AGENDA
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT
May 23, 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 SPECIAL MEETING OF APRIL 30, 1974
   MINUTES OF SPECIAL MEETING OF MAY 9, 1974
   MINUTES OF REGULAR MEETING OF MAY 9, 1974
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. REPORT BY DR. JOHN FORSYTH ON THE SPRING SESSION OF THE ACADEMIC
         SENATE FOR CALIFORNIA COMMUNITY COLLEGES HELD APRIL 25 - 27 IN
         SACRAMENTO

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS
             Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF HOURLY, HOURLY SUBSTITUTE, AND
             SPECIAL LECTURERS (CONSULTANTS), CONTINUING EDUCATION DIVISION
             Attachment 2.1-a(2)
         (3) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE
             Attachment 2.1-a(3)
2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(4) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, HOURLY SUBSTITUTES, AND SPECIAL LECTURERS (CONSULTANTS), CONTINUING EDUCATION DIVISION

Attachment 2.1-a(4)

Inadvertently a list of Continuing Education Division hourly assignments was not processed.

It is recommended that hourly, substitute, and special lecturer assignments be approved as indicated on Attachment 2.1-a(4).
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF EMPLOYMENT OF 1974 SUMMER SESSION FACULTY

Attachment 2.1-b(1)

(2) RECOMMENDED AUTHORIZATION TO APPROVE ARBITRATOR FOR PERSONNEL HEARING

Mr. Edwin G. Fleming has appealed the personnel decision in his case. Procedures call for appointment of a mutually acceptable arbitrator within thirty days of notification of appeal. Since no regular Board meeting is scheduled between now and the end of the 30-day period, it is recommended that the Superintendent-President be authorized to approve the arbitrator subject to ratification by the Board of Trustees.

Attachment 2.1-b(3)

(3) RECOMMENDED APPROVAL OF LEAVE OF ABSENCE: KATHLEEN WILSON L'AMOREAUX, CHILDREN CENTER'S TEACHER, EFFECTIVE 6/14/74-9/1/74

Attachment 2.1-b(3)

(4) RECOMMENDED APPROVAL OF SABBATICAL LEAVE FOR DR. DONALD K. SORSABAL

Attachment 2.1-b(4)

Dr. Donald K. Sorsabal, Administrative Dean, Business Services, has requested an administrative sabbatical in order to gain experience in the field of personnel benefits. He plans to work with an organization that offers annuities and other programs. This experience will be related to the responsibilities he has in advising the District regarding benefits.

Dr. Sorsabal wishes to combine the two-month sabbatical with two months of accumulated vacation and to be gone from August 15 to December 15, 1974. He indicates that he will be available for consultation when needed during the period of his leave.

Approval is recommended.

Attachment 2.1-b(5)

(5) RECOMMENDED APPROVAL OF APPOINTMENT: DONNA COFFMAN, DIRECTOR, CHILDREN'S CENTER (REPLACING DIANA GINSBERG), EFFECTIVE 6/24/74

Attachment 2.1-b(5)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-Routine - continued:

(6) RECOMMENDED APPROVAL OF APPOINTMENT: J. TIMOTHY GILLES, ASST. PROF., AUTO SERVICES, TRADE/TECH DIV. (REPLACING R. TYSELL), EFFECTIVE 1974-75 COLLEGE YEAR
Attachment 2.1-b(6)

(7) RECOMMENDED APPROVAL OF APPOINTMENT: BARBARA LINDEMANN, INSTRUCTOR 3/5, HISTORY, SOCIAL SCIENCES DIVISION (REPLACING D. O'NEILL), EFFECTIVE 1974-75 COLLEGE YEAR
Attachment 2.1-b(7)

(8) RECOMMENDED APPROVAL OF APPOINTMENT: DAVID MORRIS, INSTRUCTOR 2/5, HISTORY, SOCIAL SCIENCES DIVISION (REPLACING D. O'NEILL) EFFECTIVE 1974-75 COLLEGE YEAR
Attachment 2.1-b(8)

(9) RECOMMENDED APPROVAL OF APPOINTMENT OF HALF-TIME TEACHING INTERNS, CHILDREN'S CENTER: JANET READ, EFFECTIVE 6/24/74 AND MARIA TRAVERA, EFFECTIVE 9/24/74
Attachment 2.1-b(9)

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS, AND HOURLY APPOINTMENTS FOR CONTINUING EDUCATION DIVISION
Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: COLLEGE WORK-STUDY, GENERAL AND TUTORIAL
Attachment 2.2-a(2)

