AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

January 25, 1973

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 - Item 2.1-b (7)
1.5 Minutes of Regular Meeting of January 11, 1973 and
    Minutes of Special Meeting of January 18, 1973
1.6 Hearing of Citizens
1.7 Communications
   a. Notice of American Association of Community and Junior Colleges
      (AACJC) Annual Convention, February 25-28, 1973
   b. National School Boards Association - 33rd Annual Convention
      April 7 - 10, 1973
   c. Report on SBCC Enrollment for the 1973 Spring Semester

2. PERSONNEL

2.1 Certificated Personnel
   a. Routine
      (1) Recommended Approval of Hourly Substitute, Fall Semester, 1972
      Attachment 2.1-a (1)
      (2) Recommended Approval of Hourly Teachers, Additional Hours For
      Previously Approved Teachers, and Special Lecturers (Consultants),
      Continuing Education Division
      Attachment 2.1-a (2)
2. PERSONNEL (continued) -

2.1 Certificated Personnel (continued) -

a. Routine (continued) -

(3) Recommended Authorization of Travel and Conference Attendance
Attachment 2.1-a (3)

b. Non-Routine

(1) Recommended Acceptance of Resignation - Donna D. Davidson, English Division, Effective 6-30-73
Attachment 2.1-b (1)

(2) Recommended Approval of Personal Leave of Absence Request - Desmond O'Neill, Social Science Division, Effective 1973-74 College Year
Attachment 2.1-b (2)

(3) Recommended Acceptance of Revised Date of Resignation - Marie Lantagne, Effective 4-2-73
Attachment 2.1-b (3)

(4) Recommended Approval of Appointment - Social Science Division Chairman, George E. Frakes, 3-Yr. Term Replacing Stanley C. Sofas
Attachment 2.1-b (4)

(5) Recommended Approval of A One-Year Contract As A Consultant With Mr. Selmer O. Wake
Enclosure #1

(6) Recommended Extension of the Appointment of Mr. Michael A. Griffin As Acting Coordinator of Continuing Education From February 3 through March 2, 1973

Mr. Michael A. Griffin has been serving as Acting Coordinator of Continuing Education during the period of search and selection of a new dean.

In order to provide the continuity in programming required to get the Winter term properly started, it is recommended that the appointment of Mr. Griffin as Acting Coordinator of Continuing Education be extended through March 2, 1973.
2. PERSONNEL (continued) -

2.1 Certificated Personnel (continued) -

b. Non-Routine (continued) -

(7) Recommended Appointment of Dean, Continuing Education

The Superintendent will make his recommendation for the candidate for Dean, Continuing Education, to the Board of Trustees in executive session.

2.2 Classified Personnel

a. Routine

(1) Recommended Approval of Hourly Appointments

Attachment 2.2-a (1)

(2) Recommended Approval of Student Appointments - College Work-Study and College Work-Study VEA

Attachment 2.2-a (2)

b. Non-Routine

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

Attachment 2.2-b (1)

(2) Recommended Acceptance of Resignation - V. Irene Butler, Marine Tech., Effective 1-31-73

Attachment 2.2-b (2)

(3) Recommended Acceptance of Resignation - Roger E. Lee, Continuing Education (Alpha School), Effective 1-26-73

Attachment 2.2-b (3)

(4) Recommended Approval of Appointment - Jon D. Harris, Food Services Supervisor, Effective 1-29-73, Replacing Norman Smith

Attachment 2.2-b (4)
2. **PERSONNEL (continued)** -

2.2 **Classified Personnel (continued)** -

b. **Non-Routine (continued)** -

(5) **Recommended Approval of Mr. Jim M. Williams As A Professional Volunteer to Serve As A Laboratory Assistant In Broadcasting.**

Mr. Jim M. Williams has indicated an interest in and a willingness to serve as a laboratory assistant in a broadcasting class. He will do this work in addition to his normal duties.

It is recommended that Mr. Williams be approved as a Professional Volunteer to serve as a laboratory assistant as indicated.

3. **STUDENT PERSONNEL**

None

4. **CURRICULUM AND INSTRUCTION**

4.1 **Recommended Approval of Additional Driving Class for Continuing Education, Driver Education for the Class 2 License**

This class will prepare a person for a Class 2 Drive License and has been suggested by the new Santa Barbara sanitation company so that the drivers can be licensed to operate the new larger trucks that will be brought here to serve the Santa Barbara area.

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 Orders No. P23-1346 through and including P23-1393, inclusive.

b. **Recommended Authorization and/or Ratification of Payment of Claims**

Attachment 5.1-b
5. **BUSINESS SERVICES (continued)**

5.2 **Non-Routine**

a. **Notification of Supplemental Law Enforcement Education Program Award**

Attachment 5.2-a

Notification of a supplemental Law Enforcement Program award in the amount of $5,000 has been received. This amount brings the total FY 1973 LEEP activity level to $8,000.

b. **Quarterly Financial Report for the Bookstore**

Enclosure #2

Enclosure #2 presents the financial condition of the bookstore operation for the second quarter of fiscal year 1972-73.

c. **Recommended Approval of Revision To The Ten-Year Construction Plan For 1974-75**

