AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

February 27, 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 SPECIAL MEETING OF FEBRUARY 13, 1975
       MINUTES OF REGULAR MEETING OF FEBRUARY 13, 1975
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. RECOMMENDED APPOINTMENT OF GOVERNING BOARD MEMBER IN ACCORDANCE
         WITH EDUCATION CODE SECTION 1329
            Attachment 1.7-a
            Notice has been received from the County Clerk's office that
            since only one candidate filed for office in Area #2, no election
            will be held and at a meeting prior to the day fixed for the elec-
            tion, the governing board shall appoint to the position of govern-
            ing Board member the person nominated.

            Therefore, it is recommended that Mr. James R. Garvin be
            appointed to the Board of Trustees position, Area #2, for the
            period April 1, 1975 through March 31, 1979.

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, ADDI-
             TIONAL HOURLY INSTRUCTORS AND CHANGE FOR PREVIOUSLY APPROVED
             INSTRUCTOR FOR EVENING COLLEGE, SPRING SEMESTER, 1975
            Attachment 2.1-a(1)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY, CHANGES FOR PREVIOUSLY APPROVED INSTRUCTOR, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION

Attachment 2.1-a(2)

(3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(3)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF NOTIFICATION OF TERMINATION OF TEMPORARY CERTIFICATED PERSONNEL

Attachment 2.1-b(1)

The Education Code provides that certificated faculty must be either 'regular' or 'temporary'. 'Temporary' certificated personnel are employed to replace 'regular' employees on leave or for special temporary enrollment situations.

Several outstanding teachers are serving the District this year as in past years in 'temporary' assignments. It is necessary to take official action prior to March 15 of the year in the case of 'temporary' employees who teach over 60 percent of a full assignment if they are not to be re-employed as permanent teachers.

It is recommended, therefore, that approval be given to notify certificated personnel as indicated on the attachment that their temporary assignment will terminate at the end of the Spring, 1975 semester.

(2) RECOMMENDED APPROVAL OF RE-EMPLOYMENT OF FIRST YEAR CONTRACT (PROBATIONARY) INSTRUCTORS IN SECOND YEAR CONTRACT (PROBATIONARY) STATUS FOR 1975-76

Attachment 2.1-b(2)

(3) RECOMMENDED APPROVAL OF RE-EMPLOYMENT OF SECOND YEAR CONTRACT (PROBATIONARY) INSTRUCTORS IN THIRD YEAR REGULAR (TENURED) STATUS FOR 1975-76

Attachment 2.1-b(3)

(4) RECOMMENDED APPROVAL OF ADDITIONAL SABBATICAL LEAVE FOR 1975-76

Attachment 2.1-b(4)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS

Attachment 2.2-a(1)

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

Attachment 2.2-a(2)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF YEARLY SALARY INCREMENTS

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF WORKING OUT OF CLASSIFICATION:
MRS. GRACE BOWMAN, INT. ACCT. CLK., PAYROLL, EFFECTIVE 8/1/74

Attachment 2.2-b(2)

On August 1, 1974, when the Accounting Technician in Payroll resigned, Mrs. Mae Brackenhamer, Int. Account Clk., assumed the duties of Accounting Technician and has received working-out-of-classification pay. Mrs. Grace Bowman, Account Clerk, assumed the duties of Int. Account Clerk at that time.

It is, therefore, recommended that Mrs. Grace Bowman be paid for working out of classification.

(3) RECOMMENDED APPROVAL OF WORKING OUT OF CLASSIFICATION: MRS. MAE BRACKENHAMER, PAYROLL SUPERVISOR, PAYROLL, EFFECTIVE 2/13/75

Attachment 2.2-b(3)

On February 13, 1975, the Board approved the reclassification of the Accounting Technician 30 position in Payroll to Payroll Supervisor 33. Mrs. Mae Brackenhamer has been working out of classification in the previous position.

