AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

August 2, 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 – none
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS

       None

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

   (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, HOURLY SUB-
       SSTITUTES, CHANGES FOR PREVIOUSLY APPROVED INSTRUCTORS,
       AND SPECIAL LECTURERS (CONSULTANTS), CONTINUING EDUCATION

       Attachment 2.1-a(1)

   (2) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

       Attachment 2.1-a(2)

b. NON-ROUTINE

   (1) RECOMMENDED APPROVAL OF APPOINTMENT: ERLINE GOODELL,
       DIRECTOR, PARENT-CHILD WORKSHOP, CONTINUING EDUCATION
       DIVISION, 1973-74 COLLEGE YEAR

       Attachment 2.1-b(1)

A new Carpinteria Headstart Parent-Child Workshop is
being developed with the cooperation of the Carpinteria
Unified Schools and Headstart. It is recommended that Mrs.
Erline Goodell be employed at a 3/5 contract rate to fill
the position of Director for one year.
ADDENDUM TO THE AGENDA - Regular Meeting
Board of Trustees - SBCCD
August 2, 1973

2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(2) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE, ADVANCEMENT OF FUNDS

Attachment 2.2-a(2)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF CONTRACTUAL INCREASE OF PARENT-CHILD WORKSHOP DIRECTORS, CONTINUING EDUCATION

After a re-evaluation of work load and a comparison with other similar positions in the State, it is recommended that the four present directors of our Parent-Child Workshops have an increase of contractual rate from 2/3 to 4/5.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS

Attachment 2.2-a(1)

b. NON-ROUTINE

(1) RECOMMENDED ACCEPTANCE OF RESIGNATION: LANI A. FREDERICKS, PLACEMENT CLERK, PLACEMENT OFFICE, EFFECTIVE 7/27/73

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: DARETHA K. ROSE, ADMIN. SEC., BUSINESS SERVICES, EFFECTIVE 8/6/73

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF POSITION FOR PROGRAM PLANNING ASSISTANT, CONTINUING EDUCATION DIVISION

Attachment 2.2-b(3)

At the February 22, 1973 Board meeting, the Board approved a re-organization plan for the Continuing Education Division. A position of Program Planning Assistant was approved at that time. The second classified position was to be recommended at a later meeting "after further evaluation of Division work and after further consideration of appropriate specifications for the position".

It is recommended that this additional position be that of a Program Planning Assistant and that specifications for the position as described in Attachment 2.2-b(3) be approved.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(4) RECOMMENDED APPROVAL OF JOB DESCRIPTION FOR ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT-PRESIDENT AND AUTHORIZATION TO RECRUIT FOR THE POSITION

Attachment 2.2-b(4)

As a result of reductions in the administrative staff and the resignation of Dr. Thomas F. MacMillan, the District is left without a staff member to conduct institutional research.

As a result of the success of Measure "A" with the pending acquisition of adjacent land and the workload related to the District's comprehensive building program, it is clear that the Director of Facilities and Resource Development will not be able to devote adequate time to development and preparation of grant proposals.

As a result of growth of increasingly complex state and federal relationships, and of an increased need for efficiency in management, it is apparent that staff assistance is needed in the office of the Superintendent-President.

The Goals, Objectives, and Organization Study Committee has recommended such a position and it has been approved in budget hearings.

It is recommended, therefore, that a position of Administrative Assistant to the Superintendent-President be approved; that the job description attached be approved; and that authorization be given to recruit for the position.

(5) RECOMMENDED APPROVAL OF AMENDMENT TO SALARY RATES FOR HOURLY CLASSIFIED POSITIONS, 1973-74

Attachment 2.2-b(5)

On June 28, 1973 the Board approved salary rates for Hourly Classified Positions for 1973-74. Inadvertently two categories had been omitted from the list.

The Superintendent recommends approval of the amendment to the list of Hourly Classified Positions as indicated in Attachment 2.2-b(5).
3. STUDENT PERSONNEL

3.1 RECOMMENDED APPROVAL OF THE 1973-74 CO-CURRICULAR BUDGET

Attachment 3.1

Education Code, Section 25428, provides that the governing board of any district maintaining a community college may provide for co-curricular activities and for a budget for such purposes. Attachment 3.1 shows the comparative budgets for co-curricular activities, beginning with the year 1970-71, and the recommended budget for 1973-74.

The Superintendent recommends adoption of the 1973-74 Co-curricular Budget.

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. P34-0178 through and including P34-0204.

5.2 NON-ROUTINE

a. PRESENTATION OF 1973-74 DISTRICT BUDGET FOR PUBLIC HEARING AND RECOMMENDED ADOPTION BY BOARD OF TRUSTEES

Enclosure #1

The Education Code requires that a Public Hearing be held prior to the adoption of the budget for the District. Changes recommended since the Publication Budget will be discussed.

The Superintendent recommends formal adoption of the 1973-74 Annual Budget for the Santa Barbara Community College District.

b. RECOMMENDED APPROVAL OF INSTITUTIONAL MEMBERSHIPS

Attachment 5.2-b

Annually the District becomes a member of a variety of professional organizations. Attachment 5.2-b delineates those institutional memberships recommended for 1973-74.

