AGENDA

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

October 16, 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
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. REPORT OF ACTIONS AND DISCUSSIONS REGARDING THE APPORTIONMENT CAP
         Attachment 1.7-a
         Attachment 1.7-a contains a resolution adopted by the Board of Directors of the CCJCA regarding Adult and Continuing Education. Included in the attachment are statements made on this subject before the Select Committee on Implementation of Career Education by Dr. Glenn G. Gooder and Mr. Harold Thornton.
      b. RESOLUTION ON THE APPORTIONMENT CAP FOR COMMUNITY COLLEGES
         Attachment 1.7-b
         Attachment 1.7-b contains a proposed resolution on the subject of the apportionment cap. Adoption of the resolution is recommended.

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, HOURLY SUBSTITUTES, AND HOURLY LIBRARIAN, FALL, 1975
            Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, EVENING COLLEGE, FALL, 1975
            Attachment 2.1-a(2)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, SUBSTITUTES, CHANGES FOR PREVIOUSLY-APPROVED INSTRUCTORS, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION

Attachment 2.1-a(3)

(4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(4)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF CHANGE IN CONTRACT: EDWIN BOWMAN, ASST. PROFESSOR, MUSIC, SALARY CLASS TRANSFER

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF RE-APPOINTMENT: VAUGHN W. WESTERMeyer, M.D., CONSULTANT, STUDENT HEALTH SERVICES

The District was fortunate last year to secure the services of Dr. Vaughn W. Westermeyer as a consultant for Student Health Services. Dr. Westermeyer is available to provide these services for another year.

It is recommended that Dr. Vaughn W. Westermeyer be appointed as Consultant, Student Health Services, for the 1975-76 college year on an as-needed basis at a rate of $15.73 per consultation period.

(3) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE FOR ELIZABETH A. JENNINGS, ASST. PROFESSOR, HEALTH OCCUPATIONS

Attachment 2.1-b(3)

Elizabeth A. Jennings, Assistant Professor of Health Occupations, is very seriously ill.

It is recommended that Miss Jennings be given a health leave of absence, effective September 10, 1975.

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. PERSONNEL – continued:

2.2 CLASSIFIED PERSONNEL – continued:

a. ROUTINE – continued:

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

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

b. NON-Routine

(1) RECOMMENDED ACCEPTANCE OF RESIGNATION: MORA T. DEWEY, TUTOR II, TUTORIAL CENTER, EFFECTIVE 9/9/75
Attachment 2.2-b(1)

(2) RECOMMENDED ACCEPTANCE OF RESIGNATION: BRUCE GLENN, TUTOR II, TUTORIAL CENTER, EFFECTIVE 7/30/75
Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF LONGEVITY INCREMENT: ELENE P. CAMPBELL, SR. SECRETARY, PHYSICAL EDUCATION DEPARTMENT, 10 YEARS, EFFECTIVE 10/1/75
Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF CHANGE OF SHIFT: JOSEPH J. LEON, CUSTODIAN, FACIL. & OPERATIONS DEPT., FROM DAY SHIFT TO GRAVEYARD SHIFT, EFFECTIVE 9/23/75
Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT: ROBIN L. ABBOTT, INT.TYP. CLK., HEALTH OCCUPATIONS (NEW POSITION), EFFECTIVE 10/6/75
Attachment 2.2-b(5)

(6) RECOMMENDED APPROVAL OF APPOINTMENT: E. CATHERINE CARBON, INT.TYP.CLK., LIBRARY (REPLACING: H. PRATINI), EFFECTIVE 10/20/75
Attachment 2.2-b(6)

(7) RECOMMENDED APPROVAL OF APPOINTMENT: CATHERINE B. DOUGHER, SR.TYP.CLK., CAREER DEVELOPMENT FACILITY (NEW POSITION), EFFECTIVE 10/17/75
Attachment 2.2-b(7)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(8) RECOMMENDED APPROVAL OF APPOINTMENT (PROMOTION): RUTH W. WARWICK, INT.TYP.CLK., COLLEGE INFORMATION (NEW POSITION), EFFECTIVE 10/20/75

