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

December 9, 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 November 11, 1971 and
   Minutes of Special Meeting of November 30, 1971
1.6 Hearing of Citizens
1.7 Communications
   a. Presentation of Registration Award from Association of
      School Business Officials of the United States and Canada
      Attachment 1.7-a
   b. Certification of Election of Dr. Joe W. Dobbs as Trustee
      of the Santa Barbara Community College District

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 Approval of Additional Substitute Instructors -
          Continuing Education Division
          Attachment 2.1-a (3)
(4) **Recommended Additional Special Lecturers - Continuing Education Division**

Attachment 2.1-a (4)

(5) **Recommended Approval of Additional Hourly Instructor, Fall Semester, 1971**

Attachment 2.1-a (5)

(6) **Recommended Authorization of Travel and Conference Attendance**

Attachment 2.1-a (6)

b. **Non-Routine**

(1) **Recommended Approval of Contract Change, Spring Semester, 1972**

Attachment 2.1-b (1)

(2) **Recommended Acceptance of Resignation**

Attachment 2.1-b (2)

(3) **Recommended Acceptance of Request for Retirement**

Attachment 2.1-b (3)

Mrs. Alma Ritchie, Coordinator in the Continuing Education Division, has expressed her intention to retire on June 30, 1972. It is recommended that this personnel action be approved with congratulations to Mrs. Ritchie for distinguished and dedicated service to the District.

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 Approval of Six-Month and Yearly Salary Increments**

Attachment 2.2-a (3)
Agenda - Regular Meeting  
Board of Trustees, SBCCD  
December 9, 1971

(4) **Recommended Authorization of Travel and Conference Attendance and Advancement of Funds**

Attachment 2.2-a (4)

b. **Non-Routine**

(1) **Recommended Approval of Replacement Appointment**

Attachment 2.2-b (1)

(2) **Recommended Approval of Personal Leave of Absence**

Attachment 2.2-b (2)

(3) **Recommended Approval of Requests to Hire Three Consultants**

Attachment 2.2-b (3)

One consulting engineer to provide estimates on the cost of bringing the Nopal Street facility up to the standards provided by the Field Act provisions.

One consultant for the design of a ceramic and sculpture room in the Arts & Communications Building.

One consultant for the design of an instructional television studio.

Each consultant is to be employed for one day at $100 each.

3. **STUDENT PERSONNEL**

3.1 **Report by Associated Students**

3.2 **Year-End Report on the College's EOP Program**

**Enclosure 1**

Dr. Thomas MacMillan, Director of Research & Development, will report on an evaluation of the Extended Opportunity Programs (EOP) at Santa Barbara City College as submitted to the Chancellor's Office on November 30.

3.3 **Report on the Final Phase of the NORCAL Project**

**Enclosure 2**

Dr. Thomas MacMillan, Director of Research & Development, will report on the results of the Northern California Cooperative Research Project (NORCAL) -- a 22-College Study on Attrition -- in which SBCC participated.
3.4 Follow-up Study on Carpinteria High School Graduates at SBCC, Research Office Memo 18-71

Enclosure 3

Dr. Thomas MacMillan, Director of Research & Development, will report on the follow-up study conducted on the Carpinteria High School graduates who are attending Santa Barbara City College.

4. CURRICULUM AND INSTRUCTION

4.1 Recommended Approval of New Continuing Education Division Classes for Winter Term, 1971-72 College Year

Attachment 4.1

The Superintendent recommends the Board's approval of the new courses and instructors for the Winter Term, 1971-72, as indicated in Attachment 4.1. Mr. Selmer Wake, Director/Administrative Dean of Continuing Education will be prepared to answer any questions.

4.2 Recommended Approval of Advisory Committee Members

Enclosure 4

The Superintendent recommends the Board's approval of the appointment of the suggested members in Enclosure 4 to the following Advisory Committees:

Automotive Services
Civil Engineering Technology
Consumer & Homemaking Education for the Disadvantaged
Continuing Education
Data Processing
Electronics (SBHSD & SBCCD Joint Committee)
Fire Science
Graphic Arts
Hotel & Restaurant Management
Library Technology
Marine Technology
MDTA Landscaping
Nursery School Training

Police Science
Real Estate
Secretarial & Clerical
S.B. Area General Apprenticeship
S.B. County - Equal Opportunity in Apprenticeship & Training for Minority Groups
S.B. Carpenters JAC
S.B. Area Electrical
S.B. County Master Electrical
S.B. County Machine Trades TAC
Painting and Decorating
Plumbers and Steam Fitters
Roofers
Sheetmetal Workers

Additional suggested appointments for the Health Occupations and Distributive Education Advisory Committees will be submitted to the Board at a later date. Once the advisory groups are all formalized, a comprehensive booklet will be published.

4.3 Progress Report on the Associate Degree Nursing Program at SBCC

Enclosure 5
The Health Occupations Division has prepared a "Progress Report on the Associate Degree Nursing Program" in connection with accreditation requirements of the National League for Nursing. A copy of the basic report, excluding Appendices, is presented in Enclosure 5 for the Board's information.

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. P12-01034 through P12-01169, 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.

5.2 Non-Routine

a. Recommended Approval for Submission of an Application for an MDTA (P.L. 90-636) Line-of-Credit Budget

Attachment 5.2-a

This request amounts to $1,938 for three semesters' work to cover the expenses of one student referred to us by the State Department of Human Resources Development. The funds will cover the student's miscellaneous expenses.

