AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

May 26, 1977

3:00 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 - Item 2.3-a
1.5 MINUTES OF REGULAR MEETING OF MAY 12, 1977
1.6 HEARING OF CITIZENS
1.7 COMMUNICATIONS
   a. INTRODUCTION OF MR. HERMAN ROSS, PRESIDENT-ELECT, ASSOCIATED STUDENTS
   b. INTRODUCTION OF MR. JOHN KAY, PRESIDENT-ELECT, ACADEMIC SENATE
   c. REPORT ON CCJCA BOARD OF DIRECTORS' MEETING, MAY 13-14, 1977

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL
   a. ROUTINE
      (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTOR (DAY), SPRING 1977 SEMESTER
      Attachment 2.1-a(1)
      (2) RECOMMENDED APPROVAL OF CONSULTANTS, CONTINUING EDUCATION DIVISION
      Attachment 2.1-a(2)
      (3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
      Attachment 2.1-a(3)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL FOR CERTIFICATED PERSONNEL FOR 1977 SUMMER SESSION

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF PROCEDURES FOR SELECTION OF CERTIFICATED FACULTY, COUNSELORS, LIBRARIANS

Attachment 2.1-b(2)

Attachment 2.1-b(2) contains proposed new procedures for selection of certificated faculty, counselors, and librarians.

The Board of Trustees' Subcommittee on Educational Policies reviewed the policy on May 10, made modifications, and recommends approval of the procedures.

(3) RECOMMENDED APPROVAL OF CHANGE IN PROCEDURES FOR SELECTION OF CERTIFICATED ADMINISTRATORS

Attachment 2.1-b(3)

Current procedures for recruitment and selection of certificated administrators provide for participation on screening and interview committees of students, faculty, classified employees and administrators. The policy provides, further, that classified employees be appointed by the President of CSEA. This is no longer appropriate, as not all classified employees are in the CSEA Unit.

The procedures refer, also, to Division Chairmen. It is more appropriate now to refer to Cluster Leaders.

It is recommended, therefore, that the changes in Attachment 2.1-b(3) for procedures for selection of certificated administrators be approved.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(4) RECOMMENDED APPROVAL OF CHANGE OF TITLE AND DUTIES OF ASSISTANT DEAN, EVENING DIVISION AND SUMMER SESSION

Attachment 2.1-b(4)

As a result of the forthcoming retirement of Mr. Wenzlau, the position of Assistant Dean, Evening Division and Summer Session, has been reviewed.

It is proposed that the title of the position be changed to Assistant Dean, Instructional Operations, and the responsibilities be broadened considerably to include a general responsibility for instructional operations including scheduling of classes and facilities for all elements of the credit program. This would be added to the responsibilities already assigned for supervising Evening Division, Summer Session, Educational Television, and Saturday classes. A draft of a job description is in the attachment.

It is recommended that approval be given for a change in the title and duties of the assistant dean as described.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (NON-CLASSIFIED SERVICE EMPLOYEES)

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: GENERAL PROGRAM

Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: RUTH WARWICK, INT.TYP.CLK., COMMUNITY SERVICES, EFFECTIVE 5/16/77 FOR APPROXIMATELY 2-4 WEEKS

Attachment 2.2-a(3)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(4) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS:
DIANE HARLEY, LIBRARY

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF YEARLY SALARY INCREMENTS

Attachment 2.2-a(5)

(6) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.2-a(6)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF RETIREMENT: DOREEN M. WALKUP,
TEACHERS' AIDE, INSTRUCTION, EFFECTIVE 6/30/77

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT: NICHOLAS W.
VIESSELMAN, THEATRE TECH., THEATRE ARTS (NEW POSITION)
EFFECTIVE 6/1/77

Attachment 2.2-b(2)

2.3 GENERAL PERSONNEL

a. RECOMMENDED APPROVAL OF APPOINTMENT OF DISTRICT'S REPRESENTATIVE
FOR COLLECTIVE BARGAINING

Enclosure #1

Enclosure #1 is a proposed contract with Mr. Thomas Anderle,
Attorney-at-law. Under the terms of the contract, Mr. Anderle will
represent the District in collective bargaining negotiations with
the local chapter of CSEA.

