AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

September 25, 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 SEPTEMBER 11, 1975
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. RESOLUTION FROM SAN FRANCISCO COMMUNITY COLLEGE DISTRICT REGARDING STATE 'CAPPING' LIMITATION
         Attachment 1.7-a
      b. RECOMMENDED RATIFICATION OF VOTE ON CSBA DELEGATE ASSEMBLY
         Attachment 1.7-b
         Since the last meeting, votes of the trustees on CSBA Delegate Assembly candidates have been tabulated. Procedures of CSBA require that the vote be conducted or ratified at a Board meeting.
         It is recommended that the vote on CSBA delegates be ratified as indicated.

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, AND SUBSTITUTES FOR FALL, 1975
            Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, SUBSTITUTES, CHANGES FOR PREVIOUSLY-APPROVED INSTRUCTORS, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION
            Attachment 2.1-a(2)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS FOR EVENING COLLEGE, FALL SEMESTER, 1975
Attachment 2.1-a(3)

(4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
Attachment 2.1-a(4)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS: LU ANN LONG, AIKIDO, 1975-76 SCHOOL YEAR
Attachment 2.1-b(1)

Ms. Lu Ann Long has offered to assist the Aikido Club/Program under the supervision of Assistant Professor Mervin Lane.

It is recommended that the status of professional volunteer be given to Lu Ann Long for the 1975-76 school year.

(2) RECOMMENDED APPROVAL OF TEMPORARY HOURLY SUBSTITUTE STATUS FOR MARCO HANDELSMAN
Attachment 2.1-b(2)

On August 7, 1975, Margo Handelsman was approved as a sabbatical leave replacement (counselor) for Dwight Anderson. The assignment should be designated as temporary, hourly substitute for Dwight Anderson.

It is recommended that the assignment of Margo Handelsman as temporary hourly substitute (counselor) for Dwight Anderson be approved.

(3) RECOMMENDED APPROVAL OF CHANGE IN CONTRACT: DWIGHT L. ANDERSON, ASSOCIATE PROFESSOR/COUNSELOR, FROM +10 DAYS TO +20 DAYS, EFFECTIVE 8/19/75 - 6/11/76
Attachment 2.1-b(3)

(4) RECOMMENDED APPROVAL OF HOURLY CERTIFICATED ASSIGNMENT: LUIS VILLELAS, FALL, 1975
Attachment 2.1-b(4)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(5) RECOMMENDED APPROVAL OF CANCELLATION OF SABBATICAL LEAVE:
ROBERT L. DINABERG

Attachment 2.1-b(5)

On February 13, 1975, Mr. Dinaberg had been approved for a sabbatical leave for Spring, 1976. Mr. Dinaberg now requests that his sabbatical leave be cancelled.

It is recommended that the sabbatical leave for Mr. Robert L. Dinaberg, Associate Professor, Physical Education, be cancelled as requested.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

Attachment 2.2- (1)

(2) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: COLLEGE WORK STUDY (ON- AND OFF-CAMPUS), VEA, 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 APPROVAL OF YEARLY SALARY INCREASES

Attachment 2.2-b(1)

(2) RECOMMENDED ACCEPTANCE OF RESIGNATION: NANCY L. CEDILLOS, INT.TYP.CLK., CONTINUING EDUCATION (APPRENTICESHIP), EFFECTIVE 9/30/75

Attachment 2.2-b(2)

(3) RECOMMENDED ACCEPTANCE OF RESIGNATION: JANICE N. STEEN, SR. SEC., HEALTH OCCUPATIONS, EFFECTIVE 9/30/75

Attachment 2.2-b(3)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(4) RECOMMENDED APPROVAL OF CHANGE OF SHIFT: LAURON ORTIZ, CUSTODIAN, FACILITIES & OPERATIONS, FROM DAY SHIFT TO GRAVEYARD SHIFT, EFFECTIVE 9/10/75

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF TRANSFER: LAURA L. FREEMAN, INT.TYP.CLK., FROM FULL-TIME, 12 MOS. CONT. EDUCATION (MAIN OFFICE) TO HALF-TIME, 10 MOS., CONT. EDUCATION (APPRENTICESHIP), (REPLACING, N. CEDILLOS), EFFECTIVE 10/20/75

Attachment 2.2-b(5)

(6) RECOMMENDED APPROVAL OF P.E. ASSISTANTS: DAVID KING (TENNIS) AND KEVIN JETER (BASKETBALL), EFFECTIVE 9/8/75 FOR FALL SEMESTER, 1975

Attachment 2.2-b(6)

(7) RECOMMENDED APPROVAL OF APPOINTMENT: RITA M. BROOKS, TYP.CLK., HEALTH SERVICES (STUDENT SERVICES), FULL-TIME, 10 MOS., (NEW POSITION), EFFECTIVE 9/26/75

