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

June 22, 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 on Items 2.1-b (1)(2)(3), 2.2-b (2)(6), 5.2-f)

1.5 Minutes of Regular Meeting of June 8, 1972, and
Minutes of Special Meeting of June 15, 1972

1.6 Hearing of Citizens

1.7 Communications

   a. Appointment of Mrs. Ann Gutshall to California Junior
      College Association (CJCA) Committee on Articulation

         Attachment 1.7-a

   b. Appointment of Mr. Abelino Bailon to Ad Hoc MDTA
      Statewide Advisory Committee by Manpower Development
      and Training Unit of the California State Department
      of Education

         Attachment 1.7-b

   c. Letter from Division of Highways Offering the Sale of
      a Parcel of Land to Santa Barbara City College

         Attachment 1.7-c

2. PERSONNEL

2.1 Certificated Personnel

   a. Routine

      (1) Recommended Approval of Certificated Assignments
          for the Continuing Education Division

          Attachment 2.1-a (1)

      (2) Recommended Approval of Additional Instructors
          for the 1972 Summer Session

          Attachment 2.1-a (2)
2.1 Certificated Personnel Items (Cont'd)

b. Non-Routine

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

Attachment 2.1-b (1)

(2) Recommended Appointment of Hotel/Restaurant Management Instructor - Replacement in Trade & Technical Division

Attachment 2.1-b (2)

(3) Recommended Acceptance of Resignation - English Department

Attachment 2.1-b (3)

(4) Recommended Employment of Administrative Personnel for 1972-73

Attachment 2.1-b (4)

(5) Recommended Employment of Certificated Personnel for 1972-73

Attachment 2.1-b (5)

(6) Presentation of Proposed Policies and Procedures for Evaluation of Certificated Personnel for SBCCD

Enclosure 1

In accordance with recent legislation, each community college district in California is required to adopt a written policy for continuing evaluation of all certificated personnel.

Proposed policies and procedures for evaluation of certificated personnel for the Santa Barbara Community College District have been developed after extensive study and discussion on campus involving faculty, students, and administrators. Particular appreciation is expressed to Messrs. Robert Carman and John Kay for their leadership as co-chairmen of the college committee which conducted the basic study and developed the initial model for evaluation.

Great appreciation is expressed, also, to the entire professional staff for the positive and creative approach they have taken on this issue and to the Representative Council of the Academic Senate for the care with which they have involved the faculty in review and revision of the evaluation model.

These proposed policies and procedures are presented at this time in Enclosure 1 for review by the Board of Trustees.
2. PERSONNEL (CONTINUED)

2.2 Classified Personnel

a. Routine

(1) Recommended Approval of Additional Hourly Appointments
   Attachment 2.2-a (1)

(2) Recommended Approval of Reduction in Time of Position for Physics Lab Technician
   Attachment 2.2-a (2)

(3) Recommended Student Appointments - General Student Programs
   Attachment 2.2-a (3)

b. Non-Routine

(1) Recommended Appointment of Typist-Clerk - Replacement in Admissions Office
   Attachment 2.2-b (1)

(2) Recommended Appointment of Program Planning Assistant - New Position in Continuing Education Division (Promotion)
   Attachment 2.2-b (2)

(3) Recommended Approval of Six-Month and Yearly Salary Increments
   Attachment 2.2-b (3)

(4) Recommended Approval of Health Leave of Absence (3 Months)
   Attachment 2.2-b (4)

(5) Recommended Employment of Classified Personnel for 1972-73
   Attachment 2.2-b (5)

(6) Recommended Appointment of Director, Facilities & Resource Development - New Position Effective August 1, 1972
   Attachment 2.2-b (6)
2.2-b. Non-Routine Classified Personnel Items (Cont'd)

(7) Recommended Approval of Job Specification for Position of FOOD SERVICES SUPERVISOR

Attachment 2.2-b (7)

(8) Report of Legal Action - Marilyn O'Connell versus Santa Barbara Community College District

Attachment 2.2-b (8)

A former employee of the District has filed an application with the Workmen's Compensation Appeals Board as a result of injuries sustained while working in the Theatre Arts Department on October 26, 1969. Attachment 2.2-b (8) details some of the liabilities of the District. This matter will be discussed in detail at the Board meeting.

