AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

August 3, 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 Annual Organizational Meeting/Regular Meeting
of July 13, 1972

1.6 Hearing of Citizens

1.7 Communications

a. Letter from California School Boards Association regarding
"1972 C.S.B.A. Delegate Assembly Nominations"

Attachment 1.7-a

b. Highlights of the Conference Report on Education Amendments
of 1972 (S. 659)

Attachment 1.7-b

c. Report on Action of Community College Section of C.S.B.A. on
SBCCD Resolution No. 24, "Suggesting Members of the Board of
Governors of California Community Colleges be Selected from
the Ranks of Local Boards on a Regionally Representative Basis"

d. Report of Award to Mr. Rob Reilly for Outstanding Graphic
Design and Publications Editing

Again Mr. Robert R. Reilly, SBCC Publications Coordinator,
has received a "Certificate of Award for Outstanding Graphic
Design and Publications Editing" from the 1972 North American
Graphic Arts Awards Competition. The competition was sponsored
by the Printing Industries of America (PIA), Arlington, Virginia.

Entries submitted for Santa Barbara City College included:
(1) "Bury the Dead" Drama Mailer, (2) "Apprenticeship Programs"
Brochure, (3) "The Veteran in College" Brochure, (4) "Meeting
Your College Costs" Brochure, and (5) "71/72 Certificated
Circular".
Agenda - Regular Meeting
Board of Trustees, SBCCD
August 3, 1972

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

Attachment 2.1-a (2)

b. Non-Routine

(1) Recommended Appointment of Biology Instructor to Life Science Division (New Contract Position)

Attachment 2.1-b (1)

(2) Recommended Appointment of Machine Shop/Welding Instructor to Trade & Technical Division (New Position)

Attachment 2.1-b (2)

(3) Recommended Approval of Appointments to Children's Center Staff - Director (Full-Time) and Head Teachers (Three-Fourths Time) and Teacher (Full-Time)

Attachment 2.1-b (3)

(4) Recommended Approval of Retirement of Mr. Selmer O. Wake and Adoption of Resolution No. 2

Attachment 2.1-b (4)

Mr. Selmer O. Wake, Director/Administrative Dean of Continuing Education, has decided to retire as of November 3, 1972, in order to enjoy some of the pleasures of leisure and a more private life. It is impossible to describe the significance of Mr. Wake's contributions to this community through his 25 years of leadership in the Adult Education Program. With deep regret -- for the District and the community -- it is recommended that Mr. Wake's retirement be approved and it is recommended that Resolution No. 2 be adopted expressing, in part, the regard of the District for Mr. Wake's contributions.
2.1 b. Non-Routine Certificated Personnel Items (Cont'd)

(5) Recommended Approval of Contract with Mr. Selmer O. Wake as a Consultant in Continuing Education and Community Services

Mr. Selmer O. Wake has announced his retirement effective November 3, 1972—see Agenda Item 2.1-b (4). Mr. Wake's background and experience in adult or continuing education makes him a pre-eminent authority in the area of continuing education curriculum and community services.

It is believed that it would be of great benefit to the District if Mr. Wake's knowledge and experience could continue to be made available in some way.

Since it is now possible for retired educators to obtain limited earnings as a consultant in the area of their specialty, it is recommended that the District negotiate a contract with Mr. Selmer O. Wake as a consultant in Continuing Education curriculum, community services, and program development for the period of February 1, 1973, through January 31, 1974, at an annual rate of $2,500 payable in equal monthly installments.

(6) Recommended Adoption of Policy on Certificated Employee Probation and Tenure and Recommended Assignment of First, Second, and Third-Year Certificated Employees

Attachment 2.1-b (6)

The recent enactment of S.B. 696 (Rodda) on the matters of evaluation, probation, and tenure, as applicable to all certificated employees (except superintendents, assistant or deputy superintendents, or community college presidents employed on contract), becomes operative on September 1, 1972.

