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

April 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 March 23, 1972, and Minutes of Special Meeting of April 6, 1972
1.6 Hearing of Citizens
1.7 Communications
   a. Resolution No. 22, In Memory of Mr. Donald C. Brown
      Attachment 1.7-a

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 Approval of Additional Hourly Substitute Instructor for 1972 Spring Semester
          Attachment 2.1-a (2)
      (3) Recommended Authorization of Travel and Conference Attendance
          Attachment 2.1-a (3)
2.1 Certificated Personnel (Continued)

b. Non-Routine

(1) **Recommended Appointment of Music Instructor for 1972-73 - Replacement in Fine Arts Division**

Attachment 2.1-b (1)

(2) **Recommended Approval of Duty Statement for Position of ADMINISTRATIVE DEAN, ADMISSIONS, GUIDANCE, AND RESEARCH and Appointment of Dr. Thomas F. MacMillan to the newly described position, Effective July 1, 1972**

Attachment 2.1-b (2)

The position of Administrative Dean, Student Personnel, is being vacated as of July 1, 1972, with the retirement of Mrs. Marie Lantagne.

Because of the current economic situation, it appears that a reduction in top-level administrative positions, if at all possible, would be desirable at this time.

It appears, also, that a new organizational pattern could be built around the strengths of present personnel and be supplemented at a lower level of responsibility with personnel who bring to the District needed technical competencies.

It is, therefore, recommended that Board Policy Section No. 0824 be amended and that the title and duty statement for the Dean of Student Personnel position be revised as indicated to include those duties of the Director of Research and Development related to directing a program of institutional research; and it is recommended that Dr. Thomas F. MacMillan be appointed to the newly described position, effective July 1, 1972. It is further recommended that Board Policy Section No. 0826 be deleted.

(3) **Recommended Approval of Proposed Policy for the Selection of Administrators**

At the regular meeting on March 23, 1972, members of the Board of Trustees received copies of the proposed policy for their review and study. Action was postponed until this meeting. (Ref: Enclosure 1 of Item 2.1-b on 3/23/72) Adoption is recommended by the Superintendent.
2.1-b. Non-Routine Certificated Personnel Items (Continued)

(4) Presentation of Salary and Fringe Benefit Proposals for 1972-73 for Hourly and Full-Time Certificated Employees

Enclosure 1

2.2 Classified Personnel

a. Routine

(1) Recommended Approval of Additional Hourly Appointments for the Classified Staff

Attachment 2.2-a (1)

(2) Recommended Approval of Temporary Appointments

Attachment 2.2-a (2)

(3) Recommended Student Appointments - General, Tutorial, College Work Study Student Programs

Attachment 2.2-a (3)

(4) Recommended Authorization of Travel & Conference Attendance

Attachment 2.2-a (4)

b. Non-Routine

(1) Recommended Acceptance of Resignation

Attachment 2.2-b (1)

(2) Recommended Approval of Replacement Appointment

Attachment 2.2-b (2)

(3) Recommended Approval of Job Specification for Position of DIRECTOR, FACILITIES AND RESOURCE DEVELOPMENT, and Recommended Establishment of the Position

Attachment 2.2-b (3)
2.2-b. Non-Routine Classified Personnel Items (Cont'd)

(3) Continued

As the second step in the reorganization initiated by the vacation of the position of Administrative Dean of Student Personnel, a new position is indicated.

This position would assume those responsibilities of the Director of Research & Development having to do with information gathering, facilities planning and development, and preparation of grant proposals. It would include, as well, those duties recommended for the position of Facilities Planner and the responsibility for developing local resources.

It is recommended, therefore, that the job specification for the position of DIRECTOR OF FACILITIES AND RESOURCE DEVELOPMENT be approved and that the position be established.

(4) Recommended Change in Nepotism Policy for Classified Personnel - Section No. 1422.11 of Rules and Regulations

Attachment 2.2-b (4)

(5) Presentation of Salary and Fringe Benefit Proposals for the Classified Employees for 1972-73

Enclosure 2

3. STUDENT PERSONNEL

3.1 Report by Associated Students

4. CURRICULUM AND INSTRUCTION

4.1 Recommended Approval of Courses for 1972 Summer Session at SBCC

Attachment 4.1

5. BUSINESS SERVICES

5.1 Routine
5.1 Routine Business Services Items

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. P120-1790 through P120-1912, 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**

Attachment 5.1-c

**Appropriation Transfer No. 72-036 in the amount of $206**

To transfer funds from the "Office Supply" account to the "Equipment" account, to cover cost of purchasing a file cabinet and additional expenditures that exceeded the original estimates.

**Appropriation Transfer No. 72-037 in the amount of $135**

To transfer funds from the "Field Trip" account to the "Conference and Travel" account, to cover expenses for the attendance of Messrs. Ingram and Tysell at the California Industrial Education Association Conference.

