AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

May 24, 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 (in accordance with Government Code Section 54957.6)
1.5 MINUTES OF REGULAR MEETING OF MAY 10, 1973
1.6 HEARING OF CITIZENS
1.7 COMMUNICATIONS

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS AND SPECIAL LECTURERS (CONSULTANTS), AND APPROVAL OF EMPLOYMENT 1973 SUMMER SESSION FACULTY - CONTINUING EDUCATION DIVISION

Attachment 2.1-a(1)

(2) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE ATTENDANCE

Attachment 2.1-a(2)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF EMPLOYMENT OF ADMINISTRATIVE PERSONNEL, 1973-74

Attachment 2.1-b(1)
1. GENERAL FUNCTIONS

1.7 COMMUNICATIONS

a. REPORT OF PLANNING SUB-COMMITTEE MEETING OF MAY 22, 1973

The Planning Sub-committee of the Board of Trustees met on May 22, 1973 to interview candidates for landscape architect and to discuss possible educational uses of the wharf. The Committee may wish to recommend that the City Council be informed of the interest of the District in possible uses of the wharf.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF EMPLOYMENT OF 1973 SUMMER SESSION FACULTY

Attachment 2.1-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: DENNIS L. COON, ASSISTANT PROFESSOR, PSYCHOLOGY, SOCIAL SCIENCE DIVISION, EFFECTIVE 1973-74 COLLEGE YEAR

Attachment 2.1-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: CECELIA A. KUSTER, TEACHING INTERN, CHILDREN'S CENTER, 9/4/73 - 6/14/74

Attachment 2.1-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT: JUDY WHITEFOOT, TEACHING INTERN, CHILDREN'S CENTER, 9/4/73 - 6/14/74

Attachment 2.1-b(5)

(6) RECOMMENDED APPROVAL OF EMPLOYMENT OF CERTIFICATED PERSONNEL, 1973-74

Attachment 2.1-b(6)

(7) RECOMMENDED APPROVAL OF EMPLOYMENT OF CHILDREN'S CENTER CERTIFICATED PERSONNEL, 1973-74

Attachment 2.1-b(7)

(8) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS: R. JOEL DENNEY, STUDENT TEACHER, ENGLISH, 1973 SUMMER SESSION

Attachment 2.1-b(8)
2. PERSONNEL - continued:

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 AND TUTORIAL

Attachment 2.2-a(2)

b. NON-Routine

(1) RECOMMENDED APPROVAL OF YEARLY SALARY INCREMENT

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF ABOLISHMENT OF POSITION OF LABORATORY TEACHING ASSISTANT, WORK, INC., EFFECTIVE 5/31/73

Attachment 2.2-b(2)

Attachment 2.2-b(2) explains the need for abolishment of this position which no longer functions as a Laboratory Teaching Assistant. The position is one of production in the Work, Inc., print shop. Responsibility for the person in this position will be assumed by Work, Inc.

The Superintendent recommends approval of the abolishment of this position.

(3) RECOMMENDED ACCEPTANCE OF RESIGNATION: BERNICE H. WILSON, LABORATORY TEACHING ASSISTANT, WORK, INC., CONTINUING EDUCATION, EFFECTIVE 5/31/73

Attachment 2.2-b(3)

(4) RECOMMENDED ACCEPTANCE OF RESIGNATION: SYLVIA L. PUGH, INT. TYPIST CLERK, PLACEMENT OFFICE, EFFECTIVE 5/18/73

Attachment 2.2-b(4)

(5) RECOMMENDED ACCEPTANCE OF RETIREMENT: ROBERT A. BARBERE, CUSTODIAN, FACILITIES & OPERATIONS, EFFECTIVE 6/8/73

Attachment 2.2-b(5)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(6) RECOMMENDED APPROVAL OF APPOINTMENT: ELSIE MEADOWS, MATRON/ CUSTODIAN, FACILITIES & OPERATIONS, EFFECTIVE 5/14/73

Attachment 2.2-b(6)

(7) RECOMMENDED APPROVAL OF APPOINTMENT: RAYMUNDO GONZALEZ, CUSTODIAN, FACILITIES & OPERATIONS, EFFECTIVE 5/14/73

Attachment 2.2-b(7)

(8) RECOMMENDED APPROVAL OF CHANGE IN CLASSIFIED PERSONNEL POLICIES, 1513 AND 1533

Attachment 2.2-b(8)

Attachment 2.2-b(8) delineates the proposed policy changes regarding performance evaluation reports on Classified employees. The Classified Personnel Committee has studied and prepared these proposed changes.

