AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA JUNIOR COLLEGE DISTRICT

March 25, 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 March 11, 1971
   1.6 Hearing of Citizens
   1.7 Communications

2. PERSONNEL
   2.1 Certificated Personnel
      a. Recommended Acceptance of Resignation
         Attachment 2.1-a
      b. Recommended Appointment of Additional Continuing Education Hourly Instructor
         Attachment 2.1-b
      c. Recommended Authorizations of Travel and Conference Attendance
         Attachment 2.1-c
   2.2 Classified Personnel
      a. Recommended Acceptance of Resignation
         Attachment 2.2-a
      b. Recommended Approval of Termination
         Attachment 2.2-b
      c. Recommended Student Appointments (Hourly)
         Attachment 2.2-c
2. PERSONNEL

2.2 Classified Personnel


Enclosure

On February 11, 1971, the Board of Trustees approved the employment of Griffenhagen-Kroeger, Inc. at a cost of $450 plus travel expenses to review the goals, objectives, work-flow, and structure of the classified personnel office.

Results of the study, received on March 24, 1971, are attached. It is recommended that the report be referred to the staff for study and that recommendations for implementation be provided at the first Board Meeting in April. It is further recommended that payment to the consultant for the study be authorized.
2. PERSONNEL

2.2 Classified Personnel

h. Recommended Adoption of Resolution No. 19 Concerning Payment of Classified Personnel

Attachment 2.2-h

Effective November 23, 1970, the Education Code Section 13604 was amended requiring that classified personnel be paid on the last working day of the calendar month. Subsequent to this, there has been some reluctance by the County Auditor-Controller to comply with the provisions of this code.

Recently, a survey conducted jointly by the County Superintendent and the County Auditor-Controller was made of classified employees to determine if they desired to have their pay period changed to enable a payment on the last working day of the month. This change in pay period would create financial hardships on most employees during the first month of implementation. The employees of the Santa Barbara Junior College District voted overwhelmingly against a change in pay period but still request payment on the last working day. This matter will be further discussed at the meeting.

The Superintendent recommends adoption of Resolution No. 19 requesting the County Auditor-Controller and the County Superintendent of Schools to enact administrative procedures consistent with law which would allow payment on the last working day of the month without creating financial hardships on the employees.
d. **Recommended Approval of Reclassifications**
   Attachment 2.2-d

e. **Recommended Change in Title**
   Attachment 2.2-e

f. **Recommended Approval of Six-Month and Yearly Salary Increments**
   Attachment 2.2-f

3. **STUDENT PERSONNEL**

   Enclosure 1

   Dr. Thomas F. MacMillan, Director of Research & Development, will present a study showing the change in student characteristics as reflected on the Admissions Questionnaire, 1965 to 1970.

3.2 **Recommended Authorization to Submit Application for Funding under Special Services to the Disadvantaged**
   Enclosure 2

4. **CURRICULUM AND INSTRUCTION**

4.1 **Report on the Life Science Division**
   Enclosure 3

   Mr. Vernon E. Stiers, Chairman of the Life Science Division, will report to the Board of Trustees on its activities.

4.2 **Report on the Cost Analysis for Fall, 1970, Instructional Program**
   Enclosure 4

   Dr. Thomas F. MacMillan, Director of Research & Development, will present the first cost analysis for Santa Barbara City College resulting from the initial efforts of the college to implement the programming, planning, and budgeting system advocated for statewide adoption.

5. **PLANTS AND PROPERTY**

5.1 **Recommended Acceptance of Surveying Equipment from Mr. Robert F. Clark**
   Attachment 5.1

   Mr. Robert F. Clark of 2527 State Street, Santa Barbara, wishes to donate the items listed in the attachment to the College for use by the Geology Department.
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It is recommended that the items listed in Attachment 5.1 be accepted by the Santa Barbara Junior College District and that a letter of appreciation be sent to Mr. Clark.

5.2 Recommended Approval of Lease Agreement - Old Spanish Days in Santa Barbara, Inc. - Pershing Park

Final negotiations have now been completed with the City of Santa Barbara, Old Spanish Days in Santa Barbara, Inc., and the SBJCD for the lease of a parcel of land necessary to the development of the Pershing Park complex. Details of the changes involved in the final lease will be discussed at the meeting.

The Superintendent recommends approval of the lease agreement between Old Spanish Days in Santa Barbara, Inc., the City of Santa Barbara, and the SBJCD for a parcel of land adjacent to Pershing and Leadbetter Parks for a period of 50 years.

5.3 Progress Report - Physical Education Complex

Attachment 5.3

6. BUSINESS AND FINANCE

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

Attachment 6.1

The Superintendent recommends authorization and/or ratification of the purchase of supplies, equipment, and services on Purchase Order Nos. 2092 through 2191, inclusive.

6.2 Recommended Authorization and/or Ratification of Payment of Claims

Attachment 6.2

The Superintendent recommends authorization and/or ratification of payment of claims listed on Attachment 6.2 and such other claims as may arise prior to the meeting.