On July 13, 1972, the Board of Trustees approved Policies and Procedures for the Evaluation of Certificated Personnel. It is now appropriate, prior to September 1, to adopt a policy statement as to the status of contract employees. Decisions, also, are required regarding the status of certificated employees entering their first, second, or third year of employment.

It is recommended that the Probation and Tenure Policy as described in Attachment 2.1-b (6) be approved and that the status for first, second, and third-year employees be approved as indicated.
2. PERSONNEL (CONTINUED)

2.2 Classified Personnel

a. Routine

(1) Recommended Approval of Additional Hourly Appointments - Temporary

Attachment 2.2-a (1)

(2) Recommended Approval of Hourly Appointments for the 1972-73 College Year

Attachment 2.2-a (2)

(3) Recommended Appointment of Professional Volunteer (6 Weeks)

Attachment 2.2-a (3)

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

Attachment 2.2-a (4)

b. Non-Routine

(1) Recommended Acceptance of Resignation - Business Manager, Student Finance

Attachment 2.2-b (1)

(2) Recommended Appointment of Bookstore Supply Clerk - Replacement

Attachment 2.2-b (2)

(3) Recommended Appointment of Programmer in Data Processing Department - New Position

Attachment 2.2-b (3)

(4) Recommended Approval of Differential Pay for Swing Shift Positions

Attachment 2.2-b (4)

(5) Recommended Approval of Changes in Time Assignments to Three-Fourths Time - Budgeted Increases

Attachment 2.2-b (5)
2.2 b. Non-Routine Classified Personnel Items (Cont'd)

(6) **Recommended Approval of Three New Budgeted Positions** -- Custodian (day or graveyard), Laboratory Technician in Chemistry (half-time), and Laboratory Technician in Life Science (full-time)

Attachment 2.2-b (6)

(7) **Recommended Approval of Job Specification for Position of Intermediate Account Clerk (Child Care & Cafeteria Accounts) and Recommended Establishment of the New Position in the Business Office**

Attachment 2.2-b (7)

3. **STUDENT PERSONNEL**

No Agenda Items

4. **CURRICULUM AND INSTRUCTION**

4.1 **Report of Board of Trustees' Career Education Subcommittee and Recommended Adoption of Resolution No. 3 relative to Career Education**

Enclosure 1

The report of the Board's Subcommittee on Career Education is provided in Enclosure 1. Mr. Wells, Chairman of the Committee, may wish to describe the report.

It is recommended that Resolution No. 3 be adopted as a District endorsement of the concept of Career Education.

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. P120-2276 through P120-2281 for the 1971-72 school year and P23-0098 through P23-0257 for the new school year 1972-73.
5.1 Routine Business Services Item (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.

5.2 Non-Routine

a. **Recommended Adoption of Resolution No. 4, Establishing a Children's Center Fund Pursuant to Article 1, Chapter 5, Division 12 of Education Code Section 16621**

Attachment 5.2-a

Education Code Section 16621 requires the establishment of a Children's Center Fund into which will be placed all funds received for, or from the operation of Children's Center, and from which will be paid the costs of operation of the Center.

The Superintendent recommends that the Board adopt Resolution No. 4 to establish a Children's Center Fund for the Santa Barbara Community College District.

b. **Recommended Acceptance of Grant Awards to support District Programs for 1972-73:**

(1) **$700 in Funding for Partial Support of 1972-73 Real Estate Program**

Attachment 5.2-b (1)

Notice has been received from the State Department of Real Estate indicating the availability of $700 to partially support the Real Estate Education Program at Santa Barbara City College. No matching funds required. It is recommended that the Board approve the Standard Agreement with the Department of Real Estate for $700 in partial financial support of the Real Estate Program.

