AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT
May 22, 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
   1.5 MINUTES OF SPECIAL MEETING OF MAY 1, 1975
   MINUTES OF REGULAR MEETING OF MAY 8, 1975
   MINUTES OF SPECIAL MEETING OF MAY 15, 1975
   1.6 HEARING OF CITIZENS
      a. REQUEST BY MS. MIRIAM HAWTHORNE, COUNTY COMMISSION ON THE STATUS
         OF WOMEN
         Enclosure #1
         Ms. Miriam Hawthorne requested to make a presentation of the
         annual report of the County Commission on the Status of Women; re-
         port on the activities of the Education Task Force; and comment on
         the Affirmative Action Plan for Santa Barbara City College
   1.7 COMMUNICATIONS
      a. INTRODUCTION OF NEWLY-ELECTED PRESIDENT OF THE ACADEMIC SENATE
      b. INTRODUCTION OF NEWLY-ELECTED PRESIDENT OF THE ASSOCIATED STUDENTS
      c. REPORT ON MARINE TECHNOLOGY ACCIDENT
         Enclosure #2
         A report of the investigation of the fatal accident in Marine
         Technology has been prepared. It is provided as Enclosure #2.

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF CHANGES FOR PREVIOUSLY APPROVED INSTRUCTORS,
             SUBSTITUTES, CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION
             Attachment 2.1-a(1)
         (2) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
             Attachment 2.1-a(2)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF RE-EMPLOYMENT OF SECOND YEAR CONTRACT (PROBATIONARY) INSTRUCTOR IN THIRD YEAR REGULAR (TENURED) STATUS FOR 1975-76

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF PAYMENT FOR EXTRA ASSIGNMENT

Attachment 2.1-b(2)

Mr. Roberto Robledo has carried a teaching load in excess of the standard assignment during the Spring semester. Ordinarily an adjustment is made in the following semester. This will not be possible in the Fall schedule.

It is recommended, therefore, that Mr. Robledo be approved for an extra assignment (overload) as indicated on Attachment 2.1-b(2)

(3) RECOMMENDED APPROVAL OF CANCELLATION OF SABBATICAL LEAVE

Attachment 2.1-b(3)

Mrs. Margaret McGillin requested a sabbatical leave for Spring, 1976. The leave was approved. Mrs. McGillin has requested that the leave be cancelled.

It is recommended that the sabbatical leave for Mrs. McGillin be cancelled as she has requested.

(4) RECOMMENDED ACCEPTANCE OF RESIGNATION OF DR. JESUS J. GONZALES

Attachment 2.1-b(4)

Dr. Jesus J. Gonzales has accepted the position of Dean of Student Personnel and Community Services at Oxnard College. Dr. Gonzales is currently on leave serving as assistant to the Chancellor, Johnston College, University of Redlands.

It is recommended that the resignation of Dr. Gonzales be accepted with regret.

(5) RECOMMENDED APPROVAL OF CORRECTIONS TO 1975-76 CERTIFICATED PERSONNEL LIST

Attachment 2.1-b(5)

(6) RECOMMENDED APPROVAL OF APPOINTMENT, TERRY-JO MASKELL AND CINDY WINSTROM, TEACHING INTERNS, CHILDREN'S CENTER, EFFECTIVE 9/2/75

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

2.1 CERTIFICATED PERSONNEL – continued:

b. NON-ROUTINE – continued:

(7) RECOMMENDED APPROVAL OF APPOINTMENT, CHARLES CAREY, INSTRUCTOR, THEATRE ARTS (NEW POSITION), EFFECTIVE 9/3/75
Attachment 2.1-b(7)

(8) RECOMMENDED APPROVAL OF AGREEMENT WITH SAN DIEGO COMMUNITY COLLEGE DISTRICT TO EXCHANGE TEACHERS
Attachment 2.1-b(8)

For several months, efforts have been underway to arrange an exchange of teachers with the San Diego Community College District. If the exchange is approved, Dr. Frank D. Cox, Professor of Social Science (Psychology) will teach at San Diego Mesa College for next year and Mr. David Barker from San Diego Mesa College will teach at Santa Barbara City College.