**Appropriation Transfer No. 72-038 in the amount of $560**

To transfer funds from the "Classified Hourly" account to the "Consultants" account, to cover the expense for the Director of Data Processing and the Programmer of Eau Claire, Wisconsin, to fly the program and instruct in the use of software packages.

**Appropriation Transfer No. 72-039 in the amount of $50**

To transfer funds from the "Equipment Rental Earth Science" to the "Repair of Equipment" account, due to the fact that expenses for repair of audio-visual equipment have exceeded the original estimate.
5.1 Routine Business Services Items (Cont'd)

c. Continued

Appropriation Transfer No. 72-042 in the amount of $480

To transfer funds from the "Instructional Supply" account and the "Repair of Equipment" account to the "Equipment Audio-Visual" account, to cover the purchase of audio-visual equipment to give the Physics and Engineering Department the capability to develop audio-visual aids.

Appropriation Transfer No. 72-043 in the amount of $765

To transfer funds from the "Teachers Hourly" account to the "Classified Hourly" account, to cover the salary for Mr. Varadarajan to work as a temporary hourly teacher aide on an experimental basis for the remainder of the semester in the Life Science Division.

Appropriation Transfer No. 72-044 in the amount of $2,500

To transfer funds from the "Classified Hourly" account to the "Certificated Hourly" account, to cover the salary of five payments of $100 each for two Assistant Football Coaches, one Assistant Basketball Coach, one Assistant Baseball Coach, and one Assistant Track Coach.

5.2 Non-Routine

a. Recommended Authorization to Submit Applications for Funding under NDEA, Title III

Enclosure 3

Dr. Thomas F. MacMillan, Director of Research & Development, will present the outline and budget for a proposed set of applications under the National Defense Education Act (NDEA), Title III. The projects are planned in the areas of Ethnic Studies, Physical Sciences, Life Sciences, Anthropology and Astronomy. A 50 percent matching requirement is mandatory by the District for these applications.

b. Presentation of Revised Application for Continued Funding of Marine Diving Technology Program

Attachment 5.2-b

Notification has been received that continued funding will be possible for the Marine Diving Program at SBCC. The College has completed negotiations for the 1972-73 academic year. Attachment 5.2-b contains a copy of the revised budget and the letter of notification from Mr. Harold Goodwin.
5.2 Non-Routine Business Services Items (Cont'd)

c. **Recommended Acceptance of Social Science and Student Services Buildings, and Authorization to File Notice of Completion - Pascoe Steel Corporation, Contractor**

Both the Social Science and the Student Services Buildings are sufficiently completed so that a 'Notice of Completion' can be filed. All the items left to be corrected, or replaced, are warranty items and will be completed under the one-year warranty period.

It is recommended that both the Student Services and the Social Science Buildings be accepted by the Board and that the Administration be authorized to file a 'Notice of Completion' on the contract with Pascoe Steel Corporation.

d. **Recommended Approval of Working Drawings and Specifications for the Health Occupations Building and Authorization to Proceed to Bid**

The plans and specifications for the Health Occupations facilities will be available for the Board's general inspection at which time representatives from the architectural firm of Daniel, Mann, Johnson and Mendenhall (DMJM) will be available to discuss any questions or aspects of the facility. It is currently anticipated that if this project is approved at this time, construction may commence on or about June 1. Our current commitment to the State for State financing requires the contract be let by June 30.

It is recommended that the Board approve the working drawings and specifications for the Health Occupations facilities and that the Administration be authorized to proceed with advertising for bids.

e. **Recommended Termination of Architectural Agreement with Daniel, Mann, Johnson and Mendenhall (DMJM)**

On September 21, 1961, the Board of Education of the Santa Barbara High School District entered into an agreement with DMJM to "master plan" Santa Barbara City College. This contract was assumed by the Santa Barbara Junior College District upon formation in 1965. In 1970, the Board of Trustees elected to enter into architectural contract services on a project basis, but the original agreement was never terminated.

It is recommended that the agreement, dated September 21, 1961, with DMJM for architectural services be terminated.
5.2 Non-Routine Business Services Items (Cont'd)

f. Recommended Amendment to Travel Policy

Attachment 5.2-f

Attachment 5.2-f contains proposed amendments to the existing Travel Policy, including the addition of a section specifically designed for Board members and the Superintendent. This change is recommended because of the nature and expense entailed in the types of travel required for Board and District business.

g. Recommended Authorization to Approve Off-Campus Work-Study Contracts

Enclosure 4

The Office of Financial Aids and Placement has been working to develop and initiate a College Work-Study Off-Campus Program which would serve employment needs of students and at the same time benefit non-profit agencies and organization in the District. As a result of the approval of new College Work-Study Funds for the grant period of January 1, 1971 to June 30, 1972, Santa Barbara City College has been able to enter into 'Off-Campus Employment Contracts'. Enclosure 4 contains examples of the contract form and the agreements into which the District will enter.

It is recommended that the Board authorize the use contract form, ratify the enclosed agreements, and authorize the Superintendent to enter into contract agreements in accordance with this program.

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, April 27, 1972.