It is recommended that Mrs. Brackenhamer be approved to work out of classification in the reclassified position of Payroll Supervisor 33.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(4) RECOMMENDED APPROVAL OF CORRECTION OF RESIGNATION DATE: MRS. HARRIET A. LECKIE, SR. SEC., EFFECTIVE 1/29/75

Attachment 2.2-b(4)

On February 13, 1975, the Board approved the correction of contract dates for new teachers from 2/3/75 to 1/30/75. Mrs. Harriet Leckie was promoted from Sr. Secretary, Classified Personnel, to Director, Cooperative Work Experience, Certificated Personnel.

It is recommended that her resignation date from the Classified Service also be adjusted to correspond to the corrected contract date.

(5) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS: MR. ALAN HUR, AIKIDO

Attachment 2.2-b(5)

Mr. Alan Hur, a student, has volunteered his services for the Aikido Club.

It is recommended that the Professional Volunteer status be approved for Mr. Alan Hur.

(6) RECOMMENDED APPROVAL OF COACHING ASSIGNMENT: LARRY D. MITCHELL, P. E. ASST., TRACK, SPRING SEMESTER, 1975

Attachment 2.2-b(6)

(7) RECOMMENDED APPROVAL OF APPOINTMENT: REBECCA SANTOS, TYPIST CLERK, PERSONNEL SERVICES OFFICE, EFFECTIVE 2/18/75

Attachment 2.2-b(7)

On January 9, 1975, the Board approved several positions with the Office of Manpower Programs, under the CETA, Title VI program. Two of these positions were approved for the Santa Barbara Community College District; one, a Typist-Clerk in Personnel Services, and the other, a Typist-Clerk in the Office of the Assistant to the Superintendent-President. These positions are "Restricted" Classified positions as defined in the Education Code 13581.1 and the two employees are not eligible for attainment of permanent employment and seniority credits for purposes of layoff. The two employees are eligible for all benefits except retirement.

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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(7) continued:

The Personnel Services Typist-Clerk position has been filled with a referral from the State Employment Development Department.

The appointment of Rebecca Santos, Typist-Clerk, is recommended, effective 2/18/75 to 1/16/76.

(8) RECOMMENDED APPROVAL OF POSITIONS FOR SECRETARIAL SUPPORT SERVICES

Attachment 2.2-b(8)

On February 13, 1975, the Board of Trustees approved continuation of Secretarial Support Services with a configuration of two Mag Card II typewriters (when the second is delivered) and a Selectric typewriter with an erasure feature plus a portable transcription unit. At that time, the Board instructed staff to prepare proposed job descriptions for personnel for Secretarial Support Services. The following actions are suggested for staffing of Secretarial Support Services:

1. Delete the present temporary position, MAG CARD TYPIST-CLERK, Range 25, and establish a regular position of SENIOR TYPIST CLERK (Mag Card), Range 25. (Job description is included in attachment.)

2. Delete the existing, unfilled position of CLERK-TYPIST (formerly held by Edna Arnold and now held but temporarily not filled by Marilu Schaack) and establish a new position of INTERMEDIATE TYPIST-CLERK (Mag Card), Range 18. (Job description is included in attachment.) (This action can be taken only when Mrs. Schaack receives another regular assignment.)

3. Consider the existing, temporary CETA TYPIST-CLERK position as TYPIST-CLERK (Mag Card Trainee).

It is recommended that the proposed changes and job descriptions be approved.
2. PERSONNEL -continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(9) RECOMMENDED ADJUSTMENT OF "Y" RATING

Attachment 2.2-b(9)

As a result of studies conducted by Griffenhagen-Kroeger, on July 1, 1974, three positions of Program Planning Assistant and two positions of Human Relation Assistant were reduced in salary range and "Y" rated. On November 1, 1974, 20 clerical positions were "Y" rated.

A review of the "Y" rate principle indicates that a misapplication was made of Classified Policies 1316 and 1334.12 in placing downgraded employees in the proper step in the lower salary range. This influences anniversary increments for employees affected.