(2) **$3,000 Allocation for the Law Enforcement Education Program (LEEP) for Fiscal Year 1973**

Attachment 5.2-b (2)

Notice has been received from the U. S. Department of Justice indicating that $3,000 in funds have been allocated for the District's annual level of LEEP activity. These funds will provide for continued participation in this financial aid program for law enforcement majors at
5.2 Non-Routine Business Services Items (Cont'd)

b. (2) continued

Santa Barbara City College. It is recommended that the Board accept the $3,000 in funding from the Law Enforcement Assistance Administration. No matching funds are required.

(3) $4,680 Augmentation to Allocation for Extended Opportunities Programs and Services Project (Alquist) for Fiscal Year 1972-73

Attachment 5.2-b (3)

Notice has been received from the Chancellor's Office indicating that the original $15,000 allocation to the District from Alquist funds (S.B. 164) has been supplemented by an additional award of $4,680 for EOF. No matching funds are required. It is recommended that the Board accept the $4,680 augmentation and that the funds be allocated as follows: Direct Student Financial Aids, $3,000; and Work Study (to establish a 20 percent matching fund for College Work Study positions in peer counseling), $1,680.

(4) $16,844 Award for Support of the Nursing Scholarship and Loan Program for Fiscal Year 1973

Attachment 5.2-b (4)

Notice has been received of a $16,844 award for the Associate Degree Nursing Program -- $9,204 for scholarships, based on a full allocation of the funds available; and an initial allotment of $7,640 for loans, with the possibility of additional loan allocations. One-ninth local matching is required for the nursing loans portion only. It is recommended that the Board accept the $16,844 award for nursing student loans and nursing scholarships.

(5) $18,828 Grant Awarded for the Nursing Capitation Grant Program for 1972-73

Attachment 5.2-b (5)

Notice has been received of a $18,828 grant awarded for nurse training programs at Santa Barbara City College. No matching funds are required. It is recommended that the Board accept the $18,828 grant awarded for the Nursing Capitation Grant Program.
5.2 Non-Routine Business Services Items (Cont'd)

b. continued

(6) Supplemental Awards of $17,041 for the College Work-Study Program and $16,678 for Educational Opportunity Grants Program for 1972-73

Attachment 5.2-b (6)

Notice of supplemental awards for Federal Student Financial Aid Programs has been received from the Office of Education, Department of Health, Education, and Welfare. The supplemental award for the College Work-Study Program is $17,041, increasing the total for the 1972-73 fiscal year to $93,648. The Educational Opportunity Grant Program allocation has been increased by $16,678, for a 1972-73 fiscal year total of $66,920. The College Work-Study award requires a 20 percent matching which will be supplied either by off-campus agencies or Alquist funds. It is recommended that the Board accept the supplemental awards of $17,041 and $16,678 for the College Work-Study and Educational Opportunity Grants Programs, respectively.

c. Recommended Authorization to Submit an Application for $72,165 in Public Employment Program Funds for 1972-73

Attachment 5.2-c

The Public Employment Program which operated in some school districts in the 1971-72 school year is being renewed for 1972-73. Under the program, unemployed and under-employed persons are employed by public agencies in jobs which offer good transititional possibilities. The Santa Barbara Community College District is interested in participating during the 1972-73 year. The details of the project will be discussed at the meeting.

The Superintendent recommends that the Board grant authorization for submittal of an application for Public Employment Program Funds in the amount of $72,165.

d. Recommended Approval of the Following Annual Contracts for Santa Barbara Community College District:

(1) Contract with the Santa Barbara High School District for Maintenance and Health Services

Attachment 5.2-d (1)

Annually, this District has entered into a contract with the Santa Barbara High School District for specified services. During the past two years, use has been made of lock service and typewriter repair service as well as
5.2 Non-Routine Business Services Items (Cont'd)

d. (1) continued

nursing services. The major change in the proposed contract is the manner in which costs for indirect charges are computed. It has been agreed to use the State negotiated figure of 38.56 percent, rather than a complicated formula involving ratio of average daily attendance.