Attachment 2.2-b(7)

(8) RECOMMENDED APPROVAL OF APPOINTMENT: DORIS B. SHEETS, ADMIN.SEC., FULL-TIME, 12 MOS. (REPLACING D. EBERLE), CONTINUING EDUCATION, EFFECTIVE 10/6/75

Attachment 2.2-b(8)

(9) RECOMMENDED APPROVAL OF APPOINTMENT: BARBARA J. WILLIAMS, WOMEN'S LOCKER ROOM ATTENDANT, HALF-TIME, 10 MOS. (REPLACING: J. LABBITT), EFFECTIVE 9/26/75

Attachment 2.2-b(9)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(11) RECOMMENDED APPROVAL OF AGREEMENT WITH EMPLOYEE MANAGEMENT SERVICES

Attachment 2.2-b(11)

On September 11, 1975, a proposed District Classification and Salary Survey was presented by Mr. David Creighton representing Employee Management Services. The proposal was referred to the Classified Employees Association for reaction and recommendations. Those in attendance at a CSEA meeting on September 19, 1975, unanimously recommended that the proposal be accepted.

It is recommended that the proposed agreement with Employee Management Services for a campus-wide Classification and Salary Survey be approved.

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 REPORT ON THE 1974-75 ACTIVITIES OF SANTA BARBARA CITY COLLEGE'S EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

Attachment 3.2

Each year the College is responsible for the submission of a year-end report to the California Community Colleges' Chancellor's office. Attachment 3.2 contains the 1974-75 year-end report prepared and presented in the format required by the Chancellor's office.

Mr. Gilbert Robledo and Dr. Al Silvera will be present to highlight certain portions of the report, or to answer questions.

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. P56-0570 through and including P56-0663.
Agenda - Regular Meeting  
Board of Trustees - SBCCD  
September 25, 1975

5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

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 A DITTO MANUAL SPIRIT Duplicator FROM DR. PETER HASLUND  
   Attachment 5.2-a
   
   Dr. Peter Haslund, Social Science Department, has donated a Spirit Duplicator to the College. The equipment has an estimated value of $250.
   
   It is recommended that this gift be accepted and that authorization be given to send a letter of appreciation to Dr. Haslund.

b. RECOMMENDED ACCEPTANCE OF A SECTIONAL COUCH FROM DR. DAVID K. SHELVER FOR USE IN THE WOMEN'S CENTER  
   Attachment 5.2-b
   
   Dr. David Shelver has donated a sectional couch to the College which is to be used in the Women's Center building. The estimated value of the couch is $300.
   
   It is recommended that this gift be accepted and that authorization be given to send a letter of appreciation to Dr. Shelver.

c. RECOMMENDED APPROVAL OF AMENDMENTS TO INTRA-DISTRICT TRAVEL ALLOWANCE LIST FOR 1975-76  
   Attachment 5.2-c
   
   New personnel, George Lewis and Myrene Smith, in the Health Occupations Department should be provided a travel allowance. Both are replacements for regular positions in this department which normally have this allowance provided for them.
   
   It is, also, appropriate to increase the travel allowance for Mrs. Krawczyk who is covering the duties in the Ventura area. An increase of $5 per month for a total of $20 per month for the Fall semester is recommended.
   
   It is recommended that the Intra-District Travel Allowance List for 1975-76 be amended as described in Attachment 5.2-c.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. RECOMMENDED ACCEPTANCE OF GRANT AWARD OF $2,606 FOR THE LAW ENFORCEMENT EDUCATION PROGRAM FOR 1975-76

Attachment 5.2-d

Notice has been received from the U.S. Department of Justice that Law Enforcement Education Program (LEEP) funds in the amount of $2,606 have been approved for the 1975-76 year, subject to the availability of funds. These funds will allow continuation of the financial aid program for law enforcement majors at Santa Barbara City College.

The Superintendent recommends acceptance of the $2,606 grant for the 1975-76 Law Enforcement Education Program.

e. RECOMMENDED ACCEPTANCE OF ALLOCATION IN THE AMOUNT OF $4,936 FOR NURSING STUDENT LOANS AND SCHOLARSHIPS

Attachment 5.2-e

Notification of a $4,936 award to be used to aid Nursing Program students has been received: $3,474 for loans and $1,462 for scholarships. The required District-matching share of $386, or 1/9 of the allocation for student loans, is included in the 1975-76 District budget.

