AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

December 13, 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 SPECIAL MEETING OF NOVEMBER 29, 1973
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. REPORT ON 43nd ANNUAL CALIFORNIA SCHOOL BOARD ASSOCIATION
         CONFERENCE HELD 11/30 - 12/2 IN SAN FRANCISCO

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVED OF HOURLY SUBSTITUTEs, FALL SEMESTER,
             1973
             Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF HOURLY, HOURLY SUBSTITUTEs, AND
             SPECIAL LECTURERS (CONSULTANTS), CONTINUING EDUCATION
             DIVISION
             Attachment 2.1-a(2)
         (3) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE
             Attachment 2.1-a(3)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF PERSONAL LEAVE FOR JACK HALLORAN, ASSOCIATE PROFESSOR, BUSINESS EDUCATION DIVISION

The Board of Trustees approved a sabbatical leave for Mr. Jack Halloran, Associate Professor, Business Education Division, for Spring, 1974 semester in order to study at the London School of Economics.

Mr. Halloran's work in England is scheduled to begin on January 14, 1974. Mr. Halloran is requesting a personal leave without loss of pay for the month of January and will arrange, in cooperation with the Office of Instruction, for fully-qualified substitutes to complete his work for the semester.

The Superintendent recommends that Mr. Halloran be granted a personal leave of absence with pay to be computed at the difference between his regular salary and the cost of substitute teachers for the month of January, 1973.

(2) RECOMMENDED APPROVAL OF ADJUSTED SALARY SCHEDULE FOR CERTIFICATED PERSONNEL, 1973-74

Attachment 2.1-b(2)

In accordance with terms of negotiations concluded with Certificated Personnel in June, 1973, a re-study of the comparison community college districts was made. It was found that our certificated salary schedule is below the 67th percentile at each of the four parameters. This necessitates a salary adjustment for the December earnings. The effects of this salary adjustment will be discussed at the meeting.

The Superintendent recommends the approval of the adjusted Certificated Salary Schedule for 1973-74 and requests authorization to make salary adjustments in accordance with the schedule and terms of the negotiation agreement of June 24, 1973.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS, AND HOURLY APPOINTMENTS FOR CONTINUING EDUCATION DIVISION

Attachment 2.2-a(1)

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

Attachment 2.2-a(2)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(3) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE
Attachment 2.2-a(3)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF SIX-MONTH AND YEARLY SALARY INCREMENTS
Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF CHANGE IN CLASSIFIED PERSONNEL POLICIES REGARDING LENGTH OF PROBATIONARY PERIOD

Enclosure #1

On November 29, 1973 the Board approved a probationary period of twelve (12) consecutive months for all classified positions, effective December 1, 1973.

Other policies affected by the change are:

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1120. (Permanent position) page 1.2
1331.12 " 3.4
1341.11 " 3.6
1342.14 " 3.8
1512.10 " 5.
1512.11 (deleted) " 5.
1513. " 5.
1514.14 (deleted) " 5.1
1514.15 (renumbered as 1514.14) " 5.1
1533.a " 5.4
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The Superintendent recommends approval of the corrected policies, Enclosure #1, as they will appear in the Classified Rules and Regulations Manual.

(3) RECOMMENDED APPROVAL OF JOB SPECIFICATION FOR SR. THEATRE ARTS TECHNICIAN AND APPROVAL OF FOUR SHORT-TERM HOURLY SR. THEATRE ARTS TECHNICIAN POSITIONS

Attachment 2.2-b(3)

It is recommended that four Sr. Theatre Arts Technician positions, short-term hourly, be established under the supervision of Mr. Max Whittaker. These positions will be used to fill part of the void created by Mr. McAdams' sabbatical leave of absence during the Spring semester.

It is recommended, further, that the job description contained in Attachment 2.2-b(3) be approved for these positions.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(4) RECOMMENDED APPROVAL OF LEAVE OF ABSENCE WITHOUT SALARY, TULLI G. CHARNLEY, INT.TYP.CLK, STUDENT PERSONNEL, 2/4/74 - 6/14/74

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE, THELMA E. ELIZONDO, TYP.CLK, LEARNING RESOURCE CENTER

Attachment 2.2-b(5)

On October 25, 1973 Mrs. Thelma E. Elizondo was injured in an auto accident which required her absence from work for 8 days. She was then able to return to work on a half-time basis from November 6 - 30, 1973. Effective December 3, 1973, her physician indicated the necessity of therapy for 6 weeks, 3 days per week. This would result in an hour absence each day.

