AGENDA

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

November 29, 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
   1.5 MINUTES OF REGULAR MEETING OF NOVEMBER 8, 1973
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. MEMO FROM CHANCELLOR BROSSMAN REGARDING AGENDA ITEMS FOR FUTURE BOARD OF GOVERNORS' MEETINGS
         Attachment 1.7-a
      b. MEMO FROM CHANCELLOR BROSSMAN REGARDING AB 1489
         Attachment 1.7-b
      c. REPORT BY DR. JOHN FORSYTH ON THE ACADEMIC SENATE CALIFORNIA COMMUNITY COLLEGES MEETING
      d. RECOMMENDED PROCEDURES FOR FOLLOW-UP OF REPORT OF GOALS, OBJECTIVES, AND ORGANIZATION STUDY
         Attachment 1.7-d

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY SUBSTITUTES, CHANGES FOR PREVIOUSLY APPROVED INSTRUCTORS, AND SPECIAL LECTURER (CONSULTANT), CONTINUING EDUCATION DIVISION
            Attachment 2.1-a(1)
         (2) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE
            Attachment 2.1-a(2)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED ACCEPTANCE OF RESIGNATION, BARRETT W. CULMBACK, ASST. PROFESSOR, SOCIAL SCIENCE AND ENGLISH, EFFECTIVE 1/31/74

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF LEAVE OF ABSENCE (EFFECTIVE SPRING SEMESTER, 1974) AND CHANGE OF CONTRACT (FROM FULL-TIME TO 2/3 TIME), DR. FRANK D. COX, PROFESSOR, PSYCHOLOGY

Attachment 2.1-b(2)

(3) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER, GREGORY BROCK, VARSITY TRACK ASSISTANT, SPRING SEMESTER, 1974

Attachment 2.1-b(3)

(4) RECOMMENDED ELIMINATION OF POSITION OF ADMINISTRATIVE DEAN, ADMISSIONS, GUIDANCE, AND RESEARCH; AND RECOMMENDED APPROVAL OF CHANGES IN DUTY STATEMENT OF ADMINISTRATIVE DEAN, STUDENT SERVICES AND ACTIVITIES

Attachment 2.1-b(4)

The Goals, Objectives, and Organization Study report recommends that the number of deans be reduced from five to four. The position of Administrative Dean, Admissions, Guidance, and Research has been vacant since Dr. MacMillan left the District.

It is recommended that the vacant position not be filled; that the duties be assigned to the Administrative Dean, Student Services and Activities and to the Assistant to the Superintendent-President; and that the duty statement of the Administrative Dean, Student Services and Activities be changed as indicated in Attachment 2.1-b(4) to reflect the added responsibilities.

(5) RECOMMENDED ESTABLISHMENT OF A NEW POSITION OF ASSISTANT DEAN, STUDENT ACTIVITIES AND AUTHORIZATION TO RECRUIT FOR THE POSITION.

Attachment 2.1-b(5)

As a next step in reorganization resulting from the reduction in deans and the re-assignment of responsibilities, it is appropriate to create a position of Assistant Dean for Student Activities. A temporary position was created in Spring, 1973 pending results of the Goals, Objectives, and Organization Study.

continued on next page. . . . . . .
2. PERSONNEL - continued:

2.1 CERTIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(5) continued:

It is recommended that the position of Assistant Dean, Student Activities be established as a regular position with duties as described in Attachment 2.1-b(5). It is recommended, further, that authorization be given to recruit for the position in accordance with established procedures.

(6) RECOMMENDED NAMING OF SUPERINTENDENT-PRESIDENT AS AUTHORIZED REPRESENTATIVE RELATIVE TO EDUCATION CODE 13407

It is recommended that the Superintendent-President be named as the authorized representative of the Board of Trustees to give written notice of charges in connection with the provisions of Education Code Section 13407.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY APPOINTMENTS

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS, GENERAL, TUTORIAL AND COLLEGE WORK STUDY PROGRAMS

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, PHILLIP A. PIFER, ATH. TRAINER & COORD. OF GYM FAC. & INTRAMURALS, EFFECTIVE 11/23/73

Attachment 2.2-b(2)

(3) RECOMMENDED ACCEPTANCE OF RESIGNATION, ALICE HAGGIS, INT.ACCRT. CLK., STUDENT FINANCE, EFFECTIVE 11/21/73

Attachment 2.2-b(3)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(4) RECOMMENDED APPROVAL OF CORRECT EFFECTIVE DATE OF LEAVE OF ABSENCE WITHOUT SALARY, JANICE N. STEEN, SR. SEC., HEALTH OCCUPATIONS, 12/3/73 - 5/31/74