It is recommended that the Board approve the contract with the Santa Barbara High School District for maintenance and health services as specified in Attachment 5.2-d (1).

(2) Contract with the IBM Corporation for Maintenance of All IBM Typewriters and Dictation Equipment

As in past years, all IBM equipment has been under a maintenance agreement with the IBM Corporation. At the present time, we have 96 typewriters and 11 dictating and transcribing units. The total contract price for the year is $4,140.87.

It is recommended that the Board approve the extension of the contract with the IBM Corporation for the period of July 1, 1972, through June 30, 1973.

e. Recommended Approval of Contract with Arendt, Mosher & Grant for Architectural Services for the Ceramics-Glassblowing Laboratory Project

Negotiation with the architectural firm of Arendt, Mosher & Grant has been concluded and agreement reached. It has been agreed that for services rendered on the Ceramics-Glassblowing Laboratory Project, the firm shall be paid 10.9 percent of the cost of construction. No estimate has been made for the cost of the project.

It is recommended that the Board approve a contract with Arendt, Mosher & Grant for architectural services required for the Ceramics-Glassblowing Project at a cost not to exceed 10.9 percent of the construction costs.

f. Recommended Adoption of Resolution No. 5, Authorizing the Sale of Financial Corporation of Santa Barbara Common Stock

Attachment 5.2-f

Although the Board by previous action authorized the Administration to sell 20 shares of stock given to the College by Miss Pearl Chase, the SEC requires the adoption of a resolution to that effect. Therefore, it is recommended that the Board adopt Resolution No. 5, authorizing the sale of 20 shares of Financial Corporation of Santa Barbara common stock.
5.2 Non-Routine Business Services Items (Cont'd)


g. Presentation of the 1972-73 District Budget for Public
   Hearing and Recommended Adoption by the Board of Trustees

   Enclosure 2

   As required by law, a public hearing must be held
   prior to adoption of the final budget for the District.
   Changes made since the approval of the Publication Budget
   will be discussed at the meeting.

   The Superintendent recommends formal adoption of the
   Final District Budget for fiscal year 1972-73 by the
   Board of Trustees.

h. Recommended Acknowledgement of Receipt of Summons

   Enclosure 3

   The Santa Barbara Community College District, together
   with all other California community college districts, have
   been served with a summons for a complaint filed on behalf
   of emancipated minors who have been required to pay non-
   resident tuition. The complaint will be discussed at the
   meeting.

i. Recommended Approval of Personnel Benefits Program for 1972-73

   Attachment 5.2-i

   Attachment 5.2-i contains forms delineating the personnel
   benefits which are available to the employees of the District
   -- one lists those available to Certificated personnel and
   the other lists those available to the Classified personnel.
   It has been stipulated that all employees must have medical
   and life insurance coverage and that all full-time employees
   must have income protection (or salary continuation) coverage.
   The total program will be discussed at the meeting.

   Attachment 5.2-i also contains a letter from the local
   District Representative of Blue Cross indicating the rates
   for their medical insurance coverage under the new plan. The
   letter also confirms that Blue Cross coverage will be avail-
   able to employees so desiring it even though an alternate
   medical plan is offered.

   It is recommended that the Board approve the Personnel
   Benefits Program for the District's employees for 1972-73,
   as indicated in Attachment 5.2-i.
6. GENERAL INFORMATION

6.1 Progress Report on Items for Institutional Study and Action, 1971-72

Enclosure 4

In early Fall of 1971, the Administration prepared a list of Items for Institutional Study and Action. A report of progress and actions taken on those items is provided at this time in Enclosure 4.

It is believed that this procedure is in keeping with the concept of "accountability" and that these reports provide an index of progress toward specific objectives. It is hoped that the preparation of such lists and the reports of action taken provide the Board of Trustees with a perspective of the actions and efforts of the administrative staff.

6.2 Report on Coming Events - Mr. James Williams

7. ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Thursday, August 24, 1972, at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.