AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

July 10, 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 JUNE 19, 1975
   MINUTES OF REGULAR MEETING OF JUNE 26, 1975
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. REPORT FROM CHANCELLOR'S OFFICE INCLUDING NOTICE OF DELETION OF
         STATE FUNDS FOR MARINE TECH FACILITY
         Attachment 1.7-a
         Attachment 1.7-a is a report from Chancellor Brossman on the
         final State Budget for 1975-76. It notes that the Governor "blue
         penciled" capital outlay projects including the District's Marine
         Technology Facility.

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTOR
             Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF ADDITIONAL SUMMER SESSION FACULTY
             FOR 1975
             Attachment 2.1-a(2)
         (3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
             Attachment 2.1-a(3)
2. PERSONNEL - continued:

2.1 CERTIFIED PERSONNEL - continued:

b. NON-Routine

(1) RECOMMENDED DESIGNATION OF CERTIFICATED MANAGEMENT POSITIONS

Attachment 2.1-b(1)

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: Assistant Dean, Admissions; Assistant Dean, Student Activities; Coordinator, Student Services; Coordinator, Media Instructional Services; and Director, Tutorial Services.

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

(2) RECOMMENDED APPROVAL OF PART-TIME CONTRACTUAL STATUS TO BE CREDITED FOR FULL-TIME RETIREMENT FOR MAXINE WAUGHTELL

Attachment 2.1-b(2)

In accordance with the provisions of Education Code Sections 13337.7 and 14009 and, in accordance with District policy adopted on June 26, 1975, Ms. Maxine Waughtell has requested part-time contract status to be credited toward full-time retirement.

It is recommended that her request be approved, that her contractual status be reduced to 3/5 effective September 3, 1975, and that her retirement and benefit status be continued in accordance with Education Code Sections 13337.7 and 14009 as implemented in Board policy.

(3) RECOMMENDED ACCEPTANCE OF PARTIAL RESIGNATION: MIRIAM DEWITT, ASSOCIATE PROFESSOR, ENGLISH, FROM FULL-TIME TO 3/5 CONTRACT, 1975-76 SCHOOL YEAR, EFFECTIVE 9/3/75

Attachment 2.1-b(3)

(4) RECOMMENDED APPROVAL OF CHANGE IN CONTRACT: JANE SPIRA, INSTRUCTOR, BASIC SKILLS, ENGLISH, FROM HALF-TIME TO FULL-TIME CONTRACT, 1975-76 SCHOOL YEAR, EFFECTIVE 9/3/75

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

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY, AND HOURLY FOR CONTINUING EDUCATION DIVISION

Attachment 2.2-a(1)

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

Attachment 2.2-a(2)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF EMPLOYMENT OF HOURLY CLASSIFIED PERSONNEL FOR 1975-76, EFFECTIVE JULY 1, 1975

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF EMPLOYMENT OF HOURLY APPOINTMENTS, CONTINUING EDUCATION DIVISION, FOR 1975-76, EFFECTIVE 7/1/75

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF CHANGES IN EMPLOYEE HOURS OF WORK AS RECOMMENDED BY RARB AND AUTHORIZED BY THE BOARD OF TRUSTEES IN THE 1975-76 BUDGET

Attachment 2.2-b(3)

As authorized in the 1975-76 RARB funding priority list, Jeanne Labbitt, Judith Miller, Robert Reilly, Naomi Sullwold, Ardith Liercke, and Diane Ward will have their hours of work extended as indicated in the attachment.

It is recommended that the assignments be increased as indicated.

(4) RECOMMENDED APPROVAL OF TEMPORARY, SHORT-TERM POSITION: HUMAN RELATIONS ASSISTANT (CAREER DEVELOPMENT-EOPS), RANGE 33, EFFECTIVE 9/8/75 TO 5/28/76

Attachment 2.2-b(4)

Requests for special funding have included requests for a position to assist in the Career Development office. The position will be funded one-half by the Extended Opportunity Program and Services (EOPS) and one-half by the Vocational Education Act, Part A Proposal (VEA). The VEA portion is pending approval. The position is designed to work with EOPS students in the Career Development facility. The duties include providing career counseling for students, administering appropriate tests and providing employment placement service for students leaving the EOPS program. The position is defined as "temporary, short-term" and will not acquire employment permanency.