Attachment 2.2-b(8)

(9) RECOMMENDED APPROVAL OF POSITION OF GENERAL MAINTENANCE WORKER AND APPOINTMENT OF DONALD CANLEY TO THE POSITION

Attachment 2.2-b(9)

On July 25, 1974, RARB approved a Maintenance Trainee position and on August 22, 1974, the Board approved the creation of this new position with the anticipation that after a 12-month training and probation period the person would have the knowledge and skills necessary to perform general maintenance work and be eligible for promotion into a General Maintenance Worker position. The position was advertised indicating this promotion eligibility.

The Director of Facilities and Operations is now recommending that Donald Canley be promoted to General Maintenance Worker, effective October 1, 1975, rather than be advanced to Step B of Maintenance Trainee, as recommended at the Board meeting of September 25, 1975.

The new position has been classified by the Personnel Department at Range 24.

Approval is recommended for the creation of the position of General Maintenance Worker, Range 24, and the promotion of Donald Canley into this position.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(10) RECOMMENDED APPROVAL OF POSITION AND JOB DESCRIPTION OF THEATER STAGECRAFTS TECHNICIAN

Attachment 2.2-b(10)

With the development of the Drama/Music Facility and a comprehensive district program in Theater Arts, it is necessary to relieve the Director of Theater Management, Dr. Pope Freeman, of technical theater responsibilities and to prepare for the technical responsibilities in the new theater.

A position of Theater Stagecrafts Technician, to be funded through the Continuing Education Program, was approved by the Resources Allocation Review Board on September 24, 1975.

A recommended job description is contained in the attachment. The position has been classified a Range 33, $856 - $1,041.

Approval is recommended for the creation of the Theater Stagecrafts Technician position as described, and authorization is requested to recruit for the position.

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENT BODY

Attachment 3.1

Mr. Mark Heinz, Associated Student President, will discuss the proposal for a major concert in La Playa Stadium. Elements of the proposal are described in the attachment.

This item is presented for discussion at this time.

3.2 RECOMMENDED ADOPTION OF POLICY ON WITHHOLDING DOCUMENTS AND REGISTRATION PRIVILEGES FROM STUDENTS FOR UNPAID LIBRARY CHARGES

Attachment 3.2

Education Code Section 7153.5 authorizes community college districts to withhold grades, transcripts, diplomas and registration privileges from any student properly charged with possession of library books or materials when such books or materials are not returned when due.

It is recommended that the proposed policy contained in Attachment 3.2 be adopted.
3. STUDENT SERVICES - continued:

3.3 REPORT ON THE COLLEGE'S FINANCIAL AID PROGRAM FOR 1974-75

Enclosure #1

Enclosure #1 is a documented report of the College's Financial Aid Program for 1974-75. Mr. William Cordero, Coordinator of Student Services, will present the report.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF NEW CONTINUING EDUCATION COURSE, ADVANCED POLICE OFFICERS TRAINING

It is recommended that the Board approve a new Continuing Education course, Advanced Police Officers Training, for the weeks of November 17-21, December 8-12, and January 12-16, 10 hours per week, to be held at the Police Academy.

4.2 RECOMMENDED APPROVAL OF WOMEN'S WEEK PROGRAMS UNDER THE AUSPICES OF THE CONTINUING EDUCATION DIVISION

Attachment 4.2

It is recommended that the Board approve a WOMEN'S WEEK SERIES to be held at the City College campus on Wednesday, October 22, Thursday, October 23 and Friday, October 24.

4.3 REPORT OF SCORES OF HEALTH OCCUPATION STUDENTS ON STATE EXAMINATIONS

Attachment 4.3

Attachment 4.3 contains a summary report of scores of A.D.N., L.V.N., Radiologic Technology, and Dental Assisting students on state examinations.

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. P56-0664 through and including P56-0809.

