AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

June 14, 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 REGULAR MEETING OF MAY 24, 1973
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. RECOMMENDED ADOPTION OF RESOLUTION No. 31: RECOGNITION OF MRS. KATHERINE MC CLOSKEY
         Attachment 1.7-a
      b. LETTER FROM CALIFORNIA SCHOOL BOARDS ASSOCIATION REGARDING 1973 CSBA DELEGATE ASSEMBLY NOMINATIONS
         Attachment 1.7-b
      c. LETTERS OF INFORMATION ON S.B.6 AND A.B.46
         Attachment 1.7-c

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTOR, CHANGE OF PREVIOUS RATE, AND SPECIAL LECTURERS (CONSULTANTS), CONTINUING EDUCATION DIVISION
            Attachment 2.1-a
         (2) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE ATTENDANCE
            Attachment 2.1-b
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-Routine

(1) RECOMMENDED APPROVAL OF ADDITIONS TO 1973 SUMMER SESSION FACULTY

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT: PETER O. HASLUND, ASSISTANT PROFESSOR, POLITICAL SCIENCE, SOCIAL SCIENCE DIVISION, 1973-74 COLLEGE YEAR

Attachment 2.1-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: RAYMOND J. SCHAAK, P.E. COACHING ASSISTANT, REPLACEMENT, 8/30/73 - 11/17/73

Attachment 2.1-b(3)

(4) RECOMMENDED ADOPTION OF RESOLUTION No. 32 - DESIGNATED SUBJECTS TEACHING CREDENTIAL, MR. HARVEY YOUNG

Attachment 2.1-b(4)

Under provision of the California Administrative Code, Title V, Education, Section 6375, and by resolution of the Board of Trustees, a Designated Subjects Teaching Credential may be authorized for a person of outstanding eminence to teach in a community college district.

The Superintendent recommends approval of Mr. Harvey Young's application for renewal of his Designated Subjects Teaching Credential by adoption of Resolution No. 32.

(5) RECOMMENDED CHANGE IN ADMINISTRATIVE VACATION POLICY 0940.3

Board policies on administrative vacation do not clearly describe the procedures to be followed in the case of "acting" or "substitute" appointments. The change proposed in Board Policy 0940.3 would clarify that situation.

It is recommended that Board Policy 0940.3 be amended as indicated, effective April 1, 1973:

"0940.3 Administrative personnel employed for less than twelve (12) months including those serving in "acting" or "substitute" positions shall be entitled to vacation in addition to the legal and Board holidays. Vacation days for such personnel shall be accumulated at 1.833 days per month."
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON ROUTINE - continued:

(6) RECOMMENDED EXTENSION TO SEPTEMBER 10, 1973 OF APPOINTMENT OF MR. JESUS J. GONZALES AS ACTING ASSISTANT DEAN, STUDENT ACTIVITIES

On April 12, 1973 Mr. Jesus J. Gonzales was appointed to the interim position of Acting Assistant Dean, Student Activities. Employee assignments for the 1973-74 year should be made before the beginning of the fiscal year on July 1.

It is recommended that the assignment of Mr. Gonzales as Acting Assistant Dean, Student Activities, be extended from July 1 through September 10, 1973.

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, VEA, AND GENERAL

Attachment 2.2-a(2)

(3) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE ATTENDANCE

Attachment 2.2-a(3)

b. NON ROUTINE

(1) RECOMMENDED APPROVAL OF YEARLY SALARY INCREMENT

Attachment 2.2-b(1)

(2) RECOMMENDED ACCEPTANCE OF RESIGNATION: JO-ANN THOMAS, INT. TYPIST CLERK, FACILITIES & RESOURCE DEVELOPMENT, EFFECTIVE 6/15/73

Attachment 2.2-b(2)

(3) RECOMMENDED ACCEPTANCE OF RESIGNATION: RENE C. BURKE, INT. ACCOUNT CLERK, BOOKSTORE, EFFECTIVE 6/29/73

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

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(4) RECOMMENDED CHANGE FROM 10-MONTH TO 12-MONTH POSITION, COMPUTER OPERATOR

Attachment 2.2-b(4)

The position was originally created on a 12-month basis on August 1, 1968. It was changed to a 10-month position on July 1, 1969, when a second computer operator was hired. The workload in the Data Processing area again indicates that a 12-month position is needed.

The Superintendent recommends that the Data Processing computer operator position in the Business Education Dept. be restored to a 12-month position.

