

A G E N D A

ANNUAL ORGANIZATIONAL MEETING
AND
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

July 11, 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 JUNE 27, 1974

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

1.8 BOARD ACTION REQUIRED IN CONNECTION WITH THE 1974-75 BOARD OF TRUSTEES ORGANIZATIONAL MEETING

a. ELECTION OF PRESIDENT AND VICE-PRESIDENT

The Education Code requires that a President and a Vice-President be elected during this meeting. In accordance with Board Policy established on March 11, 1971, "The President shall be elected for a one-year term and may succeed himself or herself in office for one additional year".

b. ELECTION OF SECRETARY-CLERK AND ASSISTANT SECRETARY-CLERK

The Superintendent recommends the following action with regard to filling the positions of Secretary-Clerk and Assistant Secretary-Clerk:

- (1) That the Superintendent-President, Dr. Glenn G. Gooder, be elected Secretary-Clerk for the period from July 1, 1974 through June 30, 1975.
- (2) That the Administrative Dean, Business Services, Dr. Donald K. Sorsabal, be elected Assistant Secretary-Clerk for the period from July 1, 1974 through June 30, 1975.

1. GENERAL FUNCTIONS - continued:

1.8 continued:

c. ELECTION OF REPRESENTATIVES TO THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

It has been customary for the Board to elect one of its members to represent the District on the County Committee on School District Organization. Mr. Garvin has served in this capacity for the past four years.

d. ESTABLISHMENT OF MEETING DATES, TIME, AND PLACE

In accordance with Board policy established on March 11, 1971, the Board of Trustees has met on the second and fourth Thursdays of each month at 4:00 p.m. in the Board Room at Santa Barbara City College.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

- (1) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(1)

b. NON-ROUTINE

- (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, HOURLY SUBSTITUTES, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION, FOR FALL, 1974

Enclosure #1

- (2) RECOMMENDED APPROVAL OF APPOINTMENT AS DIVISION CHAIRMAN: LEE COBURN, SPEECH/THEATRE ARTS, FOR FALL, 1974 (REPLACING MAX WHITTAKER)

Attachment 2.1-b(2)

- (3) RECOMMENDED APPROVAL OF PERSONAL LEAVE WITHOUT PAY FOR DR. JESUS J. GONZALES

Attachment 2.1-b(3)

Dr. Jesus J. Gonzales has been offered an opportunity to take a position as Assistant to the Chancellor of Johnston College of Redlands University. He has requested a one-year personal leave of absence to accept the position.

It is recommended that the request of Dr. Gonzales for leave without pay for the 1974-75 college year be approved with the understanding that he will notify the District on or before March 1, 1975, whether or not he intends to return to his position with the District for the 1975-76 college year.

2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

- (4) RECOMMENDED APPROVAL OF SUBSTITUTE INSTRUCTOR: ROBERT BROWN,
ENGLISH (FOR JESUS GONZALES), 1974-75 COLLEGE YEAR

Attachment 2.1-b(4)

- (5) RECOMMENDED APPROVAL OF TEMPORARY SUBSTITUTE: ALISON SANCHEZ,
2/5 SOCIAL SCIENCE (FOR MR. H. BAGISH ON LEAVE), FALL, 1974

Attachment 2.1-b(5)

- (6) RECOMMENDED APPROVAL OF TEMPORARY SUBSTITUTE: HOPE SWIFT,
3/5 SOCIAL SCIENCE (FOR MR. H. BAGISH ON LEAVE), FALL, 1974

Attachment 2.1-b(6)

- (7) RECOMMENDED APPROVAL OF APPOINTMENT: CLAUDIA MITCHELL, HEALTH
OCCUPATIONS (NEW POSITION), 1974-75 COLLEGE YEAR

Attachment 2.1-b(7)

- (8) RECOMMENDED APPROVAL OF APPOINTMENT: C. RICHARD WILLINGHAM,
ASTRONOMY/GEOLOGY (NEW POSITION), 1974-75 COLLEGE YEAR

Attachment 2.1-b(8)

- (9) RECOMMENDED APPROVAL OF APPOINTMENT: MR. MANUEL RIVERA,
CHICANO STUDIES/SPANISH (REPLACING PABLO BUCKELEW)

Attachment 2.1-b(9)

- (10) RECOMMENDED DESIGNATION OF CERTIFICATED MANAGEMENT POSITIONS

Attachment 2.1-b(10)

It is required by the Education Code that each school district governing board annually at its first meeting of each fiscal year, publicly identify and group certificated positions as management positions. No position can be identified as a certificated management position unless it satisfies both of the following requirements:

- a. The position is one whose primary duties are other than teaching.
- b. The primary duty of the position shall be direct supervision over certificated employees.

Not included would be the Administrative Dean, Business Services; Assistant Dean, Admissions; Assistant Dean, Student Activities; Coordinator, Student Services; and Director, Tutorial Services.