Approval of the contract is recommended.
AGENDA - Regular Meeting  
Board of Trustees - SBCCD  
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3. STUDENT SERVICES  

3.1 REPORT BY ASSOCIATED STUDENTS  

3.2 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN ARTS DEGREE  

Attachment 3.2  

The Superintendent recommends that the Board of Trustees confer upon each of the 402 candidates listed in Attachment 3.2 the Associate in Arts Degree, subject to completion of the State and local requirements for the degree.  

3.3 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN SCIENCE DEGREE  

Attachment 3.3  

The Superintendent recommends that the Board of Trustees confer upon each of the 123 candidates listed in Attachment 3.3 the Associate in Science Degree, subject to completion of the State and local requirements for the degree.  

4. CURRICULUM AND INSTRUCTION  

4.1 RECOMMENDED APPROVAL OF DELINEATION OF FUNCTION AGREEMENT AND ADOPTION OF RESOLUTION No. 45 (1976-77)  

Enclosure #2  

Enclosure #2 contains the Delineation of Function Agreement which has been discussed and developed in the County Regional Adult and Vocational Education Council. It is a description of the status quo as far as non-credit, adult education is concerned. Dr. Bobgan will describe the proposed agreement and respond to questions.  

Approval of the Agreement and adoption of Resolution No. 45 (1976-77) is recommended.  

4.2 RECOMMENDED APPROVAL OF PROPOSED IMPROVEMENT OF INSTRUCTION PROJECTS SUBJECT TO FUNDING  

Enclosure #3  

Enclosure #3 contains proposed projects for Improvement of Instruction. At this time, it is appropriate to consider the projects but the question of funding should not be considered until further information is available about the total district budget. This item was withdrawn from the April 38, 1977 agenda.  

It is recommended that the proposed Improvement of Instruction Projects be approved, subject to further consideration of funding at a later date.
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. P67-2439 through and including P67-2579.

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 MAGAZINE COLLECTION FROM BARBARA S. DEUTSCH

Attachment 5.2-a

Barbara Deutsch has generously offered her collection of GOURMET and SUNSET magazines to the Hotel and Restaurant Management Program. These magazines have a value of $130.

The Superintendent recommends acceptance of these magazines and requests authorization to send a letter of appreciation to Barbara Deutsch.

b. RECOMMENDED APPROVAL OF REQUEST FOR USE OF FACILITIES - COUNTY SUPERINTENDENT

Attachment 5.2-b

A request has been received from the Office of the County Superintendent for the use of Room M-15 at the 302 E. Montecito Street location. This request is for the summer period of June 22 to August 3, 1977 and the 1977-78 school year beginning September 15, 1977. Attachment 5.2-b delineates the purpose of the use.

The Superintendent recommends approval of the request from the office of the County Superintendent to use Room M-15 at 302 E. Montecito Street for the periods designated.
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Board of Trustees - SBCCD
May 26, 1977

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED APPROVAL OF PAYMENT OF INVOICE - DANIEL, MANN, JOHNSON & MENDEHALL, $4,081.03

Attachment 5.2-c

The District has received an invoice from Daniel, Mann, Johnson & Mendenhall in the amount of $4,081.03 for work provided in connection with the citation received by the District for its boiler and electrical problems. The original invoice was dated November 11, 1975, but due to a clerical error, was not received by the District until February 16, 1977. Because of the amount of the invoice and because of the time delay, the staff has studied the request for payment and concludes it is rightfully owed to Daniel, Mann, Johnson & Mendenhall. (This item had been withdrawn from the May 12, 1977 agenda.)

The Superintendent recommends approval of Invoice No. 1075-146, dated November 11, 1975, for architectural services rendered by Daniel, Mann, Johnson & Mendenhall.

d. RECOMMENDED APPROVAL OF LEASE WITH THE CITY OF SANTA BARBARA

Enclosure #4

In the past, the District has contracted with the City of Santa Barbara under a revenue-sharing grant for the use of certain premises at the Santa Barbara Municipal Airport. Again, the opportunity has been made available to us for the continuation of the lease of this storage and construction facility on a month-to-month basis at a price of $1 per month.

