AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

February 28, 1974

3:00 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 FEBRUARY 14, 1974
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. LETTER FROM DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE REGARDING GRANT PROPOSALS SUBMITTED TO THE FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION
         Attachment 1.7-a
      b. LETTER TO MRS. ALEXANDER REGARDING TRUSTEES’ SERVICES ON ACCREDITATION COMMISSION

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, SPRING SEMESTER, 1974
             Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS AND SPECIAL LECTURERS (CONSULTANTS), CONTINUING EDUCATION DIVISION, SPRING, 1974
             Attachment 2.1-a(2)
         (3) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE
             Attachment 2.1-a(3)
2. PERSONNEL - continued:

2.1 CERTIFIED PERSONNEL - continued:

b. NON-Routine

(1) RECOMMENDED APPROVAL OF RE-EMPLOYMENT OF SECOND YEAR CONTRACT (PROBATIONARY) INSTRUCTORS AND ADMINISTRATOR IN THIRD YEAR REGULAR (TENURED) STATUS FOR 1974-75

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF RE-EMPLOYMENT OF FIRST YEAR CONTRACT (PROBATIONARY) INSTRUCTORS IN SECOND YEAR (PROBATIONARY) STATUS FOR 1974-75

Attachment 2.1-b(2)

(3) RECOMMENDED APPROVAL OF NOTIFICATION OF TERMINATION OF TEMPORARY CERTIFIED PERSONNEL

Attachment 2.1-b(3)

The Education Code provides that certificated faculty must be either "regular" or "temporary". "Temporary" certificated personnel are employed to replace "regular" employees on leave or for special temporary enrollment situations.

Several outstanding teachers are serving the District this year as in past years in "temporary" assignments. It is necessary to take official action prior to March 15 of the year in the case of "temporary" employees who teach over 60 percent of a full assignment if they are not to be re-employed as permanent teachers.

It is recommended, therefore, that approval be given to notify certificated personnel as indicated on the attachment that their temporary assignment will terminate at the end of the Spring, 1974 semester.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS, AND HOURLY APPOINTMENT FOR CONTINUING EDUCATION DIVISION

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: GENERAL AND COLLEGE WORK STUDY

Attachment 2.2-a(2)

(3) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

Attachment 2.2-a(3)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF SIX-MONTH AND YEARLY SALARY INCREMENTS

Attachment 2.2-b(1)

(2) RECOMMENDED ACCEPTANCE OF RESIGNATION, KEITH K. BURNS, TUTOR, TUTORIAL CENTER, EFFECTIVE 2/8/74

Attachment 2.2-b(2)

(3) RECOMMENDED ACCEPTANCE OF RESIGNATION, CAROL A. ALTAVILLA, INT. TYP. CLERK, PLACEMENT & FINANCIAL AID, EFFECTIVE 2/28/74

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE, MRS. V. TYLER, ACCOUNTING TECH, PAYROLL, APPROXIMATELY 3 MONTHS, EFFECTIVE 3/1/74

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE, MRS. PENELOPE M. STEWART, SEC., CONT. EDUCATION (ALHECAMA PLAYERS), EFFECTIVE 3/18/74 THROUGH SEPTEMBER, 1974

Attachment 2.2-b(5)

(6) RECOMMENDED APPROVAL OF RETIREMENT OF MRS. EVARTS C. MOORE, CERT. PERSONNEL CLK., CERT. PERSONNEL, EFFECTIVE 3/15/74

Attachment 2.2-b(6)

Mrs. Evarts C. Moore has indicated her intention to retire effective March 15, 1974. A brief summary of her extensive service to the school districts of Santa Barbara is included in Attachment 2.2-b(6).

It is recommended that Mrs. Moore's retirement be approved as indicated.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(7) RECOMMENDED APPROVAL OF TEMPORARY FULL-TIME POSITION OF CERTIFICATED PERSONNEL CLERK

Attachment 2.2-b(7)

Mrs. Evarts C. Moore is retiring, effective March 15, 1974, from the 3/4-time position of Certificated Personnel Clerk.

A study of the feasibility of a comprehensive re-organization of personnel services is underway. It is appropriate not to fill Mrs. Moore's position on a permanent basis pending results of that study.