It is recommended that the temporary, short-term position of Human Relations Assistant (Career Development-EOPS) be approved as described.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTE - continued:

(5) RECOMMENDED APPROVAL OF CHANGE IN EFFECTIVE DATE OF RESIGNATION FOR DIANE WARD, FINANCIAL AIDS CLERK, FROM 7/4/75 TO 7/18/75

Attachment 2.2-b(5)

At the request of Diane Ward, the effective date of her previously-approved resignation will be changed from July 4 to July 18, 1975.

It is recommended that approval be given for the change in date as requested.

(6) RECOMMENDED APPROVAL OF RECLASSIFICATION OF POSITION OF FOOD SERVICES SUPERVISOR (49) TO LABORATORY TEACHING ASSISTANT (37)

Attachment 2.2-b(6)

A review by the Personnel Department of the position of Food Services Supervisor indicates that the duties and responsibilities of the incumbent, Mr. Jon Harris, are more accurately described as a Laboratory Teaching Assistant. A report on this review is contained in the attachment.

It is recommended that the position of Food Services Supervisor (49) be abolished and reclassified downward to the position of Laboratory Teaching Assistant (HRM) (37). The salary of the incumbent will remain unchanged and will be "Y" rated in accordance with the District's Classified Rules & Regulations 1316 and 1334.12.

(7) RECOMMENDED APPROVAL OF TERMINATION: EDWARD DOMINGUEZ, CUSTODIAN, FACILITIES & OPERATIONS DEPT., EFFECTIVE JULY 8, 1975

Attachment 2.2-b(7)

Mr. Edward Dominguez has been on a medical leave of absence since December 18, 1974 as a result of injuries received while working with a construction company. The District approved several extensions to the leave, and, when it appeared likely that Mr. Dominguez would not be able to return to work, he was notified by the Personnel Director of his final leave extension and possible termination.

Mr. Dominguez notified the District's Personnel Director on July 1, 1975, that he will be unable to return to work on July 8, and that a medical report so indicating will be sent to the District.

It is recommended that Mr. Dominguez be terminated and placed on a re-employment list for 39 months in accordance with Education Code Section 13651.5.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(8) RECOMMENDED APPROVAL OF APPOINTMENTS FOR COMMUNITY SERVICES PASSING LEAGUE

Attachment 2.2-b(8)

Funds have been made available for a Community Services Passing League Project for a football training program. Mr. Chris Pagliaro, a District Coach/Counselor, will coach the games (averaging two games per night) and will have five (5) student assistants. The personnel listed in the attachment will be paid by B-warrant system.

It is recommended that approval of these appointments be given.

(9) RECOMMENDED APPROVAL OF NEW POSITION AND JOB DESCRIPTION, RANGE 42, $1,060-$1,288

Attachment 2.2-b(9)

One of the Board-approved 1975-76 budget funding items was for a Journeymen Printer to work in the Graphics Production Department providing needed assistance to the Graphics Production Manager on a permanent basis. The job description in the attachment reflects the duties and responsibilities of the new position with appropriate classification at Range 42. In determining the salary range, consideration was given to comparable ranges for printers doing similar work in the local area.

It is recommended that the new position and job description be approved.

