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

July 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 June 22, 1972

1.6 Hearing of Citizens

1.7 Communications

a. Letter from Department of Health, Education, and Welfare
   regarding Higher Education Legislation, dtd June 23, 1972

   Attachment 1.7-a

1.8 Board Action Required in Connection with 1972-73 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, 1972, to June 30, 1973.

   (2) That the Administrative Dean of Business Services,
       Dr. Donald K. Sorsabal, be elected Assistant
       Secretary-Clerk from July 1, 1972, to June 30, 1973.
1.8 Continued

c. Election of Representatives 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 for the past two years.

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. Routine

(1) Recommended Approval of Additional Instructor for 1972 Summer Session

   Attachment 2.1-a (1)

(2) Recommended Authorization of Travel and Conference Attendance

   Attachment 2.1-a (2)

b. Non-Routine

(1) Recommended Appointment of Continuing Education Instructors for 1972-73 College Year

   Attachment 2.1-b (1)

(2) Recommended Appointment of English Instructor - Replacement

   Attachment 2.1-b (2)

(3) Recommended Adoption of Policies and Procedures for Evaluation of Certificated Personnel for SBCCD

   On June 22, 1972, the proposed policies and procedures for evaluation of certificated personnel were distributed to the Board of Trustees (Ref: Enclosure 1, Agenda Item 2.1-b (6), 6/22/72)

   It is recommended that the proposed policies and procedures be adopted.
2.1-b. Non-Routine Certificated Personnel Items (Cont'd)

(4) Recommended Adoption of Revision to Administrative Personnel Policies

Because of the enactment into law on March 4, 1972, of Assembly Bill 2509, it is necessary to revise the District's Administrative Personnel Policies concerning vacation compensation upon retirement, as follows:

"0942.1 In the event of termination of employment by resignation or retirement, a certificated employee who is employed in an administrative position shall be entitled to compensation not to exceed 30 days of vacation allowance earned but unused preceding such resignation or retirement. Said compensation is to be at his annual rate of salary effective during the year in which the vacation credit was earned. The employee concerned may designate one of the following methods of payment for such accrued vacation allowance:

"a. Vacation allowance compensated-for compensation shall be paid in a lump sum payment made in conjunction with the final salary payment for services rendered the District; in which case on a supplemental payroll. No deduction shall be made for retirement purposes." or

"b. Vacation allowance credited to service with the District with monthly payments made according to customary District payroll procedures; in which case deductions shall be made for retirement purposes." or

"0942.2 In the event the employee does not designate one of the above methods of payment for accrued vacation allowance, that method specified in (a) above shall be the method by which he is paid.""

The Superintendent recommends adoption of this revision to the Administrative Personnel Policies for the Santa Barbara Community College District.
2.1-b. Non-Routine Certificated Personnel Items (Cont'd)

(5) Recommended Approval of Payment of Back Wages to Mrs. Evanne Gilleran

Attachment 2.1-b (5)

Due to a clerical placement error at time of employment, Mrs. Gilleran was inaccurately placed on the salary schedule in 1966. On April 17, 1972, Mrs. Gilleran brought this fact to the attention of the Certificated Personnel Office. The matter has been referred to County Counsel for opinion. It is his opinion that in accordance with Section 338 of the Code of Civil Procedures, the District may pay back wages for up to three years from the date it was notified of the error. Attachment 2.1-b (5) indicates the manner of computing allowable pay from April 17, 1969. The amount due and owing is $1,123.39.

The Superintendent recommends the payment of $1,123.39 in back wages to Mrs. Evanne Gilleran as total allowable compensation due to a clerical placement error.

(6) Recommended Adoption of Resolution No. 1, Authorizing a Designated Subjects Teaching Credential to Mr. Young

Attachment 2.1-b (6)

Under provision of the California Administrative Code, Title V, Education, Section 6375, and by resolution of the Board of Trustees, a Designated Subjects Teaching Credential may be authorized for a person of outstanding eminence to teach in a community college district.

Since Mr. Harvey Young has an international reputation as an artist and since he is of great value in the instructional program, the Superintendent recommends that the Board approve Mr. Young's application for renewal of his Designated Subjects Teaching Credential, due to expire on June 30, 1972. Approval must be by resolution; therefore, adoption of Resolution No. 1 is recommended.

(7) Recommended Authorization to Transmit Statement of Reasons for Dismissal of a Certificated Employee

Education Code, Section 13443.5, requires that whenever the governing board of any school district dismisses an employee pursuant to Section 13443, the governing board shall, on or before September 1 of the next succeeding school year, transmit to the Board of Governors of the California Community Colleges a statement of the reasons for such dismissal.
2.1-b. Non-Routine Certificated Personnel Items (Cont'd)

(7) Continued

Because of the necessity to reduce instructional services in the Theatre Arts Department, it was necessary to dismiss Miss Kathryn Enloe in accordance with Education Code Section 13443.

It is recommended that the Superintendent be authorized to transmit certified copies of the statement of cause for dismissal given Miss Kathryn Enloe to the Board of Governors of the California Community Colleges.

