AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

June 27, 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 (Item 2.1-b (4))

1.5 MINUTES OF SPECIAL MEETING OF JUNE 6, 1974

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

a. REPORT OF DEATH OF MR. REUBEN C. TYSSELL

   It is with profound regret that the death of Mr. Reuben C. Tysell is reported. Mr. Tysell retired on June 14 after serving the College and the students of the community with concern and dedication for a quarter of a century.

   Mr. Tysell suffered a fatal heart attack on June 17.

b. LETTER OF APPRECIATION FROM THE CARPINTERIA BILINGUAL HEAD START PROGRAM

   Attachment 1.7-b

c. LETTER FROM CHANCELLOR BROSSMAN REGARDING RECOMMENDATION OF CALIFORNIA POSTSECONDARY EDUCATION COMMISSION

   Attachment 1.7-c

d. MEMO FROM CJCA REGARDING AB 3727 (PART-TIME AND TEMPORARY EMPLOYMENT BILL

   Attachment 1.7-d

e. REPORT ON 1974 SUMMER SESSION ENROLLMENT
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(7) RECOMMENDED APPROVAL OF CONTINUATION OF SUMMER HOURLY ASSIGNMENT: HEALTH OCCUPATIONS ASSOCIATE DEGREE MODULAR PROJECT, CAPITATION GRANT

Attachment 2.1-b(7)

It is necessary that the employment of certain certificated employees be approved to enable the Health Occupations Division to complete its development of the Associate Degree Modular Project during this summer.
2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY SUBSTITUTE, CHILDREN'S CENTER
Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY SUBSTITUTE, CHANGES FOR PREVIOUSLY APPROVED INSTRUCTORS, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION
Attachment 2.1-a(2)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF EMPLOYMENT OF CERTIFICATED PERSONNEL FOR 1974-75
Enclosure #1

(2) RECOMMENDED APPROVAL OF EMPLOYMENT OF CHILDREN'S CENTER CERTIFICATED PERSONNEL FOR 1974-75
Attachment 2.1-b(2)

(3) RECOMMENDED APPROVAL OF EMPLOYMENT OF ADMINISTRATIVE PERSONNEL FOR 1974-75
Attachment 2.1-b(3)

(4) CONSIDERATION OF SALARY ADJUSTMENT TO THE CONTRACT OF THE SUPERINTENDENT/PRESIDENT

(5) RECOMMENDED APPROVAL OF APPOINTMENT OF DIVISION CHAIRMAN: LORRAINE HATCH, ENGLISH DIVISION, REPLACING: CHARLES COURTNEY, FALL, 1974
Attachment 2.1-b(5)

(6) RECOMMENDED APPROVAL OF APPOINTMENT: JUDY MEYER, INSTRUCTOR, BIOLOGY, TEMPORARY REPLACEMENT FOR ROSEMARY HERNANDEZ ON LEAVE, EFFECTIVE 1974-75 COLLEGE YEAR
Attachment 2.1-b(6)

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: GENERAL, TUTORIAL, AND COLLEGE WORK/STUDY
Attachment 2.2-a(2)
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON ROUTINE

(1) RECOMMENDED ACCEPTANCE OF RESIGNATION: ROBERTA F. JONES, STENO-CLERK, CONTINUING EDUCATION DIVISION, EFFECTIVE 6/26/74

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF EXTENSION OF HEALTH LEAVE OF ABSENCE, GEORGETTE G. REILLY, KEYPUNCH OPERATOR, DATA PROCESSING, EFFECTIVE 6/14/74 THROUGH 7/10/74

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: R. KEITH TRAPLAGEN, BOOKSTORE SUPPLY CLERK, BOOKSTORE, EFFECTIVE 5/3/74 to 7/11/74

Attachment 2.2-b(3)

(4) RECOMMENDED EXTENSION OF EMPLOYMENT OF TEMPORARY SUBSTITUTE EMPLOYEE

Attachment 2.2-b(4)

The position formerly held by Mrs. Eve Moore as Certificated Personnel Clerk was changed to a full-time temporary position pending selection and employment of the new Affirmative Action Officer/Director of Personnel Services. Selection procedures for the new position have not been completed. Therefore, it is recommended that the position of Certificated Personnel Clerk be extended as a temporary full-time substitute position through July 31, 1974.

(5) RECOMMENDED APPROVAL OF HOURLY CLASSIFIED SALARY RATES FOR 1974-75

Attachment 2.2-b(5)

On May 23, 1974, the Board approved adjustments in the Classified Salary Schedule. Hourly-only positions were inadvertently omitted.

