AGENDA

ANNUAL ORGANIZATIONAL MEETING
AND
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

July 8, 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, June 24, 1971
   1.6 Hearing of Citizens
   1.7 Communications
      a. Letter from Mr. Paul Floyd to Mr. Karl Grahn Regarding
         Proposed Cooperative Governmental Data Processing Center
         Enclosure 1
   1.8 Board Action Required in Connection with 1971-72 Board of Trustees
      Organizational Meeting
         a. Election of President and Vice President
            The Education Code requires that a President and a Vice
            President be elected during this meeting. In accordance with
            Board Policy established on March 11, 1971, "The President
            shall be elected for a one-year term and may succeed himself
            or herself in office for one additional term."
         b. Election of Secretary-Clerk and Assistant Secretary-Clerk
            The Superintendent recommends the following action with
            regard to filling the positions listed above:
            (1) That the Superintendent-President, Dr. Glenn G. Gooder,
                be elected Secretary-Clerk for the period from July 1, 1971,
                to June 30, 1972.
            (2) That the Administrative Dean of Business Services,
                Dr. Donald K. Sorsabal, be elected to Assistant
                Secretary-Clerk from July 1, 1971, to June 30, 1972.
c. Election of Representative to the County Committee on School District Organization

It has been customary for the Board to elect one of its members to represent the District on the County Committee on School District Organization. Mr. Garvin has served in this capacity during the past year.

d. Establishment of Meeting Dates, Time, and Place

In accordance with Board Policy established on March 11, 1971, the Board of Trustees has met on the second and fourth Thursdays of each month at 4:00 p.m. in the Board Room at Santa Barbara City College.

2. PERSONNEL

2.1 Certificated Personnel

a. Recommended Appointment of ADN Replacement Instructor
   Attachment 2.1-a

b. Recommended Appointment of Assistant Dean, Vocational Education
   Attachment 2.1-b

c. Recommended Approval of Additional Instructor for 1971 Summer Session
   Attachment 2.1-c

d. Recommended Appointment of Continuing Education Instructors for 1971-72 College Year
   Attachment 2.1-d

e. Recommended Authorization of Travel and Conference Attendance
   Attachment 2.1-e

2.2 Classified Personnel

a. Recommended Leave of Absence Without Salary
   Attachment 2.2-a

b. Recommended Replacement Appointment
   Attachment 2.2-b

c. Recommended Appointments - New Positions
   Attachment 2.2-c

d. Recommended Hourly Appointments
   Attachment 2.2-d
e. Recommended Salary Adjustments
   Attachment 2.2-e

f. Recommended Approval of Job Specification Sheets for Three
   New Positions: Women's Locker Room Attendant; Laboratory
   Teaching Assistant - Automotive; Bookstore Supply Clerk
   Attachment 2.2-f

g. Recommended Approval of Amendment to Section 1422.11 of
   Classified Personnel Policies

   Section 1422.11 of the Rules and Regulations for
   Administration of Classified Personnel of the Santa Barbara
   Community College District reads as follows:

   "Because of potential conflict of interest, the district must
   refuse to employ persons on a permanent basis who are related
   to current employees of the district."

   Because of the lack of definition of the term "related",
   it is recommended that Section 1422.11 be amended to read as
   follows (the amended portion has been underlined):

   "Because of potential conflict of interest, the district must
   refuse to employ persons on a permanent basis who are related
   to current employees of the district. For the purposes of this
   section, 'related' shall refer only to members of the immediate
   family as specified in Section 1342.12 of these rules and
   regulations."

   The Superintendent recommends approval of the amendment
   to Section 1422.11 of the Rules and Regulations for Adminis-
   tration of Classified Personnel of the Santa Barbara Community
   College District as specified above.

h. Recommended Student Appointments
   Attachment 2.2-h

3. STUDENT PERSONNEL
   No Agenda Items

4. CURRICULUM AND INSTRUCTION

4.1 Recommended Approval of Continuing Education Division Program for
1971-72 College Year

   Enclosure 2

   The Superintendent recommends approval of the courses and
instructors for the 1971-72 Continuing Education Division Program
as indicated in Enclosure 2. Mr. Selmer O. Wake, Director and
Administrative Dean of Continuing Education, will be present at
the meeting to discuss the program and to answer any questions.
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. 2678 through 2690, 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 Acceptance of Linotype Machine from the SANTA BARBARA NEWS-PRESS**

Attachment 5.3

The SANTA BARBARA NEWS-PRESS wishes to donate a Model 8 Linotype Machine to the Santa Barbara City College, Graphic Arts Department. Estimated value of the machine is $750.

