AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

April 25, 1974

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 APRIL 11, 1974
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF ADDITIONAL TIME FOR HOURLY INSTRUCTOR
             Attachment 2.1-a(1)
         (2) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE
             Attachment 2.1-a(2)
      b. NON-ROUTINE
         (1) RECOMMENDED APPROVAL OF THE EXTENSION OF LEAVE OF ABSENCE, DR. FRANK D. COX, PROFESSOR, PSYCHOLOGY
             Attachment 2.1-b(1)

             During the Spring, 1974, semester Dr. Cox was granted a 2/3 personal leave of absence to pursue work experience related to his teaching field. He has requested an extension of that personal leave through the Fall semester, 1974. Dr. Frakes and Mr. Huglin agreed that Dr. Cox's classes can be covered adequately in his absence.

             Approval of his request is recommended.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

Attachment 2.2-a(1)

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

Attachment 2.2-a(2)

b. NON-ROUTINE

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

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE, THOMAS J. ONLEY, PROP.CUST.TECH., TRADE/TECHNICAL DIVISION, EFFECTIVE 4/1/74 FOR APPROXIMATELY 7-8 WEEKS

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: BRUNO PAROLA, GROUNDSMAN/GARDENER, FACILITIES & OPERATIONS DEPT., (REPLACING: R. GUERRERO), EFFECTIVE 4/22/74

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: JOYCE S. RUIZ, INT. TYP.CLK., PLACEMENT AND FINANCIAL AIDS OFFICE (NEW POSITION), EFFECTIVE 4/24/74.

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT: MARILU I. SCHAACK, SENIOR SECRETARY, FACILITIES DEVELOPMENT DEPT., (REPLACING SHARON LOCKER), EFFECTIVE 5/6/74

Attachment 2.2-b(5)
3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 NOTIFICATION OF COLLEGE ENTRANCE EXAMINATION BOARD (CEEB) UPPER DIVISION SCHOLARSHIPS

Attachment 3.2

The College Entrance Examination Board has notified the college that Upper Division Scholarships are being awarded to four Santa Barbara City College students for continuation of their studies towards the baccalaureate degree. The award winners are:

Calvin J. Boddie
Raul Cordova
Victor Huerta
LaVelle Smith

Mr. William Cordero, Coordinator of Student Services, will be present at the meeting to introduce the students to the Board.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF NEW COURSES FOR 1974-75

Enclosure #1

Enclosure #1 contains the proposed new courses for the 1974-75 college year.

Approval is recommended.

4.2 RECOMMENDED APPROVAL OF 1974 SUMMER SESSION SCHEDULE

Enclosure #2

Enclosure #2 contains the proposed schedule of classes for the 1974 Summer Session.

Approval is recommended.

4.3 RECOMMENDED APPROVAL OF REFRIGERATION APPRENTICE COURSE

It is recommended that the Board approve a new Continuing Education course, Refrigeration Apprentice, beginning May 1, 1974, 3 hours/week, with Jan Hollander the instructor.

4.4 RECOMMENDED APPROVAL OF A ONE-DAY WORKSHOP ON PLANNING FOR SANTA BARBARA'S FUTURE

It is recommended that the Board approve a new Continuing Education workshop on Planning for Santa Barbara's Future. Mr. William Ewald of ACCESS will be present at the Board meeting to discuss the details.
4. CURRICULUM AND INSTRUCTION - continued:

4.5 RECOMMENDED APPROVAL OF NEW EDUCATION PROGRAM IN INTERIOR DESIGN

Enclosure #3

Enclosure #3 describes a proposed new occupational program in Interior Design. Mr. Elkins will describe the program, the service it is expected to perform, and the reviews to which the program has been subjected during its development.

Approval of the new program is recommended.

4.6 FOLLOW-UP REPORT OF GRADE DISTRIBUTION COMPARISON 1969-1973

Mr. Robert Carman will be present at the meeting to give a follow-up report of the Grade Distribution Comparison 1969-1973 Study.

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. P34-2082 through and including P34-2155.

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 $25 GIFT FOR USE OF THE LIBRARY

Mrs. Robert Bemis, mother of a former student, Miss Mary Bemis, has offered to donate $25 for use of the librarian as she sees fit.

It is recommended that the gift be accepted as indicated and that the staff be directed to express appreciation for the gift.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS

Attachment 5.2-b

#74-051 in the amount of $1,000: To transfer funds from Supplies A.V. to Equipment Account to cover the purchase of a Caramate 35mm rear-screen slide projector with record functions to be used by the Earth Sciences Department.

#74-050 in the amount of $1,295: To transfer funds from Student Services Classified Account to Business Services Classified account to cover salary of Marilyn Weber for temporary position in mailroom/switchboard area.

#74-052 in the amount of $100: To transfer funds from Repair of Equipment Account to General Supplies Account to offset expenditures that will exceed amount budgeted for the 1973-74 year.

