AGENDA
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

January 9, 1975

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 DECEMBER 12, 1974

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

a. INTRODUCTION OF NEW OFFICERS OF C.S.E.A., CHAPTER 289

New officers for C.S.E.A., Chapter 289, have been elected.
They are:

President: Harvey Bagley
Vice-President: Phil Pifer
Secretary: Betty Bartels
Treasurer: Mike Combé
Reporters: Irene Butler, Trish Dupart

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, HOURLY SUBSTITUTE, CHANGES FOR PREVIOUSLY APPROVED INSTRUCTORS, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION

Attachment 2.1-a(1)

(2) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(2)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-Routine

(1) RECOMMENDED APPROVAL OF PERSONAL LEAVE OF ABSENCE: MRS. HELEN GILLINGHAM, ASSOCIATE PROFESSOR, ENGLISH, FOR THE MONTH OF JANUARY, 1975

Attachment 2.1-b(1)

Mrs. Helen Gillingham has requested a personal leave of absence for the month of January, 1975.

It is recommended that approval be given to this request.

(2) RECOMMENDED APPROVAL OF APPOINTMENT OF MR. GLENN GASTON AS HEAD COUNSELOR, EFFECTIVE FALL SEMESTER, 1975

The Counseling staff and the Administrative Dean of Student Services and Activities have recommended the appointment of Mr. Glenn Gaston as Head Counselor for a regular term beginning with the Fall semester of 1975.

This early nomination is to provide for a learning period and a smooth transfer of responsibilities.

It is recommended that Mr. Glenn Gaston be appointed as Head Counselor for a regular term to begin with the Fall semester of 1975.

(3) RECOMMENDED APPROVAL OF APPOINTMENT: MARGARET SMITH, COUNSELOR (NEW POSITION), EFFECTIVE FEBRUARY 3, 1975

Attachment 2.1-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: CHRISTOPHER PAGLIARO, COUNSELOR/COACH (NEW POSITION), EFFECTIVE FEBRUARY 3, 1975

Attachment 2.1-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT: VAUGHN W. WESTERMeyer, M.D., AS CONSULTANT, STUDENT HEALTH SERVICES

Attachment 2.1-b(5)

Due to the resignation of Dr. L. C. N. Wayland, it is necessary to arrange for the consultation services of another physician. For a number of years, Dr. Vaughn W. Westermeyer has worked with the Santa Barbara School Districts and has been one of the physicians to whom our employees have been referred for physical examinations.

It is recommended that Dr. Vaughn W. Westermeyer be appointed as Consultant, Student Health Services, for the 1974-75 college year on an as-needed basis at a rate of $15.73 per consultation period.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(6) RECOMMENDED APPROVAL OF APPOINTMENT OF MISS BETTY DEAN AS TEACHER/COORDINATOR, EDUCATIONAL PLANNING AND CURRICULUM

Attachment 2.1-b(6)

It is recommended that Miss Betty Dean be appointed Teacher/Coordinator, Educational Planning and Curriculum for a one-year term beginning February 3, 1975.

(7) RECOMMENDED APPROVAL OF APPOINTMENT OF DR. MANUEL G. RIVERA AS TEACHER/COORDINATOR, ARTICULATION AND IN-SERVICE TRAINING

Attachment 2.1-b(7)

It is recommended that Dr. Manuel G. Rivera be appointed Teacher/Coordinator, Articulation and In-Service Training for a one-year term beginning February 3, 1975.

(8) RECOMMENDED APPROVAL OF APPOINTMENT OF MR. DAVID R. WILLIAMS, JR., AS TEACHER/COORDINATOR, INSTRUCTIONAL RESOURCES

Attachment 2.1-b(8)

It is recommended that Mr. David R. Williams, Jr., be appointed Teacher/Coordinator, Instructional Resources for a one-year term beginning February 3, 1975.