The Superintendent recommends approval of the Salary Rates for Hourly Classified Positions for 1974-75 as delineated in Attachment 2.2-b(6).
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(6) RECOMMENDED APPROVAL OF RE-ORGANIZATION OF PURCHASING DEPARTMENT STAFF

Attachment 2.2-b(6)

Attachment 2.2-b(6) describes a proposed re-organization of the Purchasing Department which is recommended to become effective upon the retirement of Miss Gertrude Colberg on June 30, 1974.

It is recommended that the present position of Purchasing Assistant (Range 32) and the half-time position of Typist-Clerk (Range 17) be abolished and that two new full-time positions be established: Senior Purchasing Clerk (Range 25) and Purchasing Clerk (Range 21). The cost for the two new positions will be virtually the same as the cost for the present one and one-half positions.

(7) REPORT OF RESULTS OF CLASSIFIED PERSONNEL SERIES AND CLERICAL/SECRETARIAL CLASSIFICATION STUDIES AND RECOMMENDED IMPLEMENTATION

Enclosure #2

Enclosure #2 contains results of two studies recently concluded by Griffenhagen-Kroeger, Inc. The first is a study of placement of positions in series. The second is a study of relationships among secretarial and clerical positions. Both studies will be described and discussed.

It is recommended that the consultant's recommendations in the series study be accepted and implemented except that the position of Facilities and Operations Supervisor not be removed from the Administrative/Supervisory Series pending a specific study of the position.

It is recommended, further, that Recommendation "D" of the consultant's in the Clerical/Secretarial classifications study be followed, that adjustments as recommended be withheld pending completion of a salary survey of the Clerical/Secretarial and Clerical/Technical Series with the study to be completed by October 15, 1974.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(8) RECOMMENDED APPROVAL OF EXTENSION OF EMPLOYMENT: NANCY REED, CLERICAL DUTIES FOR THE DEVELOPMENT OF THE ASSOCIATE DEGREE NURSING MODULAR PROJECT, CAPITATION GRANT

Attachment 2.2-b(8)

Support personnel is necessary to assist the certificated persons in the completion of the development of the Associate Degree Modular Project during this summer.
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June 27, 1974

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF CHANGES IN GRADING POLICY OF THE DISTRICT

Attachment 3.2

Three changes in grading policy have been developed through discussion and consideration by the Scholarship and Academic Standards Committee, the Representative Council, and the College Council.

In summary, it is considered appropriate to eliminate the "E" grade, to change the last date for student-initiated withdrawal from class from the last class meeting to the end of the 12th week of the semester, and to permit credit-no credit grading in any class with the limitation of no more than one class per semester in addition to physical education activity and the further limitation that no course in a student's major may be graded as credit-no credit.

Proposed amendments to District policy to accommodate these changes are included in Attachment 3.1. Approval of changes in District grading policies as indicated is recommended.

3.3 PROPOSED FINANCIAL AID POLICIES

Enclosure #3

Enclosure #3 contains a draft of proposed policies for administration of Financial Aid. This draft is submitted for a first reading. It has been considered by the Educational Policies Subcommittee.

4. CURRICULUM AND INSTRUCTION

4.1 STUDENT EVALUATION OF TELEVISION COURSE "FAMILY RISK MANAGEMENT"

Attachment 4.1

Mr. James E. Foxx, local teacher of record for the televised course on 'Family Risk Management' administered a questionnaire to determine student reaction to the course. A summary of the student evaluations is contained in Attachment 4.1 for information.

4.2 RECOMMENDED APPROVAL OF THE DISTRICT PLAN FOR VOCATIONAL EDUCATION, 1974-75

Enclosure #4

Yearly the District Plan for Vocational Education must be revised and updated and submitted for approval. This plan satisfies partial requirements for federal financial assistance under provisions of P.L. 90-576. It is designed as a basis for educational planning and is used as a management tool and a basis for educational accountability or evaluation.

The Superintendent recommends approval of the District Plan for Vocational Education, 1974-75, and authorization to forward the plan to the Office of the Chancellor, California Community Colleges.
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. P34-2575 through and including P34-2651.

