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

June 24, 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 June 10, 1971
1.6 Hearing of Citizens
1.7 Communications

2. PERSONNEL

2.1 Certificated Personnel

   a. Recommended Appointment of Chairman, Trade & Technical Division
      Attachment 2.1-a

   b. Recommended Approval of Additional Instructors for 1971
      Summer Session
      Attachment 2.1-b

   c. Recommended Authorizations of Travel and Conference Attendance
      Attachment 2.1-c

   d. Recommended Expression of Appreciation to Mr. Frank Fowler

      Mr. Frank Fowler, Director of the Alhecama Players and
      the Continuing Education Theatre Arts Program, is retiring
      after a long and distinguished career with the District.
      Mr. Fowler first joined the District in December of 1947.
      He has been a regular member of the staff since June 20, 1950.
      During this long career of over twenty years, Mr. Fowler has
      provided for his students a laboratory in theater production
      of exceptional breadth and quality, and for theater goers of
      this community he has provided brilliant and provocative theater.

      It is recommended that the Superintendent be instructed to
      prepare a letter of appreciation to Mr. Fowler for his contrib-
      butions to the College and to the community.
2.1  e. **Recommended Employment of Certificated Personnel for 1971-72**

Attachment 2.1-e

f. **Recommended Employment of Administrative Personnel for 1971-72**

Attachment 2.1-f

g. **Recommended Working Days for Certificated Personnel, 1971-72 College Year**

Education Code Section 13520 requires proportional pay to certificated employees who work less than a full year. This requirement makes it mandatory, therefore, for districts to establish a daily rate for all certificated positions. The Board has already adopted a school calendar requiring teaching personnel to be on duty for 177 days in 1971-72. Administrative personnel are 12-month positions requiring 251 working days for 1971-72.

The Superintendent recommends that the Board establish the following working schedule for certificated personnel for 1971-72:

<table>
<thead>
<tr>
<th>Personnel Type</th>
<th>Working Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Personnel</td>
<td>251</td>
</tr>
<tr>
<td>Certificated Nonadministrative Personnel</td>
<td>177</td>
</tr>
</tbody>
</table>

h. **Adoption of Provision Establishing Right of the Board of Trustees to Increase Salaries During the College Year**

Education Code Sections 13510 and 13602 allow the governing boards to permit salary increases during the school year for both certificated and classified employees. Although it is no longer required that the Board adopt appropriate rules and regulations to permit salary increases during the school year, it is felt that good practice would dictate that the Board establish a permanent policy to retain this right.

The Superintendent recommends the adoption of the following policy statement:

The Board of Trustees of the Santa Barbara Community College District retains the right to increase the annual salaries of any and all its employees, both certificated and classified, at any time during any college year.

Adoption of this policy statement does not obligate the Board to take action on salaries during the course of the year. It merely makes it permissible to make changes should a situation arise which merits this kind of action.

i. **Recommended Approval of Intra-District Travel**

Attachment 2.1-i

j. **Recommended Appointment of Additional Continuing Education Instructors**

Attachment 2.1-j
2.2 Classified Personnel

a. Recommended Acceptance of Resignation
   Attachment 2.2-a

b. Recommended Replacement Appointment
   Attachment 2.2-b

c. Recommended Change from 11-Month to 12-Month Position
   Attachment 2.2-c

d. Recommended Hourly Appointments
   Attachment 2.2-d

e. Recommended Hourly Appointments - Continuing Education
   Attachment 2.2-e

f. Recommended Student Appointments
   Attachment 2.2-f

g. Recommended 6-Month and Yearly Salary Increments
   Attachment 2.2-g

h. Recommended Salary Adjustments
   Attachment 2.2-h

i. Recommended Approval of Intra-District Travel
   Attachment 2.2-i

j. Recommended Employment of Classified Personnel for 1971-72
   Attachment 2.2-j

k. Recommended Approval of Job Specification Sheets for Three
   New Positions: Athletic Trainer & Coordinator of Gym Facilities
   and Intramurals; Intermediate Typist Clerk (Veteran's Clerk 20);
   Laboratory Teaching Assistant - Graphic Communications
   Attachment 2.2-k

