AGENDA.

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

April 26, 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 (if necessary to instruct Superintendent-President regarding salary negotiations)
   
   1.5 Minutes of Regular Meeting of April 12, 1973
   
   1.6 Hearing of Citizens
   
   1.7 Communications
      
      a. Report of April 17 Election Results Regarding Measure "A"

         Citizens of the District have approved Measure "A" with a 70 percent "Yes" vote. The District owes a great deal of appreciation to all who made the passage of this measure possible. Very special thanks are due Mrs. Guy C. Calden and Mr. Eli Luria, Co-chairmen of the "Action Now" Committee and to Mr. Sam Wake who headed the successful citizens' campaign.

         It is requested that a meeting of the Board Planning Subcommittee be held as soon as possible to consider next steps.

      b. Report on Tour of Health Occupations Building

         At 3:30 p.m., prior to the regular meeting, Board members will be conducted on a tour of the new Health Occupations facility. They may wish to comment on the new facility.

2. PERSONNEL

   2.1 Certificated Personnel

      a. Routine

         (1) Recommended Approval of Additional Hours For Previously Approved Teacher, Substitutes, and Special Lecturers (Consultants) Continuing Education Division

Attachment 2.1-a(1)
2. PERSONNEL (continued) -

2.1 Certificated Personnel (continued) -

a. Routine - continued:

(2) Recommended Authorization of Travel and Conference Attendance

Attachment 2.1-a(2)

b. Non-Routine

(1) Recommended Approval of Professional Volunteer Status for J. LeBlanc and N. Marlborough, Spring Semester, 1973, Tutorial Center

Attachment 2.1-b(1)

(2) Recommended Change in Effective Date of Appointment of Mr. Jesus J. Gonzales as Acting Assistant Dean, Student Activities

Because of technical requirements that personnel whose assignments are changed must be paid on a daily basis, Mr. Gonzales would have lost a week's salary, if assigned on April 23. He did work on an administrative schedule during the week of April 16-23.

It is recommended that the effective date of Mr. Gonzales' appointment as Acting Assistant Dean be April 16 rather than April 23.

(3) Presentation of Salary Proposal of the Continuing Education Instructors' Association

Enclosure #1

The Salary Proposal of the Continuing Education Instructors' Association for 1973-74 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.

(4) Presentation of Salary and Personnel Benefit Proposal of the Administrative Salary Committee

Enclosure #2

The Proposal of the Administrative Salary Committee for 1973-74 Salary and Benefit Adjustments is presented in Enclosure #2.

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. PERSONNEL (continued) -
   
   2.1 Certificated Personnel (continued) -
       
       b. Non-Routine - continued:
           
           (5) Recommended Approval of Revised Academic Title Policy
               
               Attachment 2.1-b(5)
               
               Recent changes in evaluation of certificated personnel and in the probationary period for teachers have led to a review of the Academic Title Policy.
               
               Proposed changes in the policy have been developed in accordance with modifications introduced in procedures. Attachment 2.1-b(5) contains the proposed modifications.
               
               It is recommended that the Academic Title Policy be amended 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: College Work-Study, General and Tutorial
           
           Attachment 2.2-a(2)
           
   b. Non-Routine
       
       (1) Recommended Approval of Six-Month Salary Increments
           
           Attachment 2.2-b(1)
           
       (2) Recommended Acceptance of Resignation: Mr. Silver Ortega, Custodian, Facilities & Operations, Effective 4/27/73
           
           Attachment 2.2-b(2)
           
       (3) Recommended Termination of Matron, Facilities & Operations Department, Effective 4/30/73
           
           Attachment 2.2-b(3)
           
           On December 14, 1972 the Board of Trustees passed a motion to notify Mrs. Anna Johnson that a recommendation for dismissal had been received and that she be notified of her right to respond to the charge.
           
           Mrs. Anna Johnson did request a hearing by December 28, 1972, but withdrew her request on January 5, 1973 and requested sick leave in accordance with Classified Personnel Policy Section 1342.18. The Board approved that leave on January 11, 1973.
           
           The period of that leave is expiring and it is recommended that Mrs. Anna Johnson be terminated effective April 30, 1973.
2. **PERSONNEL (continued)** -

2.2 **Classified Personnel (continued)** -

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

(4) **Recommended Approval of Change in Job Description - Matron-Custodian**

Attachment 2.2-b(4)

The needs of the College dictate that the duties of Matron be brought more in line with those of the Custodian. Attachment 2.2-b(4) delineates the new specifications for the Matron-Custodian position.

The Superintendent recommends approval of new job specifications for the Matron-Custodian position.

