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 March 22, 1973
1.6 Hearing of Citizens
1.7 Communications

a. Recommended Appointment of Governing Board Members in Accordance With Education Code Section 1329

Attachment 1.7-a

Notice has been received from the County Clerk's office that since only one candidate filed for each office no election will be held and at a meeting prior to the day fixed for the election, the governing board shall appoint to the position of governing board member the person nominated.

Therefore, it is recommended that the following persons be appointed to the Board of Trustee positions indicated for the period July 1, 1973 through June 30, 1977:

Trustee Area #1
Joyce H. Powell

Trustee Area #3
Joe Dobbs
Ann Gutshall

Trustee Area #4
Kathryn Alexander
Agenda - Regular Meeting
Board of Trustees - SBCCD
April 12, 1973

1. **GENERAL FUNCTIONS** (continued) -

   1.7 Communications (continued) -

   b. Associated Student Senate Resolution

      Attachment 1.7-b

      At the request of the President of the Associated Students
      a resolution of the Associated Student Senate is attached for
      information of the Board of Trustees.

   c. Letter With Resolutions Passed by the California School Boards
      Association Community College Board of Directors

      Attachment 1.7-c

2. **PERSONNEL**

   2.1 Certificated Personnel

   a. Routine

      (1) Recommended Approval of Hourly Instructors, Additional Hours
          For Previously Approved Teachers, Correction of Previous
          Rate, Substitutes and Special Lecturers (Consultants) - Con-
          tinuing Education Division

          Attachment 2.1-a(1)

      (2) Recommended Approval of Hourly Substitutes and Hourly Overload
          Assignment, Spring Semester, 1973

          Attachment 2.1-a(2)

      (3) Recommended Authorization of Travel and Conference Attendance

          Attachment 2.1-a(3)

   b. Non-Routine

      (1) Recommended Approval of Health Leave of Absence, Hazel M.
          Stewart, English Division, Effective Through 6/30/73

          Attachment 2.1-b(1)

      (2) Recommended Approval of Professional Volunteer Status for Mrs.
          Margaret M. Frowe

          Attachment 2.1-b(2)

          Mrs. Margaret M. Frowe has indicated an interest in
          serving as a volunteer tutor. Her extensive background and
          experience will be extremely valuable to students of the
          college.

          It is recommended that Mrs. Frowe be approved as a pro-
          fessional volunteer.
2. **PERSONNEL (continued)**

2.1 **Certificated Personnel (continued)**

b. **Non-Routine** - continued:

(3) **Recommended Approval of Appointment, Sara F. Carpenter, Health Occupations Division, 1973-74 College Year**

Attachment 2.1-b(3)

(4) **Recommended Approval of Appointment, Miriam K. DeWitt, English Division, 1973-74 College Year**

Attachment 2.1-b(4)

(5) **Recommended Interim Assignment of Duties of Administrative Dean; Admission, Guidance, and Research to Mr. Alfred L. Silvera, Effective April 16, 1973**

Dr. Thomas F. MacMillan has resigned from the position of Administrative Dean; Admissions, Guidance, and Research. A college-wide study of Goals, Objectives and Organization is now in progress. It is appropriate that no permanent replacement for Dr. MacMillan be named pending outcome of the study in progress.

It is recommended, therefore, that the duties of Administrative Dean; Admissions, Guidance and Research be assigned on an interim basis to Mr. Alfred L. Silvera, Administrative Dean, Student Activities, effective April 16, 1973.

(6) **Recommended Establishment of Interim Position of Assistant Dean, Student Activities and Recommended Appointment of Mr. Jesus J. Gonzales to the Interim Position, Effective April 23, 1973**

Attachment 2.1-b(6)

With the assumption on an interim basis of the responsibilities of another Dean by the Administrative Dean of Student Services and Activities, it is necessary to establish a full-time administrative position in the area of student activities. It is believed that the position should be at the level of Assistant Dean. A proposed duty statement for the interim position is described in Attachment 2.1-b(6).

It is recommended that an interim position of Assistant Dean, Student Activities, be established as described, and it is recommended that Mr. Jesus J. Gonzales, Faculty Advisor in Student Activities, be appointed to the interim position, effective April 23, 1973.
2. **PERSONNEL** (continued) -

2.1 **Certificated Personnel** (continued) -

b. **Non-Routine** - continued:

(7) **Presentation of Salary and Personnel Benefit Proposal of the Instructors' Association**

Enclosure #1

The proposal of the Faculty Association for 1973-74 Salary and Personnel Benefit adjustments is presented in Enclosure #1.

