AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

June 26, 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 JUNE 12, 1975

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

a. LETTER FROM SOUTH CENTRAL COAST REGIONAL COMMISSION
   Attachment 1.7-a
   In approving the Drama/Music Building, the South Central
   Coast Regional Commission expressed its concern for aesthetics
   and for energy conservation in construction projects on the
   campus. The letter in Attachment 1.7-a describes the concerns
   of the commission.

b. STATUS OF ENROLLMENT "CAP" IN STATE BUDGET
   Attachment 1.7-b

c. MEMO FROM CHANCELLOR BROSSMAN REGARDING S.B. 236
   Attachment 1.7-c

d. REPORT ON ENROLLMENT FOR 1975 SUMMER SESSION

1.8 RECOMMENDED APPOINTMENT OF DR. DONALD K. SHELVER AS ASSISTANT SECRETARY-CLERK

   Dr. Donald K. Sorsabal, presently serving as Assistant Secretary-
   Clerk to the Board of Trustees will be on leave beginning July 1, 1975
   and has resigned effective June 30, 1976. Dr. David K. Shelver has been
   appointed to the position of Assistant Superintendent, Business Services.

   It is recommended that Assistant Superintendent, Business Services,
   Dr. David K. Shelver, be appointed Assistant Secretary-Clerk for the period
   July 1, 1975 through March 31, 1976.
2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS AND SUBSTITUTES, AND HOURLY INSTRUCTOR FOR CONTINUING EDUCATION DIVISION
Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF INSTRUCTORS AND COUNSELORS FOR SUMMER SESSION
Attachment 2.1-a(2)

(3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
Attachment 2.1-a(3)

b. NON-ROUTINE

(1) RECOMMENDED ACCEPTANCE OF RESIGNATION: KATHLEEN L'AMOREAUX, TEACHER, CHILDREN'S CENTER, EFFECTIVE JUNE 20, 1975
Attachment 2.1-b(1)

(2) RECOMMENDED ACCEPTANCE OF RESIGNATION: MARILYN STATUCKI, HEAD TEACHER, CHILDREN'S CENTER, EFFECTIVE JUNE 28, 1975
Attachment 2.1-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: GERALD CLOUSER, INSTRUCTOR, MARINE DIVING TECHNOLOGY, VOCATIONAL/TECHNICAL, NEW POSITION, EFFECTIVE 9/3/75 (1975-76 SCHOOL YEAR)
Attachment 2.1-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: JUDITH MEYER, INSTRUCTOR, BIOLOGY/MICROBIOLOGY, LIFE SCIENCE, REPLACING R. HERNANDEZ, EFFECTIVE 9/3/75 (1975-76 SCHOOL YEAR)
Attachment 2.1-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT: MARIE P. PETERS, INSTRUCTOR, MEDICAL ASSISTING, HEALTH OCCUPATIONS DEPT., 7/10 CONTRACT, (SABBATICAL REPLACEMENT), EFFECTIVE 9/3/75 (1975-76 SCHOOL YEAR)
Attachment 2.1-b(5)

(6) RECOMMENDED APPROVAL OF APPOINTMENT: OSCAR BUCHER, INSTRUCTOR, CERAMICS/GLASSBLOWING, FINE ARTS, (PENDING FUNDING), EFFECTIVE 9/3/75 (1975-76 SCHOOL YEAR)
Attachment 2.1-b(6)
2. PERSONNEL – continued:

2.1 CERTIFICATED PERSONNEL – continued:

b. NON-ROUTINE – continued:

(7) RECOMMENDED APPROVAL OF APPOINTMENT: BARBARA J. HABLOW, INSTRUCTOR, MUSIC, FINE ARTS (PENDING FUNDING), EFFECTIVE 9/3/75 (1975-76 SCHOOL YEAR)

Attachment 2.1-b(7)

(8) RECOMMENDED APPROVAL OF APPOINTMENT: SUZANNE MEDINA, INSTRUCTOR, ENGLISH AS A SECOND LANGUAGE (HALF-TIME – PENDING FUNDING), EFFECTIVE 9/3/75 (1975-76 SCHOOL YEAR)

Attachment 2.1-b(8)

(9) RECOMMENDED APPROVAL OF APPOINTMENT: JOE RODRIGUEZ, INSTRUCTOR, WELDING, APPLIED SCIENCE AND TECHNOLOGY, (PENDING FUNDING), EFFECTIVE 9/3/75 (1975-76 SCHOOL YEAR)

Attachment 2.1-b(9)

(10) RECOMMENDED APPROVAL OF APPOINTMENT: JANE SPIRA, INSTRUCTOR, BASIC SKILLS (HALF-TIME) ENGLISH, (PENDING FUNDING), EFFECTIVE 9/3/75 (1975-76 SCHOOL YEAR)