(5) **Recommended Approval of New Position, Custodian, Half-time Continuing Education Division and Half-time Child Care Center**

Attachment 2.2-b(5)

(6) **Recommended Approval of Appointment of Betty M. Bartels (Replacement for M. Deaner), Int. Typist-Clerk, Facilities & Operations, Effective 4/23/73**

Attachment 2.2-b(6)

3. **STUDENT PERSONNEL**

No items

4. **CURRICULUM AND INSTRUCTION**

4.1 **Recommended Approval of 1973 Summer Session Program**

Enclosure #3

Enclosure #3 is the proposed Summer Session Program for 1973. It is recommended that the proposed 1973 Summer Session Program be approved.
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. P23-1802 through and including P23-1908.

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

Attachment 5.1-b

5.2 Non-Routine

a. **Recommended Approval of the Proposed Classification and Retention Plan for Documents Policy**

The recommended policy for the Classification and Retention Plan for Documents was presented to the Board of Trustees for a first reading at the last Board meeting. Inherent in the plan is also the appointment of a District Records Officer.

The Superintendent recommends the approval of the Proposed Classification and Retention Plan for Documents policy and approval of the appointment of Mr. Dean Ankeny, Director of Purchasing, as the District Records Officer.

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

Attachment 5.2-b

Due to recent change in duties, it is requested that travel allowance be established for Mr. Jesus J. Gonzales, Acting Assistant Dean, Student Activities.

The Superintendent recommends the approval of travel allowance for Mr. Jesus J. Gonzales in the amount of $10 per month for the period of 5/1/73 to 6/30/73.

c. **Notification of Allocation of Funds for Extended Opportunity Programs and Services for 1973-74**

Attachment 5.2-c

Notification has been received from the Chancellor's Office of the California Community Colleges that Santa Barbara City College has been allocated $41,235 for Extended Opportunity Programs and Services for 1973-74. This initial grant compares with an initial grant of $15,000 and a supplementary grant of $4,680 for a total of $19,680 for 1972-73.
5. BUSINESS SERVICES - continued:

5.2 Non-Routine - continued:

d. **Recommended Acceptance of an Electric Kiln from Mr. and Mrs. Milton Weinstein**

Attachment 5.2-d

Mr. and Mrs. Milton Weinstein have generously offered a "like new" Dickinson Electric Kiln to the Continuing Education Division. The kiln can be used for firing ceramics or porcelain items. This piece of equipment has an estimated value of $500.

The Superintendent recommends the Board's acceptance of the Dickinson Kiln and authorization to send a letter of appreciation to Mr. and Mrs. Weinstein.

e. **Recommended Authorization for County Superintendent to Make Transfers in District Funds**

In accordance with Education Code Section 20952, the Board of Trustees is asked annually to authorize the County Superintendent to make transfers between the undistributed reserve and any expenditure classifications to balance the budget.

It is recommended that the Board authorize the County Superintendent to make the necessary transfers in Santa Barbara Community College funds for this year.

f. **Recommended Appointment of District Auditor - Mr. William D. Kendall**

Enclosure #4

It is required by law that Districts employ an independent auditor to annually review the fiscal status of the District. For the past three years, Mr. William D. Kendall has been performing this function on a continuing contract basis.

The Superintendent recommends that a five-year contract be entered into with Mr. William D. Kendall in the amount of $2,000 annually for the performance of an independent audit.

g. **Reports From Division of Industrial Safety - Accident Prevention Reports**

Enclosure #5

Enclosure #5 includes a series of Accident Prevention Reports submitted by the Division of Industrial Safety.

Dr. Sorsabal will discuss these reports and recommended action at the meeting.
5. BUSINESS SERVICES (continued) -

5.2 Non-Routine - continued:

h. Recommended Acceptance of Health Occupations Facilities and Authorization to File Notice of Completion - J. W. Bailey Construction Company, Contractor

The Health Occupations Facility has been substantially completed with the exception of a few items on the punch list. The architects recommend that the building is acceptable and that the Board's acceptance should be granted.

The Superintendent recommends acceptance of the Health Occupations Facility under a contract with the J. W. Bailey Construction Company, contractor, and further that the Business Office be authorized to file a Notice of Completion.

6. GENERAL INFORMATION

6.1 Report of Board of Trustees Salary Sub-Committee

The Salary Sub-committee has held two meetings since the last Board meeting. Members of the Committee may wish to report on those meetings, or may request an Executive Session of the Board of Trustees to instruct the Superintendent-President regarding Salary and Personnel Benefit Proposals.

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, May 10, 1973 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.