3. STUDENT PERSONNEL

No Agenda Items

4. CURRICULUM AND INSTRUCTION

4.1 Slide Presentation on Trade & Technical Division - "Occupational Education at SBCC"

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. P120-2205 through P120-2240, 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.
5. BUSINESS SERVICES (CONTINUED)

5.2 Non-Routine

a. Recommended Acceptance of Alquist Grant Award of $15,000

Attachment 5.2-a

Notification has been received from the Chancellor's Office indicating that our application for funding under S.B. 164 has been approved at a level of $15,000 for 1972-73.

The Superintendent recommends acceptance of this grant to be divided as follows: $10,200 direct financial aid; $4,800 tutorial-counseling services for the American Ethnic Studies Division.

b. Recommended Acceptance of #555 PBX Board and 5 Telephones from General Telephone Company of Santa Barbara

Attachment 5.2-b

Mr. Clarence Bledsoe was responsible for the gift and Mr. Bob Kasner was responsible for the free installation of the #555 PBX Board and 5 telephones donated by the General Telephone Company. These items are installed in the new model office area in Room A-207 of the Administration Building.

These items had a "new" value of $1,835 and will be a valuable training aid for the Business Education Division. It is recommended that the gift and installation of this equipment be accepted by the Board of Trustees and that the Superintendent be directed to send a letter of appreciation to the General Telephone Company of Santa Barbara.

c. Recommended Rejection of Bids for Food Vending

Attachment 5.2-c

Two year's ago the contract with ARA for food services was discontinued and a contract was negotiated with Servomation Tri-Counties Inc. to supply food and beverage vending machines on the campus.

Last year it was determined to extend Servomation's contract with an increase of 5 percent in commission on hot and cold beverages and cigarettes. Mr. Rice of Rice Bros. Vending who had expressed interest in submitting a bid was informed of the extension.

In May of this year, solicitations to bid were submitted to Servomation and to Rice Bros. Vending. Bids were received from the two firms. A subsequent review of vending sales on campus indicates that sales now amount to an annual gross of approximately $12,000. Because the gross figure now exceeds $8,000, it is believed that at least three bids should be sought. Therefore, it is recommended that the bids be rejected and the Purchasing Department be authorized to re-advertise.
5.2 Non-Routine Business Services (Cont'd)

d. **Recommended Authorization to Negotiate Lease Extension for Apprenticeship Training Facility - Trade & Technical Center**

Leases for both the Apprenticeship Training Facility and the Trade & Technical Center are due to expire. Both facilities will continue to be needed for the immediate future.

The Superintendent recommends that the Board authorize the Administration to enter into negotiations to extend the leases of both facilities.

e. **Recommended Approval of Rental Agreement with Motorola Communications and Electronics, Inc.**

During the past two years, the District has used a dual system of communications for personnel not easily contacted. This has consisted of two-way "walkie-talkies" and a "beeper" system. Although this has been better than no communication link, improvement is necessary.

Investigations conducted reveal the availability of renting a system which integrates the strengths of the dual system into a single unit and at the same approximate cost over a 5-year period. Dr. Sorsabal, Administrative Dean of Business Services, will discuss details of the proposal at the meeting.

The Superintendent recommends that the Board approve the rental agreement with Motorola Communications and Electronics, Inc., for a period of 6 months at a rate of $128.66 per month.

f. **Recommended Appointment of Architect for Continuing Education Ceramic-Glassblowing Laboratory**

Enclosure 2

Interviews are scheduled with prospective architects for the Ceramics-Glassblowing Laboratory. It is recommended that an architect be appointed following the interviews.

g. **Report on Blue Cross Premium Rate Increase**

Attachment 5.2-g

The District has been notified that Blue Cross of Southern California is once again increasing its premium. The current District obligation is $24.50 per employee. The increase raises the premium to $30.07 per employee -- a 22.7 percent increase.
5.2 Non-Routine Business Services (Cont'd)

h. **Recommended Approval of Method of Payment for Unemployment Insurance Program for Classified Personnel**

**Attachment 5.2-h**

State law, which became effective on January 1, 1972, mandates that classified employees be covered for unemployment through the Unemployment Insurance Fund. Senate Bill 385 of the current session postponed the effective date of District obligation to December 15, 1972 to allow districts the opportunity to levy the appropriate tax to cover the obligation. It is currently estimated that the District's obligation for the period from January 1, 1972, to June 30, 1973, will approximate $36,000.

Attachment 5.2-h summarizes the Unemployment Insurance Program applicable to the classified employees. The District must decide on the method of financing this program. The alternative methods presented in the Attachment will be discussed at the meeting.

The Superintendent recommends that the Board adopt the regular financing system as the method for providing the District's obligation to the Unemployment Insurance Fund.