This exchange is approved by both teachers, the departments involved and the Deans of Instruction. The proposed agreement has been reviewed by County Counsel.

It is recommended that the agreement and the exchange be approved.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENT, AND HOURLY APPOINTMENTS FOR CONTINUING EDUCATION DIVISION
Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: GENERAL, TUTORIAL, COLLEGE WORK STUDY (OFF-CAMPUS), AND COLLEGE WORK STUDY
Attachment 2.2-a(2)

b. NON-ROUTINE

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

(2) RECOMMENDED APPROVAL OF LONGEVITY INCREMENT, GLORIA A. CASTLEBERG, ASST.PERS.DIR./CLASS.PERS., PERSONNEL SERVICES, EFFECTIVE 6/1/75
Attachment 2.2-b(2)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(3) RECOMMENDED ACCEPTANCE OF RESIGNATION, LORRAINE C. SHARP, INT. TYP. CLK., CONTINUING EDUCATION DIVISION, EFFECTIVE 5/30/75

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF LEAVE OF ABSENCE WITHOUT SALARY, MARIAN A. JOHNSON, PROGRAM PLANNING ASST., CONTINUING EDUCATION DIVISION, 9/1/75 THROUGH 12/31/75

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT, LILY C. GLOCKLER, INT. TYP. CLK., ADMISSIONS & RECORDS (REPLACE A. MUNOZ), EFFECTIVE 6/2/75

Attachment 2.2-b(5)

(6) RECOMMENDED APPROVAL OF APPOINTMENT, FILIBERTO P. LOMELI, BOOKSTORE SUPPLY CLERK (REPLACE R. TRAPHAGEN), BOOKSTORE, EFFECTIVE 6/15/75

Attachment 2.2-b(6)

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 REPORT ON COLLEGE HEALTH SERVICES

Attachment 3.2

Attachment 3.2 is a brief report summarizing the activities of the College Nurse's office for this year. This is the first year the College has had a nurse on campus fulltime. Marilyn Grosboll, the College Nurse, will be present to highlight the written report.

4. CURRICULUM AND INSTRUCTION

4.1 PRESENTATION OF PROPOSED INNOVATIVE PROJECTS FOR 1975-76

Attachment 4.1

Attachment 4.1 contains the list of proposed Innovative Projects for 1975-76. Dr. Joan Grumman, Chairwoman of the Improvement of Instruction Committee and Dr. Manuel Rivera, Teacher/Coordinator of In-Service Articulation, will present the projects for a first reading at this time. It is anticipated that the projects will be presented for action on June 12.
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. P45-2317 through and including P45-2395.

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 THE ALLOCATION OF FUNDS FOR THE NATIONAL DEFENSE STUDENT LOAN PROGRAM, THE COLLEGE WORK/STUDY PROGRAM, AND THE SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS PROGRAM FOR 7/1/75 THROUGH 6/30/76

Attachment 5.2-a

Notice has been received from the U. S. Department of Health, Education and Welfare that the District has been allocated $266,706 for the College Work/Study Program, $88,138 for the Supplemental Educational Opportunity Grants Program, and $38,434 for the National Defense Student Loan Program for the period of July 1, 1975 through June 30, 1976.

b. REPORT OF REVIEW OF FEDERALLY INSURED STUDENT LOAN PROGRAM

Attachment 5.2-b

The attachment contains the report of review of Santa Barbara City College's participation in the Federally Insured Student Loan Program by the Department of Health, Education and Welfare.

General satisfaction with procedures was noted.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #75-075, #75-078 AND #75-079

Attachment 5.2-c

#75-075 in the amount of $2,050: Transfer of funds from the Consulting Account of the Executive Office Budget to cover adequately all the services for the Affirmative Action/Personnel Director.

#75-078 in the amount of $44,183: Object number correction to earlier transfer of funds from the Undistributed Reserve account to cover adjustments for: Physical Education-additional expenses for supplies; WCCH and 30% carryover for fiscal year, 74-75; annual mileage allowance; increase in Certificated salaries; and a portion of adjustments for the Annual Stipend Allowance.