(3) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE
Attachment 2.2-a(3)

b. NON-Routine

(1) RECOMMENDED APPROVAL OF TEMPORARY WORKING OUT OF CLASSIFICATION: EILEEN J. SCHALLA, AS SR. SECRETARY, HEALTH OCCUPATIONS DIVISION, EFFECTIVE 5/1/74 - 5/20/74
Attachment 2.2-b(1)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF RECLASSIFICATIONS: THELMA E. ELIZONDO, FROM TYP.CLK.17 TO INT.TYP.CLK.20, TUTORIAL CENTER, AND EDWARD LESKA, FROM PROGRAMMER 41 TO PROGRAMMER ANALYST 46, DATA PROCESSING, BOTH EFFECTIVE 6/1/74

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: GEORGETTE C. REILLY, KEYPUNCH OPERATOR, DATA PROCESSING, EFFECTIVE 5/13/74 through 6/13/74

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF EXTENSION OF HEALTH LEAVE OF ABSENCE, GERTRUDE COLBERG, PURCHASING ASSISTANT, THROUGH JUNE 30, 1974

Attachment 2.2-b(4)

On April 11, 1974 the Board of Trustees approved a health leave of absence for Gertrude Colberg for two months beginning April 1. Miss Colberg's physician indicates that she should not return to work.

It is recommended that Miss Colberg's health leave of absence be extended through June 30, 1974.

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN ARTS DEGREE

Enclosure #1

The Superintendent recommends that the Board confer upon each of the candidates listed in the enclosure the Associate in Arts Degree, subject to the completion of the State and local requirements for the degree.

3.3 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN SCIENCE DEGREE

Enclosure #2

The Superintendent recommends that the Board confer upon each of the candidates listed in the enclosure the Associate in Science Degree, subject to the completion of the State and local requirements for the degree.
4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF 1974 SUMMER COURSES, CONTINUING EDUCATION DIVISION

Attachment 4.1

4.2 RECOMMENDED APPROVAL OF PROPOSED INNOVATIVE PROJECTS IN PRIORITY ORDER WITHOUT FUNDING PENDING RECOMMENDATIONS FROM THE RESOURCES ALLOCATION REVIEW BOARD

At the last meeting, Mr. Conrad Weiler presented 21 proposals for innovative projects from the faculty. Mr. Weiler will be present to respond to questions about the projects. Those who proposed the projects are anxious to know if they will be funded in order that they may prepare to develop the projects.

However, it is believed that funding should be withheld pending a recommendation from the Resources Allocation Review Board. Therefore, it is recommended that the projects be approved in priority order but without approval of funding at this time.

4.3 REPORT OF INSTRUCTIONAL USES OF THE COMPUTER

Attachment 4.3

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. P34-2306 through and including P34-2444.

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 THE GIFT OF FURNITURE AND ELECTRONIC EQUIPMENT FROM ERWAY BROADCASTING CORP.

Attachment 5.2-a

Mr. Guy Erway, Radio Station KKIO, has generously offered to the Theatre Arts Department the items listed on the attachment. The estimated value is $3,000.

The Superintendent recommends the Board's acceptance of these items and authorization to send a letter of appreciation to Mr. Guy Erway.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS

Attachment 5.2-b

#74-063 in the amount of $100: To transfer funds from General Supplies Account to Equipment Account to purchase a typing table for the Counseling Department.

#74-064 in the amount of $600: To transfer funds from Printing and Duplicating Account to Classified Hourly Account for additional clerical hours in Admissions Office for the remainder of the fiscal year.

#74-065 in the amount of $7,000: To transfer fund from Certificated Hourly Account to Consultant Account due to increase in consultants in the Continuing Education Division.

#74-066 in the amount of $4,700: To transfer funds from Custodian Supplies and Repair of Equipment Grounds Accounts to Repair of Buildings and Replace Equipment Accounts for additional expenditures where replacement cost was less than repair cost.

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

c. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #74-067 AND ADOPTION OF RESOLUTION #24 FOR DISTRICT MATCHING FUNDS FOR 1972-73 NDEA TITLE III-A PROJECT

Attachment 5.2-c

#74-067 in the amount of $5,000: To transfer funds from Equipment Account and Undistributed Reserve to Equipment NDEA in order to provide matching funds for NDEA grant monies accepted by the Board on May 9, 1974.

