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

September 28, 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) and 2.2-b (8)
   1.5 Minutes of Regular Meeting of September 14, 1972
   1.6 Hearing of Citizens
   1.7 Communications
       a. Presentation of CSBA Delegate Assembly Election Materials -
          Instructions and Biographical Sketches for Nominees
          Enclosure 1
       b. California Senate Resolution Commending THE CHANNELS
          State Senator Robert J. Lagomarsino has introduced a
          resolution which has been passed by the California Senate
          Resolutions Committee commending THE CHANNELS. The
          resolution will be presented to the Board of Trustees at
          the meeting by Senator Lagomarsino or a member of his staff.
       c. Recommended Adoption of Resolution No. 6 Endorsing Proposition 1
          Attachment 1.7-c
          The 1972 Community College Construction Bond Act will
          appear on the November 7 ballot as Proposition 1.
          It is recommended that Resolution No. 6 be adopted,
          endorsing Proposition 1 and urging citizens to support the
          measure.
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 Instructors for 1972 Fall Semester

Attachment 2.1-a (2)

(3) Recommended Approval of Professional Volunteer Appointments for the 1972 Fall Semester

Attachment 2.1-a (3)

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

Attachment 2.1-a (4)

b. Non-Routine

(1) Recommended Approval of Duty Statement and Procedures for Selection of Administrative Dean, Continuing Education

Attachment 2.1-b (1)

The Board of Trustees adopted policies for the selection of administrators on May 25, 1972. Those policies call for participation of faculty, students, and classified personnel in the screening of candidates. They require, also, that all openings be well publicized well in advance and that an applicant from outside the College receive consideration equal to that given an applicant from the present staff. The policies direct the Superintendent to establish procedures for implementing the policies.

Attachment 2.1-b (1) contains proposed procedures for selection of Administrative Dean, Continuing Education. Attached, also, is a copy of a proposed announcement of the position which includes the job specifications for the position. No changes in the job specifications are recommended, but it is proposed that the title be changed from Director/Administrative Dean to Administrative Dean and that the two extra salary steps for the position be eliminated.
2.1 b. Non-Routine Certificated Personnel Items (Cont'd)

(1) continued

It is recommended that the proposed procedures for selection of the Administrative Dean, Continuing Education, be approved; that the title of the position be changed to Administrative Dean; and that the salary schedule be the same as for other administrative deans in the District.

2.2 Classified Personnel

a. Routine

(1) Recommended Approval of Additional Hourly Appointments

Attachment 2.2-a (1)

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

Attachment 2.2-a (2)

(3) Recommended Termination of MDTA Project Employees

Attachment 2.2-a (3)

b. Non-Routine

(1) Recommended Acceptance of Resignation - Secretary to the Superintendent-President

Attachment 2.2-b (1)

(2) Recommended Appointment of Computer Operator in Data Processing Department - Replacement

Attachment 2.2-b (2)

(3) Recommended Appointment of Account Clerk in Business Services Department - Replacement

Attachment 2.2-b (3)
2. PERSONNEL

2.2 Classified Personnel

b. Recommended Appointment of Temporary Laboratory Teaching Assistant

Attachment 2.2 -b (6)
Addenda to the Agenda for Regular Meeting of Board of Trustees
September 28, 1972

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Classified Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Classification</th>
<th>Rate</th>
<th>Effective Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Butterfield, John L.</td>
<td>Lab. Teach.</td>
<td>$4.34/hr.</td>
<td>9/11/72</td>
<td>Hourly as needed</td>
</tr>
<tr>
<td>Life Science</td>
<td>Asst. 37A</td>
<td></td>
<td></td>
<td>(Temporary Position)</td>
</tr>
</tbody>
</table>

Education: Buena Park High School
SBCC - 1966 - 67 (Biology)
UCSB - 1967 - Present (Biology)

Experience: 5/68 - 9/70 - Undersea Gardens (Diver & Collector)
6/71 - Present - Vista, V.W., Goleta (Counter Man - Part-time)
1971 - 72 Spring - SBCC - (Life Science Lab. Asst. Part-time Temporary) Semester