Also, as a result of the shift of responsibility for Evening College from Continuing Education to the office of Instruction, a period of adjustment to accommodate new procedures and workload is required in the certificated personnel office.

It is recommended, therefore, that a full-time, temporary certificated personnel clerk position be approved for the period March 15 through June 30, 1974.

(8) RECOMMENDED APPROVAL OF RECLASSIFICATIONS RESULTING FROM STUDY CONDUCTED JOINTLY BY GRIFFENHAGEN-KROEGER AND THE CLASSIFIED PERSONNEL OFFICE

Attachment 2.2-b(8)

A classification study of the clerical and secretarial positions has been conducted by Griffenhagen-Kroeger and the Classified Personnel Office. This study included interviews by Miss Osos and Miss Castleberg with 37 clerical and secretarial employees and 15 of their supervisors. Factors that were utilized in determining the elements of job worth in this classification study are defined in the attachment. The study of four positions (PBX Operator-Receptionist, Campus Center Hostess, Typist-Clerk/Tutorial Center and Typist-Clerk/Purchasing) has been delayed as the result of re-assignments of duties.

At this time it is appropriate to re-classify certain positions as indicated by the study. Further adjustments which result from revision of internal relationship will be presented for Board consideration at the time of the next salary survey.

It is recommended that the ten positions listed on the attachment be reclassified effective March 1, 1974.
3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN ARTS DEGREE, JANUARY, 1974

Attachment 3.2

The Superintendent recommends that the Board confer upon each of the 118 candidates listed in Attachment 3.2 the Associate in Arts degree. These candidates have completed the State and local requirements for the degree.

3.3 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN SCIENCE DEGREE, JANUARY, 1974

Attachment 3.3

The Superintendent recommends that the Board confer upon each of the 24 candidates listed in Attachment 3.3 the Associate in Science degree. These candidates have completed the State and local requirements for the degree.

3.4 RECOMMENDED ADOPTION OF CALENDAR FOR THE 1974-75 COLLEGE YEAR

Attachment 3.4

Study has continued of possible alteration in the college calendar. Considerable study is underway, also, by the Board of Governors. It appears that the 175-day academic year requirement will be retained pending resolution of problems related to attendance accounting and State financing.

Under the circumstances, it is extremely unlikely that it will be possible to develop a calendar for 1974-75 in which the Fall semester ends before Christmas unless it begins in early or mid-August. This appears to be the major goal of calendar adjustment.

It is recommended, therefore, that a "traditional" college calendar be adopted for 1974-75 as described in Attachment 3.4

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF NEW COURSES FOR 1974-75

Attachment 4.1

4.2 RECOMMENDED APPROVAL OF NEW COURSES FOR CONTINUING EDUCATION DIVISION, SPRING TERM, 1974

Attachment 4.2
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. P34-1675 through and including P34-1752, and inincluding P34-1569 not previously costed.

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.

5.2 NON-ROUTINE

a. RECOMMENDED ACCEPTANCE OF DIVING GEAR FROM GENERAL AQUADYNE, INC.

Attachment 5.2-a

Mr. Richard Jones, President of General Aquadyne, Inc., has generously offered three pieces of equipment that matches existing equipment used in our Marine Technology Diving Program. This equipment has an estimated value of $706.

The Superintendent recommends the Board's acceptance of this equipment and authorization to send Mr. Jones, President of General Aquadyne, Inc., a letter of appreciation.

b. RECOMMENDED ACCEPTANCE OF ALLOCATION IN THE AMOUNT OF $3,336 FOR NATIONAL DIRECT STUDENT LOAN PROGRAM

Attachment 5.2-b

Notice has been received that the Santa Barbara Community College District has been allocated $3,336 for the operation of the National Direct Student Loan Program for the period of 7/1/73 through 6/30/74. This program requires matching funds of $370.67, or 1/9 of the allocated amount.