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. NOTIFICATION OF ENTITLEMENT FOR FUNDING UNDER PART B, VOCATIONAL EDUCATION

Attachment 5.2-a

The District has received an entitlement of $151,002 under the Vocational Education Amendments of 1968, Part B (P.L.90-576), for the 1974-75 fiscal year, subject to the availability of federal funds. Receipt of the entitlement is contingent upon submittal of an application which is being prepared and submittal of the District Plan for Vocational Education, 1974-75.

b. RECOMMENDED ACCEPTANCE OF THE ALLOCATION OF FUNDS FOR THE NATIONAL DEFENSE STUDENT LOAN PROGRAM, THE COLLEGE WORK/STUDY PROGRAM, AND THE SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS PROGRAM FOR 7/1/74 THROUGH 6/30/75

Attachment 5.2-b

Notice has been received from the Department of Health, Education and Welfare that the District has been allocated $195,502 for the College Work/Study Program, $90,647 for the Supplemental Educational Opportunity Grants Program, and $41,509 for the National Defense Student Loan Program for the period July 1, 1974, through June 30, 1974.

The Superintendent recommends that these allocations be accepted.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED APPROVAL OF INTRA-DISTRICT TRAVEL ALLOWANCES FOR 1974-75

Attachment 5.2-c

Annually, a monthly travel allowance for certain personnel for intra-district travel is presented for approval by the Board. Attachment 5.2-c delineates the recommended allowances for administrative, certificated and classified personnel for 1974-75.

The Superintendent recommends approval of the monthly intra-district travel allowances for 1974-75 for personnel listed in the attachment.

d. RECOMMENDED APPROVAL OF PAYMENT OF TRANSPORTATION EXPENSES FOR INTERVIEWEES

It has been the policy of the District to pay the cost of air travel (tourist class) for candidates from out-of-state for administrative positions.

The Superintendent recommends approval of payment of tourist class air fare for out-of-state candidates for the position of Affirmative Action Officer/Director of Personnel Services.

e. RECOMMENDED TERMINATION OF AGREEMENT WITH MR. IRVIN M. STOUDT AS DISTRICT PERSONNEL BENEFITS PROGRAM ADMINISTRATOR

Mr. Irvin M. Stoudt assisted District personnel in the administration of the personnel benefits program for the 1972-73 college year and was re-appointed as Personnel Benefits administrator for the 1973-74 year.

Responsibilities for Personnel Benefits administration will be assumed by the Affirmative Action Officer/Director of Personnel Services during the 1974-75 college year. It is recommended, therefore, that the agreement with Mr. Stoudt be terminated effective June 30, 1974.

f. RECOMMENDED APPROVAL OF CONTRACT WITH SETSER-GOATLEY BEAUTY COLLEGE FOR COSMETOLOGY TRAINING

Enclosure #5

Pursuant to Board approval of the proposed Cosmetology Program, an agreement is recommended with Setser-Goatley Beauty College whereby cosmetology training can be provided by said firm for 23 students. The cost of the program is set at a fee not to exceed 40c per hour for a maximum of 1600 hours per student for 3 semesters or 2 semesters and a summer session. Enclosure #5 delineates the specific terms and conditions under which the program will operate.

The Superintendent recommends that the Board approve an agreement between the District and Setser-Goatley Beauty College for Cosmetology training in accordance with the terms and conditions specified in Enclosure #5.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

  g. RECOMMENDED APPROVAL OF TELEVISION CONSORTIUM JOINT POWERS AGREEMENT FOR 1974-75, LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS

   Attachment 5.2-g

   In the 1973-74 college year, the Santa Barbara Community College District entered into a Joint Powers Agreement with the Los Angeles County Superintendent of Schools to join the Television Consortium. The cost was $3,000. The new contract is for $4,000. The Resources Allocation Review Board (RARB) deemed this additional expense to have a relatively low priority in the demands for funds, thus has not recommended the additional funds. The item will be discussed in detail at the meeting.

   The Superintendent recommends approval of the Television Consortium Joint Powers Agreement for 1974-75 as specified in Attachment 5.2-g.

  h. RECOMMENDED ADOPTION OF RESOLUTION No. 28 STATING THAT THE PROPOSED MAINTENANCE RAMP FROM THE EXISTING FIELD HOUSE TO THE UPPER MESA WILL NOT BE USED BY THE PHYSICALLY HANDICAPPED

   Attachment 5.2-h

   The construction of the new Vocational Technology building has caused the need to relocate the Maintenance Department to the Field House north-east of La Playa Stadium. It will be necessary to install a ramp to transport maintenance equipment from the lower Field House level to the Upper Mesa. Due to the configuration of the land in and around the Field House area, it is not intended that the area be used for functions other than those relating to the planning and maintenance of the physical plant. The ramp slope will be one foot of vertical rise for every eight feet of horizontal run. In addition to the ramp from the Maintenance area, steps will be available from Shoreline Drive to allow access to the Mesa by persons capable of negotiating such a grade.