The Superintendent recommends approval of the change in Classified Personnel Policies 1513 and 1533.

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN ARTS DEGREE

Attachment 3.2

The Superintendent recommends that the Board confer upon each of the 551 candidates (85 - January, 1973 and 466 - June, 1973) listed in Attachment 3.1 the Associate in Arts Degree, subject to completion of the State and local requirements.

3.3 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN SCIENCE DEGREE

Attachment 3.3

The Superintendent recommends that the Board confer upon each of the 149 candidates (19 - January, 1973 and 130 - June, 1973) listed in Attachment 3.2 the Associate in Science Degree, subject to the completion of the State and local requirements.
Agenda - Regular Meeting
Board of Trustees - SBCCD
May 24, 1973

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF ADVISORY COMMITTEE MEMBERS FOR OCCUPATIONAL EDUCATION 1973-74

Enclosure #1

Enclosure #1 is an up-to-date publication of Advisory Committees for Occupational Education of Santa Barbara City College for 1973-74.

The Superintendent recommends approval of the Advisory Committees as listed in the publication.

4.2 RECOMMENDED APPROVAL OF DISTRICT PLAN FOR VOCATIONAL EDUCATION 1973-74

Enclosure #2

This document is a prerequisite for districts which anticipate assistance under provisions of the VEA Amendments of 1968 (P.L.90-576), Part B.

The Superintendent recommends approval of the District Plan for Vocational Education 1973-74 as presented in the enclosure.

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. P23-1981 through and including P23-2262.

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. RATIFICATION OF ACCEPTANCE OF THE HEALTH OCCUPATIONS FACILITY, J. W. BAILEY, CONTRACTOR, AND FILING OF THE NOTICE OF COMPLETION

Attachment 5.2-a

The District was informed that items on the punch list for the Health Occupations Facility have been substantially completed. Final payment will be withheld until the punch list is completed. In accordance with Board action of April 26, 1973, the staff has been notified by the architect to accept the building as of May 11, 1973, and to file the Notice of Completion.

The Superintendent recommends the ratification of the acceptance of the Health Occupations Facility as of May 11, 1973 and the filing of the Notice of Completion with the final payment withheld subject to the completion of the punch list.

b. RECOMMENDED APPROVAL OF INTRA-DISTRICT TRAVEL ALLOWANCES FOR 1973-74

Attachment 5.2-b

Annually a monthly travel allowance for certain personnel for intra-district travel is presented for approval by the Board. Attachment 5.2-b delineates the recommended allowances for administrative, certificated and classified personnel for 1973-74.

The Superintendent recommends the approval of the Board of monthly intra-district travel allowances for 1973-74 for personnel listed in the attachment.

c. RECOMMENDED APPROVAL OF PERSONNEL BENEFITS PROGRAM FOR 1973-74

Attachment 5.2-c

As requested by the Board at its last meeting, the Personnel Benefits Proposal for 1973-74 is again presented with some comparative data. Dr. Sorsabal and members of the Personnel Benefits Committee will be available to respond to any questions.

The Superintendent recommends approval of the Personnel Benefits Program for 1973-74 as presented in Attachment 5.2-c.

d. RECOMMENDED APPROVAL OF THE DISPOSAL OF SURPLUS PROPERTY

Attachment 5.2-d

Attachment 5.2-d lists property which is no longer of use to the District. These items should be declared surplus and disposed of at the Santa Barbara County Auction on June 2, 1973.

The Superintendent recommends authorization for the disposal of the surplus property as listed on the attachment.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

e. RECOMMENDED APPROVAL OF LEASE FOR CHILDREN'S CENTER, CORONEL PROPERTIES, LTD.

Attachment 5.2-e

In order to house the Child Care Program for 1973-74, it will be necessary to renew the lease of the existing facilities. Dr. Sorsabal will discuss terms and conditions of the lease at the meeting.