It is recommended that the proposal be referred to the Superintendent-President for study and cost analysis and for referral to the Board of Trustee Salary Sub-committee after the analysis.

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, General, and Tutorial**

Attachment 2.2-a(2)

(3) **Recommended Authorization of Travel and Conference Attendance**

Attachment 2.2-a(3)

b. **Non-Routine**

(1) **Recommended Acceptance of Resignation, John W. Baker, Lab.Tech., Physical Science Division, Effective 5/31/73**

Attachment 2.2-b(1)

(2) **Recommended Approval of Change In Status, Leonard M. Ramirez, Data Processing, From Graveyard Shift to Day Shift, Effective 4/1/73**

Attachment 2.2-b(2)

(3) **Recommended Approval of Appointment: George P. Holguin, Custodian, Facilities & Operations, Effective 3/19/73**

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

2.2 **Classified Personnel** (continued) -

b. **Non-Routine** - continued:

(4) **Recommended Approval of Appointment: Sylvia L. Pugh, Int. Typist-Clerk, Financial Aids, Effective 3/26/73**

Attachment 2.2-b(4)

(5) **Recommended Approval of Appointment: Marian A. Johnson, Program Planning Assistant, Continuing Education Division, Effective 4/23/73**

Attachment 2.2-b(5)

(6) **Recommended Approval of Change in Classified Personnel Policy**

Attachment 2.2-b(6)

Various changes in organization, positions, and position titles have resulted in the need to amend those sections of Classified Personnel Policies which identify positions in the classified service which are excluded from overtime provisions or occasional overtime on a daily basis.

It is, therefore, recommended that amendments to Classified Personnel Policies 1355.10 and 1355.11 be approved as indicated.

3. **STUDENT PERSONNEL**

3.1 **Report by Associated Students**

3.2 **Recommended Change in the Policies for Student Personnel**

Attachment 3.2

Mr. Lisle C. Bresslin, Assistant Dean, Admissions and Records, will present changes in the Student Personnel policies that have been necessitated by recent changes in residency requirements.

4. **CURRICULUM AND INSTRUCTION**

4.1 **Recommended Approval of New Courses for 1973-74**

Attachment 4.1
4. **CURRICULUM AND INSTRUCTION - (continued) -**

4.2 **Report of CCOPES Evaluation and Recommended Follow-up**

Enclosure #2

Mr. Elkins, Assistant Dean, Vocational Education, and members of the staff have received the report of the CCOPES Evaluation Team.

A copy of the Evaluation Team Report, plus an item analysis including recommendations for planning has been prepared by Mr. Elkins and is presented in Enclosure #2.

It is believed that these findings and recommendations are particularly pertinent to the Goals, Objectives, and Organization Study now in progress.

It is recommended that the recommendations for planning be referred to the appropriate sub-committees of the Goals, Objectives, and Organization Study.

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. P23-1670 through and including P23-1801.

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

Attachment 5.1-b

c. **Inspector's Report No. 20, Health Occupations Facility, For Period Ending April 4, 1973**

Attachment 5.1-c

5.2 **Non-Routine**

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

Attachment 5.2-a

The approved position of Program Planning Assistant for the Continuing Education Division has now been filled with the appointment of Mrs. Marian A. Johnson. Request is made for travel allowance of $15/month.

It is recommended by the Superintendent that travel allowance for Mrs. Marian A. Johnson be approved at a monthly rate of $15 for the period of 4/23/73 to 6/30/73.
5. BUSINESS SERVICES (continued) -

5.2 Non-Routine - continued:

b. Recommended Adoption of Classification and Retention Plan For Documents

Enclosure #3

Every district must develop procedures for the classification and retention of documents. Enclosure #3 is a recommended plan for the Santa Barbara Community College District. Inherent in the plan is the appointment of a District Records Officer.

The Superintendent recommends the adoption of the Classification and Retention Plan for Documents presented in Enclosure #3. Further, it is recommended that Mr. Dean Ankeny, Director of Purchasing, be appointed the District's Records Officer.

c. Recommended Approval of Contract with Los Angeles County Superintendent of Schools for Film Service for 1973-74

For the last two years the District has entered into a contract for film rental with the Los Angeles County Superintendent of Schools. The cost for this service has been $7.50 for each film rental.

