AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

May 25, 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 (If Required)
      a. To discuss Agenda Item 2.1-b (3)
      b. To discuss Agenda Item 2.2-b (2)
      c. To discuss Agenda Item 5.2-f
   1.5 Minutes of Special Meeting of May 9, 1972 and Minutes of Regular Meeting of May 11, 1972
   1.6 Hearing of Citizens
   1.7 Communications

2. PERSONNEL
   2.1 Certificated Personnel
      a. Routine
         (1) Recommended Approval of Substitute Appointment for the Continuing Education Division
             Attachment 2.1-a (1)
         (2) Recommended Authorization of Travel and Conference Attendance
             Attachment 2.1-a (2)
2.1 Certificated Personnel Items (Cont'd)

b. Non-Routine

(1) **Recommended Appointment of Director, Learning Resources Center - Replacement**

Attachment 2.1-b (1)

(2) **Recommended Appointment of Counselor - Replacement in Student Personnel Office**

Attachment 2.1-b (2)

(3) **Recommended Assignment of Mr. Abelino Bailon as Assistant Dean, Continuing Education Division**

Attachment 2.1-b (3)

As a result of the retirement of Mrs. Alma Ritchie, Coordinator of Continuing Education, changes in organization and responsibility in the division have been considered. It is recommended that a replacement for Mrs. Ritchie as Coordinator not be sought and that, instead, responsibilities of the other Coordinator position be increased and the assignment changed to that of Assistant Dean. In addition, a new classified position will be recommended to provide assistance to the Director of Continuing Education. This change in organization will result in an annual savings of $6,600.

It is, therefore, recommended that Mr. Abelino Bailon's assignment be changed to Assistant Dean, Continuing Education, effective July 1, 1972.

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

Attachment 2.1-b (4)

On April 13, 1972, the Board of Trustees referred the proposed policy on the selection of administrators back to the Superintendent for further study with the comment that a briefer, more general policy was preferred.

A briefer, more general policy has been drafted. This policy statement directs the Superintendent to establish procedures for implementation of the policy.
2.1-b. Non-Routine Certificated Personnel Items (Cont'd)

(4) Continued

Thus, the detailed procedures for implementing the policy will be prepared as administrative regulations and submitted to the Board of Trustees at the time administrative openings occur.

Adoption of the proposed Policy for the Recruitment and Selection of Administrative Personnel, as shown in Attachment 2.1-b (4), is recommended by the Superintendent.

2.2  Classified Personnel

a. Routine

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

Attachment 2.2-a (1)

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

Attachment 2.2-a (2)

b. Non-Routine

(1) Recommended Approval of Health Leave of Absence

Attachment 2.2-b (1)

(2) Recommended Acceptance of Resignations

Attachment 2.2-b (2)

(3) Recommended Approval of Six-Month and Yearly Salary Increments

Attachment 2.2-b (3)

(4) Recommended Approval Job Specification for Temporary Position of FOOD SERVICE MANAGEMENT TRAINEE

Attachment 2.2-b (4)

(5) Recommended Approval of Job Specification for Position of PROGRAM PLANNING ASSISTANT and Recommended Establishment of the New Position

Attachment 2.2-b (5)
3. STUDENT PERSONNEL

3.1 Recommended Approval of Candidates for the Associate in Arts Degree

Attachment 3.1

The Superintendent recommends that the Board confer upon each of the 475 candidates listed in Attachment 3.1 the Associate in Arts Degree, subject to the completion of the State and local requirements.

3.2 Recommended Approval of Candidates for the Associate in Science Degree

Attachment 3.2

The Superintendent recommends that the Board confer upon each of the 117 candidates listed in Attachment 3.2 the Associate in Science Degree, subject to the completion of the State and local requirements.

3.3 Report from Associated Students

4. CURRICULUM AND INSTRUCTION

4.1 Environmental Studies at SBCC

On April 27, 1972, members of the Board of Trustees received copies of a report concerning the current perspective for planning Environmental Studies Program (distributed as Enclosure 4 under Item 6.2 on 4/27/72).

Discussion was delayed until this meeting.

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. P120-2054 through P120-2159, inclusive.
5.1 Routine Business Services Items (Cont'd)

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. 72-054 in the amount of $100

To transfer funds from the "Conference and Travel Custodian" account to the "Conference and Travel Administrative" account, due to the fact that expenditures for conference and travel have exceeded the original estimate.