The Superintendent recommends approval of the requested health leave of absence.

(6) RECOMMENDED APPROVAL OF SALARY ADJUSTMENTS FOR CLASSIFIED PERSONNEL

Enclosure #2

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 the study will be presented and discussed at the meeting.

The Superintendent recommends that the Board of Trustees approve the recommendations for implementation of salary adjustments for Classified Personnel as indicated in Enclosure #2.

3. STUDENT PERSONNEL

3.1 REPORT OF ASSOCIATED STUDENTS

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF NEW CONTINUING EDUCATION DIVISION COURSES FOR WINTER TERM, 1973-74 COLLEGE YEAR

Attachment 4.1
4. CURRICULUM AND INSTRUCTION - continued:

4.2 RECOMMENDED APPROVAL OF A COORDINATED INSTRUCTION SYSTEM PROGRAM AND ADOPTION OF RESOLUTION #12

Attachment 4.2

4.3 RECOMMENDED APPROVAL OF COLLEGE CREDIT COURSES BY TELEVISION AS PART OF THE EVENING COLLEGE PROGRAM

Attachment 4.3

Mr. Russell S. Wenzlau, Assistant Dean of Evening College and Summer Session, and Mr. Jim M. Williams, Director of College Information and Chairman of the Television Committee, will be present to discuss details and answer questions about this new program.

4.4 PRESENTATION OF INNOVATIVE PROJECTS OF SUMMER, 1973

Attachment 4.4

Oral presentations will be given by instructors who had been granted approval on innovative projects this past summer. The reports will reflect progress or completion on such projects and their effectiveness in the education of particular fields. Mr. Jack Halloran, past Chairman of the Improvement of Instruction Committee will introduce each instructor who will give a five to ten-minute presentation.

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. P34-1200 through and including P34-1297, and of No. P34-1176 held out of last report until all costs were supplied by vendor.

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 - continued:

5.2 NON-Routine

a. INSPECTOR'S REPORT No. 11, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR, FOR PERIOD ENDING 12/5/73
   Attachment 5.2-a

b. INSPECTOR'S REPORT No. 1, PERSHING PARK PHASE #2, O K CONSTRUCTION CO., CONTRACTOR, FOR PERIOD ENDING 12/5/73
   Attachment 5.2-b

c. RECOMMENDED ACCEPTANCE OF AUDIT REPORT FOR THE 1972-73 FISCAL YEAR
   Enclosure #3

   The District-contracted auditor, Mr. William D. Kendall, has submitted his audit report of the financial records of the Santa Barbara Community College District for last year.

   The Superintendent recommends acceptance of the 1972-73 audit report and further recommends authorization to make the final payment to Mr. Kendall for his fee in accordance with the contract on file.

d. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS
   Attachment 5.2-d

Appropriation Transfer #74-011 in the amount of $1,300:

To transfer funds from Certificated Hourly to Classified Hourly account to cover salary for Classified Teacher Assistant in the Life Science Department.

Appropriation Transfer #74-013 in the amount of $1,500:

To transfer funds from Teachers' Hourly to Classified Hourly to cover the salary for the Teaching Assistant in the Theatre Program.

Appropriation Transfer #74-014 in the amount of $18,835:

To transfer funds from Alquist Act to General Supplies, Classified Hourly, Equipment and Certificated Salaries accounts to set up appropriate accounts for the EOP Program for the fiscal year 1973-74.

Appropriation Transfer #74-016 in the amount of $17,059:

To transfer funds from Certificated Hourly and General Supplies to Classified Hourly Student, Operation of Plant, Rental, Certificated, and Classified accounts to cover the expenditures for the Veterans' Program for the fiscal year 1973-74.

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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. continued:

Appropriation Transfer #74-017 in the amount of $1,200:

To transfer funds from Certificated Sabbatical to Classified Hourly Student account to allow Theatre Arts Department to hire four short-term technicians.

Appropriation Transfer #74-018 in the amount of $100:

To transfer funds from Teachers' Hourly to Classified Hourly account at $50 for both semesters of 1973-74 to be used for the piano accompanist for the Foreign Language Division.

The Superintendent recommends approval of the above listed appropriation transfers and as delineated in Attachment 5.2-d.

e. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #74-012 IN THE AMOUNT OF $550, AND ADOPTION OF RESOLUTION #13

Attachment 5.2-e

Appropriation Transfer #74-012 will transfer funds from Undistributed Reserve to Transportation-on-the-job account to cover the increase authorized by the Board for the Superintendent-President.