(10) RECOMMENDED APPROVAL OF APPOINTMENT: JOSEPH J. LEON, CUSTODIAN, FACILITIES & OPERATIONS (NEW POSITION), EFFECTIVE 7/11/75

Attachment 2.2-b(10)

(11) RECOMMENDED APPROVAL OF APPOINTMENT: LAURO S. ORTIZ, CUSTODIAN, FACILITIES & OPERATIONS (REPLACE E. DOMINGUEZ), EFFECTIVE 7/11/75

Attachment 2.2-b(11)

(12) RECOMMENDED APPROVAL OF APPOINTMENT: RICARDO C. VALENZUELA, CUSTODIAN, FACILITIES & OPERATIONS (REPLACE J. BELKOWSKI), EFFECTIVE 7/21/75

Attachment 2.2-b(12)

(13) RECOMMENDED APPROVAL OF APPOINTMENT: SARAH J. PAQUETTE, FINANCIAL AIDS CLERK, PLACEMENT & FINANCIAL AIDS (REPLACING D. WARD), EFFECTIVE 7/28/75

Attachment 2.2-b(13)
3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF THE 1975-76 CO-CURRICULAR BUDGET

Attachment 3.2

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. Attachment 3.2 contains the comparative budgets for co-curricular activities from the past several years.

The Superintendent recommends approval of the Co-curricular Budget for 1975-76.

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. P45-2801 through and including P45-2873.

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. 12, VOCATIONAL TECHNOLOGY BUILDING PROJECT, J. W. BAILEY CONSTRUCTION CO., CONTRACTOR, FOR THE PERIOD ENDING JULY 1, 1975

Attachment 5.2-a

b. RECOMMENDED ACCEPTANCE OF GIFT OF 42 BOOKS FROM MRS. LESLIE H. NORINS

Attachment 5.2-b

Mrs. Leslie Norins has offered 42 books to be used in the Nursing Program and by the Associated Students. These books have an estimated value of $150.

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

5.2 NON-ROUTINE - continued:

c. RECOMMENDED ACCEPTANCE OF GIFT OF 216 BOOKS FROM DR. ROLAND A. JEFFERSON

Attachment 5.2-c

Dr. Roland Jefferson has offered 216 medical and psychology books to the college for the use of the Psychology Department and the Health Occupations Department. The books have an estimated value of $450.

The Superintendent recommends acceptance of the gift of 216 books and requests authorization to send a letter of appreciation to Dr. Roland A. Jefferson.

d. RECOMMENDED ACCEPTANCE OF GRANT FOR LIBRARY RESOURCES UNDER TITLE II-A, HIGHER EDUCATION ACT OF 1965

Attachment 5.2-d

The College has been notified of the award of $3,918 under Title II-A of the Higher Education Act of 1965 for the purchase of materials for the library. No matching funds are required.

Acceptance of the grant of $3,918 is recommended.

e. RECOMMENDED ACCEPTANCE OF INSTRUCTIONAL EQUIPMENT GRANT UNDER TITLE VI-A OF THE HIGHER EDUCATION ACT OF 1965

Attachment 5.2-e

The College has been notified of the approval of its application for a grant under Title VI-A, Category I, of the Higher Education Act of 1965. The grant is in the amount of $5,729. Matching funds of $5,730 are required. This grant is to purchase laboratory equipment for Life Sciences, and audiovisual equipment to provide a multi-media capability in room PS #101. It, also, provides some money for electrical modifications in the Physical Sciences Building to accommodate the A-V equipment.

The Superintendent recommends acceptance of the grant of $5,729.

f. RECOMMENDED APPROVAL OF DESTRUCTION OF RECORDS

It is requested that staff be given permission to submit a letter to the Historian, State Archives to forward the following Class 2 and 3 documents, or be given permission for their destruction. These records have been retained for the legal period of time as per Article 2, Sections 3015 through 3019 of Title V, Administrative Code.

1. Purchase Orders 1964 - 1969
2. Requisitions 1964 - 1969
3. E. Certificated Employment Applications 1973

It is recommended that approval be given for submission of the letter.
5. BUSINESS SERVICES - continued:

5.2 NON ROUTINE - continued:

g. RECOMMENDED ADOPTION OF RESOLUTION No. 1 REGARDING FISCAL SUPPORT FOR CONTINUING EDUCATION

Attachment 5.2-g

On August 31, 1973, the Board of Trustees adopted Resolution No. 3 (1973-74) which described policy regarding fiscal support of Continuing Education. It is believed that the policy should be amended to allocate funds for Continuing Education on the basis of ADA generated. Attachment 5.2-g contains Resolution No. 1 which will clarify this procedure. In the attachment, also, is language which will be inserted in Resources Allocation Review Board Procedures to implement the policy if the new policy is approved.

