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

February 8, 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 January 25, 1973
1.6 Hearing of Citizens
1.7 Communications

a. Notice That Mayor Gerald S. Firestone Has Declared February 11-17, 1973 As Vocational Education Week in Santa Barbara
   Attachment 1.7-a

   Mayor Firestone has proclaimed February 11-17 as Vocational Education Week in Santa Barbara as indicated in the proclamation (see Attachment 1.7-a).

b. Updated Report on SBCC Enrollment for the 1973 Spring Semester

2. PERSONNEL

2.1 Certificated Personnel

a. Routine

   (1) Recommended Approval of Hourly Instructors, Hourly Substitutes, and Special Lecturers (Consultants), Continuing Education Div.
      Attachment 2.1-a(1)

   (2) Recommended Approval of Hourly Instructors, Spring Semester 1973
      Attachment 2.1-a(2)

   (3) Recommended Authorization of Travel and Conference Attendance
      Attachment 2.1-a(3)
2. PERSONNEL (continued) -

2.1 Certificated Personnel (continued) -

b. Non-Routine

(1) Recommended Approval of Leave of Absence Request, Maureen A. McKenzie, Health Occupations Division, 1973-74 College Year
Attachment 2.1-b(1)

(2) Recommended Approval of Faculty Sabbatical Leaves for 1973-74
Attachment 2.1-b(2)

Attachment 2.1-b(2) contains a list of faculty members whose applications for sabbatical leave have been reviewed extensively and approved by the Professional Standards and Leave Committee and the Representative Council of the Academic Senate. Included, also, is a summary description of activities proposed during the leave period by each applicant.

It should be noted that eight of the proposed leaves are for one semester only. It should be noted, also, that the Professional Standards and Leave Committee has reviewed the proposals extensively, suggested revisions and reductions from a full-year to one-semester in several cases, and has recommended only those applications which will keep the District's cost at the level established in 1969.

It is recommended that the faculty sabbatical leaves, as described, be approved for the 1973-74 college year.

(3) Recommended Approval of Administrative Sabbatical Leaves for 1973-74
Attachment 2.1-b(3)

Mr. Lisle Bresslin and Mr. M. L. (Pat) Huglin have requested administrative sabbatical leaves as described. In accordance with District policies, such leaves must be arranged at no cost to the District and at a time when other staff members can perform the services required. These requests are in accordance with those requirements.

It is recommended that sabbatical leaves for Mr. Bresslin and Mr. Huglin be approved as indicated.

2.2 Classified Personnel

a. Routine

(1) Recommended Approval of Hourly Appointments
Attachment 2.2-a(1)

(2) Recommended Approval of Student Appointments, General and Tutorial Programs
Attachment 2.2-a(2)
2. PERSONNEL (continued) -

2.2 Classified Personnel (continued) -

a. Routine (continued) -

(3) **Recommended Approval of Student Appointments, College Work-Study and College Work-Study VEA**

Attachment 2.2-a(3)

b. Non-Routine

(1) **Recommended Acceptance of Resignation: Seaborn Pierce, Jr. Facilities & Operations Dept., Effective 1/31/73**

Attachment 2.2-b(1)

(2) **Recommended Approval of Change In Status: John Belkowski, Facilities & Operations Dept., From Graveyard Shift to Swing Shift, Effective 1/30/73**

Attachment 2.2-b(2)

(3) **Recommended Approval of Appointment of P.E. Track Assistant: Martin Simpson, Spring Semester (1972-73)**

Attachment 2.2-b(3)

(4) **Recommended Approval of Appointment of Consultant: Dr. Merrill T. Baker, College Organization Project, Effective 1/29/73**

Attachment 2.2-b(4)

(5) **Recommended Approval of Appointment of Louis J. Schilling, Custodian, Facilities & Operations Dept., Effective 1/29/73**

Attachment 2.2-b(5)

(6) **Recommended Approval of Appointment of Bonnie E. Holmes, Account Clerk, Business Services, Effective 2/5/73**

Attachment 2.2-b(6)

3. **STUDENT PERSONNEL**

3.1 Follow-up Report of June, 1972 Graduates

Enclosure #1

In June, 1972 a profile of graduates was prepared. Dr. Thomas F. MacMillan, Administrative Dean, Admissions, Guidance and Research, will present a six-month follow-up of this same sample of students showing their employment and further college activities.
4. CURRICULUM AND INSTRUCTION

No items

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. P23-1394 through and including P23-1447.