6.3 Notice of Approval of MDTA Project for Licensed Practical Nurse Training Program and Funding in the Amount of $40,650

Attachment 6.3

On January 28, 1971, the Board of Trustees gave approval for submission of an application for MDTA Licensed Practical Nurse Training Program. Notice has now been received that the application has been approved and funded in the amount of $40,650. Local matching funds are "in kind"; therefore, there are no further costs to the District. This MDTA project is a repeat of a program that operated in 1969-70 to train 15 individuals for employment in the Health Occupations field.
6.4 Recommended Acceptance of $100 Gift from MJB to the Hotel and
Restaurant Program

Mr. John Dunn, Associate Professor, Hotel & Restaurant
Management Program, Vocational-Technical Division, has reported
the offer of a gift of $100 for the HRM Program from the Chairman
of the Board of MJB, Mr. Joseph Bransten.

It is recommended that the gift of $100 be accepted with
appreciation by the Board of Trustees.

6.5 Recommended Acceptance of Low Bid for Pickup Truck

On March 22, 1971, the County will accept bids for vehicles
including bids for our specified pickup truck. The Administrative
Dean of Business Services, Dr. Donald K. Sorsabal, will give
further details on this bid at the meeting.

6.6 Recommended Authorization to Waive Bidding Procedure on Folding
Machine for the "Channels" Newspaper

It has been requested that the Purchasing Department be
authorized to purchase a Bell and Howell Baum Folder, Mark 1,
20" x 26", Model #3 with section pile feed. The approximate cost
is $3,905. This unit will meet all of our needs and is the only
one available for the money allotted.

The Superintendent recommends the purchase of a Bell and
Howell Baum Folder for approximately $3,905.

6.7 Status Report - Data Processing Services

Early in January, a Citizens' Advisory Committee was appointed
to investigate and report on the feasibility of a joint data
processing operation involving the County, City of Santa Barbara,
Santa Barbara School Districts, and the SBJCD. Concurrent with
that, study has proceeded as to the feasibility of combining Santa
Barbara School Districts and the SBJCD. The Administrative Dean of
Business Services, Dr. Sorsabal, will report on the status of these
studies.

7. GENERAL INFORMATION

7.1 Report by Mr. Aagie R. Nielsen on the "New Experimental College"

Mr. Aagie R. Nielsen, Director of a "New Experimental College"
in Denmark will give a brief talk to the Board of Trustees on the
"philosophy and methodology" of his school.
7.2 Recognition of Volunteer Work and Contributions by the Joint Apprenticeship Committees and Individual Unions to the General Apprenticeship Training Program

This joint venture in carrying on technical-vocational apprenticeship training activities has been assisted by the various crafts with supplies, equipment, and volunteer work which has been given to numerous civic projects. Members of the classes have also put in many manhours in painting, repairing, and building the needed educational facilities for their own program. Tools and equipment for use for instructional purposes have been contributed over a great many years.

The Superintendent recommends that a letter of appreciation be sent to each craft and to our Apprenticeship Coordinator, Mr. Kenneth Allen, for this continuous kind of contribution which is being made to the apprenticeship program.

7.3 Santa Barbara Citizens' Continuing Education Advisory Council Twentieth Anniversary

This marks the twentieth year that the Santa Barbara Citizens' Continuing Education Advisory Council has served the college and the community by assisting in the development and implementation of the adult and continuing education programs of the college.

Tentative plans have been made for a luncheon on May 12, to honor citizens for their many contributions to the college and the community through the Advisory Council. Mr. Norman Cousins, Editor of Saturday Review has agreed to be the featured speaker.

It is recommended that May 12 be designated by the Board of Trustees as a day to honor those citizens who have served on the Continuing Education Advisory Council and that invitations to a special luncheon on that date be extended by the Board of Trustees and the Superintendent of SBCC to those who should be honored.

7.4 Recommended Amendments to Board Rules 0520 and 0540

Enclosure 5

At the meeting of the Board of Trustees on March 11, 1971, Part 1 of Policies for the Santa Barbara Community College District were adopted. A review of the Education Code indicates that Sections 0520 "Quorum" and 0540 "Number of Votes Required for Transaction of Business" do not conform to the Code. Education Code Section 1002.6 reads as follows: "The Governing Board shall act by majority vote of all of the membership." Therefore, it is recommended that Board Rules 0520 and 0540 be amended as follows: (Note: Deletions are lined out and additions are underlined.)
"0520 Quorum

Four members shall constitute a quorum; however, in accordance with Section 1002.6, Education Code, the governing board shall act by majority vote of all of the membership present constituting the governing board for the transaction of business."

"0540 Number of Votes Required for Transaction of Business

A majority of Four affirmative votes of the Board shall be necessary to pass any motions, resolutions, or order, except as provided by Sections 0540.1, 0540.2, and 0540.3."

7.5 Faculty Opinion Regarding School Calendar

On March 3, 1971, the Representative Council of the Academic Senate announced the results of a faculty questionnaire on the college calendar. On the question of whether or not the faculty would recommend changing the academic year to complete the Fall semester by the Christmas recess, the vote was: Yes - 61 and No - 23. No specific plan has been suggested, but the Representative Council is interested in pursuing the possibility of such a change in the calendar.

7.6 Report on Coming Events - Mr. Jim Williams

8. CLOSING

The next regular meeting of the Board is scheduled for April 8, 1971; however, because of the holidays (Easter Week), the Board of Trustees may wish to consider revising the meeting schedule for April.