommends ratification of the submission of this proposal.

j. RECOMMENDED AUGMENTATION OF EQUIPMENT LIST FOR VOCATIONAL TECHNOLOGY BUILDING

Attachment 5.2-j

Attachment 5.2-j indicates that state funding for equipment for the Vocational-Technology Building is inadequate. An additional $48,161 is required to equip the new building.

It is recommended that an additional $48,161 be approved for equipment for the Vocational Technology Building and that the funds be acquired through the lease-purchase tax.
k. RECOMMENDED APPROVAL OF EXTRA SERVICES TO THE ENGINEERING CONTRACT WITH MARTIN & NORTHART, INC., FOR THE FIRE ACCESS ROAD

Attachment 5.2-k

Working drawings for this project were approved by the Board on May 22, 1975. Coastal Commission requirements required revisions to the plans which were approved on 12/4/75. Attachment 5.2-k includes the engineer's request for extra services for the revisions.

The Superintendent recommends approval of extra services to the engineering contract with Martin & Northart, Inc., to revise construction documents for the Fire Access Road project at a cost of $348.74.

1. RECOMMENDED ADOPTION OF RESOLUTION No. 16 (1975-76) AUTHORIZING THE EXECUTION OF AN EASEMENT AND AGREEMENT AND THE ACCEPTANCE OF A QUITCLAIM DEED

Enclosure #6

Prior to consideration of the proposed resolution, it is required that a public hearing be held on the matter.

The Board on November 13, 1975 adopted a resolution declaring its intent to enter into a Grant and Easement Agreement with the University of California for the relocation of a mineral rights area. The resolution also set December 18, 1975 as the date for a public hearing related to entering into this agreement. The adopted resolution was advertised in the News Press. All documents have been forwarded to the University Real Estate Officer, who is processing the Quitclaim Deed.

Resolution No. 16 (1975-76) will allow the (1) acceptance and recordation of the processed Quitclaim Deed from the University, and (2) execution of the Grant of Easement and Agreement. The Grant of Easement and Agreement will then be forwarded to the University Real Estate Officer for acceptance and recordation.

It is recommended that Resolution No. 16 (1975-76) be adopted authorizing the President and Clerk of the Board to execute the Grant of Easement and Agreement with the Regents of the University of California, accept the Quitclaim Deed and authorize the Assistant Secretary-Clerk of the Board to execute a Certificate of Acceptance and Consent to Recordation thereof.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

m. RECOMMENDED APPROVAL OF WORKING DRAWINGS FOR INITIAL PHASE OF PERSHING PARK, PHASE III, AND AN INCREASE OF PROJECT SCOPE

Attachment 5.2-m

The contract for Phase III portion of the development of Pershing Park facilities was awarded to Richard Taylor by the Board on July 11, 1974, and included tennis court lighting and landscaping with a budget of $50,000. On August 22, 1975, the project scope was modified to include a restroom facility and the construction budget increased to $102,000. The final completion of this work has been delayed pending agreement with the City staff on the type of lighting to be installed. Agreement has been reached and District staff recommends approval of construction documents for this initial phase of work.

The current 1975-76 budget includes additional items of work in Pershing Park and it is recommended the present contract scope be increased to include these items. They include (1) additional restroom facility, (2) concrete walk extension from the fire access road to Castillo Street, (3) demolition of existing restrooms, and (4) limited irrigation and planting. The architect's construction budget would be increased to $166,600 to include this work. Attachment 5.2-m includes the project budget, schedule and proposed amendment to the architect's contract.

The Superintendent recommends approval of working drawings for the initial phase of Pershing Park, Phase III, and approval of the attached amendment to the contract with Richard B. Taylor, AIA, ASLA, and Associate, for the Pershing Park tennis court lighting, landscaping and restroom, Phase III.

n. RECOMMENDED APPROVAL OF WORKING DRAWINGS FOR THE LIBRARY RENOVATION PHASE I, AND AUTHORIZATION TO BID

Attachment 5.2-n

The Library Renovation project was approved by the Board on August 7, 1975 with an estimated cost of $86,950. Approximately $40,000 for the elevator portion of the contract is included in the Architectural Barriers Program. Subsequent evaluation of existing structural conditions by the project architect and District staff has resulted in some modification to the original program. Modifications include (1) elevator to serve only two floors, (2) restroom facilities will be relocated from the basement to the main level, and (3) the project will be bid in two stages because of handicapped funding requirements. Attachment 5.2-n includes the project budget and schedule. The completed construction bid documents will be presented at the meeting by staff.