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

   Attachment 5.1-b

5.2 Non-Routine

a. **Report on the Results of the Sale of Surplus Property at the Santa Barbara County Auction on January 13, 1973**

   Attachment 5.2-a

   Santa Barbara Community College District received a check from the Ken Porter Auction Company for a net amount of $221.34 from the sale of the items in Attachment 5.2-a.

b. **Recommended Approval of Temporary Use of Continuing Education Facilities by the Housing Authority of the City of Santa Barbara**

   Attachment 5.2-b

   The Housing Authority of the City of Santa Barbara needs space on a temporary basis to conduct interviews. Space in Continuing Education Facilities at 219 East Canon Perdido could be made available for this purpose without interference with the educational program of the District.

   It is recommended that the Board of Trustees authorize use of the facilities described, without charge, by the Housing Authority of the City of Santa Barbara for the period of March 1, 1973 to September 1, 1973.

c. **Recommended Approval of Amendment to Original Intra-District Travel Allowance List for 1972-73**

   Attachment 5.2-c

   Due to a change in assignments for the Spring semester, Mr. James A. Norton, Instructor, Trade & Technical, will be responsible for the Work Experience assignment.

   It is recommended by the Superintendent that Mr. James A. Norton's travel allowance be increased monthly by $15 as detailed in Attachment 5.2-c.
5. BUSINESS SERVICES (continued) -

5.2 Non-Routine (continued) -

d. Recommended Approval of Lease Agreement With Family Service Agency

Annually a lease agreement is entered into between Santa Barbara Community College District and the Family Service Agency to allow use of property owned by the Family Service Agency exclusively as a District parking lot. This land is contiguous to that property owned by the College District and does provide off-street parking for the Continuing Education Division.

It is recommended that the Board approve the lease agreement, at no cost to the District, between the Family Service Agency and the Santa Barbara Community College District for the period of January 1, 1973 to July 31, 1974 for the exclusive use as a District parking lot.

e. Recommended Approval of the Project Planning Guide (PPG) for Site Acquisition

Enclosure #2

This Project Planning Guide requests funds in the 1974-75 fiscal year for the acquisition of thirty-four (34) acres immediately west of Loma Alta Drive.

f. Report of District Quarterly Financial Condition

Attachment 5,2-f

Attachment 5,2-f presents the 1972-73 second quarter financial status reports for the Cafeteria Account, Bond Fund, Special Reserve Fund, and Children's Center Fund.

6. GENERAL INFORMATION

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

The proposed amendment was presented to the Board of Trustees for a first reading at their regular meeting of January 25, 1973. It is now presented for Board action.

It is recommended by the Superintendent that the Standards of Conduct and Guidelines for Due Process be amended by adding the following as paragraph 2, 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.

continued on next page...
6. **GENERAL INFORMATION** (continued) -

6.1 continued:

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."

6.2 **Recommended Meeting of the Board of Trustees Career Education Sub-Committee**

It is recommended that a date be set in the near future for a meeting of the Career Education Sub-committee of the Board of Trustees.

6.3 **Recommended Ratification of All Board Action Taken at the December 28, 1972 Regular Meeting**

It is possible that a legal misunderstanding may arise at some time in the future regarding actions taken at the December 28, 1972 Board meeting because the day was a national day of mourning for former President Truman.

Therefore, it is recommended that the Board of Trustees ratify all action taken in connection with the meeting of December 28, 1972.

6.4 **Report on Coming Events - Mr. Jim M. Williams**

7. **ADJOURNMENT**

The next regular meeting of the Board of Trustees is scheduled for Thursday, February 22, 1973 at 4:00 p.m. in the Board room of Santa Barbara City College, Santa Barbara, California.