(5) RECOMMENDED APPROVAL OF CHANGE IN LABORATORY TECHNICIAN POSITIONS

Attachment 2.2-b(5)

The Superintendent recommends elimination of a three-quarter Laboratory Technician position and a one-quarter hourly Laboratory Technician position in the Physics Dept. and to replace them with a full-time Laboratory Technician position in the Physics Dept.

(6) RECOMMENDED APPROVAL OF APPOINTMENT: CHARLES E. CHRISTIAN, LAB. TECHNICIAN, PHYSICS DEPT., EFFECTIVE 6/1/73

Attachment 2.2-b(6)

(7) RECOMMENDED APPROVAL OF APPOINTMENT: NANCY LYNN DALY, LAB. TECHNICIAN, CHEMISTRY DEPT., EFFECTIVE 6/1/73

Attachment 2.2-b(7)

(8) RECOMMENDED APPROVAL OF APPOINTMENT: CAROL A. ALTAVILLA, INT. TYPIST CLERK, PLACEMENT OFFICE, EFFECTIVE 6/5/73

Attachment 2.2-b(8)

(9) RECOMMENDED APPROVAL OF EMPLOYMENT OF CLASSIFIED PERSONNEL FOR 1973-74, EFFECTIVE JULY 1, 1973

Attachment 2.2-b(9)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(10) RECOMMENDED APPROVAL OF CHANGE IN CLASSIFIED PERSONNEL SICK LEAVE POLICY NO. 1342.19

Attachment 2.2-b(10)

Attachment 2.2-b(10) presents the proposed policy changes regarding sick leave for Classified employees. Members of the Classified staff and the Classified Personnel Committee have studied and prepared these proposed changes. On November 9, 1972, sick leave policies 1342.18 and 1342.19 were presented for first reading. On December 14, 1972, Policy No. 1342.18 was approved by the Board of Trustees.

The Superintendent recommends approval of the change in Classified Policy No. 1342.19.

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

Mr. Sultan Aziz, Associated Student Body President, will address himself to the following:

a. Capsulization of his hopes for his tenure of office.

b. The unanimous vote by the Associated Student Senate in support of a mandated accident insurance for all students.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF PROPOSED INNOVATIVE PROJECTS FOR 1973-74, SUBJECT TO AN APPROPRIATE LEVEL OF STATE FUNDING

Enclosure #1

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. P23-2063 through and including P23-2130.
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

b. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PAYMENT OF CLAIMS

Attachment 5.1-b

c. INSPECTOR'S REPORT OF CONSTRUCTION PROGRESS OF CRAFTS LAB, CONTINUING EDUCATION DIVISION

Attachment 5.1-c

5.2 NON-ROUTINE

a. RECOMMENDED APPOINTMENT OF MR. IRVIN M. STOUDT AS PERSONNEL BENEFITS PROGRAM ADMINISTRATOR FOR 1973-74

During the 1972-73 college year, Mr. Stoudt has assisted District personnel in the administration of the personnel benefits program. He has worked with and for the Personnel Benefits Committee to develop the 1973-74 program. He has ably demonstrated his knowledge and ability through his efforts.

The Superintendent recommends that Mr. Irvin Stoudt be appointed as the 1973-74 Personnel Benefits Program Administrator.

b. REPORT FROM FIRE CHIEF REGARDING DEVELOPMENT OF SECOND ACCESS ROAD TO CAMPUS

Attachment 5.2-b

Attachment 5.2-b delineates the request of Mr. R. G. Wickman, Fire Chief, to the District to comply with previous requests to develop a second entrance to the campus, when the Humanities Building is constructed. This matter will be discussed in more detail at the meeting.

c. RECOMMENDED AUTHORIZATION TO CONTRACT FOR EMERGENCY WORK

Pursuant to citations by the Division of Industrial Safety, many corrections must be made to facilities and equipment to comply with State Safety Standards. Because of the emergency nature of this work it is necessary to proceed immediately with the corrections. Education Code 15956 authorizes the Board to make a contract without advertising for or inviting bids with the County Superintendent's approval.

The Superintendent recommends the Board authorize the administration to contract for emergency work to be done immediately in order to comply with the requirements of the Division of Industrial Safety.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. RECOMMENDED RATIFICATION OF APPLICATION FOR FUNDS FOR VETERANS' COST-OF-INSTRUCTION PAYMENTS

Attachment 5.2-d

As a result of amendments to the Higher Education Act, known as the "Cranston Amendment", it has become possible to seek additional resources to improve services to veterans.

Deadline for the application, on very short notice, was June 1. An application was prepared seeking maximum funds for the level of veterans' enrollment in Santa Barbara City College.

It is recommended that the application be ratified as submitted on May 29, 1973.