3. STUDENT PERSONNEL

3.1 Recommended Approval of Additional Candidates for the Associate in
   Arts Degree
   Attachment 3.1

   The Superintendent recommends that the Board confer upon each of
   the 18 students listed in Attachment 3.1 the Associate in Arts degree,
   subject to the completion of the State and local requirements. This
   brings the total number of A.A. degrees conferred to 531.
3.2 Recommended Approval of Additional Candidates for the Associate in Science Degree

Attachment 3.2

The Superintendent recommends that the Board confer upon each of the three (3) students listed in Attachment 3.2 the Associate in Science degree, subject to completion of the State and local requirements. This brings the total number of A.S. degrees conferred to 91.

4. CURRICULUM AND INSTRUCTION

4.1 Recommended Approval of Additional New Courses for 1971 Fall Semester

Attachment 4.1

5. BUSINESS SERVICES

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 Order Nos. 2620 through 2677, 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 with Foothill Junior College District for Participation in Northern California Cooperative Research Project for 1971-72

During the 1970-71 school year, Santa Barbara Junior College District has participated in the Northern California Cooperative Research Project. This project, under the direction of Dr. Thomas MacMillan, has provided excellent research data pertinent to the California community colleges. Foothill Junior College District acts as a contracting agency for the NORCAL Project. The cost of our participation is limited to $200 based upon the enrollment of day classes reported for the fall semester of 1970.

The Superintendent recommends the approval of the agreement with Foothill Junior College District as a contracting agency for the Northern California Cooperative Research Project for 1971-72 in the amount of $200.
5.4 Recommended Approval of Agreement with Local Carpenters Union for Instructional Program

Attachment 5.4

As part of the trade extension program in welding for journeyman carpenters, the local carpenters union has agreed to pay 100 percent of the costs for the use of our welding equipment and facilities for an 80-hour course this summer, beginning July 10, 1971, as outlined in Attachment 5.4. The charge to the local carpenters union has been set at $106.40 per enrollee. Under the current budget for 15 trainees, it is estimated that the MDTA journeyman carpenters' welding course would yield $1,714.40. Any additional trainees beyond the 15 shall be billed at $106.40 per trainee.

The Superintendent recommends approval of this educational program at the level of $106.40 per enrollee.

5.5 Recommended Authorization to Proceed with Working Drawings for the Health Occupations Facility - Daniel, Mann, Johnson & Mendenhall, Architects (DMJM)

Sufficient consensus has now been reached regarding the development of the Health Occupations Facility to request approval of the project by the State Public Works Board. It is anticipated that an affirmative action will be taken by that Board later this month. That approval, coupled with the recent approval of the Federal grant toward the project, places us in the position of proceeding with the working drawings and ultimate construction of that building.

The Superintendent recommends that the Board authorize the architectural firm of Daniel, Mann, Johnson & Mendenhall (DMJM) to proceed with working drawings on the Health Occupations Facility, but only contingent upon the approval of the State Public Works Board.

5.6 Recommended Approval to Declare Surplus Property

The District has a Chandler and Price Platen Press, 12" x 18", to be declared surplus property. The press is approximately 50 years old and is no longer being used for production or instruction. The value is estimated at $200.

The Superintendent recommends that the Board approve the declaring of the Chandler and Price Platen Press as surplus property.