Age - 25 -(6/1/47)
2.2 b. Non-Routine Classified Personnel Items (Cont’d)

(4) **Recommended Appointment of Maintenance Man in Facilities and Operations Department - Replacement**

Attachment 2.2-b (4)

(5) **Recommended Appointment of Laboratory Technician (Full-Time), Life Science Department - New Position**

Attachment 2.2-b (5)

(6) **Recommended Appointment of Laboratory Technician (3/5-Time, 10 Months), Life Science Department - New Position**

Attachment 2.2-b (6)

(7) **Recommended Approval of Job Specification for Position of DIVISION AIDE (Life Science), and Establishment of the New Position**

Attachment 2.2-b (7)

(8) **Recommended Disciplinary Action and Trial Re-Instatement - Mr. Steven L. Juarez, Groundsman/Gardener**

At the regular meeting of the Board of Trustees on August 24, 1972, Mr. Steven L. Juarez, Groundsman/Gardener, was dismissed effective September 1, 1972, and notified of his rights to appeal through the hearing procedure.

As a result of that hearing, it is recommended that Mr. Juarez be suspended, without pay, for the period of September 1 to October 1, 1972, and that effective October 1, 1972, he be reinstated for a three-month trial period, subject to certain conditions to which he has agreed.

3. **STUDENT PERSONNEL**

3.1 **Report on Transfer Follow-Up Study**

Enclosure 2

Dr. Thomas F. MacMillan, Administrative Dean of Admissions, Guidance and Research, will report on a follow-up study of students who transferred to four-year institutions from Santa Barbara City College in the Fall of 1971.

3.2 **Report on Financial Aids and Placement**

Enclosure 3

Mr. William Cordero, Coordinator of Student Services, will describe Enclosure 3, a report on activities of the Financial Aids and Placement Office.
4. CURRICULUM AND INSTRUCTION

4.1 Report of Scores of Vocational Nurse Candidates on State Licensure Examination

Attachment 4.1

Recently notice was received that all LVN-MDTA candidates from Santa Barbara City College had passed the State licensure examinations successfully. Now word has been received that all of the 23 candidates from the regular Vocational Nursing Program, also, have passed their licensure examinations.

4.2 Recommended Approval of Additional Shorthand and Business English Classes for Continuing Education

The University of California at Santa Barbara has offered to allow the Continuing Education Division to use their facilities to conduct two business classes. The Division has for sometime been attempting to obtain facilities in the Goleta area for classes during the day, and this will permit carrying on a business program in the area where there has long been a need for classroom space.

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. P23-0625 through P23-0732, 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 (CONT'D)

5.2 Non-Routine


Attachment 5.2-a

Attachment 5.2-a delineates the tax levies and tax rates for 1972-73 as determined by the County Auditor.

b. Report of Compromise and Release from Workmen's Compensation Appeals Board - Case No. 72 SF 238 259, Marilyn O'Connell

Attachment 5.2-b

Attachment 5.2-b indicates that the claim of "employer's serious and willful misconduct" charge by Marilyn O'Connell has been dismissed with prejudice. Further, the Workmen's Compensation claim was settled for $800.

c. Recommended Acceptance of $3,895 Supplemental Award for Support of the 1972-73 Nursing Loan Program; Recommended Adoption of Resolution No. 7 and Appropriation Transfer of $433

Attachment 5.2-c

Notice has been received of an additional $3,895 award for nursing student loans, with the stipulation that the District supply one-ninth of the total in matching funds or $433.

The Superintendent recommends that the Board accept the $3,895 supplemental award for nursing student loans and approve, by written Resolution No. 7, the transfer of $433 from the Undistributed Reserve to the Nursing Student Matching Funds Account (Appropriation Transfer No. 73-004).

d. Recommended Acceptance of $28,794 Allocation for the 1972-73 National Direct Student Loan Program; Recommended Adoption of Resolution No. 8 and Appropriation Transfer of $977

Attachment 5.2-d

On June 8, 1972, the Board accepted an estimated NDSL Federal allocation of $28,382. Notice has been received that the actual allocation is $28,794. Also, a one-ninth local matching fund stipulation requires a $977 transfer of funds from the Undistributed Reserve to be added to the $2,223 already budgeted for matching funds.

