MINUTES
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

November 11, 1971
4:00 P. M. - Board Room
Santa Barbara City College
Santa Barbara, California

1. GENERAL FUNCTIONS

1.1 Call to Order

The regular meeting of the Board of Trustees of the Santa
Barbara Community College District was called to order by President
Sidney R. Frank on Thursday, November 11, 1971, at 4:00 p.m. in the
Board Room of Santa Barbara City College, Santa Barbara, California.

1.2 Roll Call

Members Present:

Mr. Sidney R. Frank, President
Mr. Benjamin P. J. Wells, Vice-President
Mrs. Kathryn O. Alexander (arrived during Executive Session)
Mr. James R. Garvin
Mrs. Ann Gutshall
Mrs. Dorothy N. Neigs

Members Absent:

None

Others present for all or a portion of the meeting:

Dr. Glenn G. Gooder, Superintendent-President and Secretary-
Clerk to the Board of Trustees
Dr. Donald K. Sorsabal, Administrative Dean, Business Services,
and Assistant Secretary-Clerk to the Board of Trustees
Mr. M. L. (Pat) Huglin, Administrative Dean, Instruction
Mrs. Marie Lantagne, Administrative Dean, Student Personnel
Dr. Thomas F. MacMillan, Director, Research & Development
Mr. Alfred L. Silvers, Administrative Dean, Student Activities
and Services
Mr. Selmer O. Wake, Director/Administrative Dean, Continuing Ed.
Mr. James M. Williams, Director, College Information
Dr. John Forsyth, Academic Senate Representative
Dr. George E. Frakes, President, Instructors' Association
Mr. Joe D. Tanner, President, Associated Students
Miss Emily Zanesco, Channels
Others present for all or a portion of the meeting (cont'd):

Mr. Dean Ankeny, Director of Purchasing
Mrs. Geraldine Barroca, Instructor, Health Occupations
Dr. Isabel H. Beck, Professor, Social Science
Mr. Eugene J. Brady, Asst. Professor, Mathematics, and
Chairman, Academic Senate Budget Committee
Miss Elsie Cole
Dr. J. Walter Collinge (D.D.S.)
Miss Shirley L. Conklin, Asst. Dean, Health Occupations
Dr. Joe W. Dobbs, Candidate for Board of Trustees Vacancy
Mr. Melvin J. Elkins, Asst. Dean, Vocational Education
Mr. Ed G. Fleming, Instructor, Health Occupations
Miss Elizabeth Hodes, Instructor, Mathematics
Mrs. Ruth O. Little, College Librarian
Mrs. Georgia L. Miller, Lecturer, Health Occupations
Mr. John E. O'Dea, Professor, Business Education
Dr. Lawrence G. Osborne (D.D.S.)
Mr. David L. Pickering, Controller, Accounting Services
Dr. John S. Rathbone (D.D.S.)
Mr. Merle E. Taylor, Assoc. Professor, Business Education
Mr. Robert L. Traughber, Asst. Professor/Chrm. Mathematics,
and Member of Academic Senate Budget Committee
Mrs. Jackie Trotter, Student
Mr. Russell S. Wenzlau, Asst. Dean, Eve. College & Summer Session
Mr. Theron E. Barnes, Audio-Visual Supervisor
Mrs. Barbara Tinker, Secretary to Superintendent-President

1.3 Welcome to Guests

Mr. Frank welcomed guests and invited their participation during
the course of the meeting.

1.4 Executive Session

At 4:01 p.m. the Board adjourned to go into executive session
with Dr. Gooder in the Superintendent's Office.

At 4:36 p.m. the regular meeting of the Board of Trustees of
Santa Barbara Community College District reconvened in regular session
in the Board Room of Santa Barbara City College. The executive session
had been devoted to the discussion of salary considerations.

(Mrs. Alexander joined the Board in executive session upon her arrival.)

1.5 Minutes of Regular Meeting of October 28, 1971

Upon motion of Mr. Garvin, seconded by Mrs. Meigs, the Board
unanimously approved the minutes of the regular meeting of October 28,
1971, as delivered.
1.6 **Hearing of Citizens**

None

1.7 **Communications**

a. **Memorandum No. 8 from Santa Barbara County Schools concerning President Nixon's White House Executive Order Providing for Stabilization of Prices, Rents, Wages and Salaries**

The Superintendent called the Board's attention to Attachment 1.7-a, a letter from Mr. Rowe indicating that clarification of the "wage-price freeze" had not been received in time for preparation of the next payroll; therefore, "All payroll personnel are instructed to submit payroll inputs reflecting the continuance of the freeze for November earnings."

The Superintendent stated that the most hopeful news was an item which appeared in the newspaper on November 10:

"the (pay) board agreed to let most wage increases called for under existing contracts take effect when the 90-day freeze expires at 12:01 Sunday morning (November 14), at least until challenged."

(ADDED ITEM) b. **Report on CJCA Conference - San Francisco October 31-November 3**

Mr. Wells gave a brief report on the California Junior College Association (CJCA) Annual Conference he attended. He reviewed the three topics he was most interested in:

1. **Sixty (60) Transferable Units the State Colleges are going to Require**

A five-man committee has been appointed to decide what the 60 transferable units will be. They would be developed by each college president.

2. **Credit by Examination**

Mr. Wells was particularly impressed by the way the colleges are pursuing this subject. 'Credit by Examination' is a good way to give credit for education received by means other than classroom instruction -- such as correspondence courses and work experience. There is a possibility that more emphasis will be placed on career education development.
(3) **New Fee Schedule for CJCA**

A proposal for an increase in membership dues was passed at the meeting. Mr. Wells expressed considerable concern in the way the voting was handled and the way the proposal was presented, without a budget and without indicating the method used for initiating the proposal.

