AGENDA
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT
January 13, 1972
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 20, 1971
1.6 Hearing of Citizens
1.7 Communications

a. Memorandum No. 11 from Santa Barbara County Schools, dated December 29, 1971, on PRESIDENT NIXON'S WHITE HOUSE EXECUTIVE ORDER PROVIDING FOR STABILIZATION OF PRICES, RENTS, WAGES AND SALARIES

Attachment 1.7-a

Notice has been received that "retroactive aspects of the wage freeze for school employees has been lifted." All employees should now be reimbursed for any difference between what they would have received on the basis of salary schedules adopted last April and what they have received.

On November 11, 1971, the Board considered the question of whether or not to adjust certificated salaries in conformity with the salary agreements reached on May 27, 1971. At that time, it was determined that no downward adjustment should be made because of the uncertainties introduced by the "wage-price freeze" and because of the salary losses incurred by the faculty.

Now that approval has been received to compensate faculty members for pay lost between August 14 and November 14, it is appropriate to reconsider the question of adjustments.

It is recommended that the Board rescind its action of November 11, 1971, and that the certificated salaries be adjusted downward beginning with the October earnings as agreed upon on May 27, 1971.
2. PERSONNEL

2.1 Certificated Personnel

a. Routine

(1) **Recommended Approval of Additional Certificated Assignments for the Continuing Education Division**
Attachment 2.1-a (1)

(2) **Recommended Authorization of Travel and Conference Attendance and Advancement of Funds**
Attachment 2.1-a (2)

b. Non-Routine

(1) **Recommended Acceptance of Resignation**
Attachment 2.1-b (1)

(2) **Recommended Appointment of P. E. Coaching Assistants**
Attachment 2.1-b (2)

2.2 Classified Personnel

a. Routine

(1) **Recommended Hourly Appointments - General Classified**
Attachment 2.2-a (1)

(2) **Recommended Hourly Appointment - Continuing Education**
Attachment 2.2-a (2)

(3) **Recommended Student Appointments - General, EOA, and VEA**
Attachment 2.2-a (3)
2.2 Classified Personnel (Continued)

b. Non-Routine

(1) Recommended Substitute Appointment - Data Processing
Attachment 2.2-b (1)

(2) Recommended Approval of Six-Month and Yearly Salary Increments
Attachment 2.2-b (2)

(3) Recommended Approval of Longevity Increment
Attachment 2.2-b (3)

(4) Recommended Approval of Temporary Substitute Work - Working Out of Classification
Attachment 2.2-b (4)

(5) Recommended Acceptance of Resignations
Attachment 2.2-b (5)

(6) Recommended Approval of Job Specifications and Duty Statements for BOOKSTORE MANAGER and BUSINESS MANAGER, STUDENT FINANCE
Attachment 2.2-b (6)

3. STUDENT PERSONNEL

3.1 Report by Associated Students

3.2 Notification of Ford Foundation Upper Division Scholarships

Santa Barbara City College has been notified that it may nominate two "Winner Awards" and four "Honorable Mentions" for partial support of full-time study toward the baccalaureate degree in a senior college or university in the U.S. beginning the Fall Term of 1972. This is the second year that Santa Barbara City College has participated in the Ford Foundation Upper Division Scholarship Program for outstanding minority students.

This year, Mr. David Camarillo and Mr. Percy Johnson were nominated to receive "Winner Awards" for partial support scholarships in upper division. "Honorable Mention" nominations were Mr. Charles Dixon, Mr. John Fragosa, Miss La Velle Smith, and Mr. Luis Villegas.
4. CURRICULUM AND INSTRUCTION

4.1 Recommended Approval of Participation in Experimental Training Program in Digital Logic conducted by Human Factors Research, Inc.

Attachment 4.1

Human Factors Research, Inc. is applying for funding to conduct a training experiment designed to assess the effectiveness of computer-aided instruction as contrasted with traditional textbook instruction in the teaching of Basic Digital Logic. The students would be volunteers from the electronics, math, and data processing classes, and would receive a small stipend for their participation. All instructional costs for conducting the 20-hour training program during the 1972-73 academic year would be paid by H.F.R. under contract to the Navy.

It is recommended that the Board endorse the proposal and that the District be authorized to enter into a cooperative agreement with Human Factors Research, Inc. for this experiment. A description of the project is provided in the Attachment.

4.2 Recommended Adoption of "Minimum Class Size Policy"

The Superintendent recommends adoption of the following "Minimum Class Size Policy" as approved by the Division Chairmen Council:

Minimum class size guidelines shall apply to all lecture, seminar and laboratory classes. Independent study, research, coordinated instruction systems classes, and classes by arrangement are exempted from such guidelines.