All affected employees have had their salary step correctly adjusted. As a result, the "Y" will be removed from several positions and certain employees will be eligible for anniversary date annual salary increments when due. Four employees are eligible for such salary increments as indicated in the attachment.

It is recommended that the adjustments indicated in the attachment be approved.

(10) PROPOSED CLASSIFIED SALARY SURVEY

Attachment 2.2-b(10)

The CSEA Research Committee has requested that a salary survey be conducted of fourteen community college districts. As indicated on Attachment 2.2-b(10), such a survey is planned.
3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 DATA REGARDING JANUARY HIGH SCHOOL GRADUATES

Attachment 3.2

The Counseling staff has conducted a survey among January high school graduates in order that the College may plan to meet the needs of this group of students.

Mr. Ray Rosales of the Counseling staff will describe results of the questionnaire and efforts being made to respond to needs of January graduates.

4. CURRICULUM AND INSTRUCTION

4.1 REPORT ON POLITICAL SCIENCE INTERN PROGRAM

Attachment 4.1

Mr. John Kay, Associate Professor/Chairperson, Political Science Department, will describe the Political Science Intern Program in operation this Spring semester.

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. P45-1691 through and including P45-1787.

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 778 COOK BOOKS AND 2 ROASTING PANS FROM MRS. CALEB D. ELLIOTT

Attachment 5.2-a

Mrs. Elliott has generously offered 778 cook books and 2 roasting pans for the Hotel, Restaurant Management Department. These items have a value of $3,325.22.

The Superintendent recommends acceptance of this gift and requests authorization to send a letter of appreciation to Mrs. Elliott.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED ACCEPTANCE OF ART BOOKS, ASSORTED PAPER, AND OTHER ITEMS FROM DOROTHY MAE CLARK

Attachment 5.2-b

Miss Dorothy Clark has offered the items listed in the attachment for use in the Art Department. These items have an estimated value of $75.

The Superintendent recommends acceptance of these items and requests authorization to send a letter of appreciation to Miss Clark.

c. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #75-040

Attachment 5.2-c

#75-040 in the amount of $200: To transfer funds from Consultant Account to Student Hourly Account for student hourly help in the Interior Design Program.

Approval of the above-listed appropriation transfer for internal action is recommended.

d. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #75-041 THROUGH #75-045 AND ADOPTION OF RESOLUTION No. 18

Attachment 5.2-d

#75-041 in the amount of $1,800: To transfer funds from Undistributed Reserve to Hourly Classified to hire temporary clerical help to assist in the screening of student candidates for the Health Occupations Program.

#75-042 in the amount of $375: To transfer funds from Undistributed Reserve to Equipment Account to purchase a printing calculator for the Placement and Financial Aids Office.

#75-043 in the amount of $1,600: To transfer funds from Undistributed Reserve to Field Trip Account to defray costs of the Music Department of the choir's attendance and participation in the Music Educator's Conference in San Francisco.

#75-044 in the amount $2,700: To transfer funds from Undistributed Reserve to Hourly Teachers Account to cover overload assignment of Mr. Dave Williams, Geology.

#75-045 in the amount $2,500: To transfer funds from Undistributed Reserve to Regular Classified Account to fill a temporary full-time classified position to assist the Teacher/Coordinators and the Office of Instruction.

The above-listed budget allocations were approved by the Board of Trustees on February 13, 1975. Therefore, approval of Appropriation Transfers #75-041 through #75-045 and adoption of Resolution No. 18 is recommended.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

e. RECOMMENDED APPROVAL OF AMENDMENT TO INTRA-DISTRICT TRAVEL ALLOWANCE LIST FOR 1974-75

Attachment 5.2-e

Inadvertently, when the list for Work Experience Activities personnel was submitted for approval October 24, 1974, Mr. John Dunn, HRM, had been omitted.