(9) RECOMMENDED APPROVAL OF RETIREMENT OF MR. JAMES EDWARD FOXX, ASSOCIATE PROFESSOR, BUSINESS EDUCATION, EFFECTIVE JUNE 30, 1975

Attachment 2.1-b(9)

Mr. James E. Foxx, Associate Professor, Business Education, has indicated that he intends to retire effective June 30, 1975. A brief summary of the contributions of Mr. Foxx during his tenure with the District is included in the attachment.

It is recommended that the retirement of Mr. James E. Foxx be approved effective June 30, 1975.
Agenda – Regular Meeting  
Board of Trustees – SBCCD  
January 9, 1975  

2. PERSONNEL – continued:  

2.1 CERTIFICATED PERSONNEL – continued:  

b. NON-ROUTINE – continued:  

(10) RECOMMENDED APPROVAL OF PERSONAL LEAVE AND ACCEPTANCE OF  
RESIGNATION OF DR. DONALD K. SORSABAL  

Attachment 2.1-b(10)  

Dr. Donald K. Sorsabal, Administrative Dean, Business  
Services, has submitted a resignation, effective June 30,  
1976, and has requested a personal leave of absence without  
pay for the period July 1, 1975 through June 30, 1976.  

It is with a great sense of loss and the certain know-  
ledge that it will not be possible to replace his many  
strengths that it is recommended that Dr. Sorsabal's request  
for leave be approved and his resignation be accepted with  
deep regret.  

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 AUTHORIZATION FOR TRAVEL AND CONFERENCE  

Attachment 2.2-a(2)  

b. NON-ROUTINE  

(1) RECOMMENDED APPROVAL OF YEARLY INCREASES  

Attachment 2.2-b(1)  

(2) RECOMMENDED ACCEPTANCE OF RESIGNATION: JOYCE S. AOI, INT.  
TYP.CLERK., PLACEMENT & FINANCIAL AIDS OFFICE, EFFECTIVE 12/31/74  

Attachment 2.2-b(2)  

(3) RECOMMENDED APPROVAL OF LEAVE OF ABSENCE (WITHOUT SALARY):  
JEANNE LABBLIT, WOMEN'S LOCKER RM. ATTENDANT, PHYSICAL EDUCATION,  
EFFECTIVE 1/20/75 THROUGH 4/18/75  

Attachment 2.2-b(3)  

(4) RECOMMENDED APPROVAL OF TRANSFER: GEORGE P. HOLGUIN, FROM  
CUSTODIAN (GRAVEYARD SHIFT) TO GROUNDSMAN-GARDENER (NEW POSI- 
TION), FACILITIES & OPERATIONS DEPT., EFFECTIVE 2/1/75  

Attachment 2.2-b(4)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(5) RECOMMENDED APPROVAL OF APPOINTMENT: ALAN P. MASSIE, INT. TYP. CLERK, LIBRARY (NEW POSITION), EFFECTIVE 1/6/75
Attachment 2.2-b(5)

(6) RECOMMENDED APPROVAL OF APPOINTMENT: JAIME R. GONZALES, CUSTODIAN (GRAVEYARD), REPLACING S. ESPARZA, FACILITIES & OPERATIONS DEPT., EFFECTIVE 1/1/75
Attachment 2.2-b(6)

(7) RECOMMENDED APPROVAL OF APPOINTMENT: EUGENE N. ZARIS, CUSTODIAN (GRAVEYARD), REPLACING G. HOLGUIN, FACILITIES & OPERATIONS DEPT., EFFECTIVE 2/1/75
Attachment 2.2-b(7)

(8) RECOMMENDED AUTHORIZATION TO ENTER INTO AGREEMENT WITH GRIFFENHAGEN-KROEGER, INC., FOR CONSULTING SERVICES

On October 10, 1974, the Board approved the authorization for Griffenhagen-Kroeger to make classification studies of several classified positions. Included in this original study were the two Accounting Technician positions, one in Accounting and one in Payroll. However, because there were several unresolved questions regarding the position in payroll, it was not studied at that time.