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

**Attachment 5.2-i**

Annually, the Board authorizes a monthly travel allowance for certain personnel for intra-district travel. Attachment 5.2-i delineates the recommended allowances for 1972-73.

The Superintendent recommends the approval of monthly travel allowances as listed in Attachment 5.2-i.

j. **Recommended Approval of Payment for Unused Vacation Earned by Mrs. Marie Lantagne**

Upon retirement Mrs. Lantagne, Dean of Student Personnel, will have earned but not used 23 total vacation days. Law requires that payment for vacation be made computed at the daily rate for the year in which earned. The following is the computed cost of earned and unused vacation:

<table>
<thead>
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<th>Year</th>
<th>Daily Rate</th>
<th>No. of Days</th>
<th>Total Cost</th>
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<tr>
<td>1970-71</td>
<td>$90.482</td>
<td>1</td>
<td>$90.48</td>
</tr>
<tr>
<td>1971-72</td>
<td>$95.853</td>
<td>22</td>
<td>2,108.77</td>
</tr>
</tbody>
</table>

Total due: $2,199.25

The Superintendent recommends approval of payment for unused vacation credits earned to Mrs. Marie Lantagne in the amount of $2,199.25.
5.2 Non-Routine Business Services (Cont'd)

k. Recommended Approval of Payment of Back Wages to Mrs. Evanne Gilleran

Attachment 5.2-k

Due to an error in initial placement on the salary schedule, Mrs. Evanne Gilleran has not been appropriately paid since employment with the District. This matter will be discussed in detail at the meeting.

(Note: This item may be withdrawn if the County Counsel has not concluded his findings on this matter.)

l. Recommended Approval of Tentative Budget of Santa Barbara Community College District for 1972-73

Enclosure 3

The 1972-73 Tentative Budget has been prepared for submission to the County Superintendent. The Budget will be discussed in detail at the meeting.

The Superintendent recommends that the Board approve the 1972-73 Tentative Budget for Santa Barbara Community College District.

m. Recommended Adoption of Resolution No. 25, Authorizing Replacement of Warrants for Santa Barbara Community College District

Attachment 5.2-m

Assembly Bill 301, passed and now effective, requires that all school warrants be voided after six months. Under the present system, each warrant that has been lost, destroyed or not presented for payment within six months would require separate approval for payment by the Board.

Resolution No. 25 would grant the County Treasurer blanket authority to pay any warrant that has become void for the above cited reasons. Adoption of the Resolution by the Board of Trustees is recommended by the Superintendent.

n. Recommended Adoption of Resolution No. 26, Authorizing the County to Advance Funds to the Credit of the Santa Barbara Community College District in the amount of $1,000,000

Enclosure 4

In order to meet current operating requirements for the 1972-73 fiscal year before the December taxes are credited to the General Fund, a short-term advance of $1,000,000 from the County is necessary -- $200,000 to be received July 28;
5.2 Non-Routine Business Services (Cont'd)

n. Continued

$200,000 August 29; $200,000 September 28; and $400,000 October 27. Repayment, including interest, will be made from the first installment of secured tax receipts received in December, 1972. Adoption of the Resolution No. 26, authorizing the County to advance funds to the credit of the District in the amount of $1,000,000, is recommended by the Superintendent.

6. GENERAL INFORMATION

6.1 Civil Defense Disaster Drill

Attachment 6.1

Civil defense officials together with representatives of Santa Barbara and Goleta area hospitals are preparing to conduct a "disaster preparedness drill". They have suggested that the simulated disaster be conducted in conjunction with Santa Barbara City College.

It is recommended that participation in this drill be approved by the Board of Trustees.

6.2 Report on Coming Events - Mr. James Williams

7. ADJOURNMENT

The next regular meeting of the Board of Trustees -- which will be the annual organizational meeting -- is scheduled for Thursday, July 13, 1972, at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.
5. BUSINESS SERVICES

5.2 Non-Routine

o. Recommended Approval of Salary and Personnel Benefit Adjustments for 1972-73

Enclosure 5

The Superintendent will present and describe proposed salary and personnel benefit adjustments for 1972-73.

It will be noted that virtually no adjustments can be made at this time in basic employee salary schedules. Most recommended adjustments will be in personnel benefits with the provision that salaries be reconsidered in October if the financial condition of the District is improved.

It is recommended that salary and personnel benefit adjustments as agreed upon with various employee salary committees be approved by the Board of Trustees.

Note: Enclosure 5 will be distributed at the meeting.