Attachment 2.1-b(10)

(11) RECOMMENDED APPROVAL OF APPOINTMENT: ELVIRA TAFOYA, INSTRUCTOR, ETHNIC STUDIES, AMERICAN ETHNIC STUDIES (TEMPORARY POSITION), EFFECTIVE FALL SEMESTER, 1975 (PENDING FUNDING)

Attachment 2.1-b(11)

(12) RECOMMENDED ADOPTION OF RESOLUTION No. 31, CERTIFYING THE EMINENCE OF OSCAR A. BUCHER FOR THE CALIFORNIA COMMUNITY COLLEGE EMINENCE CREDENTIAL

Attachment 2.1-b(12)

A need exists for a teacher in the subject matter field of Ceramics/Glassblowing. Now that the Humanities Building is completed, such courses may be offered within the Art Department.

Mr. Oscar A. Bucher has demonstrated and is recognized widely as a person of superior knowledge and skill in the field of Ceramics/Glassblowing as determined by his professional reputation.

It is recommended, therefore, that Resolution No. 31 be adopted certifying to the eminence of Mr. Bucher for purposes of obtaining a California Community College Eminence Credential.
2. Personnel - continued:

2.1 Certificated Personnel - continued:

b. Non-Routine - continued:

(13) RECOMMENDED ADOPTION OF CERTIFICATED PERSONNEL POLICY ON REDUCED WORKLOAD CREDITED TOWARD RETIREMENT AS IF FULLY EMPLOYED

Attachment 2.1-b(13)

AB 3339, signed by the Governor in 1974, became effective in January, 1975. The new law permits governing boards to establish rules and regulations which allow certificated employees to reduce their workload from full-time to part-time. It permits members of the State Teachers' Retirement System who are part-time employees to have retirement benefits based on full-time employment if the employee and the employer both elect to make contributions required for full-time employment. It limits such provisions to a period of five years of such part-time status.

Attachment 2.1-b(13) contains proposed rules and regulations to implement such a procedure in the Santa Barbara Community College District.

Adoption of the proposed rules and regulations is recommended.

(14) RECOMMENDED APPROVAL OF ADJUSTMENTS IN SALARY AND PERSONNEL BENEFITS FOR CERTIFICATED PERSONNEL

Enclosure #1

Enclosure #1 contains recommendations regarding Certificated Salary and Benefit Adjustments for 1975-76. These have been developed through discussions between the Superintendent-President and representatives of the Instructors' Association, the Continuing Education Instructors' Association, and the Administrators' Salary Committee.

It is recommended that Certificated Salary and Personnel Benefits Adjustments for 1975-76 be approved as described in Enclosure #1.

2.2 Classified Personnel

a. Routine

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENT

Attachment 2.2-a(1)

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

Attachment 2.2-a(2)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED ACCEPTANCE OF RESIGNATION: MARIAN A. JOHNSON, PROGRAM PLANNING ASST., CONTINUING EDUCATION DIVISION, EFFECTIVE JUNE 30, 1975
Attachment 2.2-b(1)

(2) RECOMMENDED ACCEPTANCE OF RESIGNATION: DIANE M. WARD, FIN. AIDS CLK., PLACEMENT & FINANCIAL AIDS DEPT., EFFECTIVE 7/4/75
Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF LONGEVITY INCREMENTS: HELEN C. CAPES, (10 YEARS), and DORIS A. SOFAS (15 YEARS), EFFECTIVE 7/1/75 and 9/1/74, RESPECTIVELY
Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF PROFESSIONAL GROWTH INCREMENTS: BETTY R. ROWLEY and CECILIA TATTSCH, EFFECTIVE 7/1/75
Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF EMPLOYMENT OF CLASSIFIED PERSONNEL FOR 1975-76, EFFECTIVE JULY 1, 1975
Attachment 2.2-b(5)

(6) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: LILY C. GLOCKER, INT.TYP.CLK., ADMISSIONS & RECORDS, APPROX. 6-8 WEEKS, EFFECTIVE 6/16/75
Attachment 2.2-b(6)

(7) RECOMMENDED APPROVAL OF NEW POSITION, BOOKSTORE CASHIER, CAMPUS BOOKSTORE, EFFECTIVE 8/1/75
Attachment 2.2-b(7)

(8) RECOMMENDED CHANGE OF STATUS FOR LOIS M. WHITTAKER, BOOKSTORE CASHIER
Attachment 2.2-b(8)

Mrs. Lois Whittaker has requested a reduction in assignment from 12 to 11 months and from full to 5/8 time. This is convenient to the District in terms of a re-organization in the Bookstore.