   The Superintendent recommends adoption of Resolution No. 28 designating the maintenance ramp connecting the Maintenance Facilities adjacent to La Playa Stadium with the Upper Mesa will not be used as access by the physically handicapped.

  i. RECOMMENDED CONDUCT OF HEARING REGARDING NEGATIVE ENVIRONMENTAL IMPACT DECLARATION FOR THE VOCATIONAL TECHNOLOGY BUILDING

   Attachment 5.2-i

   In accordance with District procedures an Initial Study was prepared on the Vocational Technology Building which concluded that the project would not have a significant effect on the environment and a Negative Declaration was prepared for consideration. The Board, on June 13, directed that the Negative Declaration be posted and that a Public Hearing be scheduled for June 27 to consider the Negative Declaration and to receive any written and oral objections.

   It is recommended that the hearing be held as scheduled.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

i. continued:

The Superintendent recommends that the Board affirm the Negative Declaration for the Vocational Technology Building and determine that the project will not have a significant effect on the environment, and that no Environmental Impact Report be prepared pursuant to the provisions of the California Environmental Quality Act of 1970. It is, further, recommended that a Notice of Determination, with a copy indicating this decision, be filed with the Santa Barbara County Clerk.

j. RECOMMENDED APPROVAL OF THE MASTER FACILITIES PLAN FOR SANTA BARBARA CITY COLLEGE

The Master Plan Concept was presented and approved by the Board on September 13, 1973. A Progress Report was made on September 27, 1973. Since that time, the Master Plan architects have continued to develop the Plan with District staff, consulting engineers, and representatives of the City of Santa Barbara. The Plan has been extensively reviewed by members of the Board, faculty, staff, and students. A Master Plan Review Summary was presented to the architects at the Facilities Planning Committee meeting on June 6, 1974, for further evaluation and/or implementation into the Plan. The Master Plan architects have now completed their evaluation and will present their recommendations for final approval to a joint meeting of the Board Subcommittee on Facilities and the College Facilities Planning Committee on June 25, 1974, and a subsequent presentation to the Board of Trustees on June 27, 1974. The Master Plan will be presented at the meeting by Master Plan architects' representatives John Robert Henderson and Owen McCorkle.

The Superintendent recommends approval of the Master Facilities Plan for Santa Barbara City College and authorization for the Master Plan architects to proceed with the printing of the Master Plan documents.

k. RECOMMENDED APPROVAL OF THE SUBMISSION OF A PROPOSAL TO THE ADVISORY COORDINATING COUNCIL ON PUBLIC PERSONNEL MANAGEMENT

Enclosure #6

Proposals have been invited by the Advisory Coordinating Council on Public Personnel Management for grants under the Intergovernmental Personnel Act of 1970. The proposed grant will cover costs of in-service training of faculty and administrative personnel in the use of management systems for resource allocation and evaluation of outcomes.

The Superintendent recommends approval of the submission of this proposal to meet a June 28 deadline.
5. BUSINESS SERVICES — continued:

5.2 NON-ROUTINE — continued:

1. RECOMMENDED APPROVAL OF TENTATIVE BUDGET FOR 1974-75 COLLEGE YEAR

Enclosure #7

This item will be discussed in detail at the meeting.

The Superintendent recommends approval of the Tentative Budget for 1974-75.

6. GENERAL INFORMATION

6.1 RECOMMENDED APPROVAL OF GENERAL FORM, INTENT, AND DIRECTION OF PROPOSED INSTRUCTIONAL DIVISION RE-ORGANIZATION

Attachment 6.1

Attachment 6.1 contains a description of elements of an organization pattern for the credit instructional division of the college upon which there is agreement between the Representative Council and the Superintendent-President.

It is recommended that the general form, intent, and direction of the proposed re-organization be approved for implementation by the Spring semester of 1975 and that staff be instructed to present elements for implementation of the plan to the Board of Trustees for approval as they are developed.

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

7. ADJOURNMENT

It is recommended that the annual organizational meeting of the Board of Trustees be held on Thursday, July 11, 1974.

The next regular meeting of the Board of Trustees is scheduled for Thursday, July 11, 1974 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.