It is recommended that Appropriation Transfer #74-012 be approved and that Resolution #13 be adopted.

f. RECOMMENDED RENEWAL OF THE COOPERATIVE PURCHASING AGREEMENT WITH THE COUNTY OF SANTA BARBARA AND ADOPTION OF RESOLUTION #15

About five years ago a resolution was signed by the Board of Trustees to enter into a cooperative Purchasing Agreement with the County. This agreement was for a period of five years. The resolution now being submitted has no expiration date and will not have to be renewed again at a future date.

The Superintendent recommends the renewing of the cooperative Purchasing Agreement, by adoption of Resolution #15, and copies to be sent to the County Purchasing Agent and the Clerk of the Board of Trustees.

g. RECOMMENDED APPROVAL OF RULES AND REGULATIONS FOR COMPANIES, AGENTS OR BROKERS SELLING TAX SHELTERED ANNUITIES

Attachment 5.2-g

Due to certain changes in the law and a need to clarify existing rules and regulations for Tax Sheltered Annuities, Attachment 5.2-g has been developed. These suggested rules and regulations have been recommended for approval by the Board of Trustees. The specific changes will be discussed at the meeting.

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5. BUSINESS SERVICES - continued:

5.2 NON ROUTINE - continued:

g. continued:

The Superintendent recommends approval of the Rules and Regulations for companies, agents or brokers selling Tax Sheltered Annuities to employees of the Santa Barbara Community College District.

h. RECOMMENDED ADOPTION OF RESOLUTION #14, ESTABLISHING A 1974–75 FISCAL YEAR NON-RESIDENT TUITION FEE PURSUANT TO EDUCATION CODE SECTION 25505.8

Attachment 5.2-h

Education Code Section 25505.8 requires that a non-resident tuition fee be set by the Board of each community college district not later than January 1 of each year.

The Superintendent recommends that the Board adopt Resolution #14 establishing a non-resident tuition fee for the 1974–75 fiscal year at $976 per year or $32.53 per unit.

i. RECOMMENDED APPROVAL OF THE DISPOSAL OF "CLASS 3 DOCUMENTS" (CERTIFICATED APPLICATIONS FOR EMPLOYMENT FOR YEAR 1971)

Attachment 5.2-i

As per the policy for the "Classification and Retention of Documents", the above applications have been retained for the required period of time and should be destroyed.

The Superintendent recommends approval of the disposal of the records and signing of the letter to "Historian, State Archives", requesting permission to destroy the records or forward them to the State Archives.

j. RECOMMENDED APPROVAL OF TRANSFER OF FUNDS FROM UNDISTRIBUTED RESERVE IN THE AMOUNT OF $3,300 FOR REMODELING OF A-216

A survey and analysis of the electronics laboratory, A-216, reveals it to be a woefully inadequate environment. It is anticipated that for approximately $3,300 significant changes could be made in the lighting, ventilation and light control to develop an adequate learning environment.

The Superintendent recommends the approval of the transfer of funds from the Undistributed Reserve to the appropriate accounts for the rehabilitation of A-216.

k. RECOMMENDED APPROVAL OF PROCEDURES, GUIDELINES AND CALENDAR FOR RESOURCE ALLOCATION PLANNING FOR 1974–75

Attachment 5.2-k

A major change in the procedures for allocation of District resources is proposed for fiscal year 1975 (FY 75). Attachment 5.2-k attempts to detail the proposed procedures. This item will be discussed in detail at the meeting.

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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. continued:

The Superintendent recommends approval of the proposed procedures, guidelines and calendar for resource allocation planning for 1974-75 as delineated in Attachment 5.2-k.

7. RECOMMENDED AUTHORIZATION TO SUBMIT GRANT PROPOSALS TO THE FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION

A new Federal funding source for the improvement of postsecondary education has invited requests for grants for special and experimental projects.

The application deadline for comprehensive proposals under this program is December 15. Working against this imminent deadline several proposals have been prepared. Those which have been completed will be presented, described, and discussed at the Board meeting.

Authorization to submit the proposals is recommended.

6. GENERAL INFORMATION

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

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, December 27, 1973 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

The Board of Trustees has approved a holiday for all classified employees for the working days between Christmas Day and New Year's Day. The College will be closed during this period. It is recommended, therefore, that the December 27 meeting of the Board of Trustees be cancelled.

Subsequently, the next regular meeting of the Board of Trustees is scheduled for Thursday, January 10, 1974 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.