The Superintendent recommends the approval of the lease with the City of Santa Barbara for storage and construction facilities at a cost of $1 per month.
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Board of Trustees - SBCCD
May 26, 1977

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. RECOMMENDED APPROVAL OF AGREEMENT BETWEEN THE SANTA BARBARA COMMUNITY COLLEGE DISTRICT AND THE RECENTS OF THE UNIVERSITY OF CALIFORNIA FOR STUDENT TEACHERS FOR THE 1977-78 YEAR

Enclosure #5

Annually, an agreement with UCSB is entered into by the District for supervised student teaching. This agreement provides for UCSB students to complete the supervised teaching requirements under the direction of selected faculty members at Santa Barbara City College.

It is recommended that approval be given to enter into an agreement with UCSB for student teachers for the 1977-78 year, as described in Enclosure #5.

f. RECOMMENDED APPROVAL OF LEASE FOR NOPAL STREET FACILITY - TECHNICAL WIRE PRODUCTS CORPORATION

The current lease for the Marine Technology facility at 312 N. Nopal Street expires on June 30, 1977. The new owners of the facility have indicated their willingness to continue to lease the facility to the District for a maximum of three years. Their preference would be for a continuing three-year lease. However, the needs of the District dictate considering annually the necessity for continuing the lease. Therefore, the owners have requested a variable annual rate dependent upon the length of time the lease is in force.

Currently, the rate is 17.1c per square foot per month. For 1977-78, the rate would be 25c per square foot per month, or $3,000 per month. If the lease is extended into the second year, the rate would be 15c per square foot per month; the third year, the rate would be 11.3c per square foot. It is currently anticipated that the maximum length of time necessary for the lease will be only one year. The subject will be discussed at the meeting.

The Superintendent recommends the approval of the lease with Technical Wire Products Corporation for the use of the facility at 312 N. Nopal Street, at a total three-year cost not to exceed $73,872.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

g. RECOMMENDED ACCEPTANCE OF THE PERSHING PARK PHASE III-B PROJECT, MAULHARDT ELECTRIC, CONTRACTOR, AND REQUEST FOR AUTHORIZATION TO FILE NOTICE OF COMPLETION

The project architect and District inspector have completed the final inspection and punch list for this project. The contractor anticipates having all corrections to the work completed by Board meeting time. The final project status is:

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<th>Amount</th>
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<tr>
<td>Original Contract Price</td>
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<tr>
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<td>$33,271</td>
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Original Contract Completion Date February 4, 1977
Current Contract Completion Date April 15, 1977

It is recommended that Pershing Park, Phase III-B, Project be accepted as substantially complete as of May 18, 1977, and authorization be given to file the Notice of Completion, subject to completion of all conditions of the contract.

h. RECOMMENDED APPROVAL OF EMPLOYMENT OF RETIREMENT CONSULTANT: GIL BISHOP

A study of our staffing pattern indicates that many employees could benefit by the employment of a specialist in retirement planning. Such a service is available from Mr. Gil Bishop, a former community college administrator. The services to be provided through Mr. Bishop would include group seminars and individual consultations. This item, its need and implementation, will be discussed at the meeting by Dr. Sorsabal.

The Superintendent recommends the employment of Mr. Gil Bishop as an educational retirement consultant.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. RECOMMENDED APPROVAL OF APPLICATION FOR PARTIAL SUPPORT OF REAL ESTATE EDUCATION PROGRAM FOR 1977-78 IN THE AMOUNT OF $1,000

Enclosure #7

The California Department of Real Estate is encouraging community college districts to conduct real estate clinics or seminars for consumers. The Department is proposing to fund projects if agreement forms are returned before June 8. The enclosure contains a proposed agreement for this purpose.

Approval of the proposed agreement with the Department of Real Estate is recommended.
6. GENERAL INFORMATION

6.1 RECOMMENDED ADOPTION OF REVISED POLICY AND ADMINISTRATIVE GUIDELINES FOR COMMUNITY SERVICES

Enclosure #6

On April 14, 1977, the proposed revised Policy and Administrative Guidelines for Community Services was referred to the Board Subcommittee on Educational Policies. The committee has met and reviewed the policy. Some suggested changes from that meeting have been incorporated into this document. The changes will be discussed at the meeting, as well as the implications of the implementation of the policy.

The Superintendent recommends adoption of the proposed revised Policy and Administrative Guidelines for Community Services.

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

7. ADJOURNMENT

The next meeting of the Board of Trustees is scheduled for Thursday, June 9, 1977 at 3:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.