No hard and fast rule can be justified. In general, classes should have enrollments in excess of 15, and in many cases in excess of 25. However, in certain second-year courses and in certain experimental courses, class size may be less than 15 if the course can be thoroughly justified and if sufficient funds and facilities can be provided.

Specifically, exceptions to the minimum class sizes noted may be based upon the following: Courses required for graduation, courses required in a major or in a career subject areas, courses offered irregularly based on enrollment and need, limited classroom or laboratory facilities, campus size and geographical location, experimental or pilot programs, and statutory and state regulations mandating class size.
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. P120-1234 through P120-1318, 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 Approval of Appropriation Transfers 72-018, -019, and -020

Attachment 5.1-c

The Superintendent recommends the Board's approval of the following Appropriation Transfers:

1. **Appropriation Transfer No. 72-018 in the amount of $3,390** - To transfer funds from "Equipment" account to "Rental of Equipment" account. Due to a change in needs, two pieces of budgeted data processing equipment should not be purchased; instead the funds are to be used to lease three keypunches and Univac equipment.

2. **Appropriation Transfer No. 72-019 in the amount of $850** - To transfer funds from the "Books" account to "Subscriptions" account. The budgeted amount for Bio-abstracts to be received throughout the year was erroneously assigned to an account number for "Books".

3. **Appropriation Transfer No. 72-020 in the amount of $526** - To transfer funds from the "Repair of Equipment" and the "Supply Duplication" accounts to "Audio-Visual Equipment" account. These transfers will cover the cost of purchase of a Thermofax Copier to be used by the Geology Dept.
5. BUSINESS SERVICES (Continued)

5.2 Non-Routine

a. Recommended Acceptance of $12,641 in Funding for a WIN Project (P. L. 90-248)

Attachment 5.2-a

On December 9, 1971, the Board approved an application for funding of a WIN Project to train 15 Auto-Service Mechanics for 26 weeks. (Ref: Item 5.2-d of 12/9/71 Minutes). Notice has been received that these funds have been allocated to the District.

The Superintendent recommends that the Board accept the $12,641 in funding from the WIN Fiscal Office.

b. Recommended Acceptance of $26,924 in Funding for Part B Augmented Funds under P. L. 90-576 (Vocational Education)

Attachment 5.2-b

Notice has been received from the Chancellor's Office that the District's application requesting financial assistance through Part B Augmented Funds under P. L. 90-576 (Vocational Education) has been approved in the amount of $26,924.

The Superintendent recommends that the Board accept the $26,924 in federal funding from the California Community Colleges Chancellor's Office.

c. Recommended Authorization to Submit an Application for Funding under the Allied Health Professions Educational Improvement Program - Special Improvement Grants

Enclosure 1

It is recommended that the Board approve an application for a special project to obtain instructional equipment and supplies for the Radiologic Technology and Dental Assisting Programs. An abstract of the project proposal is provided in Enclosure 1.

d. Recommended Authorization to Submit an Application for Continued Funding of the Marine Diving Technology Program under provisions of the Sea Grant Program

Enclosure 2

The Marine Diving Technology Program has received $292,000 in funding support under the Sea Grant Program over the past four years. It is recommended that the Board approve an application for $56,947 in funding to support the program during the 1972-73 academic year. A summary of this preliminary application is provided in Enclosure 2.
5.2 Non-Routine (BUSINESS SERVICES) Continued

e. Recommended Ratification of an Application Submitted for Continued Funding under S.B. 164 (Alquist) of Extended Opportunities Programs and Services Project

Attachment 5.2-e

On February 11, 1971, the Board adopted Resolution No. 16 endorsing fully the "continued application for funding under the provisions of Senate Bill 164." At that time, a three-year plan for continued support was submitted to Sacramento and funding was received for direct student financial aid and support services. The attached cover sheet and project abstract represents the second year of the three-year sequence, which was submitted to the Chancellor's Office on January 10, 1972. Ratification of this application for continued funding is recommended.

f. Recommended Acceptance of 2,000 shares of Applied Magnetics Common Stock from Mr. Harold R. Frank, President, Applied Magnetics Corporation in Goleta

Attachment 5.2-f

Mr. Harold R. Frank, President of Applied Magnetics Corporation, has most generously offered to give the Santa Barbara Community College District 2,000 shares (common stock) of the Applied Magnetics Corporation for use in the establishment of a scholarship fund, with a preference being given to the sons and daughters of employees of Applied Magnetics Corporation. Attachment 5.2-f indicates the terms and conditions under which the gift is to be given.