Attachment 5.2-c

These are revisions to the Ten-Year Construction Plan that was originally approved and submitted to the California Community Colleges November 1, 1972. The revisions update the original Ten-Year Construction Plan to reflect recent Project Planning Guides approved for:

- Vocational Technology Building
- Library Remodel
- Administration Building Renovations
- Drama & Music Equipment

The attached District priority list (JCAF 19) and capacity space summary sheets (JCAF 24, 25, 26, 27, and 28) indicate the status of the Ten-Year Construction Plan as proposed by these revisions.

d. **Recommended Approval of Transfer of Restricted Funds to the General Fund**

In order to meet the General Fund cash needs until February 26, 1973 a temporary transfer of funds from two restricted funds, in accordance with Education Code Section 20954, is requested as shown below:

<table>
<thead>
<tr>
<th>Restricted Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education Purposes</td>
<td>$129,000</td>
</tr>
<tr>
<td>Interdistrict Attendance and Lease for</td>
<td></td>
</tr>
<tr>
<td>Plant and Equipment</td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>$172,000</td>
</tr>
</tbody>
</table>

The amounts transferred will be repaid no later than April 30, 1973.

The Superintendent recommends approval of the temporary transfer of funds from the District Restricted Funds to the General Funds.
5. BUSINESS SERVICES (continued) -

5.2 Non-Routine (continued) -

e. Presentation of Items To Be Considered For Possible Budget Deductions

Attachment 5.2-e

At the January 11 regular meeting and January 18 special meeting of the Board of Trustees, the financial condition of the District was discussed. The Board has directed that a list of items be prepared in which budget reductions might be made.

The list is provided as Attachment 5.2-e.

f. Recommended Adoption of Resolution #21 Regarding Specifications of Election Order for Governing Board Member Election

Attachment 5.2-f

Education Code Section 1307 & 1323 specify the authority to call an election for members of the Governing Board. Resolution #21 specifies the date of election to be April 17, 1973 and that four members are to be elected.

The Superintendent recommends the adoption of Resolution #21 delineating the specifications of the election order.

g. Recommended Adoption of Resolution #22 Ordering a Maximum Tax Rate Election

Attachment 5.2-g

Discussion of this item will be held at the meeting.

The Superintendent recommends adoption of Resolution #22 calling an election for increasing the maximum tax rate.

h. Recommended Adoption of Resolution #23 Calling For A Bond Election
April 17, 1973

Enclosure #3

This item will be discussed in detail at the meeting. This resolution has been prepared in case it is determined that a bond election should be held on April 17, 1973.
5. BUSINESS SERVICES (continued) -

5.2 Non-Routine (continued) -

i. Recommended Adoption of Resolution #24 To Consolidate Governing Board and Tax Rate Election with City of Santa Barbara Election

Attachment 5.2-i

Resolution #24 requests that the Governing Board Election and Tax Rate Increase Election be consolidated with the City of Santa Barbara election to be held April 17, 1973.

The Superintendent recommends adoption of Resolution #24.

6. GENERAL INFORMATION

6.1 Recommended Addition to Standards of Conduct and Guidelines for Due Process Policy

On January 22, 1970 the Board of Trustees approved Standards of Conduct and Guidelines for due process which had been approved by the Associated Students, the Academic Senate, and the Administration.

The Representative Council of the Academic Senate has drafted a proposed amendment which has been discussed and approved by the administration.

It is recommended that the Standards of Conduct and Guidelines for Due Process be amended by adding the following as paragraph 2, on page 2 under Faculty Conduct, Policy:

"A copy of any written and signed complaint about a faculty member received by an administrator, or any person supervising the faculty member, shall be forwarded to the faculty member within two working days.

If any action related to a faculty member is contemplated as a result of an oral complaint to any administrator or any person supervising the faculty member, the complaint shall be summarized in writing and copies shall be submitted within two working days to the teacher concerned as well as to the person making the complaint.

Complaints or reports, including anecdotal records, which could be construed to have an adverse influence on the retention, promotion, or tenure of a faculty member shall not be retained in the files of any administrator or supervisor of faculty members for more than ninety days unless a copy has been provided to the faculty member and receipt has been acknowledged or verified. Furthermore, after this 90-day period all such records will be retained only in the personnel file of the faculty member in the Office of Instruction."
6. GENERAL INFORMATION (continued) -

6.2 Recommended Adoption of Resolution #20 Expressing Interest In Possible Changes in The Master Plan For Higher Education

Attachment 6.2

6.3 Report of Board Planning Committee on Consideration of Proposed Action Regarding The "Sea Village" Property

At the Special Meeting of the Board of Trustees on January 18, 1973 the Board requested the Planning Committee to meet and to draft recommendations on how to proceed. The Committee will report the results of its meeting.

6.4 Recommended Approval of Proposed Plan for Studying Goals, Objectives and Organization and For Setting Direction for Santa Barbara Community College District

Enclosure #4

As a result of interest by the Board of Trustees, the Budget Committee of the Academic Senate and the administrative staff, a plan has been developed for studying the goals, objectives and organization of the District. The proposal will be discussed in detail at the meeting.

The Superintendent recommends the adoption of the proposed plan as delineated in Enclosure #4.

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, February 8, 1973 at 4:00 p.m. in the Board room of Santa Barbara City College, Santa Barbara, California.