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. BUSINESS SERVICES – continued:

5.2 NON-Routine

a. INSPECTOR'S REPORT NO. 18, VOCATIONAL TECHNOLOGY BUILDING PROJECT, J. W. BAILEY CONSTRUCTION CO., CONTRACTOR, FOR THE PERIOD ENDING SEPTEMBER 30, 1975

Attachment 5.2-a

b. INSPECTOR'S REPORT No. 6, DRAMA/MUSIC BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR, FOR THE PERIOD ENDING SEPTEMBER 30, 1975

Attachment 5.2-b

c. RECOMMENDED ACCEPTANCE OF A SABLE I SELF-CONTAINED 35mm PRINT ENLARGER

Attachment 5.2-c

Mr. Louis W. Gragg wishes to donate a print enlarger to be used in the college's photo laboratory. The equipment has never been used and has an estimated value of $700.

The Superintendent recommends acceptance of this gift and requests authorization to send a letter of appreciation to Mr. Louis W. Gragg.

d. RECOMMENDED AUTHORIZATION TO ENTER INTO AGREEMENTS WITH THE DEPT. OF H.E.W. COVERING PARTICIPATION IN PROGRAMS OF STUDENT FINANCIAL AID FOR 1976-77

Enclosure #2

Enclosure #2 contains agreement forms and application which are required for continued participation in federal programs for student financial aid. The deadline date was October 13, 1975.

It is recommended that the agreements for the 1976-77 year be ratified.

e. RECOMMENDED RATIFICATION OF THE SUBMISSION OF A PROPOSAL FOR A COOPERATIVE EDUCATION PROGRAM UNDER HEA, TITLE IV-D

Enclosure #3

In order to meet an October 10 mailing deadline, a proposal was submitted to the Office of Education for planning and implementation of a cooperative education program at SBCC. This program will provide for planning, job recruitment, student recruitment, and implementation of an alternate semester cooperative program in Administration of Justice. Total proposed funding in the first year is $36,476. Subsequent year funding may be applied for to strengthen or expand the program.

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

f. RECOMMENDED APPROVAL OF THE SUBMISSION OF AN APPLICATION FOR GRANT FUNDS FOR LIBRARY RESOURCES UNDER HEA, TITLE II-A

Enclosure #4

Title II-A of the Higher Education Act provides funds for the purchase of library materials. This application is for 1975-76 funding in an amount up to $5,000 depending upon the funds available and the number of eligible institutions.

The Superintendent recommends approval of the submission of this application.

g. RECOMMENDED ACCEPTANCE OF SUPPLEMENTAL AWARD FOR THE COLLEGE WORK STUDY PROGRAM FOR 1975-76

Attachment 5.2-g

Attachment 5.2-g is an allocation letter from the Department of Health, Education and Welfare announcing the award of supplemental funds in the amount of $106,433 for the college Work Study Program for 1975-76. It is planned to use these funds for off-campus contracts and in on-campus work stations in such a manner as to require no additional matching funds.

The workload in the Financial Aids office will be increased significantly by these additional funds. The allocation will provide enough funds to support a half-time clerical position. It is anticipated that acceptance of these funds will require that a half-time position be created. The opinion of the Resources Allocation Review Board is being sought on the position.

It is recommended that the supplemental funds for the college Work Study Program for 1975-76 be accepted.

h. RECOMMENDED ACCEPTANCE OF $29,920 IN CETA FUNDS FOR AN OFFICE SKILLS PROJECT

Attachment 5.2-h

As a result of an application submitted April 10, 1975, funding in the amount of $29,920 has been received to support a Comprehensive Employment and Training Act Office Skills Project.

It is recommended that the $29,920 in CETA funds be accepted.

i. RECOMMENDED ACCEPTANCE OF $37,178 IN CETA FUNDS FOR THE COMMUNITY HEALTH TECHNICIAN PROGRAM

Attachment 5.2-i

Notification has been received that funds under the Comprehensive Employment and Training Act have been approved as support for the Community Health Technician Program. This is in response to the application approved by the Board for submittal August 28, 1975.