Mr. Pickering now recommends that the Accounting Technician position in Payroll be studied.

Because Griffenhagen-Kroeger has recently concluded a study of the one Accounting technician position, it is, therefore, recommended that they also study this other Accounting technician position in Payroll. A cost of approximately $75 to $100 has been quoted.

(9) RECOMMENDED APPROVAL OF AMENDMENTS TO CLASSIFIED RULES & REGULATIONS 1410-1414 & 1422.11
Attachment 2.2-b(9)

The amendments to existing policies were made to insure consistency in Classified Personnel hiring procedures and to comply with Affirmative Action guidelines found in Executive Order 11246.

continued on next page...
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(9) continued:

The revisions include:

1) addition of procedural guidelines for hiring Classified personnel;
2) appointment of Screening Committees and Chair-
persons with appropriate responsibilities;
3) job vacancy advertising guidelines;
4) development of a case file and a Classified Employment Audit report to comply with Affirma-
tive Action recordkeeping requirements; and
5) revisions to the District's current anti-nepotism statement to comply with Affirmative Action guide-
lines regarding anti-nepotism statements.

It is recommended that the amendments to the Classified Rules & Regulations pertaining to Recruitment, Selection and Appointment (Attachment 2.2-b(9)) be approved.

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 INFORMATION ON A.D.N. APPLICANTS AND STUDENTS

Attachment 3.2

At the request of the Board, certain data on grade point averages and test scores for A.D.N. students were gathered. They are provided for information in Attachment 3.2.

Mr. Burton P. Miller will be present at the meeting to answer any questions the members may have.

4. CURRICULUM AND INSTRUCTION

4.1 MEMO FROM CHANCELLOR BROSSMAN REGARDING ANNUAL DESCRIPTIVE REPORT FOR OCCUPATIONAL EDUCATION

Attachment 4.1

4.2 REPORT ON OCCUPATIONAL EDUCATION

Attachment 4.2

Attachment 4.2 contains the annual report for Occupational Education. Mr. Mel Elkins, Assistant Dean of Vocational-Technical, will be present to speak to this item and to respond to questions.
4. CURRICULUM AND INSTRUCTION - continued:

4.3 PRESENTATION OF DIVISIONAL GOALS AND OBJECTIVES

Enclosure #1

For the second year, each instructional and support division of the College has prepared a Statement of Goals and Objectives. These goals and objectives grow out of District Goals and are used as a basis for projecting the programs and plans as well as the resource needs of each Cost Center. It is anticipated that in preparation of goals and objectives for next year, the final phasing-in of the Educational Management System will be accomplished. It will be a major task of the Teacher/Coordinator of Educational Planning and Curriculum to complete refinement of goals and objectives and, from them, to develop the District's Academic Plan.

The Goals and Objectives for 1974-75 are provided at this time for information and will serve as a source of reference as the budget is developed for the coming year. Items for Institutional Study and Action have been replaced by the Goals and Objectives of the Support Divisions.

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. P45-1280 through and including P45-1439.

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. 34, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR, FOR THE PERIOD ENDING DECEMBER 31, 1974

Attachment 5.2-a

b. INSPECTOR'S REPORT No. 1, VOCATIONAL TECHNOLOGY BUILDING PROJECT, J. W. BAILEY CONSTRUCTION CO., CONTRACTOR, FOR THE PERIOD ENDING DECEMBER 31, 1974

Attachment 5.2-b
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

c. RECOMMENDED APPROVAL OF THE SUBMISSION OF THE APPLICATION FOR CONTINUED FUNDING UNDER S. B. 164 (ALQUIST) OF EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

Enclosure #2

A resolution was adopted by the Board on February 11, 1971, endorsing fully the continued application for funding under the provisions of S. B. 164. At that time, a 3-year plan for continued support was submitted to Sacramento and funding was received for direct student financial aid and support services. The application in Enclosure #2, with selected exhibits, represents an updating of the 3-year plan and is the 5th year in the sequence. Mr. Gilbert Robledo will be present at the meeting to respond to questions.