#74-053 in the amount of $700: To transfer funds from Equipment Account to General Supplies Account to cover expenditures that will exceed amount budgeted for the 1973-74 fiscal year.

The Superintendent recommends approval of the above-listed appropriation transfers and as delineated in Attachment 5.2-b.

c. RECOMMENDED APPROVAL OF SUBMITTAL OF 1974-75 CHILDREN'S CENTER APPLICATION

Enclosure #4

Enclosure #4 contains the application, including the proposed budget, for renewal of the Children's Center program for the 1974-75 fiscal year.

The Superintendent recommends approval of submittal of the application to the California State Department of Education for renewal of the Children's Center Program.

d. RECOMMENDED APPROVAL OF DESTRUCTION OF RECORDS

The Superintendent requests permission to submit a letter to the Historian, State Archives, to forward the following Class 2 documents or permission for their destruction. These records have been retained for the legal period of time as per Article 2, Sections 3015 through 3019 of Title V, Administrative Code.

1. Bank Statements - Book Store & Associated Students
2. Cancelled checks " "
3. Purchase Orders " "
4. Cash Register Tape " "

All for the period of July 1, 1965 through June 30, 1968.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. RECOMMENDED AUTHORIZATION TO ORDER SUPPLY AND EQUIPMENT ITEMS FOR FISCAL YEAR 1975

Because of delivery schedules, it is necessary that certain supply and equipment items required for the opening of the 1974-75 college year be ordered in advance of budget approval. Such orders are anticipated to be minimal.

The Superintendent recommends that the Board authorize the issuance of notices of intent to purchase selected supply and equipment items necessary for the 1974-75 college year in advance of budget adoption and that such authorization be limited to an amount not to exceed 50% of the total amount budgeted for supply items for the 1973-74 college year.

f. RECOMMENDED APPROVAL OF AMENDMENT TO TRAVEL AND CONFERENCE POLICY

It has become apparent that for many situations, the travel reimbursement policy is insufficient. Currently a $25 per day maximum for meals and lodging is applied to all officers and employees except the Board and the Superintendent/President. This exception needs to be broadened. The proposed change in travel reimbursement policy is as follows:

2030.11 The District shall reimburse the actual and necessary expenses of the Superintendent, members of the Board Trustees and other employees of the District as approved by the Board of Trustees without regard to limitations imposed by Section 2030.10.

The Superintendent recommends approval of the amendment to the Travel and Conference Policy.

g. RECOMMENDED APPROVAL OF MODIFICATION TO ENGINEERING SERVICES OF CONSULTING ENGINEERS FOR ADDITIONAL TRAFFIC ENGINEERING SERVICES PERTAINING TO THE MASTER PLAN STUDY

Attachment 5.2-g

The Master Plan architects recommend revision to the scope of the consulting services for traffic engineers as described in their letter dated 4/16/74 in the attachment. The revision is required for final phases of work on the Master Plan Study and is within the contract amount for available additional consulting services. A balance of $500 remains in the contingency fund for consulting services.

The Superintendent recommends approval of the revised scope of services to the existing contract of the consulting traffic engineer.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

h. FINANCIAL REPORT OF SBCC CAMPUS BOOKSTORE

Enclosure #5

Enclosure #5 contains the financial report of the Santa Barbara City College Bookstore for the period of July 1, 1973 through March 31, 1974.

i. REPORT OF DISTRICT QUARTERLY FINANCIAL CONDITION

Attachment 5.2-1

Attachment 5.2-1 presents the 1973-74 third quarter financial status report for the General Fund, Bond Fund, Cafeteria Fund, Children's Center Fund, and Special Reserve Fund accounts.

Dr. Sorsabal will speak to this item at the meeting.

6. GENERAL INFORMATION

6.1 TENTATIVE SCHEDULE OF BOARD SUBCOMMITTEE MEETINGS FOR MAY, 1974

Attachment 6.1

6.2 RECOMMENDED APPROVAL OF REVISED STATEMENT OF PHILOSOPHY FOR THE SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Attachment 6.2

As a result of the Goals, Objectives, and Organization Study, District goals were identified and re-stated. It was recommended by the Goals Study that the statement of District philosophy be re-written. That task was undertaken by the President of the Board of Trustees, the President of the Academic Senate, the President of the Classified Employees Association, and the President of the College.

It is recommended that the new statement of philosophy be adopted.

6.3 REPORT ON INVESTIGATION OF USE OF PLASTIC PIPE IN THE HUMANITIES BUILDING

At the meeting of April 11, 1974, Mr. Ray Foreman, Business Manager of the Plumbers and Fitters Local #114, charged that the use of plastic pipe in the current Humanities Building construction project did not adhere to requirements of Title 24.

A report will be made of the results of the investigation of the use of plastic pipe in the Humanities Building project.

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

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, May 9, 1974 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.