2.2 Classified Personnel

a. Routine

(1) Recommended Approval of Additional Hourly Appointments

Attachment 2.2-a (1)

(2) Recommended Hourly Appointments in the Continuing Education Division for 1972-73

Attachment 2.2-a (2)

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

Attachment 2.2-a (3)

(4) Recommended Approval of Extension of Health Leave of Absence

Attachment 2.2-a (4)

(5) Recommended Authorization of Travel and Conference Attendance and Advancement of Funds

Attachment 2.2-a (5)

b. Non-Routine

(1) Recommended Acceptance of Resignation - Bookstore Supply Clerk

Attachment 2.2-b (1)
2.2-b. Non-Routine Classified Personnel Items (Cont'd)

(2) Recommended Termination of Employment of Mrs. Ann Robinson, Professional Expert in Research Programming. Due to Completion of Federally Funded Project

Attachment 2.2-b (2)

The Research Project funded under VEA, Part C, for conducting a cost analysis of the vocational and non-vocational programs at Santa Barbara City College has been completed as of the scheduled date of June 30, 1972. Mrs. Ann Robinson, whose services were directly related to the term of that research contract, is to be terminated as of the project completion date. Her original employment agreement was for the project period only. A description of her service to the District is outlined in Attachment 2.2-b (2).

(3) Recommended Yearly Salary Increment and Change from Hourly to Half-Time Appointment

Attachment 2.2-b (3)

(4) Recommended Approval of Reclassifications and Salary Adjustment

Attachment 2.2-b (4)

(5) Recommended Approval of Longevity Increments

Attachment 2.2-b (5)

(6) Recommended Approval of Replacement Appointments

Attachment 2.2-b (6)

(7) Recommended Establishment of New SECRETARY 20 Position in the Continuing Education Division

On May 25, 1972, the Board of Trustees approved a change in assignment of Mr. Abelino Bailon to Assistant Dean and approved the establishment of the Program Planning Assistant position. These two changes were made as a result of the retirement of Mrs. Alma Ritchie.

The position of Public Information Secretary 30 in the Division has now been abandoned, and as a result of this reorganization it is recommended that a new Secretary 20 position be established.
2.2-b. Non-Routine Classified Personnel Items (Cont'd)

(8) **Recommended Approval of Job Specification for Position of PROGRAMMER and Recommended Establishment of the New Position in the Data Processing Department**

Attachment 2.2-b (8)

(9) **Recommended Adoption of Policy on Shift Differentials for Classified Personnel**

Attachment 2.2-b (9)

One of the adjustments in salary and personnel benefits approved on June 22, 1972, concerned shift differentials for certain classified positions. Inadvertently, the wording of the recommended adjustment omitted three positions which were intended to be covered. (As a result, the dollar cost should have been noted as $797 rather than $518.)

It is believed that the agreements on shift differentials should be incorporated in the statement of Classified Personnel Policy. The proposed policy will affect only the five positions referred to during discussions of salary and personnel benefits on June 22, but the cost involved for 1972-73 if the policy is adopted will be $797 rather than $518.

It is recommended that a new section, Section No. 1321, be added to the Classified Personnel Policies as indicated in Attachment 2.2-b (9).

(10) **Recommended Approval of Differential Pay for Split Shift Positions**

Attachment 2.2-b (10)

3. **STUDENT PERSONNEL**

3.1 **Recommended Approval of Changes in Probation, Disqualification, and Withdrawal Policies**

Attachment 3.1

Proposed changes in the policy on probation and disqualification originated with the Social Science Division and have been endorsed by the Council of Division Chairmen, the Scholastic Standards Committee, and the Academic Senate. The proposed changes clarify certain points and place greater emphasis upon the need for careful consideration of withdrawals. Adoption of these changes in the Probation, Disqualification, and Withdrawal Policies as indicated in Attachment 3.1 is recommended by the Superintendent.
4. CURRICULUM AND INSTRUCTION

4.1 Recommended Approval of Continuing Education Division's PROGRAM FOR FALL TERM 1972-73

Enclosure 1

The Superintendent recommends approval of the courses and instructors for the 1972-73 Continuing Education Program as outlined in Enclosure 1.

Mr. Selmer O. Wake, Director-Administrative Dean of the Continuing Education Division, will be present at the meeting to discuss the program and respond to any questions.

4.2 Recommended Approval of SBCCD Plan for Vocational Education for 1972-73

The proposed Plan for Vocational Education for the Santa Barbara Community College District for 1972-73 was distributed to the Board of Trustees for their review at the last Board meeting (Ref: Agenda Item 6.3, Page 22 of 6/22/72 Minutes). Approval of the proposed Plan is recommended by the Superintendent.

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. P120-2241 through P120-2275 for the 1971-72 school year and P23-0001 through P23-0097 for the new school year 1972-73.