The linotype machine is approximately 56 years old. It is in excellent operating condition and is much better than our present equipment.

The Superintendent recommends that the Board accept this gift from the SANTA BARBARA NEWS-PRESS.

5.4 **Recommended Approval for Submission of an Application for Funding of the Work Incentive (WIN) Project in the Amount of $27,527**

Attachment 5.4

At the June 10 meeting, the Board approved a request for $14,211 in funding for this same WIN Project. However, the State would now like us to make this a pilot project for a longer period of time, which the local Department of Human Resources has endorsed. The project would be reimbursed at 100 percent of the excess costs to prepare students for a General Education Development test.

The Superintendent recommends approval of this application for $27,527 in funding for this WIN Project.

5.5 **Recommended Approval of Contract with Santa Barbara H. S. District for Evening High School Tuition**

Annually, the Santa Barbara Community College District has entered into an agreement with the Santa Barbara High School District for the conduct of classes for adults working for high school diplomas. In the past, this has been a net-cost agreement, whereby the Santa Barbara Community College District charges the Santa Barbara High School District the net cost—that is, expenditures less State and Federal funds—for providing this program.
The terms of the current agreement would call for the High School District in the 1971-72 school year to pay one-half the net cost of this educational program, and in subsequent years thereafter the program would be provided at no cost to the High School District. In return, during the 1971-72 school year the Community College District would pay only one-half the cost for the rental of classrooms used in the Continuing Education program, and then in subsequent years no charges would be made to the Community College District for use of facilities in the conduct of the Continuing Education classes.

The Superintendent recommends the approval of an agreement between the Santa Barbara Community College District and the Santa Barbara High School District for the payment of tuition of evening high school for the 1971-72 school year as outlined above.

5.6 Recommended Approval of Agreement with the Santa Barbara High School District for Lock Maintenance and Health Services

Annually, the Santa Barbara Community College District has entered into an agreement with the Santa Barbara High School District whereby the High School District provides lock maintenance and health services to the Community College District. Under terms of the agreement, the Community College District pays a prorated share of the cost involved for the maintenance and services.

The Superintendent recommends the approval of the agreement between the Santa Barbara Community College District and the Santa Barbara High School District for lock maintenance and health services for the 1971-72 school year as outlined above.

5.7 Recommended Approval of Performance Plans and Specifications for Remodeling Projects and Authorization to Call for Bids

As part of our continuing plan to provide adequate facilities in which to conduct the educational program on the SBCC campus, some remodeling will be necessary during the summer months. The remodeling program involves Rooms R3 and R4 and a portion of the second floor of the Administration Building. The details of this project will be discussed by Dr. Sorsabal at the meeting.

The Superintendent recommends the approval of the performance plans and specifications for the remodeling projects, and further recommends that the administration be authorized to call for and accept bids for these projects.

5.8 Recommended Approval of Performance Plans and Specifications for Construction of Two Relocatable Structures and Authorization to Call for Bids

In conformance with the contract with Daniel, Mann, Johnson & Mendenhall (DMJM), performance plans and specifications have been developed for the construction of two relocatable structures, tentatively named the Social Sciences Center and the Student Services Center.
In total, these two structures will require approximately 10,000 square feet of floor space. The funds for these buildings would come from the Bond Fund. Dr. Sorsabal will discuss the plans and specifications in detail at the meeting.

The Superintendent recommends the approval of the performance plans and specifications for the two relocatable structures, and further recommends that administration be authorized to call for and accept bids for this project.

5.9 Recommended Authorization to Call for Bids for Music Practice Booths

As part of the remodeling project in Room A-216, the requirement is for the installation of seven practice booths for the Music Department. It is the opinion of the staff that it would be in the best interests of the College to purchase these booths ready-made rather than have them constructed on the site, so that they may be relocated to a more permanent facility at some future time. These units would be purchased from the Bond Fund.

The Superintendent recommends that the administration be authorized to call for and accept bids for self-contained, sound-proof practice rooms to be installed as part of the remodeling project in Room A-216.

5.10 Status Report on the Health Occupations Facility

At the June 24 meeting, the Board authorized 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.

Word has now been received that the State Public Works Board has approved the preliminary construction plans and drawings for the Health Occupations Facility. Therefore, DMJM will be proceeding with the working drawings.

6. GENERAL INFORMATION

6.1 Discussion of Proposed Administrative Policies

At the last meeting on June 24, the Board was presented with copies of the proposed Administrative Policies for their study and review in preparation for discussion at this meeting.

6.2 Report on Coming Events - Mr. James Williams

7. ADJOURNMENT

The next regular meeting of the Board is scheduled for July 22, 1971.