Adoption of Resolution No. 1 is recommended.

h. RECOMMENDED APPROVAL OF SALE OF LANGUAGE LAB EQUIPMENT

The College has recently purchased new language lab equipment which is to be installed at the end of the Summer Session. Unsuccessful attempts have been made to lease the old equipment to the Santa Barbara City Schools. The San Ramon Unified District has offered to purchase the equipment as is, where is, at the end of the Summer Session.

The Superintendent recommends the disposal of the language lab equipment as allowed under the terms of Education Code 16201.

i. REVIEW OF GRANT ACTIVITY DURING FISCAL YEAR 1974-75

Enclosure #1

Enclosure #1 is a summary of grant activity in the College between July 1, 1974 and June 30, 1975.

Mr. Burt Miller will be present to respond to questions.

j. RECOMMENDED APPROVAL OF MEDICAL CARRIERS FOR 1975-76

Attachment 5.2-j

Attachment 5.2-j contains recommendations from the Personnel Benefits Committee. At this time, it is appropriate to make decisions regarding medical insurance carriers for the period of October 1, 1975 to September 30, 1976.

No change is suggested in medical insurance carriers with the continuation of a choice between the Blue Cross Foundation Plan and the Mission Medical Prepaid Plan.

It is recommended that the District enter into contractual agreements with Blue Cross and Mission Medical to provide medical coverage plans for the employees of the District for 1975-76.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED APPROVAL OF LEASE AT THE SANTA BARBARA AIRPORT AT YEARLY RENTAL OF $1

Attachment 5.2-k

It is recommended that the Board authorize staff to enter into a lease for storage space at the Santa Barbara Airport for a one-year period beginning June 15, 1975 at the yearly rental of $1 with Youth Theatre Productions, Inc., and Alhecama Players as co-lessees, the City of Santa Barbara as lessor.

l. RECOMMENDED APPROVAL OF LEASE FOR 629 CORONEL PLACE FOR THE CHILDREN'S CENTER

Enclosure #2

Enclosure #2 contains the lease agreement for the Children's Center located at 629 Coronel Place. There has been no change in the contract for the lease agreement between the 1974-75 year and the proposed 1975-76 year. The lease price remains at $650 per month.

The Superintendent recommends approval of the lease agreement contained in Enclosure #2.

m. RECOMMENDED APPROVAL OF JOINT USE AGREEMENT WITH THE SANTA BARBARA MUSEUM OF NATURAL HISTORY

Enclosure #3

On June 12, 1975, the Board of Trustees approved the acceptance of a grant in the amount of $13,400 from the National Science Foundation to purchase planetarium equipment in support of the College's Astronomy Program. The equipment is planned to be installed in the Gladwin Planetarium at the Santa Barbara Museum of Natural History. Since both the Museum and the College will use the building and equipment, it is felt that a joint-use agreement is advisable to define the rights and responsibilities of each agency. A proposed agreement is contained in Enclosure #3. This agreement has been reviewed and approved by County Counsel's office.

Approval to enter into this agreement with the Museum of Natural History is recommended.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

n. RECOMMENDED APPROVAL OF EXTRA SERVICES TO THE ARCHITECTURAL CON-
TRACT WITH JOHN ROBERT HENDERSON, ARCHITECT FOR THE ADMINISTRATION
BUILDING RENOVATIONS

Attachment 5.2-n

The 1973-74 program under contract with the Dept. of Rehabili-
tation for removal of architectural barriers for $80,000 was supple-
mented by an additional $20,100 for the 1974-75 program. The archi-
etteural services required for the 1973-74 program were included
as extra services to John Robert Henderson. It is, therefore, re-
commended that the 1974-75 program also be included as extra ser-
tices to Mr. Henderson's contract (Administration Building Renova-
tions).