Appropriation Transfer No. 72-055 in the amount of $700

To transfer funds from the "Field Trip" account to the "Equipment-Earth Science" and "General Supplies-Earth Science" accounts, due to the fact that expenditures for equipment exceeded the original estimate and the needs for instructional supplies was increased.

Appropriation Transfer No. 72-056 in the amount of $175

To transfer funds from the "Travel and Conference" account to the "Field Trip" account, to cover part of the expenses for four students -- Dean Sibert, Katheryn Smith, Curtis Johnson, and Dean Westcott -- to go on the Model United Nations Field Trip to Seattle, Washington, accompanied by Advisor Mr. John Kay.

Appropriation Transfer No. 72-057 in the amount of $945

To transfer funds from "Maintenance" account to the "Equipment-Maintenance" account, for the purpose of buying a hot water high-pressure cleaner to clean exterior of building, walkways, and concrete driveways.

Appropriation Transfer No. 72-058 in the amount of $259

To transfer funds from the "Field Trip" and "Repair Equipment" accounts to the "Supplies Audio-Visual" and "Film Rental" accounts, due to a change in needs for instructional supplies and film rental.
5.1 Routine Business Services Items (Cont'd)

d. **Recommended Acceptance of Audit of Bookstore and Associated Student Body Funds**

Attachment 5.1-d

In February, the Board authorized the employment of William Kendall, CPA, to perform a special audit on the funds of the Bookstore and the Associated Student Body. Attachment 5.1-d is a copy of that report.

The Superintendent recommends that the Board accept the report and authorize the payment of Mr. Kendall's fee for the special audit performed.

5.2 Non-Routine

a. **Recommended Authorization to Order Equipment and Supply Items for the 1972-73 College Year**

Because of delivery schedules, it is necessary that certain equipment and supply items required for the opening of the 1972-73 college year be ordered in advance of budget approval. Such orders are anticipated to be minimal.

The Superintendent recommends that the Board authorize the issuance of notices of intent to purchase selected supply and equipment items necessary for the 1972-73 college year in advance of budget adoption, and that such authorization be limited to an amount not to exceed 50 percent of the total amount budgeted for supply items for the 1971-72 college year.

b. **Recommended Authorization to Participate in Cooperative Plan of Air Travel Insurance**

Enclosure 1

The Office of the County Superintendent has arranged to make air travel insurance available for District officers and employees at a very nominal rate -- $1.50 per $100 of flight fare. The policy is for $100,000.

The participating districts will pay only on the basis of actual costs paid by the district for reservations made by the Business Office. Employees who purchase their own tickets would not be covered and the district would not pay any premium for them. Had this been in effect for the 1971-72 college year, the cost to the District would have been $80.74.

The Superintendent recommends that the Board authorize the participation in the cooperative plan of air travel insurance as proposed by the County Superintendent of Schools.
5.2 Non-Routine Business Services Items (Cont'd)

c. Recommended Approval of Lease of Facilities for Child Care Center with Coronel Properties, Ltd.

Attachment 5.2-c

The establishment of a Child Care Center is rapidly reaching reality. A facility is available on Coronel Street, near McKinley School. Negotiations have been underway with Coronel Properties, Ltd., to lease a licensed day care center at 629 Coronel Place for $650 per month, including taxes and maintenance of the building's exterior.

The Superintendent recommends the approval of a lease with Coronel Properties, Ltd., for a Child Care Center in an amount of $650 per month for the fiscal year 1972-73.

d. Presentation of Preliminary Budget for 1972-73

Enclosure 2

Copies of the 1972-73 Preliminary Budget will be presented to the Board of Trustees at the meeting. The Superintendent and the Administrative Dean of Business Services will discuss the budget and its ramifications in some detail.

e. Presentation of Projected Five-Year Budget (1973-1978) for Santa Barbara Community College District

Enclosure 3

A projected "Five-Year Budget" has been compiled by the Business Services Division. Dr. Sorsabal, Administrative Dean of Business Services, will discuss the publication in detail.

f. Consideration of Employee Organizations' Salary, Salary Schedule, and Fringe Benefit Proposals

(This item may be conducted in executive session in accordance with the provisions of Government Code Section 54957.6 in order for the Board to instruct its representatives regarding the Board's position on salary, salary schedule, and fringe benefit proposals.)
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, June 8, 1972.