It is recommended that approval be given for submittal of the Extended Opportunity Programs and Services (EOPS) application.

d. RECOMMENDED APPROVAL OF LEASE AGREEMENT WITH R.K.M. CORPORATION

Attachment 5.2-d

With the addition of new programs at the Nopal Street facility, parking for students has been a matter of concern. A vacant lot adjacent to our facility is owned by the R.K.M. Corporation, and Mr. Kenneth St. Oegger of that company has agreed to make the lot available to the District for the much-needed parking. There will be no cost to the District for use of the lot.

The Superintendent recommends ratification of the agreement with the R.K.M. Corporation as outlined in Attachment 5.2-d.

e. RECOMMENDED APPROVAL TO SUBMIT PROPOSAL TO STATE DEPARTMENT OF EDUCATION FOR FUNDING UNDER NDEA, TITLE III-A

Enclosure #3

Applications for NDEA, Title III-A, funds are due at the Department of Education on January 15, 1975. This year we are planning to submit a proposal consisting of three components -- Social Sciences, Philosophy, and Earth Sciences. These grants will, if awarded, provide materials and equipment for increased use of audio-visual media in the courses affected.

The Superintendent recommends approval of the submission of this grant proposal.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED APPROVAL TO SUBMIT FOUR PRELIMINARY PROPOSALS TO THE FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION

Enclosure #4

The Fund for the Improvement of Postsecondary Education has invited preliminary proposals which are innovative and which show great potential for having an impact upon postsecondary education in general. Four such proposals are in preparation for submittal by January 15. These are in the following areas: 1) An adult outreach program (REACH), 2) An experimental pilot program for a Variable Modular College Calendar, 3) An Institute of Community Affairs, and 4) Workshops on Voluntary Support of Community Colleges. After screening by FIPSE, a limited number will be invited to submit full proposals by March 17.

The Superintendent recommends approval of the submission of these four preliminary proposals.

g. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #75-020 THROUGH #75-024 AND ADOPTION OF RESOLUTION No. 12

Attachment 5.2-g

#75-020 in the amount of $1,523: To transfer balance of cost of 12-passenger van from Undistributed Reserve as approved at Board meeting of December 12, 1974.

#75-021 in the amount of $12,500: To transfer from the Undistributed Reserve the increase of funds for innovative projects as approved by the Board on December 12, 1974.

#75-022 in the amount of $7,000: To transfer from the Undistributed Reserve a sufficient amount to cover for the remaining semester the salary of the Marine Technology instructor or teaching lab assistant as approved by the Board on December 12, 1974.

#75-023 in the amount of $734: To transfer from the Undistributed Reserve funds for purchase of women's volleyball equipment.

#75-024 in the amount of $1,292: To transfer from the Undistributed Reserve funds to be used for microfilming Admissions records.

The Superintendent recommends approval of the above-listed appropriation transfers and adoption of Resolution No. 12 contained in Attachment 5.2-g.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RECOMMENDED APPROVAL OF CONTRACT WITH THE OFFICE OF MANPOWER PROGRAMS AND OF TEMPORARY POSITIONS AND RELATED JOB DESCRIPTIONS

Enclosure #5

The Office of Manpower Programs is arranging to provide work for unemployed within Santa Barbara County. As a public agency, the Santa Barbara Community College District is eligible to serve as a temporary employer for those eligible under the program.

The District does not assume a responsibility to maintain the positions or to continue to employ the persons placed through this program. Time is extremely short since it is hoped that these persons may be employed by January 10, 1975.

In the very brief time since notification of the program, efforts have been made to identify and describe entry-level positions that would provide meaningful work stations and at the same time serve many of the unmet needs of the District. It is not known how many, if any, of the positions will be filled. It is hoped that all might be filled.

Enclosure #5 contains a list of proposed positions, job descriptions for each position, and a copy of the proposed contract with the Office of Manpower Programs.

