AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

September 11, 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 REGULAR MEETING OF AUGUST 28, 1975
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. CSBA DELEGATE ASSEMBLY BALLOT
         Attachment 1.7-a
         Enclosure #1
         Attachment 1.7-a contains voting instructions and the
         ballot for CSBA Delegate Assembly elections.
         Enclosure #1 contains biographical materials of the
         candidates.
      b. ENROLLMENT REPORT FOR FALL, 1975

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF SUBSTITUTE AND ADDITIONAL HOURLY
             INSTRUCTORS, FALL, 1975
         Attachment 2.1-a(1)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS AND CHANGES FOR PREVIOUSLY APPROVED INSTRUCTORS, CONTINUING EDUCATION DIVISION

Attachment 2.1-a(2)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF CERTIFICATED HOURLY PERSONNEL FOR EVENING COLLEGE, FALL, 1975

Enclosure #2

(2) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEERS FOR THE P.E. DEPARTMENT, FALL SEMESTER, 1975

Attachment 2.1-b(2)

Four persons have volunteered their assistance for the Karate and Judo programs in the Physical Education Department.

It is recommended that the professional volunteer status be given to John Griffen, David Krieger, Robert Naud, and Jean Spilborghs for the Fall semester, 1975.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS, AND HOURLY FOR CONTINUING EDUCATION DIVISION

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:

b. NON-ROUTINE

(1) RECOMMENDED ACCEPTANCE OF RESIGNATION: JEANNE M. LABBITT, WOMEN'S LOCKER ROOM ATTENDANT, P.E. DEPT., EFFECTIVE 9/11/75
   Attachment 2.2-b(1)

(2) RECOMMENDED ACCEPTANCE OF RESIGNATION: SUSAN E. PEKARSKY, TUTOR II, SOCIAL SCIENCE, EFFECTIVE 8/29/75
   Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF CHANGE IN APPOINTMENT: WILLIAM H. HARZ, SR.LAB.TECH., EARTH SCIENCES, EFFECTIVE 9/2/75
   Attachment 2.2-b(3)
   Mr. William Harz was the unanimous choice of the Interviewing committee to fill the position of Senior Laboratory Technician in the Earth Sciences Department. He was, however, only able to accept the position on a temporary basis for one semester. Situations have changed and he is now able to accept the position on a regular basis.

   Approval is recommended of the appointment of Mr. William Harz on a regular basis.

(4) RECOMMENDED APPROVAL OF P.E. ASSISTANT: JORGE G. GUTIERREZ, SOCCER, P.E. DEPT., FALL SEMESTER, 1975
   Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT (PROMOTION): PATRICIA D. DUPART, LEARNING CENTER ASST., INSTRUCTIONAL MEDIA SERVICES, EFFECTIVE 9/1/75
   Attachment 2.2-b(5)

(6) RECOMMENDED APPROVAL OF TRANSFER OF HARRIET PRATINI, INT.TYP. CLK., LIBRARY, EFFECTIVE 9/8/75
   Attachment 2.2-b(6)
   The Librarian has requested and Harriet Pratini prefers that she be assigned to the day rather than the swing shift. This change is possible as the result of the promotion of Patricia Dupart.

   It is recommended that the transfer be approved.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(7) RECOMMENDED APPROVAL OF APPOINTMENT: BARBARA HOLGUIN, WOMEN'S LOCKER ROOM ATTENDANT, P.E.DEPT., EFFECTIVE 9/12/75

Attachment 2.2-b(7)

(8) RECOMMENDED APPROVAL OF APPOINTMENT: RUBEN C. PARDO, HUMAN RELATIONS ASSISTANT, CAREER DEVELOPMENT

Attachment 2.2-b(8)

Special grants from VEA and EOPS have made possible the appointment of a Human Relations Assistant for the Career Development office. The Board approved a temporary, short-term position in this case because of external funding.

It is recommended that Ruben C. Pardo be appointed to the temporary, short-term position, effective September 17, 1975 through May 28, 1976.

(9) PRESENTATION OF PROPOSED DISTRICT CLASSIFICATION AND SALARY SURVEY

Enclosure #3

In response to requests by CSEA and individual classified employees, a review was made by the Personnel Department, in consultation with CSEA, of the feasibility of conducting a comprehensive classification study of all classified positions on a scheduled basis, probably every four years. In addition, it was requested that the District use a new professional consultant for future position classification studies and revise existing program rules and procedures.

After review of various position classification consulting firms, the Employee Management Services consulting firm was invited to the campus to review their services and to present a proposal designed to fit the District position classification program needs.

The proposal is contained in Enclosure #3 and provides for a complete classification study of all employees as well as a salary survey and classification program policy review.

The proposal will be presented for information to the Board by Mr. David Creighton, partner, Employee Management Services.
3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

4. CURRICULUM AND INSTRUCTION

   No items

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. P56-0483 through and including P56-0569.