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF RECLASSIFICATIONS, THOMAS F. BARBERE, FROM A-V TECH. 17 TO A-V TECH. 24, AND RICHARD L. CLEMONS, FROM A-V TECH. 17 TO LANGUAGE LAB. TECH. 24, EFFECTIVE 12/1/73

Attachment 2.2-b(5)

(6) RECOMMENDED APPROVAL OF CHANGE IN CLASSIFIED PERSONNEL POLICY REGARDING LENGTH OF PROBATIONARY PERIOD, POLICY #1512

Attachment 2.2-b(6)

A thorough study of the probationary period for classified employees has been under way by the Classified Personnel Office and the Classified Personnel Committee. This item will be discussed in detail at the meeting.

It is recommended that a probationary period of twelve (12) consecutive months be assigned to all classified positions.

(7) RECOMMENDED APPROVAL OF CHANGE IN JOB DESCRIPTION, DIRECTOR, FACILITIES & OPERATIONS

Attachment 2.2-b(7)

On September 13, 1973 the Board assigned the responsibility of the District's Safety Officer to the position of Director, Facilities and Operations, held by Mr. Robert Eyre. Therefore, a revised job description for this position has been written without additional salary recommendation.

It is recommended that approval be given to the revised job description in Attachment 2.2-b(7).

(8) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER, JOHN C. BUSS, ELECTRICIAN APPRENTICE CLASS, CONTINUING EDUCATION DIVISION

Attachment 2.2-b(8)

(9) RECOMMENDED APPROVAL OF APPOINTMENT, LILY C. GLOCKLER, SR. SEC., HEALTH OCCUPATIONS, SUBSTITUTE FOR J. STEEN, EFFECTIVE 11/19/73

Attachment 2.2-b(9)

(10) RECOMMENDED APPROVAL OF APPOINTMENT, RORY KENWARD, P.E. ASST. TRACK COACH, SPRING SEMESTER, 1974

Attachment 2.2-b(10)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(11) REPORT OF SALARY SURVEY

In accordance with salary negotiations with the Classified Personnel, and approved by the Board on June 14, 1973, a salary survey of agreed-upon benchmark positions has been completed. The results of this study will be presented and discussed at the meeting.

(12) RECOMMENDED APPOINTMENT OF MR. BURTON P. MILLER TO THE NEW POSITION OF ASSISTANT TO THE SUPERINTENDENT-PRESIDENT, EFFECTIVE DECEMBER 17, 1973

Attachment 2.2-b(12)

The Goals, Objectives, and Organization Study Committee recommends that action be completed on the selection and appointment of an Assistant to the Superintendent-President with special emphasis upon responsibilities for grants, institutional research, and management assistance. The position has been budgeted. An extensive search and selection process has been conducted.

It is recommended that Mr. Burton P. Miller be appointed to the position of Assistant to the Superintendent-President, effective December 17, 1973.

(13) RECOMMENDED APPROVAL OF CHANGES IN DUTY STATEMENT OF DIRECTOR OF FACILITIES AND RESOURCE DEVELOPMENT

Attachment 2.2-b(13)

Since the Director of Facilities and Resource Development was appointed, two major changes have occurred. A bond issue was passed making possible acquisition of adjoining property and a position of Assistant to the Superintendent has been approved with a major responsibility for grants development. It is appropriate to change the responsibilities of the Director of Facilities and Resource Development to recognize these changes.

It is recommended that the title and duties of the position be changed as indicated in Attachment 2.2-b(13).

3. STUDENT PERSONNEL

3.1 REPORT OF ASSOCIATED STUDENTS
4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF EXTENSION OF EVENING COLLEGE PROGRAM TO INCLUDE SATURDAYS

Attachment 4.1

Mr. Russell S. Wenzlau, Assistant Dean, Evening College and Summer Session, will be present to discuss details and answer questions about this new program.

It is recommended that this program be approved on an experimental basis for one year, effective Spring semester, 1974.

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. P34-1076 through and including P34-1199.

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 APPROVAL OF APPROPRIATION TRANSFERS

Attachment 5.2-a

Appropriation Transfer No. 74-003 in the amount of $980:

To transfer funds from Classified Account to Student Hourly General Account to cover student help for mail room and switchboard relief.

Appropriation Transfer No. 74-004 in the amount of $450:

To transfer funds from Certificated Hourly Account to Classified Hourly Music Account to cover the salary of a laboratory technician for the evening college orchestra.