The Superintendent recommends that the Board accept the $28,794 NDSL allocation and approve, by written Resolution No. 8, the transfer of $977 from the Undistributed Reserve to the NDSL Matching Funds Account (Appropriation Transfer No. 73-005).
5.2 Non-Routine Business Services Items (Cont'd)

e. Recommended Approval of Appropriation Transfer No. 73-003, Transferring $660 from Students EOA Grounds to Students EOA Account

Attachment 5.2-e

It is recommended that the Board approve Appropriation Transfer No. 73-003 for the transfer of $660 in funds from Business Services EOA hours to Superintendent-President EOA hours to cover time for delivery of the Board's Agenda materials and extra clerical work.

f. Recommended Approval of Adjustments to Intra-District Travel Allowance List

Attachment 5.2-f

The Superintendent recommends approval of the monthly travel allowances as listed on Attachment 5.2-f.

g. Recommended Authorization to Issue Contract without Bid for Fire Alarm System Improvements

In the District Budget it was anticipated that improvements would be necessary to our fire alarm system. Word has been received that such improvements must be made within 60 days after notification by the Fire Marshall's Office.

Notification has been received and the architect (Daniel, Mann, Johnson and Mendenhall--DMJM) has been requested to detail plans and specifications for the required changes. To comply with the 60-day mandate, it is necessary that work proceed immediately. Because formal bidding procedures would necessitate the use of three weeks for advertising, it is requested that in accordance with Education Code Section 15956 that the Board authorize the administration to contract for labor and materials for fire alarm improvements without advertising for or inviting bids. This action, if approved by the Board, must have the concurrence of the County Superintendent.

The Superintendent recommends that the Board authorize the issuance of contracting for the improvements of the fire alarm system without advertising for bids.

h. Recommended Approval of Companies and Agents for Purpose of Soliciting Tax Sheltered Annuities

Attachment 5.2-h

In accordance with the District's policy, only approved companies are eligible to solicit for the purpose of selling tax sheltered annuities to employees. It is recommended that the Board approve the companies and agents listed on Attachment 5.2-h for the purpose of selling tax sheltered annuities.
5.2 Non-Routine Business Services Items (Cont'd)

i. **Recommended Approval of Civil Defense, Disaster, and Disturbance Plan**

A proposed Plan for Civil Defense, Disaster, and Disturbance was presented to the Board on September 14. Action on the Plan was tabled to allow Board members more time for review and study. (Reference: Enclosure 2 distributed under Agenda Item 5.2-c at 9/14/72 meeting) Consideration of the plan is now requested to meet the State Requirements requiring annual approval by October 1, 1972.

The Superintendent recommends approval of the proposed Civil Defense, Disaster, and Disturbance Plan, subject to review on or before October 1, 1973.

j. **Recommended Approval of the Preliminary Plan Package for Humanities Building Equipment**

Attachment 5.2-j

October 1, 1972, is the required filing date for this Preliminary Plan Package to maintain the sequence of the Ten-Year Plan for Capital Construction. This proposal requests funding in the 1973-74 fiscal year.

The Superintendent recommends approval of the Preliminary Plan Package for the Humanities Building Equipment.

k. **Recommended Approval of District Organizational Structure**

Attachment 5.2-k

Attachment 5.2-k depicts the current organizational structure for the Santa Barbara Community College District. Dr. Sorsabal, Administrative Dean of Business Services, will explain the charts at the meeting.

The Superintendent recommends that the Board approve the District Organizational Structure as provided in Attachment 5.2-k.

1. **Progress Report on Health Occupations Facility**

Attachment 5.2-1
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, October 12, 1972, at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

The Superintendent recommends that the Board consider changing the next regular meeting date to Thursday, October 19.