   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. 16, VOCATIONAL TECHNOLOGY BUILDING PROJECT, J. W. BAILEY CONSTRUCTION CO., CONTRACTOR, FOR THE PERIOD ENDING AUGUST 31, 1975

      Attachment 5.2-a

   b. RECOMMENDED APPROVAL OF AGREEMENT WITH STATE DEPT. OF REAL ESTATE FOR $1,000 SUPPORT OF 1975-76 REAL ESTATE PROGRAM

      Attachment 5.2-b

      Notice has been received from the State Dept. of Real Estate indicating the availability of $1,000 to partially support the Real Estate Education Program at Santa Barbara City College.

      The Superintendent recommends approval of the Standard Agreement with the State Dept. of Real Estate for $1,000 partial support of the 1975-76 Real Estate Program.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED APPROVAL OF THE BUDGET FOR THE VETERANS' COST-OF-INSTRUCTION PAYMENTS (VCIP) PROGRAM

Attachment 5.2-c

In May, 1975 the Board of Trustees authorized the submission of an application for funds for the VCIP program administered by the Department of Health, Education, and Welfare. On June 30, 1975 the College was notified of an award of $65,826 for this program. The budget in Attachment 5.2-c has been developed on the basis of Federal guidelines and regulations for expenditure of the funds.

The Superintendent recommends acceptance of the funds and approval of the budget for the Veterans' Cost-Of-Instruction Payments Program.

d. RECOMMENDED APPROVAL OF TRAILER LEASE/PURCHASE AGREEMENT

Attachment 5.2-d

There is need for 5 offices for support services staff for Veterans Affairs. This is a long range program which is anticipated to continue for a minimum of 5 years. Arrangements have been made to enter into a lease/purchase agreement with Design Facilities Leasing Company for a 55 foot trailer. The agreement is as stated in Attachment 5.2-d.

The cost will be totally recovered through special funds made available by the Veterans Administration. Space rental and VCIP funds for office rental are available in the amount of $3,220 per year. The total cost of the trailer and interest on the loan is $5,879.68. The total income for the two year period is $6,440. The only additional costs to the College will be electricity, telephone, and furniture, which will be recouped in the third year. At that point, we will own the trailer, the rental income will continue, and our total costs will be for utilities.

The Superintendent recommends that the Board authorize the staff to enter into the lease/purchase agreement for a trailer as described in Attachment 5.2-d.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. REPORT ON SUMMER RENOVATIONS

Attachment 5.2-e

This has been a particularly busy summer for both Mr. Trent and Mr. Eyre. While most of the items listed on the attachment would be considered as part of Mr. Trent's regular assignment, and while these same items would be considered as extra assignments for Mr. Eyre, the fact is that these renovations have been anything but routine. These gentlemen have spent many hours getting campus buildings ready for the Fall semester. This has interfered with their vacations and caused them to work many weekends and long hours into the night. It is felt that they and their staffs and crews deserve special commendation.

The items listed on Attachment 5.2-e are only the major tasks which have been accomplished this summer.

f. RECOMMENDED APPROVAL OF WORKING DRAWINGS AND SPECIFICATIONS FOR SITE DEVELOPMENT, PHASE I-A

Attachment 5.2-f

The plans and specifications for the first phase (utilities, erosion control, parking) of the West campus site development project have been completed and are ready for bidding. The plans have been reviewed by District staff and contain no changes from the preliminary plans approved by the Board on March 27, 1975. Approval to bid this project in two stages was granted by the Board on August 28, 1975. This first stage includes utilities, storm drainage, erosion control, landscaping and parking on the West campus, but does not include construction of the pedestrian utilities bridge. State OAC final approval is anticipated by Board meeting time. Environmental impact review is complete and the Coastal Commission permit has been granted. Final working drawings have been submitted to the Chancellor's Office with a request for release of construction funds.

John Robert Henderson will be present at the Board meeting to respond to questions and discuss the budget and bidding procedures. Attachment 5.2-f includes the anticipated schedule for bidding and construction.

It is recommended that the Board approve Site Development, Phase I-A working drawings and specifications and authorize the staff to advertise for bids contingent upon State OAC approval and release of State construction funds.
5. BUSINESS SERVICES – continued:

5.2 NON-ROUTINE – continued:

   g. RECOMMENDED ACCEPTANCE OF ENGINEERING STUDY OF ALTERNATE ENERGY SOURCES FOR THE PHYSICAL SCIENCE ADDITION AND RENOVATION

   Enclosure #4

Extra services to the contract with Kruger, Bensen, Ziemer, architects, to provide an engineering study of alternate energy sources were approved by the Board on August 7, 1975. The study has been completed and is included in Enclosure #4. Representatives from the architects' office will be present at the Board meeting to answer questions and discuss the impact of the study on the Physical Science addition.

The Superintendent recommends acceptance of the Energy Source Study included in Enclosure #4.

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, September 25, 1975 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.