5.7 Recommended Approval of the Tentative Budget of the Santa Barbara Community College District for Fiscal Year 1971-72

On May 27, 1971, the Board received a copy of the Preliminary Budget for the District's 1971-72 college year. The budget as presented was balanced but did not include adjustments to salaries which were subsequently approved.
5. BUSINESS SERVICES

5.11 Report of Joint Data Processing Committee and Recommended Approval of Issuance of Letter of Intent to Enter into Lease-Purchase of Data Processing Equipment

Attachment 5.11

During the past several months, a Joint Committee composed of members of the Santa Barbara School District's staff and members of the Santa Barbara Community College District's staff have attempted an in-depth study of the data processing needs of the two educational organizations. Attached is a report which is a result of their study responding to the data processing study prepared by an Advisory Committee appointed by the Board of Supervisors. A full discussion of this report will be made at the meeting.

As a result of the two studies, it appears in the best interests of this district to jointly purchase third generation equipment with the Santa Barbara School Districts which maintains the data processing integrity of both organizations without materially sacrificing the flexibility necessary to the Santa Barbara Community College District's expanding needs.

The Superintendent recommends the Board authorize acceptance of the bid of Burroughs Corporation for the lease-purchase and installation of a third generation computer system as specified in Bid #61 in the amount of $93,000 the first year of which $46,500 is a cost to the Santa Barbara Community College District subject to like acceptance by the Board of Education of the Santa Barbara School Districts, to be financed and shared in conformance with the terms and conditions of the Joint Powers Agreement.
During the month of June, the administrative staff together with the division chairmen and the Budget Review Committee of the Academic Senate have carefully analyzed the estimated income and expenditures in an attempt to trim the budget so that it could remain in balance and accommodate the approved salary adjustments. An analysis of the changes in the Preliminary Budget to the Tentative Budget will be presented at the Board meeting along with the Tentative Budget document.

The Tentative Budget must be presented to the County Superintendent of Schools on or before July 1. Additional adjustments to the budget will be undertaken between now and the public hearing on August 5. Dr. Sorsabal, Administrative Dean of Business Services, will discuss the Tentative Budget in some detail at the meeting.

5.8 Recommended Acceptance of X-ray Equipment from the Goleta Valley Community Hospital

The Goleta Valley Community Hospital wishes to donate a Westinghouse Model 300 X-ray Machine to the Santa Barbara Junior College District. This machine would be installed in the new Health Occupations wing for use in the X-ray Technicians course. The machine has an appraised value of $15,600.

The Superintendent recommends that the Board accepts this generous gift from the Goleta Valley Community Hospital.

5.9 Progress Report - P. E. Complex

Attachment 5.9

5.10 Recommended Acceptance of $12,500 Grant under Title VI, Higher Education Act (Instructional Materials and Equipment)

Attachment 5.10

On December 22, 1970, the District submitted a request for $12,500 in federal funds as described in Attachment 5.10. These funds are to be matched by $12,500 in local funds, which have been budgeted for this purpose, to provide equipment and materials related to the innovative instructional projects developed by the Academic Senate Committee on the improvement of instruction.

It is recommended that this instructional equipment grant, in the amount of $12,500, be accepted.

6. GENERAL INFORMATION

6.1 Review of Pending Legislation - SACRAMENTO SCENE, California Junior College Association (CJCA) - Volume 4, Number 3, dated June 4, 1971

Enclosure 1
6.2 Presentation of Proposed Administrative Policies

Enclosure 2

Dr. Thomas MacMillan, Director of Research & Development, has prepared a set of policies for review by the Board as part of the development of a complete document of District policies. The presentation of these proposed Administrative Policies was held over from the last meeting.

6.3 Report on the Santa Barbara City College Foundation

Enclosure 3

The Superintendent will present a draft of the Articles of Incorporation for a non-profit SBCC Foundation that may be formed to provide resources to the District for special projects related to the improvement of instructional resources, facilities, and services.

6.4 Application for Funds, under Part F, Consumer and Homemaking Education, of the Vocational Education Amendments of 1968, for Use in the 1971-72 College Year

Enclosure 4

6.5 Report on Coming Events - Mr. James Williams

7. ADJOURNMENT

The next regular meeting of the Board will be held on July 8, 1971.