Approval of the positions, the job descriptions, and the proposed contract with the Office of Manpower Programs is recommended.

1. REPORT ON ALTERNATE SITE FOR THE CHILDREN'S CENTER

On December 12, 1974, the Board received a Children's Center feasibility study on the one-acre site at the southwest corner of Loma Alta Drive and Weldon Road. There was concern expressed at the meeting regarding available sunlight on the children's play area. District Children's Center staff met with the architect on December 19, 1974, at the site to study this condition. An analysis of the site visit and financial implications will be presented at the meeting.

j. REPORT ON ALTERNATIVE SOLUTION FOR ADDITIONAL PARKING

A proposal for an additional 40 parking spaces on the existing East campus was denied by the Board on December 12, 1974, with a request for alternative solutions. The alternative which has been developed will be described.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

k. RECOMMENDED APPROVAL OF THE PROJECT PLANNING GUIDE (PPG) FOR EROSION CONTROL, EAST CAMPUS

Attachment 5.2-k

This PPG, due at the Chancellor's office January 15, 1975, requests funds in the 1976-77 fiscal year for working drawings and construction for erosion control on the existing East campus. This is a new project, however, it is included in the current 10-Year Construction Plan. Preliminary plans for this project will be required by October, 1975. Attachment 5.2-k includes the project description, budget, schedule and site plan.

The Superintendent recommends the approval of the Project Planning Guide for Erosion Control, East campus.

1. RECOMMENDED APPROVAL OF THE PROJECT PLANNING GUIDE (PPG) FOR THE NEW CAMPUS CENTER (HRM) ADDITION AND RENOVATION

Attachment 5.2-1

This PPG, due at the Chancellor's office January 15, 1975, requests funds in the 1976-77 fiscal year for working drawings and construction for the Campus Center (HRM) addition and renovation. This new project is included in the current 10-Year Construction Plan. Preliminary plans for this project will be required by October, 1975. Attachment 5.2-1 includes the project description, budget, schedule and site plan.

The Superintendent recommends the approval of the Project Planning Guide for the Campus Center (HRM) Addition and Renovation.

m. RECOMMENDED APPROVAL OF THE PROJECT PLANNING GUIDE (PPG) FOR THE PHYSICAL SCIENCE ADDITION, RENOVATION, AND EQUIPMENT

Attachment 5.2-m

This PPG, due at the Chancellor's office January 15, 1975, requests funds in the 1976-77 fiscal year for working drawings, construction, and equipment for the Physical Science addition and renovation. This project was submitted for funding in the 1975-76 fiscal year, but was deferred by the Chancellor's office due to over capacity of lab space on our campus. This project is included in the current District's 10-Year Construction Plan. Preliminary plans for this project will be required by October, 1975. Attachment 5.2-m includes the project description, budget, schedule, and site plan.

The Superintendent recommends the approval of the Project Planning Guide for the Physical Science Addition, Renovation, and Equipment.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

n. CONSIDERATION OF THE INITIAL ENVIRONMENTAL STUDY OF THE MASTER PLAN FOR THE SANTA BARBARA CITY COLLEGE

Enclosure #6

District staff in accordance with procedures adopted by the Board on May 23, 1974, has determined that the Master Plan for the Santa Barbara City College, is not exempt from environmental consideration and is in the process of preparing an "initial study" to determine if the project will have a significant effect on the environment. The results of this study will be discussed at the meeting for consideration by the Board.

The study shall undertake to determine whether the Master Plan will have a significant effect on the environment and will recommend if a negative declaration or an environmental impact report is required. Alternate proposals for providing any required reports will also be presented for consideration.

o. RECOMMENDED APPROVAL OF BUDGET ALLOCATIONS

Attachment 5.2-o

It is recommended that budget allocations be approved in accordance with recommendations of the Resources Allocation Review Board as indicated on Attachment 5.2-o.

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, January 23, 1975 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.