The Superintendent recommends that the Board approve the proposed film rental contract with the Los Angeles County Superintendent of Schools for the 1973-74 school year at a rate not to exceed $7.50 per film rental.

d. Recommended Approval of Submittal of 1973-74 Children's Center Application

Attachment 5.2-d

Attachment 5.2-d contains the application, including the proposed budget for renewal of the Children's Center program for the 1973-74 fiscal year.

The Superintendent recommends approval of submittal of the application to the California State Department of Education for renewal of the Children's Center Program.

e. Recommended Approval of Application For Funds For A Program of Special Services to the Disadvantaged

Enclosure #4

Although it is quite uncertain that funds will be provided for a project for Special Services to the Disadvantaged, it is believed that a proposal should have been submitted because of the need for such assistance. A proposal, similar to that of last year, was prepared to meet the deadline for applications.

It is recommended that the proposal be approved as submitted.
5. BUSINESS SERVICES (continued) -

5.2 Non-Routine - continued:

f. Recommended Approval of Authorization to Submit an Application for
$7,431 for an NDEA, Title III, Grant (National Defense Education Act)

Attachment 5.2-f

Attachment 5.2-f represents an application for NDEA funding in
the amount of $7,431. Matching District funds of $7,432 are re-
quired, making a total project of $14,863. Component 1 for Ethnic
Studies (books, AV materials and equipment) totals $10,959; Compo-
nent 2 for Anthropology (books and AV materials) totals $3,904.

The Superintendent recommends approval of authorization to
submit this application.

g. Recommended Approval of Low-Approved Bid For Health Occupations
Equipment

Attachment 5.2-g

Dr. D. K. Sorsabal, Administrative Dean, Business Services,
will discuss this item at the meeting.

The Superintendent recommends approval of the low-approved
bid for equipment for the Health Occupations Facility.

h. Recommended Approval To Submit To The California Community Colleges
A Request To Proceed With Working Drawings on the Vocational Tech-
nology Building Under the Provisions of Education Code 20084

District request for release of approved Working Drawings funds
have been deferred by the State Department of Finance. In order to
maintain the 1975 occupancy schedule it will be necessary to con-
tinue with the Working Drawings at this time. Education Code Sec-
tion 20084 allows the District, with Public Works Board approval,
to continue with the working drawings with local funds until State
funds become available. Local Bond funds are sufficient to cover
these additional costs of approximately $34,000 in architect's fees.

The Superintendent recommends approval to submit the request to
the California Community Colleges to proceed with Working Drawings
on the Vocational Technology Building under the provisions of Edu-
cation Code 20084.
5. BUSINESS SERVICES (continued) -

5.2 Non-Routine - continued:

i. Ratification of Change Orders #11 and #12 - Health Occupations Facility, J. W. Bailey Construction Company, Contractor

Attachment 5.2-1

Change Orders #11 and #12 are requests for time extensions to the contract due to rain and muddy site conditions. The contractor requests a total of 8 additional days make the contract completion date April 9, 1973.

Original Contract Price $ 569,700.00
Change Orders #1 - #10 Plus 4,881.25

$ 574,581.25

Change Orders #11 & #12 -0-

New Contract Price: $ 574,581.25

j. Recommended Approval of Option Terms - Liberty Savings & Loan and First Management Corporation

Negotiations with Liberty Savings and Loan have concluded with agreement of terms and conditions. The specifics of the option agreements will be discussed at the meeting.

The Superintendent recommends approval of option agreements with Liberty Savings and Loan and First Management Corporation.

k. Recommended Approval of Proposed Agreement for Use of La Playa Stadium between Santa Barbara Community College District and Club West of Goleta, Inc.

Enclosure #5

This item will be discussed by Dr. D. K. Sorsabal.

The Superintendent recommends approval of the proposed agreement between the District and Club West of Goleta, Inc. for the use of La Playa Stadium.
6. GENERAL INFORMATION

6.1 Report of Progress on Senate Bill #6

Mr. Benjamin Wells, Vice-President of the Board of Trustees, and the Superintendent will report on progress of Senate Bill #6 as indicated in a special meeting in Sacramento on Monday, April 9.

6.2 Report of Coming Events, Mr. Jim M. Williams

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, April 26, 1973 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.