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

5.2 NON-ROUTINE - continued:

n. continued:

The Superintendent recommends approval of the Library renova-
tions working drawings and specifications and requests autho-
ization be given the staff to advertise for bids.

o. RECOMMENDED APPROVAL OF WORKING DRAWINGS FOR THE CHILDREN'S
CENTER AND AUTHORIZATION TO BID

Attachment 5.2-o

Approval for the Children's Center has been received from
the Office of Architecture and Construction and the Chancellor's
office, and reviewed by District staff. The project is scheduled
for the Coastal Commission consent calendar at their meeting on
December 12, 1975. Approval is anticipated at that time. Attach-
cement 5.2-o includes the project budget and schedule. The com-
pleted construction bid documents will be presented at the meet-
ing by staff.

The Superintendent recommends approval of the Children's
Center working drawings and specifications and requests autho-
ization be given the staff to advertise for bids.

p. RECOMMENDED APPROVAL OF CHANGE ORDER No. 1, SITE DEVELOPMENT,
PHASE I-A, CLARENCE AND JACK LAMBERT, INC., CONTRACTOR

Attachment 5.2-p

Change Order No. 1 for the Site Development, Phase I-A,
project is to provide clarification of architectural detail to
the method of utility installation requested by the gas company
and the City of Santa Barbara. The change order provides for a
decrease in contract price in the amount of $500 with no modi-
fication to the completion date of November 9, 1976.

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The Superintendent recommends approval of Change Order No. 1
to the contract with Clarence and Jack Lambert, Inc., contractor,
for the Site Development, Phase I-A, project with a credit of
$500 to the District and no change in completion date.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

q. RECOMMENDED APPROVAL OF CHANGE ORDER No. 6, DRAMA/MUSIC FACILITY PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-q

Change Order No. 6 is to provide a 2" layer of concrete (gunite) on a portion of concrete block wall below grade. The additional concrete was required to strengthen the wall due to low results of tests for compressive grout strength. The work has been approved by the architect and the Office of Architecture and Construction. No addition to or deduction from the contract price; nor modification to the completion date of September 25, 1976.

| Original contract price | $ 3,087,000 |
| Change Orders No. 1 - 5 | + 53,320 |
| Change Order No. 6 | $ 3,140,320 |

New Contract Price...$ 3,140,320

The Superintendent recommends approval of Change Order No. 6 to the contract with Don Greene Contractor, Inc., contractor, for the Drama/Music Facility project at no cost to the District and no change in completion date of September 25, 1976.

r. RECOMMENDED APPROVAL OF CHANGE ORDER No. 7, DRAMA/MUSIC FACILITY PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-r

Change Order No. 7 is a request by District staff to change the site lighting specified for the Drama/Music project to be consistent with site lighting being installed in the Site Development, Phase I, project. The requested change will result in energy savings and better lighting according to the project architect.

The additional cost for the change of site lighting is $9,165.50. There is no modification to the contract completion date of September 25, 1976.

| Original contract price | $ 3,087,000.00 |
| Change Orders No. 1 - 6 | + 53,320.00 |
| Change Order No. 7 | + 9,165.50 |

New Contract Price......$ 3,149,485.50

The Superintendent recommends approval of Change Order No. 7 to the contract with Don Greene Contractor, Inc., contractor, for the Drama/Music Facility project at an increase of $9,165.50 to the contract price and no change in completion date of September 25, 1976.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

s. RECOMMENDED APPROVAL OF REVISED TRAVEL AND CONFERENCE PROCEDURES

Enclosure #7

Enclosure #7 contains all revisions in the transportation policy made during the last four years. The changes in amount paid for mileage, etc., have been approved by the Board at previous meetings.

Approval of the Revised Travel and Conference Procedures is recommended.

6. GENERAL INFORMATION

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

7. ADJOURNMENT

The next meeting of the Board of Trustees is scheduled for Thursday, January 8, 1976 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.