The Superintendent recommends acceptance of nursing loan and scholarship funds from the Department of Health, Education and Welfare in the amount of $4,936.

f. RECOMMENDED APPROVAL OF PAYMENT TO MR. I. L. BERTRAND, PROFESSIONAL EXPERT, MASONRY INSPECTOR (TEMPORARY), DRAMA/MUSIC BUILDING

Mr. I. L. Bertrand was engaged to work as a masonry inspector on the Drama/Music Building project on a temporary basis for 8 hrs. on Monday, September 12 and 8 hrs. on Tuesday, September 13 at a rate of $7.97 per hour.

It is recommended that the employment of Mr. I. L. Bertrand be ratified and payment be approved for the period and rate as stated.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

  g. RECOMMENDED APPROVAL OF CONTRACT WITH MR. ROGER SMITH, CONSTRUCTION INSPECTOR

Attachment 5.2-g

Temporary measures have been employed to provide a masonry inspector for the Drama/Music Building project. It is now possible to make long-range arrangements. Mr. Roger Smith will be available as soon as he can provide adequate notice to his present employer. A proposed contract is provided in the attachment.

It is recommended that approval be given to enter into a contract with Mr. Roger Smith as a temporary Construction Inspector effective September 22, 1975 at a rate of $1,465.33 per month.

  h. RECOMMENDED ACCEPTANCE OF LANDSCAPING AND SPRINKLER PROJECT FOR THE HUMANITIES BUILDING

Attachment 5.2-h

The Humanities Building project was accepted by the Board on June 12, 1975, with the exception of Change Order No. 16, which was to provide landscaping and sprinklers. Attachment 5.2-h includes letters from the architect and landscape architects recommending acceptance of this work, and the contractor's list of additional punch items that are to be completed. A report will be made by the staff on the status of the punch list items.

It is recommended that the Humanities Building landscaping and sprinklers project be accepted as substantially complete as of August 28, 1975.

  i. RECOMMENDED ACCEPTANCE OF AUTO SHOP COURTYARD PORTION OF THE VOCATIONAL TECHNOLOGY BUILDING PROJECT

The Vocational Technology Building project started December 9, 1974 and is currently due for completion December 22, 1975. A portion of the contract, concrete paving in the Auto Shop courtyard, has been completed. The District has had access to this courtyard since September 16, 1975 as it serves the Auto Shop labs, Drama labs and warehouse. Use of the courtyard will be shared by the District and contractor until the project is complete. Landscaping of the area will be completed at a later date. The project architects have recommended acceptance of the concrete paved portion of the courtyard area.

The Superintendent recommends acceptance of the Auto Shop courtyard concrete paved portion of the Vocational Technology Building project with J. W. Bailey Construction Company, contractor.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

j. RECOMMENDED APPROVAL OF CHANGE ORDERS No. 1, 2, 3 and 4, VOCATIONAL TECHNOLOGY BUILDING PROJECT, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-j

Change Order No. 1: Clarification of structural details requested by the contractor which affects structural concrete, steel reinforcing and steel framing. There is no addition or deduction from the contract price, nor any modification to the completion date of December 8, 1975.

Change Order No. 2: Substitution of Buena Engineers, Inc., of Ventura for soils testing in lieu of Leroy Crandall and Asso. of Los Angeles. This change does not affect the contract in that the testing services are paid for directly by the District. The change will allow greater flexibility of services at less cost to the District due primarily to the location of the testing firms. There is no addition or deduction from the contract price nor any modification to the completion date.

Change Order No. 3: Extension of contract time an additional fourteen days due to rain and muddy site conditions from January 31 through February 13, 1975. There is no addition or deduction from the contract price. The new completion date, if approved, will be December 22, 1975.

Change Order No. 4: Clarification of structural details requested by the contractor which makes minor adjustments to dimensions and to a structural concrete wall profile. Some additional concrete and reinforcing are required; however, there is no addition or deduction from the contract price nor any modification to the completion date of December 22, 1975.

| Original Contract Price   | $1,169,500.00 |
| Change Order #5 (8-7-75)  | + 35,827.00    |
|                           | $1,205,327.00  |
| Change Order #1           | -0-            |
| Change Order #2           | -0-            |
| Change Order #3           | -0-            |
| Change Order #4           | -0-            |
|                           |                |
| New Contract Price        | $1,205,327.00  |

It is recommended that approval be given for Change Orders No. 1, 2, 3 and 4 to the contract with J. W. Bailey Construction Company, Contractor, Vocational Technology Building project.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED APPROVAL OF CHANGE ORDER No. 1, DRAMA/MUSIC FACILITIES PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-k

Change Order No. 1 is a modification to the structural elements of the Drama/Music Facilities. The modifications include depressing the concrete slab in all toilet room and shower areas to allow the proper installation of ceramic floor tile as specified. There is no addition or deduction from the contract price nor any modification to the completion date of September 1, 1976.

