AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA JUNIOR COLLEGE DISTRICT

December 10, 1970
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 November 24, 1970
   1.6 Hearing of Citizens
   1.7 Communications

       Announcement of National School Boards Association Conference,
       April 2-6, 1971

       Attachment 1.7

2. PERSONNEL

   2.1 Certificated Personnel
   a. Recommended Authorization to Enter Into Contract With Bureau of
      Business Education

       Attachment 2.1-a

       It is recommended that the Superintendent be authorized to
       sign an agreement to allow a district employee to serve as a
       consultant for the Business Education Consultant Services of the
       Bureau of Business Education, Department of Education for not
       more than six school days during the 1970-71 school year.

   b. Recommended Approval of Sabbatical Leave for Mr. James E. Foxx

       Attachment 2.1-b

   c. Recommended Approval of Amendment of Personal Leave for Mr. Gordon
      Santee

       Attachment 2.1-c

   d. Recommended Appointment Continuing Education Hourly Instructors

       Attachment 2.1-d
Addenda to the Agenda - Regular Meeting
Board of Trustees, SBJCD
December 10, 1970

1.7 Communications

Notice from Lorenzo Dall'Armi, County Superintendent of Schools, of the setting of April 20, 1971 as the date for the governing board member election.

Attachment 1.7-a
2. PERSONNEL

2.1 Certificated Personnel

g. Recommended Appointment of Mr. Kenneth S. Allen as Library Consultant for One Day at a Fee of $150 plus Travel Costs
e. **Recommended Authorization for Travel & Conference**

   Attachment 2.1-e

f. **Recommended Change in Contract Adding Stipend for Earned Doctorate - D. Bruce Trotter**

   Attachment 2.1-f

### 2.2 Classified Personnel

a. **Recommended Hourly Appointments**

   Attachment 2.2-a

b. **Recommended Approval of Amended Job Description - Facilities and Operations Coordinator (formerly Building Maintenance Coordinator)**

   Attachment 2.2-b

   After careful study of the needs of the district in the area of maintenance and operations, a committee of experts selected to screen and interview candidates for the position of Building Maintenance Coordinator recommended that the position be somewhat altered. It was recommended that the position not only be responsible for the maintenance of the district facilities and "overflow" building inspection duties but also be responsible for the supervision and coordination of all functions associated with the maintenance and operations of the facilities. The change would be at no additional cost to the district and would facilitate the operational aspects of the college. Attachment 2.2-b is the recommended job description for Facilities and Maintenance Coordinator.

c. **Announcement of Results of Election of CSEA Officers for 1971**

   Attachment 2.2-c

d. **Recommended Appointments Hourly, EOA & General Students**

   Attachment 2.2-d

e. **Recommended Acceptance of Resignations - Nancy J. Brown and Eugene Shands**

   Attachment 2.2-e

f. **Recommended Approval Leave of Absence - Lily Glockler and Recommended Approval of Temporary Substitute - Charlotte Spafford**

   Attachment 2.2-f

g. **Recommended Six-month and Yearly Increments and Recommended Appointments**

   Attachment 2.2-g
Addenda to the Agenda - Regular Meeting
Board of Trustees, SBJCD
December 10, 1970

2. PERSONNEL

2.2 Classified Personnel

h. Recommended Appointment of Barbara Tinker as Secretary to the Superintendent-President

Attachment 2.2-h
Addenda to the Agenda for Regular Meeting of Board of Trustees
December 10, 1970

SANTA BARBARA JUNIOR COLLEGE DISTRICT

Classified Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Classification</th>
<th>Rate</th>
<th>Effective Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tinker, Barbara J.</td>
<td>Sec. to Supt. 35C</td>
<td>$752/mo.</td>
<td>1/4/71</td>
<td>Replace P. Kraemer</td>
</tr>
</tbody>
</table>

Education: B.S. Sacramento State College (1963)

Experience: 10/69 - present
- State of California, Sacramento
  (Executive Secretary - Assistant to Director of Department of Human Resources Development)
- Aerojet-General Corp., Sacramento
  (Engineering Aide)
- Aerojet-General Corp., Sacramento
  (Administrative Secretary)
- Wells Fargo Bank, Stockton
  (Commercial Bookkeeper)

(Birthdate - 5/16/39)
3. CURRICULUM AND INSTRUCTION

3.1 Report of Physical Science and Engineering Division

Attachment 3.1

Dr. Fred Schuler, Chairman of the Physical Science and Engineering Division, will report to the Board of Trustees on its activities.