Attachment 5.2-e

Notice has been received that the District is approved for a level of funding of $209,699 for College Work-Study for the coming year.

Although final notice is still pending, it is assumed that this amount will be provided for Work Study.

It is recommended that the funds be accepted.

f. RECOMMENDED ACCEPTANCE OF ALLOCATION OF $3,501, VOCATIONAL EDUCATION AMENDMENTS OF 1968, PART F.

Attachment 5.2-f

Notice has been received that the District has been allocated $3,501 under Part F, Consumer and Homemaking Education, Vocational Education Amendments for 1973-74.

It is recommended that this allocation be accepted.

g. RECOMMENDED ACCEPTANCE OF INCREASE IN ENCUMBRANCE UNDER PUBLIC LAW 91-230 ADULT BASIC EDUCATION PROGRAM TO $13,742

Attachment 5.2-g

Notice has been received that the Department of Education has encumbered $13,742 for the District Adult Education Program under Public Law 91-240.

It is recommended that this allocation be accepted.
5. BUSINESS SERVICES – continued:

5.2 NON-ROUTINE – continued:

h. **RECOMMENDED ACCEPTANCE OF ALLOCATION OF $123,351 UNDER VOCATIONAL EDUCATION AMENDMENTS OF 1968, PART B (P.L. 90-576)**

Attachment 5.2-h

Notice has been received that the District has been allocated $123,351 under Part B, Vocational Education Amendments for 1973-74.

It is recommended that the allocation be accepted.

i. **RECOMMENDED APPROVAL OF AGREEMENT WITH BURROUGH'S CORPORATION – TWO KEY PUNCH VERIFIERS**

The Data Processing Division of the District currently leases two Univac key punch and verifying machines; in the continuing effort to upgrade the District's Data Processing system, it is requested that two Univac key punch machines replace two Burrough's printing data recorder machines (key punch). The cost of the two Burrough's machines will be $302 monthly compared with the existing costs of $310 monthly.

The Superintendent recommends the approval of a five-year lease agreement with Burrough's for two p.c. 820-020 printing data recorders at a cost of $302 per month, including maintenance costs, plus delivery costs of $94.68.

j. **1972-73 QUARTERLY FINANCIAL STATUS REPORT**

Attachment 5.2-j

Attachment 5.2-j indicates that District expenditures will exceed actual income by $661,147. The report does not consider beginning balance as income.

Dr. Sorsabal will discuss the implications of this status report at the meeting.
5. BUSINESS SERVICES – continued:

5.2 NON-ROUTINE – continued:

k. RECOMMENDED APPROVAL OF SALARY AND PERSONNEL BENEFITS ADJUSTMENTS FOR 1973-74

Enclosure #2

Proposed Salary and Personnel Benefits Adjustments for 1973-74 are presented in Enclosure #2.

It is recommended that salary and personnel benefits adjustments be approved as described in the enclosure subject to passage and signing of legislation by July 1, 1973, which will provide the Santa Barbara Community College District with funds at a level computed on the basis of provisions of S.B.6, as it was passed by the California State Senate.

It is recommended, further, that the alternative proposal for salary adjustments providing a 2 percent average salary increase for contractual certificated personnel, and a 2 percent across-the-board salary increase for administrative personnel, classified personnel, summer teaching and for a 25 cents per hour increase in certificated hourly salaries be approved as described in Enclosure #2.

1. PRESENTATION OF PRELIMINARY BUDGET FOR 1973-74 FISCAL YEAR

Enclosure #3

Enclosure #3 is the presentation of the 1973-74 Preliminary Budget for Board consideration. During the month of June, the preliminary budget will be refined so that a tentative budget may be adopted by the Board of Trustees at its June 28 meeting.

Dr. Sorsabal will discuss the details of the preliminary budget at the meeting.

6. GENERAL INFORMATION

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

7. ADJOURNMENT

7.1 RECOMMENDED SPECIAL MEETING OF THE BOARD OF TRUSTEES, SANTA BARBARA COMMUNITY COLLEGE DISTRICT ON THURSDAY, JUNE 21, 1973 AT 4:00 P.M. IN THE BOARD ROOM

Attachment 7.1

It is recommended that the Board of Trustees call a Special Meeting on Thursday, June 21, 1973 at 4:00 P.M. for the following purposes:

continued on next page. . . . . .
7. ADJOURNMENT - continued:

7.1 continued:

a. Consideration of low bid and authorization to award contract for the Humanities Building, Santa Barbara City College campus.

b. Consideration of consulting architect for a Master Plan Study of Santa Barbara City College.

7.2 The next regular meeting of the Board of Trustees is scheduled for Thursday, June 28, 1973 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.