The Superintendent recommends the Board's approval of this application in the amount of $1,938.

b. Recommended Approval for Submission of an Application for $33,613 in Funding of an MDTA Project (P.L. 60-636)

Attachment 5.2-b

The Superintendent recommends the Board's approval of this application for $33,613 in funding for an Industrial-Vocational Orientation MDTA Project -- a repeat of last year's program. No additional District funds are required--only $2,214 in-kind matching funds.
c. **Recommended Approval for Submission of an Application for $36,719 in Funding of an MDTA Project (P.L. 60-636)**

Attachment 5.2-c

The Superintendent recommends the Board's approval of this application for $36,719 in funding for a Nurse Licensed Practical MDTA Project -- a repeat of last year's program. No additional District funds are required -- only $2,418 in-kind matching funds.

d. **Recommended Approval for Submission of an Application for $12,641 in Funding of a WIN Project (P.L. 90-248)**

Attachment 5.2-d

The Superintendent recommends the Board's approval of this application for $12,641 in funding for the 100 percent federally reimbursed project to train 15 Auto Service Mechanics for 26 weeks.

e. **Recommended Acceptance of $5,257 in Additional Funds for Student Loan and Scholarship Programs at SBCC for 1971-72, and Recommended Approval of Appropriation Transfer No. 72-016 in the amount of $401, and Recommended Adoption of Resolution No. 12**

Attachment 5.2-e

An additional award of $5,257 has been made to the Santa Barbara Community College District for the Nursing Student Loan and Scholarship Program, which is in addition to the $18,346 accepted by the Board of Trustees on August 26, 1971. It is necessary to transfer $401 from the Undistributed Reserve to meet the requirement that the District supply 10 percent of the total amount to be available for student loans.

The Superintendent recommends that the Board accept the $5,257 allocation from the National Institutes of Health, and further recommends the approval of the $401 appropriation transfer and the adoption of Resolution No. 12.

f. **Recommended Approval of Appropriation Transfer No. 72-015 in the amount of $675**

Attachment 5.2-f

Appropriation transfer 72-015 is requested to enable the District to transfer funds from "Consultants" account to "Classified Employees" account since the budgeted position of Professional Expert, Oceanography, has been filled by a District employee rather than a consultant.

The Superintendent recommends the Board's approval of appropriation transfer 72-015 in the amount of $675.
g. **Recommended Acceptance of Kraeft Silver Burnisher from the Birnam Woods Golf Club**

Attachment 5.2-g

The Birnam Woods Golf Club wishes to donate a Kraeft Silver Burnisher, valued at approximately $500, to be used in the Hotel and Restaurant Management Program. This machine is used to polish silverware.

The Superintendent recommends that the gift from Birnam Woods Golf Club be accepted by the Board of Trustees and that a letter of appreciation be sent to the donor.

h. **Recommended Approval of Change Order No. 2 for the Pershing Park Project - Don Greene, Contractor, Inc.**

Change Order No. 2 provides labor, material and equipment to install four additional bays to the Fiesta Building, as called for under Alternate No. 1 of the original plans and specifications less the installation of four sliding doors. Because this alternate was not accepted along with the base bid, it must be handled as a Change Order.

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The Superintendent recommends the Board's approval of Change Order No. 2 in the amount of $16,625 to the contract with Don Greene, Contractor, Inc. for the Pershing Park Project.

i. **Recommended Approval of Change Order No. 1 for the Student Services Building and Social Sciences Division Center (Two Relocatables) - Pascoe Steel Corporation, Contractor**

Change Order No. 1 to the contract with Pascoe Steel Corporation requests an extension of the contract time for an additional 25 calendar days. This time extension will make the new contract completion date December 3, 1971. The extension was requested because of delays encountered by the contractor during the submittal of plans to the State Office of Architecture & Construction. This extension is at no additional cost to the District.

The Superintendent recommends the Board's approval of Change Order No. 1 to the contract with Pascoe Steel Corporation for the Student Services Building and the Social Science Division Center.
j. Recommended Approval of Agreement for Services with United States Navy

The Supply Officer at the Naval Air Station, Point Mugu, has requested the participation of the Marine Tech Program in an experimental cooperative approach for testing underwater attachment devices. The station will provide $2,450 for the program. Mr. Ramsey Parks, Assistant Professor-Coordinator Trade & Technical, will be present at the meeting to discuss the program in detail.

The Superintendent recommends the Board's approval of the agreement with the Supply Officer at Point Mugu in the amount of $2,450.

k. Recommended Approval of Amendments to the "Travel and Conference Administrative Regulations and Procedures"

Enclosure 6

On September 23, 1971, the Board of Trustees adopted a conference attendance and travel policy together with rules and regulations for their implementation. During the interim between that date and now, it has become apparent that minor revisions need to be made to better facilitate the implementation of the adopted policy. These changes will be discussed in detail at the meeting.

The Superintendent recommends the Board's approval of the amendments to the District's Policy on Conference Attendance and Travel and to the Rules and Regulations governing the implementation of that policy.

l. Recommended Approval of Budget Calendar for 1972-73

Attachment 5.2-L

Attachment 4.2-L presents for the Board's consideration the sequence in budget development for the 1972-73 year. The major change in the calendar is reflected in the elimination of a working budget. Discussion of this matter will be heard at the meeting.

The Superintendent recommends the Board's adoption of the budget calendar for 1972-73 as presented in Attachment 5.2-L.

m. 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. This report will be discussed at the meeting.
6. GENERAL INFORMATION

6.1 Preliminary Report on the Chumash Indian Proposal
Attachment 6.1

6.2 Recommended Adoption of Resolution No. 13 on "CJCA Membership Dues"
Attachment 6.2

6.3 Report on Coming Events - Mr. James Williams

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, December 23, 1971.