3.2 Request for Approval to Make Application for an MDTA Project for Industrial-Vocation Orientation Training

Attachment 3.2

An application for an MDTA Vocational Orientation Training is being submitted to the State Department of Education. This is an anti-poverty program covering a family of occupations in the electronics field and will provide training for twenty individuals for employment. It will be funded by the State and Federal governments.

The Superintendent recommends that approval be granted for submitting the application for this project.

3.3 Recommended Approval of Continuing Education Classes for Winter Term, 1970-71 College Year

Attachment 3.3

Mr. Wake will be prepared to answer any questions.

The Superintendent recommends approval of the Continuing Education Division courses to begin with the Winter Term, 1970-71.

3.4 Report on Commitment to Innovation

Dr. Thomas F. MacMillan, Director of Research and Development, will review activities of the Faculty and the Improvement of Instruction Committee which indicate a high and growing level of commitment to innovation. Dr. MacMillan and Mr. Coburn, President of the Academic Senate, will present a resolution from the Improvement of Instruction Committee.

4. PLANTS AND PROPERTY

4.1 Progress Report for Physical Education Complex

Attachment 4.1

Inspector's Report Sheet #34 which covers the period ending November 28, 1970 indicated the Physical Education Complex is still ahead of schedule.
5. BUSINESS AND FINANCE

5.1 Recommended Authorization and/or Ratification of Purchase Order Numbers for Supplies, Equipment, and Services
Attachment 5.1

The Superintendent recommends authorization and/or ratification of the purchase of supplies, equipment and services on Purchase Orders 1487 through 1560, Inclusive.

5.2 Recommended Authorization and/or Ratification of Payment of Claims
Attachment 5.2

The Superintendent recommends authorization and/or ratification of payment of claims listed on Attachment 5.2 and such other claims as may arise prior to the meeting.

5.3 Recommended Approval of Agreement for Supervised Student Teaching - UCSB

Annually, the district enters into an agreement with UCSB for supervised student teaching. Under terms of this agreement, the Board authorizes six students to complete the supervised teaching requirements under the direction of selected faculty members. In consideration, the selected faculty members are paid by the district at the rate of $5.00 per quarter unit of supervised teaching. The district is reimbursed by UCSB at the same rate.

The Superintendent recommends the approval of an agreement with UCSB whereby the district provides teaching experience through supervised teaching for a maximum of six students and a maximum of 72 quarter units for which the district is paid $5.00 per quarter unit, a maximum of $360.00, which is subsequently paid to the supervising teachers.

5.4 Availability of District Matching Funds - J. C. Construction Act Projects

A memo from the Chancellor's Office, received on November 30, requested that the district inform the State of the method of providing its matching share for 1971-72 State-approved construction projects. Two alternatives were given: (1) Tax override as allowed by Education Code Section 20755 or (2) district's own matching funds. A letter was sent informing the State that district bond funds would be available to fund those projects which are approved. To meet this commitment approximately $500,000 in district bonds must be sold before the approved projects can be undertaken.

6. STUDENT PERSONNEL

None
6. STUDENT PERSONNEL

6.1 Recommended authorization to make application to participate in the Nursing Educational Opportunity Grants Program.

Attachment 6.1
7. GENERAL INFORMATION

7.1 Recommended Approval of Change of Date of Next Board of Trustees Meeting

7.2 Report of Coming Events

Mr. James Williams will report on coming events of interest to the Board.

8. CLOSING

Announcement will be made of the date of the next regular meeting of the Board of Trustees.