It is recommended that travel allowance be approved for Mr. John Dunn as delineated in the attachment.

f. RECOMMENDED APPROVAL OF LEASE OF REAL PROPERTY WITH FAMILY SERVICE AGENCY

Attachment 5.2-f

Annually, the Board of Trustees has entered into a no-cost lease arrangement with the Family Service Agency for real property to be used as a parking lot.

The Superintendent recommends approval of a no-cost lease with the Family Service Agency as stipulated in Attachment 5.2-f.

g. RECOMMENDED APPROVAL OF SUBSTITUTION OF ELECTRICAL SUBCONTRACTOR FOR THE HUMANITIES BUILDING

Attachment 5.2-g

The general contractor, Don Greene Contractor, Inc., for the Humanities Building, has requested approval of Imperial Electrical Company to replace Murphy Electric Company as electrical subcontractor, due to bankruptcy proceedings by Murphy Electric Company. Attachment 5.2-g includes Don Greene's letter requesting the substitution, DMJM's letter of recommendation, and the Superintendent's letter of notification to Murphy Electric Company. County Counsel has been consulted regarding the substitution process.

The Superintendent recommends approval of Imperial Electrical Company as electrical subcontractor to Don Greene Contractor, Inc., on the Humanities construction contract in lieu of Murphy Electric Company.

h. RECOMMENDED APPROVAL OF PUBLICATION OF ENVIRONMENTAL IMPACT REPORT ROUGH DRAFT FOR THE SANTA BARBARA CITY COLLEGE MASTER PLAN

Attachment 5.2-h

The rough draft of the Environmental Impact Report, authorized by the Board on January 9, 1975, will be completed and printed by March 3, 1975. Attachment 5.2-h indicates the CEQA Flow Chart with staff notations of the status of this project and anticipated dates of future significant events. Guidelines for review require the rough draft be available 10 days prior to the first hearing which is recommended to be March 13, 1975. In addition to making the rough draft available at cost to interested persons, distribution will be made to the State Clearinghouse (20 copies), Water Regional Control Board (1 copy), and City staff (4 copies).

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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. continued:

It is recommended that the Board authorize the publication of the Santa Barbara City College Master Plan Environmental Impact Report rough draft in accordance with District policy and designate March 13, 1975, to be the first hearing of the rough draft.

i. RECOMMENDED APPROVAL OF SUBMITTAL OF APPLICATION FOR PERMIT FROM COASTAL COMMISSION FOR CURRENT PROPOSED CONSTRUCTION PROJECTS

The completion of the Santa Barbara City College Master Plan Environmental Impact Report rough draft will allow application to the Coastal Commission for permits on the following projects:

1. Site Development, Phase I
2. Drama and Music Facilities
3. Children's Center Building
4. Marine Technology Building
5. Access Road – Pershing Park
6. Pershing Park, Phase III

It is recommended that applications for permits be authorized for the above-listed projects.

j. RECOMMENDED APPROVAL OF RESOLUTION No. 17 OF INTENTION TO LEASE REAL PROPERTY

Attachment 5.2-j

County Counsel has advised that the Board adopt a resolution indicating its intention to lease real property, namely, the Children's Center site at Loma Alta Drive and Weldon Road.

It is recommended that Resolution No. 17 be adopted indicating the Board's intention to lease real property.

k. RECOMMENDED APPROVAL OF AGREEMENT FOR LEASE OF REAL PROPERTY

Attachment 5.2-k

At the last Board meeting, the Board of Trustees approved a lease agreement between Eugene F. Kuehnle and Bernadine B. Kuehnle and the District for the lease of the property at Cliff and Weldon. Upon closer scrutiny of the lease by Mr. Kuehnle's attorney, it has been recommended that certain changes in that agreement be made. Mr. Kuehnle's attorney and the County Counsel have agreed to these changes and the administration has studied the recommendations and finds no adverse affect upon the District.

It is recommended that the Board of Trustees approve the Agreement To Lease Real Property contained in Attachment 5.2-k.
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, March 13, 1975 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.