AGENDA
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

December 20, 1971

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 December 9, 1971
   1.6 Hearing of Citizens
   1.7 Communications

2. PERSONNEL
   2.1 Certificated Personnel
      a. Routine
         (1) Recommended Approval of Additional Hourly Instructors - Continuing Education Division
             Attachment 2.1-a (1)
         (2) Recommended Additional Hours for Previously Approved Hourly Instructors - Continuing Education Division
             Attachment 2.1-a (2)
         (3) Recommended Authorization of Travel and Conference Attendance
             Attachment 2.1-a (3)
      b. Non-Routine
         No Agenda Items
2.2 Classified Personnel

a. Routine

(1) Recommended Approval of Hourly Appointments

Attachment 2.2-a (1)

(2) Recommended Student Appointments

Attachment 2.2-a (2)

(3) Recommended Change in Shift Hours

Attachment 2.2-a (3)

b. Non-Routine

(1) Recommended Approval of Replacement Appointment

Attachment 2.2-b (1)

(2) Recommended Approval of Job Specification for Position of Professional Expert in Facilities Planning

Attachment 2.2-b (2)

The District allocates approximately $9,000 annually for the services of a facilities consultant. It is believed at this time that the needs of the District would be served more effectively with an on-campus facilities planner. Attachment 2.2-b (2) is a proposed job specification for such a position.

It is recommended that the job description and a half-time position of Professional Expert in Facilities Planning be approved.

3. STUDENT PERSONNEL

3.1 Recommended Adoption of Proposed Student Personnel Policies

On November 11, 1971, the Board was presented with a final draft of proposed Student Personnel Policies for their review and study (See 11/11/71 Agenda Item 3.2 - Enclosure 1). The proposed policies were be discussed at the meeting.

The Superintendent recommends adoption of the Student Personnel Policies as part of the development of a complete set of District policies.
4. CURRICULUM AND INSTRUCTION

4.1 Recommended Approval of the Educational Master Plan

Attachment 4.1

Education Code Sections 25427 and 20066 (a) require each community college to submit an Educational Master Plan to notify the State what new programs are anticipated in the next five years.

The Superintendent recommends the Board's approval of Attachment 4.1 for submittal to the Chancellor's Office prior to the January 1, 1972, deadline.

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 Order Nos. P12-01170 through P12-01233, inclusive.

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.

c. Recommended Ratification of Change Order No. 2 - Pascoe Steel Corporation, Contractor

Change Order No. 2 to the Pascoe Steel Corporation contract is requested to provide labor, materials, and equipment to install floor splice which will provide access to fasten bottom plate of sheer wall to under-floor channel. This change will be neither an addition nor a deduction from the contract price.
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Original Contract Price . . . $260,344
Change Order No. 1 . . . 0

\[ \text{Change Order No. 2 . . . 0} \]
\[ \text{New Contract Price (no change).} \quad \$260,344 \]

The Superintendent recommends ratification of Change Order No. 2 with Pascoe Steel Corporation, Contractor, for engineering changes to the Student Services Building and the Social Science Division Center.

5.2 Non-Routine

a. **Recommended Acceptance of $1,125 Increase in Funds for the Law Enforcement Education Program (LEEP) for 1971-72**

Attachment 5.2-a

Notice has been received from the U. S. Department of Justice of a $1,125 increase in funds for the District's annual level of LEEP activity. This is in addition to the $3,375 accepted by the Board on September 23, 1971.

The Superintendent recommends the Board accept the $1,125 increase in funding from the Law Enforcement Assistance Administration.

b. **Recommended Acceptance of $1,938 in MDTA Funds for Line-of-Credit (P. L. 90-636)**

Attachment 5.2-b

On December 9, 1971, the Board approved a line-of-credit budget request for $1,938 in funds to cover the miscellaneous expenses of one student for three semesters referred to us by the State Department of Human Resources Development. Notice has been received that these funds have been allocated to the District.

The Superintendent recommends that the Board accept the $1,938 in funding from the MDTA Regional Office.

c. **Recommended Acceptance of $65,031 in Funding for an MDTA Project (P. L. 90-636)**

Attachment 5.2-c

Notice has been received that $65,031 in funds have been allocated to the District to provide funding for the MDTA Project for a Landscaper and Groundskeeper Training Course for low-income adults for the period of December 6, 1971, through November 11, 1972.
The Superintendent recommends that the Board accept the $65,031 in funding from the Department of Education, Vocational Education Southern Regional Office. No additional District funds will be required -- only $6,692 in-kind matching funds.

d. **Recommended Approval of the Submittal of Project Planning Guides (PPG's)**

The Chancellor's Office requires the submittal of Project Planning Guides as part of the facilities planning process under Senate Bill 691. Summaries of pending projects will be distributed and discussed at the meeting.

The Superintendent recommends that Project Planning Guides for the following projects be submitted prior to the January 1, 1972, deadline:

1. Construct Vocational-Technical
2. Construct Theater-Music
3. Equip Arts and Communications
4. Library Remodel

e. **Recommended Acceptance of Audit Report for the 1970-71 Fiscal Year**

Enclosure 1

The District Contract Auditor, Mr. William D. Kendall, has submitted his audit report of the financial records of the Santa Barbara Junior College District for last year.

The Superintendent recommends the Audit Report for the 1970-71 Fiscal Year be accepted and filed.

f. **Recommended Approval of Agreement for National Defense Student Loan (NDSL) Accounting and Collection Services**

Attachment 5.2-f

Under the terms of the District's agreement to participate in the NDSL Program, it is necessary that the District operate an effective collection program as required by the National Defense Student Loan Act. The requirements of the program are: (1) systematic billing and identification of delinquent accounts, and (2) delinquent collection by an agency if necessary.
The Academic Financial Services Association, Inc. specializes in automatic billing and collection services for the National Defense Student Loans. The authorization of these services will significantly reduce the delinquency factor that most colleges experience in the billing and collection process.

It is recommended that the agreement with the Academic Financial Services Association, Inc. for the accounting and billing services, and with National Account Systems for delinquent account collection services, be approved for District participation in National Defense Student Loans, Nursing and Health Profession Loans. The estimated cost of AFSA services to the District for the first year will be $1,198.80. The three percent administrative allowance of each program can be applied to the AFSA fees.

g. Discussion of Report on "Financial Data of the Santa Barbara County - 1970-71" from the Superintendent of Schools

On November 11, 1971, copies of the County Superintendent of Schools' Annual Financial Data Report were distributed to the Board of Trustees for their information and study. Discussion of this report was held over from the last regular meeting (Reference: 12/9/71 Board Meeting Item 5.2-m).

6. GENERAL INFORMATION

6.1 Report on Coming Events - Mr. James Williams

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, January 13, 1972.