The Superintendent recommends approval of Appropriation Transfer #74-067 and adoption of Resolution #24 for District matching funds for the 1972-73 NDEA Title III-A Project.

d. RECOMMENDED AUTHORIZATION FOR COUNTY SUPERINTENDENT TO MAKE TRANSFERS IN DISTRICT FUNDS

In accordance with Education Code Section 20952, the Board of Trustees is asked annually to authorize the County Superintendent to make transfers between the Undistributed Reserve and any expenditure classifications to balance the budget.

It is recommended that the Board authorize the County Superintendent to make the necessary transfers in Santa Barbara Community College District funds for this year.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. RECOMMENDED APPROVAL OF GRANT REQUEST FOR FUNDING AN ETHNIC MATERIALS RESOURCE CENTER

Attachment 5.2-e

The Ethnic Heritage Studies Program has been authorized under Title IX of the Elementary and Secondary Education Act of 1965. The program has as its purpose the development and dissemination of curriculum materials and the training of persons in the use of such materials in the field of Ethnic Studies. A proposal was submitted on May 13, to meet a May 17 deadline. This proposal, in the amount of $93,523, is to establish a District-wide curriculum materials center to serve all levels of education.

The Superintendent recommends approval of the submittal of the grant request to the U.S. Office of Education in the amount of $93,523 for an Ethnic Materials Resource Center.

f. RECOMMENDED APPROVAL OF SUBMISSION OF AN APPLICATION FOR FUNDING OF COMPREHENSIVE EMPLOYMENT AND TRAINING ACT (CETA) PROJECT FOR MACHINE METALS IN THE AMOUNT OF $32,000

Attachment 5.2-f

It is recommended that the Board approve the submittal of application for funding of this CETA Machine Metals Project, in the amount of $32,000, to start September 9, 1974 for 10 months for 25 enrollees. Matching funds are not required.

g. RECOMMENDED APPROVAL OF SUBMISSION OF AN APPLICATION FOR FUNDING OF COMPREHENSIVE EMPLOYMENT AND TRAINING ACT (CETA) PROJECT FOR ELECTRONIC OCCUPATIONS IN THE AMOUNT OF $28,000

Attachment 5.2-g

It is recommended that the Board approve the submittal of application for funding of this CETA Electronic Occupations Project, in the amount of $28,000, to start September 9, 1974 for 9 months for 35 enrollees. Matching funds are not required.

h. RECOMMENDED EXTENSION OF LEASE AGREEMENT FOR CHILD CARE CENTER

Agreement has been reached between the owners of the Child Care Center facility and the District to extend the current lease for a period of one year at no additional cost in the rental. This matter will be discussed in further detail as to terms and conditions at the meeting.

The Superintendent recommends approval of the lease agreement with Coronel Properties, Ltd., for the use of the Child Care Center facilities at $650 per month.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

i. RECOMMENDED APPROVAL OF AMENDMENT OF LEASE OF FACILITIES, JACKSON SQUARE GARAGE

Attachment 5.2-i

Because the new MDTA Auto Services and Mechanics Class beginning on June 3 is a larger project than the present one, it is necessary that additional space be leased for this purpose. Arrangements have been made with Mr. Edgar Russell to secure this additional space for $25 per month more than the current contract.

The Superintendent recommends approval of the lease agreement between the District and Mr. Edgar Russell for the use of Jackson Square Garage, Inc., at 236 State Street.

j. RECOMMENDED APPROVAL OF APPOINTMENT OF CONSULTING ARCHITECT FOR CHILD CARE SITE STUDY

Attachment 5.2-j

The Child Care Program as related to facilities has been reviewed by the Facilities Planning Committee and Board Subcommittees for Planning and Facilities. Support for continuation of the program was expressed. However, the existing facilities do not meet Field Act requirements, and, therefore, must be modified or replaced. Attachment 5.2-j includes a proposal from Hall & Visioni to conduct the required study for a sum not to exceed $2,500. The Facilities Subcommittee will meet on May 22, 1974, to consider the proposal. Their recommendation will be presented at the meeting for Board approval.

k. RECOMMENDED AUTHORIZATION TO DEVELOP PLANS FOR THE ADMINISTRATION BUILDING RENOVATIONS

Attachment 5.2-k

The schedule of development, as listed in the District's Ten-Year Construction Plan, calls for the submittal of preliminary plans for this project prior to October 1, 1974. The Administration Building Renovation Project was deferred one year as a secondary effect of the Drama/Music Facility delay. Architect John Robert Henderson was approved by the Board on November 30, 1972 for architectural services on this project. Attachment 5.2-k contains a schedule for this project.