The Superintendent recommends approval of Appropriation Transfers No. 74-003 and No. 74-004 as detailed above and in the attachment.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED APPROVAL OF TRANSFER OF FUNDS FROM SBCC BUILDING FUND TO THE GENERAL FUND

In order to meet the General Fund cash needs, a temporary transfer of funds, in accordance with Education Code Section 20954, is requested from the SBCC Building Fund in the amount of $300,000. The amount transferred will be repaid no later than March 30, 1974.

The Superintendent recommends approval of the temporary transfer of funds from the Building Fund to the General Fund.

c. DISTRIBUTION OF ANNUAL FINANCIAL DATA REPORT FOR ALL SANTA BARBARA COUNTY SCHOOL DISTRICTS

Enclosure #1

d. RECOMMENDED ACCEPTANCE OF A RITTER DENTAL X-RAY UNIT FROM DR. MARK ALLEN, DDS

Attachment 5.2-d

Dr. Mark Allen has offered the Dental Assisting Program a dental X-ray unit that is badly needed for one of our two operatories. This Ritter 5-ray Model "B" Unit has an estimated value of $400.

The Superintendent recommends acceptance of the dental X-ray unit and authorization to send a letter of appreciation to Dr. Allen.

e. RECOMMENDED APPROVAL OF ENTITLEMENT FOR FUNDING UNDER PART B, VOCATIONAL EDUCATION

Attachment 5.2-e

The District's application requesting financial assistance under the provisions of Part B, Public Law 90-576 for 1973-74 has been approved for a total entitlement of $123,531, subject to the availability of Federal funds. Attachment 5.2-e reflects the notification of approval.

The Superintendent recommends approval of the entitlement for funding under Part B, Vocational Education.

f. RECOMMENDED RATIFICATION OF ACCEPTANCE OF EROSION CONTROL PROJECT AND FILING OF NOTICE OF COMPLETION

Attachment 5.2-f

Mr. Richard Taylor, Architect, and Mr. Harvey Bagley, Inspector, have made a final inspection of the Erosion Control Project and indicate that the job has been satisfactorily completed.

The Superintendent recommends ratification of the acceptance of the Erosion Control Project and filing of a Notice of Completion with a completion date of November 12, 1973.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

   g. RECOMMENDED APPROVAL OF DISPOSAL OF CERAMIC EQUIPMENT THROUGH
      ADVERTISED BIDDING PROCEDURES

      These items were constructed by student help and were to be
      installed in the new Crafts Laboratory at 914 Santa Barbara Street.
      Upon inspection by the State Department of Industrial Safety, it
      was decided that it would be advisable to dispose of these units
      and buy factory-manufactured items.

      The Superintendent recommends approval of the disposal of
      these items and authorization to advertise for bid at a minimum
      asking price of $2,000 for the lot.

   h. RECOMMENDED AUTHORIZATION TO ADVERTISE THE PURCHASE OF KILNS

      In order to properly provide the Ceramics Laboratory with
      approvable equipment, it is requested that the Board authorize
      the Purchasing Agent to call for bids for appropriate kilns.
      This matter will be discussed at the meeting.

      The Superintendent recommends authorization to advertise
      the purchase of kilns.

   i. RECOMMENDED APPROVAL OF INSTRUCTIONS TO THE MASTER PLAN ARCHI-
      TECTS

      The Goals, Objectives, and Organization Study report recom-
      mends that consideration in facility planning be given to bringing
      student support services together into a single facility and to
      considering the facility needs of the Continuing Education Division.

      It is recommended that the Master Plan architects be instructed
      to consider these two recommendations in further development of the
      District Master Plan.

6. GENERAL INFORMATION

6.1 BOARD MEETING RATINGS - Attachment 6.1

   Some time ago, Mrs. Gutshall provided a 60-point checklist for
   assessing Board meetings. The checklist was sent to thirty-seven persons
   who are most often involved with Board meetings. (Members of the Board,
   administrative staff, division chairmen, and Presidents of the Academic
   Senate, Associated Students and CSEA.) Twenty-two responses were re-
   ceived.

   The questionnaire with tabulated responses in the "yes", "no" and
   "don't know" categories are included in Attachment 6.1.

6.2 REPORT ON COMING EVENTS, MR. JIM M. WILLIAMS

7. ADJOURNMENT

   The next regular meeting of the Board of Trustees is scheduled for Thurs-
   day, December 13, 1973 at 4:00 p.m. in the Board Room of Santa Barbara City
   College, Santa Barbara, California.