The Superintendent recommends that the Board accept the gift of 2,000 shares of common stock of Applied Magnetics Corporation for the purpose of establishing a perpetual scholarship fund in the name of Harold R. Frank - Applied Magnetics Corporation; and further recommends that the Superintendent be directed to write a letter of appreciation on behalf of the Board of Trustees to Mr. Harold R. Frank, President of Applied Magnetics Corporation.

g. Recommended Adoption of Resolution No. 14, Authorizing the Sale of 2,000 Shares of Common Stock of Applied Magnetics Corp.

Attachment 5.2-g

In conformance with the wishes of Mr. Harold R. Frank, President of Applied Magnetics Corporation, it is recommended that the Board adopt Resolution No. 14, authorizing the sale of 2,000 shares of Applied Magnetics Common Stock; and further it is recommended that the funds derived from the sale be deposited in interest-earning accounts to support the "Harold R. Frank - Applied Magnetics Corporation Scholarship".
5.2 Non-Routine (BUSINESS SERVICES) Continued

h. Recommended Approval of Lease Agreement with Family Service Agency

Annually, a lease agreement is entered into between Santa Barbara Community College District and the Family Service Agency to allow use of property owned by the F.S.A. exclusively as a District parking lot. This land is contiguous to that property owned by the College District and does provide off-street parking for the Continuing Education Division.

It is recommended that the Board approve the lease agreement, at no cost to the District, between the Family Service Agency and the Santa Barbara Community College District for the period of January 1, 1972 to July 31, 1973 for the exclusive use as the District parking lot.

i. Recommended Authorization to Purchase Washing Machine (Replacement)

Recently, the heavy duty washing machine located in the Gymnasium began leaking very badly. Investigation of the breakdown indicated that it would be in the best interests and more economical for the District to replace the machine rather than have it repaired. The machine is used to wash all athletic uniforms and related equipment. Washing this equipment is an essential part of the athletic and physical education program. It is estimated that it would cost approximately $6,000 to replace the washing machine with another heavy duty model.

It is recommended that the administration be authorized to replace the washing machine in the P. E. Facility and that such purchase be paid for from the bond funds.

j. Recommended Authorization to Enter into a Contract for a Service Station - For MDTA Automobile Service Mechanics Training Program

As provided in the WIN Project for Auto-Service Mechanics, it is necessary that the District attempt to lease a service station which will provide the necessary facilities for the training program January 3 through July 7, 1972. Mr. Abelino Bailon, Continuing Education Coordinator, has been in contact with the Standard Oil Company through the retail representative, Mr. George Marsh. It appears that the Standard Oil Company will be able to provide a service station located on Bath Street for $100 a month for the facilities and necessary utilities during the period of this program. Mr. Bailon will be available to answer any questions regarding the lease at the meeting.
j. continued

It is recommended that the Board authorize the administration to proceed with negotiations to lease a service station to provide the necessary facilities for the MDTA Auto-Service Mechanics Program. Costs incurred by the lease agreement shall not exceed money budgeted in the project.

k. **Recommended Authorization for Accounting Technicians to Sign Revolving Fund Checks and Payroll Input Forms**

In the absence of the Administrative Dean of Business Services and the Accounting Services Controller, it is recommended that the Accounting Technician, Mrs. Mary Griffith, be authorized to sign checks drawn from the Revolving Cash Fund; and in the absence of the above-named persons, it is recommended that the Payroll Accounting Technician, Mrs. Vicki Tyler, be authorized to sign payroll input forms submitted to the County Superintendent's Office.

l. **Recommended Employment of LeRoy Crandall & Associates for Foundation Investigation of Proposed Arts & Communications Building**

As a necessary step to the development of working drawings for the proposed Arts & Communications Building, it is required that a foundation investigation be performed on the site where the building will be erected. The purpose of the investigation is to determine the physical characteristics of the soils beneath the site and to provide recommendations for foundation design and floor slab support for the proposed building. LeRoy Crandall & Associates have performed similar site investigations for this District in the past and their work was considered to be highly satisfactory.

It is recommended that LeRoy Crandall & Associates, consulting foundation engineers of Los Angeles, be employed to perform foundation investigations for the proposed Arts & Communications Building in an amount not to exceed $2,250.

m. **Recommended Employment of William Kendall, C.P.A., for Audit of Associated Students and Bookstore Accounts**

In keeping with good business practices, it is recommended that a special audit be conducted of the Associated Students and Bookstore Accounts. This audit is requested by Mr. Clay Shupe, Business Manager of Student Finance, so that upon his termination the books can be officially closed before they are turned over to a new employee.
5.2 Non-Routine (BUSINESS SERVICES) Continued

m. continued

The Superintendent recommends the employment of William D. Kendall, C.P.A., to conduct a special audit of the Associated Student Body and Bookstore Accounts.

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 27, 1972.