It is recommended that the $37,178 in CETA funds be accepted.
5. BUSINESS SERVICES - continued:

j. RECOMMENDED ACCEPTANCE OF FUNDS FOR THE LAW ENFORCEMENT EDUCATION PROGRAM FOR 1975-76

Attachment 5.2-j

Attachment 5.2-j is a notification from the U.S. Department of Justice of the initial grant award of $2,606 for the Law Enforcement Education Program for 1975-76. The attachment also contains a notification of a supplemental award of $742 making a total award of $3,348. No matching funds are required.

It is recommended that the Law Enforcement Education Program funds in the amount of $3,348 for 1975-76 be accepted.

k. RECOMMENDED APPROVAL OF JOINT POWERS AGREEMENT CONCERNING COMMUNITY COLLEGE TV CONSORTIUM

Enclosure #5

The joint powers agreement with the Community College TV Consortium is considered periodically. The agreement is contained in Enclosure #5. The membership fee will remain at $5,000 but is expected to increase next year because of increased enrollment.

Approval of the joint powers agreement is recommended.

l. REPORT ON THE RESULTS OF THE SANTA BARBARA COUNTY AUCTION

Attachment 5.2-1

A list of the actual items that were sold at the County Auction on September 6, 1975 is contained in Attachment 5.2-1.

A total of $766 was received, less 10% commission and $2.32 for the college's share of security guards. The net balance to the college was $687.08.

m. RECOMMENDED APPROVAL OF COMPANIES FOR SELLING TAX SHELTERED ANNUITIES

Attachment 5.2-m

Attachment 5.2-m contains an updated list of companies who have met all of the terms and conditions set forth by the Santa Barbara Community College District for representation in the selling of tax sheltered annuities.

It is recommended that the updated list be approved.
5. BUSINESS SERVICES - continued:

n. RECOMMENDED APPROVAL OF CHANGE ORDER No. 6, VOCATIONAL TECHNOLOGY BUILDING PROJECT, J. W. BAILEY CONSTRUCTION CO., CONTRACTOR

Attachment 5.2-n

Change Order No. 6 is a revision to the pedestrian walk/fire access located within the work area of the Vocational Technology Building project. The plans, as drawn and bid, do not meet handicapped access requirements. This work will provide the required 5% maximum grade for exterior walks. The additional cost for this work will be $2,024 with no extension of contract time.

| Original Contract Price                | $1,169,500.00 |
| Change Orders #1 thru #5               | + 35,827.00    |
| Change Order #6                        |                |
| New Contract Price:                   | $1,207,351.00 |

The Superintendent recommends approval of Change Order No. 6 to the contract with J. W. Bailey Construction Co., contractor, Vocational Technology Building project.

o. RECOMMENDED APPROVAL OF SPECIAL ALLOCATION OF $3,000 FOR ART LIBRARY BOOKS

Enclosure #6

An unusual opportunity has arisen to acquire a valuable art library from the Santa Barbara Art Institute.

It is recommended that the library budget be increased by $3,000 in order to make this acquisition possible in accordance with the proposal described in Enclosure #6.

p. REVIEW OF 1975-76 BUDGET DOCUMENT

The budget document was presented for information at the September 25, 1975 meeting.

Members of the Board may wish to discuss the budget. The staff is prepared to describe highlights in the document or to respond to questions.

6. GENERAL INFORMATION

6.1 REPORT ON COMING EVENTS, Mr. JIM M. WILLIAMS
7. ADJOURNMENT

7.1 RECOMMENDED CHANGE IN MEETING DATE

The regular meeting of October 9 was cancelled and a special meeting was called for October 16. The next regular meeting is scheduled for October 23. Since that is only one week away and since there are five Thursdays in October, it would be more appropriate to meet on October 30, if that is convenient to members of the Board of Trustees. Also, it has been some time since the Committee-of-the-Whole met as a Facilities and Planning Committee.

It is recommended that the regular meeting of October 23 be cancelled and that a special meeting be held on October 30, 1975 beginning at 3:00 p.m. to consider Facilities and Planning and to conduct other business of the District.