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 (CONT'D)

5.2 Non-Routine

a. Recommended Approval of the Establishment of Standardized Working Days Per Month for Classified Employees of SBCCD

Currently, the salaries of the classified employees are based upon the actual number of working days in a month. If a deduction is necessary, the amount deducted will vary in accordance with the month. To establish a standard number of working days per month would not only be fairer to the employees but would also be easier for the Payroll Office.

The Superintendent recommends that the Board establish, for payroll purposes, 22 working days as the days per month for the classified employees of the Santa Barbara Community College District.

b. Recommended Authorization to Proceed with "Social Security" Election for Eligible Certificated Employees of SBCCD

On June 22, 1972, the Board of Trustees approved the offering of Social Security benefits to eligible certificated employees of the District. To consummate this agreement, a majority of those eligible employees must by election, approve Social Security coverage.

The Superintendent recommends that the Administration be authorized to proceed with the details of conducting such an election for certain eligible employees of certificated services.

c. Recommended Acceptance of $13,742 in Funding under the Elementary and Secondary Education Act (ESEA), Title III, Adult Basic Education

Attachment 5.2-c

On May 11, 1972, the Board gave approval for submission of an application for funding of a continuation of the Basic Education and ESL Program for the economically disadvantaged under ESEA, Title III.

Notice has been received that $13,742 in federal funds have been allocated to the District for this program. It is recommended that the Board accept these funds from the California State Department of Education's Bureau of Adult Education.
5.2 Non-Routine Business Services Items (Cont'd)

d. Recommended Approval for Submission of an Application for $35,659 in Funding of an MDTA Project (P.L. 60-636)

Attachment 5.2-d

The Superintendent recommends the Board's approval of this application for $35,659 in funding for an Industrial Vocational Orientation MDTA Project CAL(R)3004, a repetition of last year's program. No additional District funds are required, only $2,358 in-kind matching funds.

e. Recommended Approval for Submission of Applications for Funds under the Vocational Education Amendments of 1968 (P.L. 90-576) PART F, Consumer and Homemaking Education, and PART H, Work-Study, for use during the 1972-73 School Year

Enclosure 2

f. Recommended Rejection of Liability Claim of Mr. Stan Price

The District has been served with a claim in the amount of $1,615.55 for injuries incurred in the sauna by Mr. Stan Price.

The Superintendent recommends that the Board reject the claim and authorize the Administration to so notify the claimant, Mr. Stan Price.

g. Recommended Rejection of Purchase of Land Offered by the State Division of Highways

The State Division of Highways has offered to sell a parcel of land, located on the north side of Cliff Drive, to Santa Barbara City College. On June 22, 1972, the Board received copies of a letter from the Division of Highways and materials delineating the proposal and the location of the parcel for their study and consideration (Ref: Attachment for Agenda Item 1.7-c distributed on 6/22/72).

Because of the precipitous nature of the parcel and the liability which could be incurred due to the access ramp now located on the parcel, it does not appear that this offer would enhance the holdings of the District. The Superintendent recommends the rejection of the offer by the State Division of Highways for the purchase of a parcel of land.
5.2 Non-Routine Business Services Items (Cont'd)

h. Recommended Approval of Lease Agreement for Facilities at 312 North Nopal Street, Santa Barbara

Agreement has been reached with the owners regarding the terms and conditions for the lease of facilities at 312 North Nopal Street, the Marine Technology Facility. The cost of the lease is the same as currently being paid, $1,272 per month plus the differential in amount of property taxes from the 1969-70 year to the lease year. The term of the lease is for three years with an annual option to cancel.

The Superintendent recommends that the Board approve the lease agreement for the property at 312 North Nopal St.

i. Recommended Approval of Contract for Vending Services at Santa Barbara City College

Bids for vending services on the campus will be opened on July 11, 1972. Based upon an analysis of the bids and prospective vendors, a recommendation for acceptance by the Board will be made at the meeting.

j. Recommended Appointment of Architect for Ceramics Laboratory for the Continuing Education Division

At the meeting an architectural firm will be recommended for employment by the District to develop plans and specifications for the Ceramics Laboratory to be located at 914 Santa Barbara Street.

k. Recommended Appointment of Broker to Administer Personnel Benefits Program for District Employees

At the meeting a brokerage firm will be recommended to administer the District's Personnel Benefits Program for the employees. Dr. Sorsabal, Administrative Dean of Business Services, will discuss this item at the meeting.

l. Recommended Approval of Publication Budget for 1972-73

Enclosure 3

The Publication Budget of the Santa Barbara Community College District for 1972-73 will be discussed at the meeting. Changes from the Tentative Budget to the Publication Budget will be recommended at the meeting.
6. GENERAL INFORMATION

6.1 Report on "Profile of 1972 SBCC Graduates", Research Office Memo No. 12-72

Enclosure 4

Dr. Thomas F. MacMillan, Administrative Dean of Admissions, Guidance, and Research, will report on Research Office Memo No. 12-72 (distributed as Enclosure 4), which details the characteristics of June, 1972, graduates and gives an assessment of the student change and growth.

6.2 Report on Coming Events - Mr. James Williams

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, July 27, 1972, at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.