#75-079 in the amount of $14,580: To transfer salary from Classified Salary Account to Certificated Salary Account for G. Robledo's salary for fiscal year 1974-75.

The above-listed transfers are necessary for internal accounting actions.

It is recommended that Appropriation Transfers #75-075, #75-078 and #75-079 be approved.

d. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #75-077 AND ADOPTION OF RESOLUTION No. 27

Attachment 5.2-d

#75-077 in the amount of $3,715: Transfer of funds from Undistributed Reserve to cover a portion of the adjustments for the Annual Stipend Allowance as approved by the Board on November 14, 1974.

It is recommended that Appropriation Transfer #75-077 be approved and Resolution No. 27 be adopted.

e. RECOMMENDED AUTHORIZATION FOR COUNTY SUPERINTENDENT TO MAKE TRANSFERS IN DISTRICT FUNDS

Attachment 5.2-e

In accordance with Education Code Section 20952, the Board of Trustees is asked annually to authorize the County Superintendent to make transfers between the Undistributed Reserve and any expenditure classifications to balance the budget.

It is recommended that the Board authorize the County Superintendent to make the necessary transfers in Santa Barbara Community College District funds for this year.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED APPROVAL FOR SUBMISSION OF AN APPLICATION FOR FUNDING OF CETA PROJECT IN ELECTRONICS FOR SPANISH-SPEAKING STUDENTS, THROUGH THE GOVERNOR'S DISCRETIONARY ALLOCATION, IN THE AMOUNT OF $44,371

Attachment 5.2-f

Attachment 5.2-f contains an application for funding of a CETA project to provide instruction in English as a Second Language for 12 Spanish-speaking trainees as well as skill training in electronics. The application requesting funds from the Governor's Discretionary Allocation is in the amount of $44,371 for a 30-week period beginning September 15, 1975. There will be no cost to the District.

It is recommended that the Board approve the submittal of the application.

g. RECOMMENDED APPROVAL TO BORROW EQUIPMENT

The Continuing Education Division has requested the loan of a 1973 Chevrolet truck from Youth Theatre Productions for use during the traveling tour of Moliere's SCAPIN, April 28 to May 29. Youth Theatre Productions has granted this request with the stipulation that the District insure the vehicle during the period of use.

Also, Cottage Hospital has agreed to loan a Skull Phantom to the Health Occupations Division until the end of May. This item should, also, be covered by insurance.

The Superintendent recommends approval to accept these equipment items on loan for the periods specified, and that proper insurance coverage be obtained for them.

h. RECOMMENDED APPROVAL OF PRELIMINARY LAYOUT OF RELATIONSHIP BETWEEN SBCC MASTER PLAN AND LOMA ALTA DRIVE

Attachment 5.2-h

A preliminary study of the relationship of the SBCC Master Facility Plan to the layout of Loma Alta Drive, as requested by the City Traffic engineer, and authorized by the Board, has been completed by the Master Plan architects. Attachment 5.2-h includes a memo to file recording the presentation to the City traffic engineer on April 23, 1975. The preliminary layout satisfied the purpose of the traffic engineer's request and will allow the planning process to continue. Mr. Henderson will present the Loma Alta preliminary drawing at the Board meeting and will be available for comment on procedures for obtaining City approval to construct and use the bridge.

It is recommended that approval be given of the preliminary layout of the relationship of the SBCC Master Plan to Loma Alta Drive as presented by John Robert Henderson and William Blurock and Partners.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

i. RECOMMENDED APPROVAL OF WORKING DRAWINGS AND SPECIFICATIONS FOR THE DRAMA/MUSIC FACILITIES AND AUTHORIZATION TO ADVERTISE FOR BIDS

Attachment t.2-i

The plans and specifications for the Drama/Music Facilities have been completed and are ready for bidding. The plans have been reviewed by District staff and the Facilities Planning Committee. State O.A.C. final approval is anticipated by Board meeting time. The Environmental Impact Report is complete and the project will be heard by the Coastal Commission on May 23, 1975. Final working drawings have been submitted to the Chancellor's office with a request for release of construction funds by the Public Works Board.