The Superintendent recommends approval of the lease with Coronel Properties, Ltd., for the 1973-74 fiscal year.

f. RECOMMENDED APPROVAL FOR EXTENSION OF FUNDING IN THE AMOUNT OF $3,117 FOR AN MDTA PROJECT, CAL(R)2097

This project was originally approved for termination May 11, 1973 and is now extended for five weeks, ending June 15, 1973.

The Superintendent recommends approval of the extension of funding in the amount of $3,117 for a Licensed Vocational Nurse MDTA Project.

g. RECOMMENDED APPROVAL OF SUBMISSION OF AN APPLICATION FOR PARTIAL SUPPORT OF THE REAL ESTATE EDUCATION PROGRAM

Attachment 5.2-g

The District has received a small grant for several years for the Real Estate Education Program. Attachment 5.2-g delineates how these funds would be used in the 1973-74 school year.

The Superintendent recommends approval of the submission of the application for partial support of the Real Estate Education Program from the Real Estate Education and Research Funds.

h. QUARTERLY FINANCIAL REPORT OF THE SBCC BOOKSTORE

Enclosure #3

Enclosure #3 presents the financial condition of the Santa Barbara City College Bookstore operation for the third quarter of fiscal year 1972-73.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. RECOMMENDED APPROVAL OF DETERMINATION OF GENERAL PREVAILING RATE OF WAGES IN THE SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Enclosure #4

Pursuant to Sections 1770 through 1777.5 of the Labor Code of the State of California, the Santa Barbara Community College District is to determine the general prevailing rate of wages in its district for crafts or types of workmen needed to execute construction contracts.

Enclosure #4 represents the most recent list of wage rates available to the district and will be published in its entirety on May 29, 1973. This list will be on file with the District administration for future reference in future construction contracts. The district will be required to publish such a list annually.

The Superintendent recommends approval of the determination of the general prevailing wage rates in the Santa Barbara Community College District for crafts or types of workmen needed to execute construction contracts as delineated in Enclosure #4.

j. RECOMMENDED APPROVAL OF APPOINTMENT OF CONSULTING LANDSCAPE ARCHITECT FOR EROSION CONTROL STUDY OF THE PROPOSED 34-ACRE SITE ACQUISITION AND AUTHORIZATION TO NEGOTIATE A CONTRACT

The Planning Sub-committee and staff members met on May 22, 1973 to interview candidates as landscape architect for erosion control study. Their recommendation will be presented at the meeting for Board approval.

k. RECOMMENDED AUTHORIZATION TO INTERVIEW CANDIDATES FOR CONSULTING ARCHITECT FOR A MASTER PLAN STUDY OF SANTA BARBARA CITY COLLEGE

Attachment 5.2-k

A Master Plan Study is necessary as a guide to continued development of the existing campus; integrated development of the proposed site acquisition; and basis of funding request to the California State Finance under the Community College Construction Act of 1967. The Master Plan Study will include master site development plan for buildings, grounds and utilities, including cost estimate, and a traffic study.

The Superintendent recommends authorization to interview candidates for consulting architect for a Master Plan Study of Santa Barbara City College.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS

Attachment 5.2-1

Appropriation Transfer No. 73-014 in the amount of $250:

To transfer funds from "General Supplies" to "Equipment Audio-Visual" account. The Audio-Visual facilities of the Learning Resources Center are being utilized more each semester and the department found they needed to set up another Carrell. Due to adding the Carrell the monies are to be used to purchase a 35mm slide projector and carrell screen.

Appropriation Transfer No. 73-015 in the amount of $190:

To transfer funds from "General Supplies" to Equipment Account. The monies are for the purchase of a calculator to be used by Evening College department for calculating hourly wages.

The Superintendent recommends approval of Appropriation Transfers No. 73-014 and No. 73-015 as delineated in Attachment 5.2-1.

m. REPORT OF DISTRICT QUARTERLY FINANCIAL CONDITION

Attachment 5.2-m

Attachment 5.2-m presents the 1972-73 third quarter financial status reports for the General Fund, Cafeteria Account, Bond Fund, Special Reserve Fund, and Children's Center Fund.

6. GENERAL INFORMATION

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

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, June 14, 1973 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.