The Superintendent recommends that the staff be authorized to develop plans for the Administration Building Renovation Project.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. RECOMMENDED AUTHORIZATION TO DEVELOP PRELIMINARY PLANS FOR THE MARINE TECHNOLOGY BUILDING AND TO CONSIDER APPLICATIONS FOR ARCHITECTURAL SERVICES

Attachment 5.2-1

The schedule of development, as listed in the District's Ten-Year Construction Plan, calls for the submittal of preliminary plans for this project prior to October 1, 1974. Prior to the development of these plans, it will be necessary to select an architectural firm for the project. Attachment 5.2-1 contains a schedule for this project.

The Superintendent recommends that the staff be authorized to develop preliminary plans for the Marine Technology Building and to consider applications for architectural services.

m. RECOMMENDED AUTHORIZATION TO DEVELOP PLANS FOR SITE DEVELOPMENT, PHASE I, AND TO CONSIDER APPLICATIONS FOR ARCHITECTURAL SERVICES

Attachment 5.2-m

The schedule of development, as listed in the District's Ten-Year Construction Plan, calls for the submittal of preliminary plans for this project prior to October 1, 1974. Prior to the development of these plans, it will be necessary to select an architectural firm for the project. Due to the direct relationship to the Master Plan Study now being reviewed, work on the Site Development Project will not begin until final Board approval of the Master Plan. Attachment 5.2-m contains a schedule of this project.

The Superintendent recommends that the staff be authorized to develop preliminary plans for Site Development, Phase I, subject to Board approval of the Master Plan and to consider applications for architectural services for this project.

n. RECOMMENDED ADOPTION OF PROCEDURES FOR IMPLEMENTING THE CALIFORNIA ENVIRONMENTAL QUALITY ACT OF 1970

Enclosure #3

Our County Counsel has advised the District that the California Environmental Quality Act of 1970 and the State regulations adopted by the California Resources Agency pursuant to the Act require public agencies to adopt procedures for implementing the Act and State regulations. The recommended guidelines are contained in Enclosure #3.

The Superintendent recommends adoption of the procedures for the environmental evaluation of projects which it may undertake.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

o. RECOMMENDED APPROVAL OF GRANT REQUEST FOR FUNDING AN EDUCATIONAL OPPORTUNITY CENTER

The Educational Opportunity Center Program has been authorized under the Department of Health, Education and Welfare's Educational Amendments of 1972. This project is planned to reach adult members of the minority and economically disadvantaged communities of greater Santa Barbara to help them to overcome the barriers that prevent them from availing themselves of opportunities for higher education. This will be done through community-based, peer-oriented educational experiences to provide opportunity and motivation.

The Superintendent recommends approval of the submittal of the grant request to the U. S. Office of Education in the amount of $64,921 for an Educational Opportunity Center.

p. RECOMMENDED APPROVAL OF SALARY AND PERSONNEL BENEFITS ADJUSTMENTS FOR 1974-75

Enclosure #4

Proposed Salary and Personnel Benefits adjustments for 1974-75 are presented in Enclosure #4.

It is recommended that they be approved as described.

6. GENERAL INFORMATION

6.1 TENTATIVE SCHEDULE OF BOARD SUBCOMMITTEE MEETINGS FOR JUNE, 1974

Attachment 6.1

6.2 REVIEW OF MASTER FACILITIES PLAN

On March 28, 1974, the Master Plan architects presented a draft of the proposed Master Plan For Development of the Campus including the newly acquired site.

Reactions and suggestions regarding the proposed plan have been sought and received. They will be reviewed. It is anticipated that all recommendations can be considered by the architects in time for a final draft to be presented for Board action at one of the Board meetings in June.

6.3 RECOMMENDED SCHEDULING OF WORKSHOP ON INSTRUCTIONAL USE OF TELEVISION

The possible uses of television are of great interest to the District. The new Humanities Building will include a television studio. It is desirable that the District set guidelines for the use of television.

It is recommended that a workshop meeting of the Board of Trustees be scheduled for the near future.
6. GENERAL INFORMATION - continued:

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

7. ADJOURNMENT

7.1 RECOMMENDED APPROVAL OF RESOLUTION #25 SETTING A 3:00 p.m. CONVENING TIME FOR THE REGULAR MEETING OF JUNE 13, 1974

Attachment 7.1

The next regular meeting of the Board of Trustees is scheduled for Thursday, June 13, 1974, in the Board Room of Santa Barbara City College, Santa Barbara, California.