A representative from Daniel, Mann, Johnson & Mendenhall will be present at the Board meeting to respond to questions and discuss the budget and bidding procedures. Attachment 5.2-i includes the anticipated schedule for bidding and construction.

It is recommended that the Board approve the working drawings and specifications for the Drama/Music Facilities and authorization be given the staff to advertise for bids.

j. RECOMMENDED APPROVAL OF WORKING DRAWINGS FOR THE FIRE ACCESS ROAD FROM PERSHING PARK

Attachment 5.2-j

The civil engineering firm of Martin & Northart was approved by the Board on September 26, 1974 for the design of a proposed fire access road from Pershing Park. Attachment 5.2-j includes the project description and engineer's estimate for each phase of the work. The design has been coordinated with the City of Santa Barbara Community Services, the District Master Plan, and the Facilities Planning Committee. Approval of the Coastal Commission is not anticipated before mid-June and the project will be brought back to the Board after Coastal Commission approval for authorization to advertise for bids. Martin & Northart will be represented at the meeting.

The Superintendent recommends approval of working drawings and specifications for the Fire Access Road from Pershing Park.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED APPROVAL OF EMPLOYMENT OF PENFIELD & SMITH, ENGINEERS, INC., FOR LAND SURVEYS

Attachment 5.2-k

The architects for the Physical Science and Campus Center additions and rehabilitation site work have requested up-to-date land surveys for the area in and around the proposed building sites. The surveys are required in order for the architects to complete the architectural and structural design of their projects. Proposals for this work were received from Penfield & Smith, Engineers, Inc., and U. S. Grant & Son. Proposals were received for each of the three projects and for a combination of all three. The results were as follows:

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Attachment 5.2-k includes a letter from John Robert Henderson, Architect, and from Penfield & Smith which lists the survey requirements.

It is recommended that the employment of Penfield & Smith be approved to provide combined land surveys of the Physical Science, Campus Center, and rehabilitation sites on the SBCC campus at a cost not to exceed $2,750.

1. RECOMMENDED APPROVAL OF THE PURCHASE OF EQUIPMENT FOR THE HUMANITIES BUILDING - TELEVISION STUDIO

Attachment 5.2-1

The State approved funding for the entire Humanities Building Equipment List at $344,454 which was $44,026 below the District request. (The State's share of this project is 56.35%.) Since the District would be required to pay for 100% of the extra $44,062, that amount was cut from the original $103,818 for television equipment leaving a balance of $59,756.

With the aid of a consultant, the TV equipment list was reviewed, refined, and reduced to a cost of $65,508 for equipment and $7,342 for related materials. A request was submitted for Federal funds for the new TV equipment list. That request was not granted.

The current status is that the amount of funds approved for State participation is inadequate to purchase all the equipment - even on the reduced list. Federal support has not materialized. The building is completed. The equipment is needed and State funds must be encumbered by June 30. Faculty and staff members have reported that it does not appear feasible to phase the purchase of the equipment over a year or two because of the inter-dependence of elements of the equipment. In addition, costs of electronic equipment are increasing so

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

5.2 NON-ROUTINE - continued:

1. continued:

rapidly that delay will add considerably to the cost. It will require approximately $18,000 more in local funds than had been anticipated for the equipment needed.

It is recommended, therefore, that allocation of bond funds in the approximate amount of $18,000 be approved for television equipment and related television materials for the Humanities Building.

6. GENERAL INFORMATION

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

7. ADJOURNMENT

7.1 SPECIAL BOARD MEETING, MAY 29, 1975

It is recommended that a Special Meeting of the Board of Trustees be scheduled at 4:00 p.m. on Thursday, May 29, 1975 to review the status of facilities funding. It would be appropriate, also, to consider two personnel appointments at that special meeting: Radiologic Technology Instructor and Assistant Superintendent, Business Services.

The next regular meeting of the Board of Trustees is scheduled for Thursday, June 12, 1975 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.