The Superintendent recommends approval of institutional memberships as delineated in Attachment 5.2-b.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED AUTHORIZATION TO ENTER INTO A JOINT POWERS AGREEMENT WITH MEMBERS OF THE SOUTHERN CALIFORNIA TV CONSORTIUM

Attachment 5.2-c

For some time, several Southern California Community Colleges have provided open-circuit television broadcasting of credit college courses. A consortium of colleges has been organized to promote cooperation and coordination of televised educational programs and to develop procedures and techniques for educational television. Membership in the Consortium costs $3,000 per year.

It is recommended that the staff be authorized to enter into a joint powers agreement with the members of the Southern California TV Consortium and to pay the $3,000 membership fee for 1973-74.

d. RECOMMENDED AUTHORIZATION FOR INVESTMENT OF DISTRICT FUNDS

With the increase in interest rates for Certificates of Deposit and Treasury Notes, it appears appropriate that consideration be given to invest idle funds on short term bases. This item will be discussed in more detail at the meeting.

The Superintendent recommends that the Administrative Dean, Business Services, be authorized to invest temporary idle funds in those instrumentalities authorized by Chapter 4, Article 1, of the government code commensurate with Section 53600.

e. RECOMMENDED AUTHORIZATION TO ACCEPT LOW BID, PERSHING PARK, PHASE #2

Bids will be accepted on August 16, 1973 for Pershing Park, Phase #2. The next regular meeting of the Board is August 30, 1973. The need to proceed with the project at the earliest possible time is essential if the project is to be sufficiently through construction before the rainy season. The acceptance of the project is predicated upon sufficient available funds in the Community Services account.

The Superintendent recommends that the Board authorize the administration to accept the low bid, if the project is within budgetary limitations, and to enter into contractual agreement with the contractor.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED APPROVAL OF SCOPE OF SERVICES AND CONTRACT FOR EROSION CONTROL OF THE PROPOSED 34 ACRE SITE ACQUISITION ADJACENT TO THE SANTA BARBARA CITY COLLEGE CAMPUS

Attachment 5.2-f

The firm of Richard B. Taylor, A.I.A., A.S.L.A. and Associate was approved by the Board on May 24, 1973 to do an erosion control study for the proposed site acquisition previously referred to as "Sea Village". Since that time Mr. Taylor has made an analysis of the site and has recommended basic methods for erosion control. These recommendations have been discussed with District Staff and reviewed by the Board of Trustees at their regular meeting of July 26, 1973.

Attachment 5.2-f is a review of Mr. Taylor's recommendations and the contract required for his services.

The Superintendent recommends approval of the erosion control method #2 and of the contract for these services with the firm of Richard B. Taylor and Associate.

g. RECOMMENDED APPROVAL OF SCOPE OF SERVICES AND CONTRACT FOR SANTA BARBARA COMMUNITY COLLEGE DISTRICT MASTER PLAN

Attachment 5.2-g

The architectural firms of John Robert Henderson and William Blurock and Partners were approved by the Board on June 21, 1973, to do a Master Plan Study for the Santa Barbara Community College District. Since that time the architects have been working with District staff to determine the scope of services and a contract for the Master Plan Study.

Attachment 5.2-g is a copy of District requirements for the Master Plan Study including a schedule for the major portions of the work to be completed. Also included is the recommended contract for architectural services necessary to accomplish this study. The fee for these services will be $60,000.

The District will contract separately for specific specialized activities required for the study, such as traffic and landscape consultation. Costs for these additional services are not expected to exceed $10,000. Procedures for coordination of the specialized services are included in the architects' contract. The contract has been set up specifically to meet our District needs and to coordinate with the funding procedures of the Junior College Construction Act of 1967. These services have been reviewed by staff and the Board Planning Subcommittee.

The Superintendent recommends approval of the scope of services for the Santa Barbara Community College District Master Plan as indicated and of the proposed contract for architectural services.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RECOMMENDED APPROVAL OF PURCHASE OF CARRELS FOR HEALTH OCCUPATIONS BUILDING

Dr. Sorsabal will present a recommendation for purchase of carrels for the study center in the Health Occupations Building.

6. GENERAL INFORMATION

6.1 RECOMMENDED ADOPTION OF RESOLUTION No. 1 URGING THE BOARD OF GOVERNORS TO SEEK FEDERAL REPRESENTATION FOR CALIFORNIA COMMUNITY COLLEGES

Attachment 6.1

At the Board meeting on July 26, 1973, the Superintendent was directed to prepare a proposed resolution for consideration of the Board of Trustees urging the Board of Governors to seek federal representation for California Community Colleges. Attachment 6.1 contains the proposed resolution.

6.2 RECOMMENDED ADOPTION OF RESOLUTION No. 2 EXPRESSING OPPOSITION TO AB 770

Attachment 6.2

At the Board meeting on July 26, 1973, the Superintendent was directed to prepare a proposed resolution for consideration of the Board of Trustees expressing opposition to AB 770. A proposed resolution is contained in Attachment 6.2.

6.3 INTERIM REPORT ON STUDY OF GOALS, OBJECTIVES, AND ORGANIZATION

Attachment 6.3

Attachment 6.3 contains an interim report from Dr. Sorsabal on the progress of the Goals, Objectives, and Organization Committee.

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

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, August 30, 1973 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.