Approval of this change of status for Lois M. Whittaker is recommended.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(9) RECOMMENDED APPROVAL OF NEW JOB DESCRIPTION FOR POSITION OF STATISTICAL CLERK, INSTRUCTION OFFICE

Attachment 2.2-b(9)

On February 13, 1975 a temporary position of Statistical Clerk was approved for work with the Administrative Dean of Instruction and the Teacher/Coordinators. The position was subject to further evaluation which has been completed. On May 12, 1975, the Representative Council recommended approval of the position of Statistical Clerk as permanent, subject to scrutiny and possible revision at the time the Teacher/Coordinator functions are evaluated. Minor revisions in the job description are recommended at this time as indicated in the attachment.

It is recommended that the new job description for the position of Statistical Clerk be approved.

(10) RECOMMENDED APPROVAL OF EXTENSION OF TEMPORARY APPOINTMENT OF KATHLEEN TAIT AS STATISTICAL CLERK, INSTRUCTION OFFICE

Attachment 2.2-b(10)

It has been recommended that the position of Statistical Clerk be made a regular position. The position has a relatively high ranking among the priorities of the Resources Allocation Review Board. If recommendations regarding the budget are approved, the position will be funded for next year on a regular basis and should be filled on a regular basis. The position should be continued on a temporary basis until these decisions are made and so that recruiting and selection for the permanent position may occur.

It is recommended, therefore, that the temporary appointment of Kathleen Tait as Statistical Clerk be extended from July 1, 1975 through July 31, 1975.

(11) RECOMMENDED CHANGE IN CLASSIFIED PERSONNEL POLICY 1614

Attachment 2.2-b(11)

A proposed revision in the policy regarding derogatory data as related to Classified Personnel has been prepared as approved by the Personnel Office and representatives of CSEA.

It is recommended that the change in policy be approved as indicated.
Agenda - Regular Meeting
Board of Trustees - SBCCD
June 26, 1975

2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(12) RECOMMENDED APPROVAL OF RECLASSIFICATION OF POSITION OF PUBLICATIONS COORDINATOR

Attachment 2.2-b(12)

A classification study has been completed of the position of Publications Coordinator held by Mr. Robert Reilly. A copy of the report is contained in the attachment.

It is recommended that the position be re-classified as indicated from Range 30 to Range 36.

(13) RECOMMENDED APPROVAL OF RETIREMENT OF THERON BARNES, AUDIO-VISUAL ASSISTANT, LIBRARY, EFFECTIVE SEPTEMBER 30, 1975

Attachment 2.2-b(13)

Mr. Theron Barnes, Audio-Visual Assistant, wishes to retire after 16 years of service in the Santa Barbara High School and Community College Districts. He will be missed by every member of the faculty and every member of the staff.

It is recommended that his retirement be approved, effective September 30, 1975.

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 REPORT ON SURVEY OF WOMEN STUDENTS

Enclosure #2

A survey questionnaire was sent to a random sample of 600 women students enrolled in the Spring semester, 1975, to determine the need for additional child care facilities and other needs.

Mr. Burton Miller will be present to discuss the results of the survey.

4. CURRICULUM AND INSTRUCTION

No items
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. P45-2668 through and including P45-2800.

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 A CARBON DIOXIDE SCRUBBER AND A SPACE CANISTER FROM LINDBERGH-HAMMER ASSOCIATES, INC.

Attachment 5.2-a

Mr. John Sherman of Lindbergh-Hammer Associates, Inc., has offered the equipment mentioned above for use in the Marine Tech Program. This equipment has an estimated value of $1,395.

The Superintendent recommends acceptance of the gift of equipment and requests authorization to send a letter of appreciation to Mr. John Sherman and Lindbergh-Hammer Associates, Inc.

b. RECOMMENDED ACCEPTANCE OF DECK DECOMPRESSION CHAMBER FROM OCEAN SYSTEMS, INC.

Attachment 5.2-b

Attachment 5.2-b contains correspondence between Mr. Ramsey Parks and Mr. David H. Watts of Ocean Systems, Inc., regarding the offer to donate to the District a double-lock deck decompression chamber.

It is recommended that the donation be accepted with the stipulations set forth and that the staff be authorized to send a letter of appreciation.

c. RECOMMENDED ACCEPTANCE OF SUPPLEMENTARY FUNDS FOR THE 1974-75 EOPS PROJECT

Attachment 5.2-c

On June 10, 1975, the college was informed by the Chancellor of the California Community Colleges that its 1974-75 EOPS Project had been allocated an additional $5,000. Attachment 5.2-c shows that State participation in Santa Barbara City College's 1974-75 EOPS Project totals $50,978.