The Superintendent recommends the designation of its certificated management positions as specified in the attachment.

2. PERSONNEL - continued :

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

Attachment 2.2-a(1)

- (2) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.2-a(2)

b. NON-ROUTINE

- (1) RECOMMENDED APPROVAL OF EMPLOYMENT OF CLASSIFIED PERSONNEL FOR 1974-75 (EFFECTIVE JULY 1, 1974)

Attachment 2.2-b(1)

- (2) RECOMMENDED APPROVAL OF HOURLY CLASSIFIED PERSONNEL, AND HOURLY APPOINTMENTS FOR CONTINUING EDUCATION DIVISION, FOR 1974-75 (EFFECTIVE JULY 1, 1974)

Attachment 2.2-b(2)

- (3) RECOMMENDED APPROVAL OF EXTENSIONS OF HEALTH LEAVES OF ABSENCE: GEORGETTE G. REILLY, DATA PROCESSING DEPT., AND KEITH TRAPHAGEN, BOOKSTORE

Attachment 2.2-b(3)

- (4) RECOMMENDED APPROVAL OF RECLASSIFICATION OF POSITION FROM STENO/CLERK 20 TO INT. TYP. CLK 20, CONTINUING EDUCATION DIVISION, EFFECTIVE 7/11/74

Attachment 2.2-b(4)

The position of Steno/Clerk 20 in the Apprenticeship Training Office (Continuing Education Division), presently an open position, no longer requires secretarial duties.

It is recommended that this position be reclassified to that of Intermediate Typist/Clerk 20.

2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

- (5) RECOMMENDED CHANGE OF ONE FULL-TIME INT.TYP.CLK. POSITION
TO TWO HALF-TIME POSITIONS

Attachment 2.2-b(5)

Mrs. Tulli Stephenson, Int. Typ./Clk. in the Veterans' office, has been on half-time leave to attend school. Mrs. Nancy Baird has worked as a substitute the other half-time. A substitute employee may not work beyond 195 days. It is desirable to allow an employee to attend school for professional upgrading but a personal leave beyond 195 days is not feasible.

It is, therefore, recommended that the full-time position of Int. Typ/Clk. be abolished and two half-time Int. Typ./Clk. positions be established in the Veterans' office.

It is recommended further that Mrs. Tulli G. Stephenson and Mrs. Nancy L. Baird be appointed to the half-time positions.

- (6) RECOMMENDED APPROVAL OF APPOINTMENT: JUDITH E. MILLER,
PLACEMENT CLERK, PLACEMENT & FINANCIAL AIDS (REPLACING LANI
FREDERICKS) EFFECTIVE 8/1/74

Attachment 2.2-b(6)

Yellow

ADDENDUM to the agenda
Annual Organizational Meeting
and Regular Meeting
Board of Trustees - SBCCD
July 11, 1974

5.a

2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

- (7) RECOMMENDED APPOINTMENT OF THOMAS P. MULHOLLAND TO THE
POSITION OF AFFIRMATIVE ACTION OFFICER/DIRECTOR OF
PERSONNEL SERVICES

Attachment 2.2-b(7)

An extensive search has been conducted to seek candidates for the position of Affirmative Action Officer/Director of Personnel Services. Over two hundred and sixty applications were received and reviewed by an eight-person screening committee. The most qualified candidates were interviewed by a second eight-person interviewing committee.

As a result of this extensive search and selection procedure an outstanding candidate has emerged. He has over twenty-five years of public personnel administration and for six years served as an Equal Employment Opportunity Compliance officer. He has conducted equal employment operation reviews on numerous universities. It is believed that he will bring a firm understanding of both affirmative action and personnel administration to this new position.

It is recommended that Mr. Thomas P. Mulholland be appointed as Affirmative Action Officer/Director of Personnel Services effective August 19, 1974.

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF THE 1974-75 CO-CURRICULAR BUDGET

Enclosure #2

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. Enclosure #2 contains the comparative budgets for co-curricular activities beginning with the year 1970-71.

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

3.3 RECOMMENDED APPROVAL OF FINANCIAL AID POLICIES

Enclosure #3

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF FALL 1974 COURSES FOR THE CONTINUING EDUCATION DIVISION

Enclosure #4

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. P34-2652 through and including P34-2764.

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. INSPECTOR'S REPORT NO. 21, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR, FOR PERIOD ENDING JULY 1, 1974

Attachment 5.2-a

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

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

Attachment 5.2-b

Annually, a monthly travel allowance for certain personnel for intra-district travel is presented for approval by the Board. Attachment 5.2-b 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.

- c. NOTIFICATION OF ENTITLEMENT FOR FUNDING UNDER PART F, VOCATIONAL EDUCATION

Attachment 5.2-c

Notification of a \$6,084 allocation under the Vocational Education Amendments of 1968, Part F, Consumer and Homemaking Education (P.L. 90-576) for the 1974-75 fiscal year has been received. Receipt of funds is contingent upon submittal of an application now being prepared.