It is, further, recommended that the modifications to Physical
Science #101 (Audio-visual booth) be added as extra services to this
contract.

The Superintendent recommends approval of extra services to the
architectural contract with John Robert Henderson, architect for the
Administration Building Renovations, in accordance with Attachment
5.2-n at a cost not to exceed $2,549.

o. RECOMMENDED ACCEPTANCE OF BID FROM RICHARDSON VENDING SERVICE FOR
VENDING SERVICE ON CAMPUS

The commission schedules for the two companies bidding were
as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Richardson</th>
<th>Servovation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hot Drinks</td>
<td>23%</td>
<td>15%</td>
</tr>
<tr>
<td>Carbonated Beverages</td>
<td>30%</td>
<td>15%</td>
</tr>
<tr>
<td>Cigarettes</td>
<td>15%</td>
<td>15%</td>
</tr>
<tr>
<td>Candy, Gum, Mints</td>
<td>18%</td>
<td>15%</td>
</tr>
<tr>
<td>Ice Cream</td>
<td>15%</td>
<td>10%</td>
</tr>
<tr>
<td>Cans, Soft Drink Machine</td>
<td>15%</td>
<td>10%</td>
</tr>
</tbody>
</table>

On the figures submitted for computing the bid, the difference
was: Richardson - $563.04 vs $396.35 for Servovation.

The Superintendent recommends acceptance of the bid from
Richardson Vending Service and requests authorization for staff
to sign a contract in conformance with the bid conditions.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

p. NOTIFICATION OF FUNDING FOR 1975-76 UNDER PARTS A, B, F. AND H, VOCATIONAL EDUCATION ACT

Attachment 5.2-p

The District has received notification of financial assistance under the Vocational Education Amendments of 1968, as follows:

1) VEA, Part A: Assistance for fiscal year 1975-76 under Part A, Section 102(b), P.L. 90-576 (Vocational Education for the Disadvantaged) has been approved for a total of $18,000.

2) VEA, Part B: Assistance for Part B, VEA, has been approved for $135,902.

3) VEA, Part F: Assistance under Part F (Consumer and Homemaking Education) has been approved for $7,605.

4) VEA, Part H: Financial assistance under Part H (Work Study) P.L.90-576 (Vocational Education) has been approved for a total of $5,677.

This is presented as information. No action is required. All of the entitlements are subject to availability of federal funds.

q. RECOMMENDED ACCEPTANCE OF ALLOCATION IN THE AMOUNT OF $65,826 FOR VETERANS' COST-OF-INSTRUCTION PROGRAM FOR 1975-76 FISCAL YEAR

Attachment 5.2-q

Attachment 5.2-q indicates that the Santa Barbara Community College District has been allocated $65,826 from the Department of Health, Education and Welfare to improve its services to veterans. At least 75% of the funds must be used directly in the provision of a full-time veterans' office and related services. Any surplus remaining after the provision of such services may be used to assist the college to defray instructional expenses in academically related programs. No District funds are required for matching purposes.

The Superintendent recommends acceptance of $65,826 from the Department of Health, Education and Welfare for the Veterans' Cost-Of-Instruction Program for 1975-76.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

r. RECOMMENDED APPROVAL OF 1975-76 PUBLICATION BUDGET

Enclosure #4

Enclosure #4 contains the proposed 1975-76 Publication Budget. It will be discussed at the meeting.

Approval of the 1975-76 Publication Budget is recommended.

6. GENERAL INFORMATION

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

7. ADJOURNMENT

It is necessary to hold a public hearing on the budget during the first week of August. It has been customary to cancel the first regular meeting in August and call a special meeting on the first Thursday.

A decision regarding the August meeting schedule may be made on July 24.

The next regular meeting of the Board of Trustees is scheduled for Thursday, July 24, 1975 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.