<table>
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<tr>
<th>Original Contract Price</th>
<th>$ 3,087,000</th>
</tr>
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<tbody>
<tr>
<td>Change Order #1</td>
<td>$ 0</td>
</tr>
<tr>
<td>New Contract Price</td>
<td>$ 3,087,000</td>
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</tbody>
</table>

The Superintendent recommends approval of Change Order No. 1 to the contract with Don Greene Contractor, Inc., Drama/Music Facilities project.

1. RECOMMENDED APPROVAL OF THE SUBMITTAL OF THE REVISED PRELIMINARY PLAN PACKAGE FOR MARINE TECHNOLOGY BUILDING AND ADOPTION OF RESOLUTION No. 3 (1975-76)

Enclosure #1

A Preliminary Plan Package for the Marine Technology Building was submitted to the Chancellor's office on October 1, 1974, requesting funds for working drawings and construction in the 1975-76 fiscal year. The reduction of capital outlay funds, first by the Legislature then by the Governor, caused the deferment of this project. All deferred projects must be re-submitted for priority consideration along with all new projects.

The PPP for Marine Technology has been revised to reflect current building cost and is recommended for resubmittal for funding in the 1976-77 fiscal year. The project schedule is included in the enclosure.

The Superintendent recommends approval of the submittal of the revised Preliminary Plan Package and adoption of Resolution No. 3 (1975-76) for the Marine Technology Building.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

m. RECOMMENDED APPROVAL OF THE SUBMITTAL OF THE PRELIMINARY PLAN PACKAGE FOR THE PHYSICAL SCIENCE ADDITION, RENOVATION, AND EQUIPMENT AND ADOPTION OF RESOLUTION No. 4 (1975-76)

Enclosure #2

This project was originally submitted to the Chancellor's office for funding in the 1975-76 fiscal year but was deferred due to over capacity of lab space. The project was resubmitted in January of this year for funding in the 1976-77 fiscal year. Preliminary plans are due in the Chancellor's office on October 1, 1975. The project schedule is included in the enclosure. These plans will be evaluated with current District utilization for possible funding of working drawings, construction, and equipment. Schematic drawings will be presented to the Board at the meeting by architects, Kruger, Bensen, Ziemer.

The Superintendent recommends approval of the submittal of the Preliminary Plan Package and adoption of Resolution No. 4 (1975-76) for the Physical Science Addition, Renovation, and Equipment.

n. RECOMMENDED APPROVAL OF THE SUBMITTAL OF THE PRELIMINARY PLAN PACKAGE FOR THE CAMPUS CENTER (HRM) ADDITION AND RENOVATION AND ADOPTION OF RESOLUTION No. 5 (1975-76)

Enclosure #3

This project was submitted to the Chancellor's office in January of 1975, for funding of working drawings in the 1976-77 fiscal year. Food services (non-teaching) portion of this project will not be funded by the State. This submittal includes preliminary plans and a revised program which will be presented to the Board by District staff and project architects, Arendt, Mosher, Grant. The project schedule is included in the enclosure.

The Superintendent recommends approval of the submittal of the Preliminary Plan Package and adoption of Resolution No. 5 (1975-76) for the Campus Center (HRM) Addition and Renovation.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

o. RECOMMENDED APPROVAL OF THE SUBMITTAL OF THE REVISED PRELIMINARY PLAN PACKAGE FOR THE ADMINISTRATION BUILDING RENOVATION AND EQUIPMENT AND ADOPTION OF RESOLUTION No. 6 (1975-76)

Enclosure #4

The Administration Building renovation, which is a secondary effect of moving into the new Drama/Music Facilities, was originally submitted in January of 1973 for funding in the 1974-75 fiscal year. The project has been deferred twice due to delays in the Drama/Music project. Preliminary plans were submitted October 1, 1974, and have been revised for resubmittal at this time. The revised drawings will be presented to the Board at the meeting by project architect John Robert Henderson. The project schedule is included in the enclosure.

The Superintendent recommends approval of the submittal of the revised Preliminary Plan Package and adoption of Resolution No. 4 (1975-76) for the Administration Building Renovation and Equipment.

p. PRESENTATION OF THE CAMPUS BOOKSTORE FINANCIAL REPORT FOR THE 1974-75 FISCAL YEAR

Attachment 5.2-p

Attachment 5.2-p contains the final Campus Bookstore financial report for the fiscal year ending June 30, 1975.

q. DISTRIBUTION OF THE DETAILED ADOPTED BUDGET DOCUMENT FOR 1975-76

Enclosure #5

This document contains the budget as adopted August 7, 1975, as well as budget explanations and statistical data. The detailed instruction department budgets have also been rearranged in accordance with the instructional reorganization indicated February, 1975.

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 9, 1975 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.