- d. PRELIMINARY APPROVAL OF THE CHILD CARE CENTER APPLICATION

Attachment 5.2-d

The District has received preliminary approval of the Child Care Center application submitted for the 1974-75 fiscal year. The maximum reimbursable amount is \$76,803; \$57,602 in State and Federal funds and \$19,201 in local matching funds obtained from the Children's Center permissive override tax. A formal approval letter should soon be received since the 1974-75 State budget has been signed.

- e. REPORT OF NOTIFICATION OF APPROVED AUTHORIZATION CEILING FOR THE BASIC EDUCATIONAL OPPORTUNITY GRANT PROGRAM FOR 1974-75

Attachment 5.2-e

Santa Barbara City College has received notification from the U. S. Department of Health, Education and Welfare of the authorization ceiling of the Basic Educational Opportunity Grant Program for 1974-75. The approved authorization is \$212,990. The authorization acts as a line of credit in the disbursement of funds through the College's Office of Financial Aids.

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED APPROVAL OF FACILITY USE FEE SCHEDULE

Attachment 5.2-f

An analysis of requested usage of school facilities indicates that a restructuring of the fee schedule for commercial use is necessary. Attachment 5.2-f indicates the recommended fee structure.

The Superintendent recommends approval of the facility use fee schedule as delineated in Attachment 5.2-f.

g. RECOMMENDED ACCEPTANCE OF A \$4,235 GRANT FOR LIBRARY RESOURCES

Attachment 5.2-g

The District has been notified that it has been awarded a grant of \$4,235 under the Higher Education Act of 1965, Title II-A, for College Library Resources.

The Superintendent recommends acceptance of this grant.

h. RECOMMENDED ACCEPTANCE OF BID FROM GOLETA VALLEY VENDING FOR VENDING MACHINE SERVICE

Attachment 5.2-h

Pursuant to Board approval, bids were solicited for vending services. After analysis of the total bid, Goleta Valley Vending appears to offer the District the best commission structure. Attachment 5.2-h details the bids received.

The Superintendent recommends the Board accept the bid of Goleta Valley Vending Company and authorize the District to sign a contract in conformance with the bid conditions.

i. 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 \$.40 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 of Trustees 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:

j. RECOMMENDED APPROVAL OF ARCHITECTURAL SERVICES FOR PERSHING PARK
LANDSCAPING, PHASE III

Pershing Park is being developed in phases from basic plans developed in 1971 by Daniel, Mann, Johnson & Mendenhall (DMJM), Richard Taylor and John Menegon. The work completed includes the baseball and softball fields, including lighting; fiesta building; parking; tennis courts; and a portion of the landscaping. The current phase of work includes lighting of the tennis courts, construction of a restroom facility and additional landscaping. The portion of work to be included in this contract is the tennis court lighting and landscaping. The budget allocated for construction of the work is \$50,000. The architect's fee will be 1.6% of the construction cost of the project (supervision) plus extra services for coordination and modification of existing construction documents for a sum not to exceed \$2,000.

The Superintendent recommends approval of the appointment of the architectural firm of Richard B. Taylor (AIA, ASLA) and Associate as consulting architect for the Pershing Park Landscaping Project, Phase III.

k. RECOMMENDED APPROVAL OF AMENDMENT TO ARCHITECTURAL CONTRACT WITH
DANIEL, MANN, JOHNSON & MENDENHALL (DMJM) ON VOCATIONAL TECHNOLOGY
BUILDING

Attachment 5.2-k

The construction of the Vocational Technology Building will result in the elimination of existing maintenance storage facilities which are now being accommodated in the existing Field House. An alternate to fence and pave an area adjacent to the Field House, plus provide an access route to the Mesa, is being included in the plans and specifications for the Vocational Technology Building. This amendment to DMJM's contract includes this work.

The Superintendent recommends approval of the attached amendment to the contract with DMJM for the Vocational Technology Building.

l. REPORT OF GRANT REQUESTS AND FEDERAL AND STATE ALLOCATIONS TO THE
DISTRICT

Enclosure #6

Enclosure #6 is a listing of grant proposals that have been submitted since December 1, 1973, and a listing of various sources of State and Federal funds supporting projects of the District during the 1973-74 academic year. These are presented for information and will be discussed at the meeting.

Agenda - Annual Organizational
Meeting and Regular Meeting
Board of Trustees - SBCCD
July 11, 1974

10.

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

m. RECOMMENDED APPROVAL OF 1974-75 PUBLICATION BUDGET

Enclosure #7

The proposed Publication Budget will be presented at the meeting.

6. GENERAL INFORMATION

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

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, July 25, 1974 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.