It is recommended that the additional allocation of $5,000 to the 1974-75 EOPS Project be accepted.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. RECOMMENDED ACCEPTANCE OF GRANT FROM THE CALIFORNIA COUNCIL FOR THE HUMANITIES IN PUBLIC POLICY

Attachment 5.2-d

The California Council for the Humanities in Public Policy has announced the award of a $6,000 grant to Santa Barbara City College pending notification of the Council's grant from the National Endowment for the Humanities. This grant will be used to produce a lecture series and workshop having the theme, Re-storing Confidence in Government. Equal cash and/or in-kind matching is required from the District. It is estimated that the cash portion will be about $2,100.

The Superintendent recommends acceptance of this grant.

e. RECOMMENDED APPROVAL OF CONSULTANT, DON SEAVER, CORRECTIONAL SCIENCE WORK EXPERIENCE SUMMER PROJECT

Attachment 5.2-e

Mr. Don Seaver will be developing a Work Experience curric-ulum and identifying work stations throughout Santa Barbara County which have correctional institutions and which will serve the cor-rectional science students during the coming Fall semester. A full written report will be submitted upon completion of the pro-ject.

It is recommended that Don Seaver be approved as a consultant.

f. RECOMMENDED AUTHORIZATION TO ENTER INTO AN AGREEMENT REGARDING INSTITUTIONAL PARTICIPATION IN THE GUARANTEED STUDENT LOAN PROGRAM

Attachment 5.2-f

On February 20, 1975, new and revised regulations for the Guaranteed Student Loan Program were published. Basically these are changes in the name and in certain policies of the program formerly known as the Federally Insured Student Loan Program, a program in which the college has participated for several years. No additional costs to the District are incurred. Attachment 5.2-f is an "Agreement Regarding Institutional Participation in the Guaranteed Student Loan Program".

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

5.2 NON-ROUTINE - continued:

g. RECOMMENDED BUDGET ADJUSTMENTS BASED UPON RESOURCES ALLOCATION REVIEW BOARD (RARB) PRIORITY LIST

Enclosure #3

Enclosure #3 contains the final Resources Allocation Review Board prioritization of items recommended for funding for 1975-76 together with recommendations regarding which of those items to include in the Publication Budget.

It is recommended that budget items totalling $410,000 be approved as described and included in the Publication Budget.

h. RECOMMENDED APPROVAL OF THE TENTATIVE BUDGET

At the June 12 meeting of the Board, the proposed Tentative Budget was submitted for review. Dr. Sorsabal will discuss the Tentative Budget at the meeting.

The Superintendent recommends approval of the Tentative Budget and authorization for the Administration to submit it to the County Superintendent.

f. RECOMMENDED APPROVAL OF CONSTRUCTION INSPECTION FOR THE VOCATIONAL TECHNOLOGY BUILDING

Attachment 5.2-i

Bids were received for the Drama/Music Facilities on June 19, 1975, and construction is anticipated to start by June 26, 1975. Mr. Harvey Bagley, District Inspector, will be assigned to handle the inspection of this major project. It will, therefore, be necessary to hire a qualified inspector acceptable to the Vocational Technology project architect and the Office of Architecture and Construction (OAC). Several inspectors have been considered by the District staff in conjunction with Daniel, Mann, Johnson, and Mendenhall, and OAC. Attachment 5.2-i includes a letter of recommendation and background for Mr. James H. Evans, a past inspector for the Lompoc Unified School District.

The Superintendent recommends approval of the appointment of James H. Evans as a professional expert, construction inspector, for the Vocational Technology Building, contingent upon approval of Daniel, Mann, Johnson, and Mendenhall and the Office of Architecture and Construction.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

j. CONSIDERATION OF LOW BID AND AUTHORIZATION TO AWARD CONTRACT FOR CONSTRUCTION OF SPECIALIZED THEATRICAL SYSTEMS FOR THE DRAMA/MUSIC FACILITIES

Attachment 5.2-j

Bids will be received on June 24, 1975, for the specialized theatrical systems portion of the Drama/Music Facilities. These systems include: platform rigging, platform drapery and tracks, concert shell, and main theater sound and communications system. Attachment 5.2-j includes the anticipated construction schedule, the State-approved budget and the architects' current estimate of cost.

Staff will report on the results of the bidding and recommend acceptance and authorization to award contract for construction of specialized theatrical systems for the Drama/Music Facilities.

6. GENERAL INFORMATION

6.1 NOTICE OF APPROVAL OF GRANT PROPOSAL FOR ACCTION PROGRAM FUNDED UNDER TITLE III

Attachment 6.1

Attachment 6.1 is a letter informing the District that Santa Barbara City College has been approved as one of 115 institutions to participate in a Program under Title III, Developing Institutions, sponsored by ACCT.

This will mean the special services, workshops, and programs will be shared by the participating colleges. Santa Barbara City College will be participating with colleges in the area of Student Services.

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

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, July 10, 1975 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.