The Superintendent recommends acceptance of the allocation of $3,336 for the National Direct Student Loan Program from the Department of Health, Education, and Welfare.

c. RECOMMENDED ACCEPTANCE OF ADDITIONAL FUNDS $4,641 UNDER PART F. P. L. 90-576 (VOCATIONAL EDUCATION)

Attachment 5.2-c

Notice has been received of an augmented amount of $4,641 under Part F (Consumer & Homemaking) of the Vocational Education Amendments of 1968 making a total of $8,142 to be used by June 30, 1974.

The Superintendent recommends acceptance of the additional amount of $4,641 under Part F (Vocational Education).
d. RECOMMENDED AUTHORIZATION TO PARTICIPATE AT LEVEL TWO IN THE NATIONAL CENTER FOR HIGHER EDUCATION MANAGEMENT SYSTEMS AT WICHE

The National Center for Higher Education Management Systems at WICHE is an organization designed to assist institutions of higher education in the improvement of the management systems. The Community Colleges of the State of California have been intimately involved in cooperation with NCHEMS. The 1974-75 Accounting Manual for the California Community Colleges is compatible with NCHEMS.

To benefit by the expertise and training provided by NCHEMS, it is necessary to establish a liaison person with that organization. This matter will be discussed in more detail at the meeting.

The Superintendent recommends that the Board authorize the District to become an active participant at level #2 with NCHEMS at WICHE, and further that the Administrative Dean of Business Services be appointed the liaison participant between the District and WICHE.

e. RECOMMENDED APPROVAL OF CHANGE ORDER #9, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-e

Change Order #9 for the Humanities Building Project is a request by the contractor for an extension of 14 days to the contract time due to rain and muddy site conditions. If granted, the new completion date would be January 4, 1975.

<table>
<thead>
<tr>
<th>Original Contract Price</th>
<th>Change Orders #1 - #8</th>
<th>Change Order #9</th>
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<tr>
<td>$ 1,875,000</td>
<td>21,430</td>
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<tr>
<td>$ 1,896,430</td>
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New Contract Price: $ 1,896,430

The Superintendent recommends approval of Change Order #9 to the contract with Don Green Contractor, Inc., for the Humanities Building Project for a time extension of 14 days only.

f. RECOMMENDED APPROVAL OF CHANGE ORDER #10, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR

Attachment 5.2-f

Change Order #10 for the Humanities Building Project modifies the underfloor duct system. The changes have been approved by the State agencies having jurisdiction. This change will add $13,386 to the contract price.

continued on next page...
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

f. continued:

Original Contract Price $1,875,000
Change Orders #1 - #9 PLUS 21,430
$1,896,430
Change Order #10 PLUS 13,386
New Contract Price ....... $1,909,816

The Superintendent recommends approval of Change Order #10 to the contract with Don Greene Contractor, Inc., for the Humanities Building Project at an additional cost of $13,386.

g. RECOMMENDED ADOPTION OF RESOLUTIONS #18 AND #19 TO INCLUDE SANTA BARBARA COMMUNITY COLLEGE DISTRICT CONTINUING EDUCATION IN THE CITY OF SANTA BARBARA'S REDEVELOPMENT STUDY.

Attachment 5.2-g

The City of Santa Barbara has created a Re-development Agency to plan for re-development of a portion of central Santa Barbara. The current re-development study excludes the present District's Continuing Education properties. The study does, however, consider the impact of the El Presidio restoration and consideration of the El Presidio restoration will directly affect two of the District's properties presently housing Continuing Education facilities. The resolutions contained in Attachment 5.2-g request that a) the re-development study modify its boundaries to include the existing Continuing Education Center and b) the re-development study consider the District's Continuing Education Center for the downtown area.

The Superintendent recommends adoption of Resolutions #18 and #19 to include Santa Barbara Community College District's Continuing Education Division Center in the City of Santa Barbara's Re-development Study.

6. GENERAL INFORMATION

6.1 WORKSHOP ON STUDENT SERVICES, PART I

Attachment 6.1

As requested by the Board, a workshop had been arranged on the subject of Student Services. Part "A" was presented at the January 24 meeting. Presentations on Financial Aids and Placement will be made at this meeting.

The Board may wish to adjourn to a Committee Of The Whole in order to conduct the balance of this workshop informally.

6.2 REPORT ON COMING EVENTS, MR. JIM M. WILLIAMS

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, March 14, 1974 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.