CJCA Dues Structure for 1972-73:

- under 500 a.d.a. .... $900
- 500 - 1499 a.d.a. .... 1,400
- 1500 - 2999 a.d.a. .... 2,000
- 3000 a.d.a. & up .... 2,500**

**Under the new fee schedule, the SBCCD would be required to pay $2,500 versus $1,500 last year. Dues have been paid by the District for this year; therefore, this increase by the CJCA will be considered during the budget deliberations in the Spring of 1972.**

After a lengthy discussion, the Superintendent was asked to prepare a resolution for consideration by the Board of Trustees at the next regular meeting on December 9. In addition, Mr. Wells indicated that he would discuss the current status of the CJCA at the next regional meeting.

2. **PERSONNEL**

2.1 **Certificated Personnel**

a. **Routine**

Upon recommendation of the Superintendent, it was moved by Mrs. Gutshall, seconded by Mr. Wells, and unanimously carried by the Board to approve the following certificated personnel action items as indicated in the attachments:

1. **Approve of Additional Hourly Instructors for the Continuing Education Division - Attachment 2.1-a (1)**

2. **Approval of Hourly Substitute for Health Occupations Division - Attachment 2.1-a (2)**

   Karen Ann Dadich - Hourly as needed (Lab only)
   Effective: 11-4-71

3. **Authorization of Travel and Conference Attendance - Attachment 2.1-a (3)**
b. Non-Routine

(1) Status of the Certificated Council for the 1971-72 College Year

The Superintendent informed the Board that inasmuch as there have been no requests from certificated employee organizations to form a Certificated Employee Council, no Council will be established for the 1971-72 college year. Each organization will negotiate individually as has been the case in past years.

A draft of a revision of the District policy regarding provisions of the Winton Act has been prepared and discussions with the Certificated Policies Review Committee will be underway soon.

(2) Recommended Adjustment of Certificated Salary Schedule for 1971-72

The Superintendent called the Board's attention to the following salary recommendation adopted by the Board of Trustees on May 27, 1971:

"Recommendation 2 - It is recommended that the district maintain the right to adjust salaries during the year; obtain and compare salary schedules of Southern California comparison districts in October; and, if the average of the differences at the four comparison points varies more than .3 of one percent from the average of the salaries at the four comparison points in the comparison districts, adjust salaries to the 67th percentile at each point in November. This adjustment is to be reflected beginning with the October earnings."

A comparison of the Santa Barbara Community College District salary schedule with that of the comparison districts indicated that the certificated salaries of this District are slightly more than .3 of one percent above the 67th percentile of the average of the other districts. Actually, as computed, the difference on the annual contract is $32 at the first comparison point; $19 at the second; $11 at the third; and $98 at the fourth.
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Average of those differences is $38.75
.3 of 1% at the comparison points is $36.62
$ 2.13

The two salary schedules were compared on Attachment 2.1-b (2) -- showing the adopted schedule and a revised schedule based on "Recommendation 2".

The Superintendent indicated that because of the commitment made on May 27, 1971, to bring about conformity, it was his recommendation that the certificated salary schedule be adjusted downward as agreed upon. The Superintendent informed the Board that he had met with members of the Instructor's Association and it was generally the feeling that this adjustment was a commitment to be met by the certificated employees. In addition, the Superintendent sited certain extenuating circumstances to be considered by the Board members in considering their decision regarding the salary schedule adjustment: (a) the six weeks "adopted" certificated salary increase already lost by the faculty because of the President's "wage-price freeze"; (b) the very slight difference that exists between the SBCCD salaries in comparison with the other comparison districts; and (c) the cost and time required to revise the salary schedule and payroll to reflect such a small difference.

Mrs. Alexander, as a member of the Board Salary Committee, stated that "the recommendation (as noted previously) was a major commitment by the faculty and the Salary Committee to the policies to maintain the salaries at the 67th percentile; but that the differential was very small and what happened in August (the President's wage-price freeze) has put the whole situation in a state of flux . . . no one knew when they were negotiating in May what would happen in August." Therefore, upon the motion of Mrs. Alexander, seconded by Mr. Wells, the Board voted unanimously to retain the present salary schedule for certificated employees.
Dr. George Frakes, as president of the Instructors' Association, thanked the Board members for their thoughtful consideration.

(3) Approval of Substitute Appointment

Upon recommendation of the Superintendent, it was moved by Mr. Carvin, seconded by Mrs. Gutshall, and carried by the Board to approve the appointment of Miss Ann Klingelhofer as a substitute replacement for Mrs. Peggy Covert in the Social Science Division.

2.2 Classified Personnel

a. Routine

Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Mr. Garvin, and unanimously carried by the Board to approve the following classified personnel action items as indicated in the attachments:

(1) Approval of Hourly Appointments - Attachment 2.2-a (1)

(2) Approval of Student Appointments - Attachment 2.2-a (2)

EOA, Tutorial, and VEA Student Programs

b. Non-Routine

(1) Acceptance of Retirement

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mr. Wells, and carried by the Board to accept the resignation of Mr. James Philip, effective November 30, as indicated in Attachment 2.2-b (1). In addition, the Superintendent was directed to send a letter to Mr. Philip on behalf of the Board of Trustees, expressing their appreciation of his services to the District.

Dr. Sorsabal, Administrative Dean of Business Services, briefly reviewed Mr. Philip's services to the District and stated he was retiring for reasons of health and the desire to travel after some 7 or 8 years with the District.
(2) Approval of Temporary Substitute Work - Working Out of Classification

The Superintendent informed the Board that Classified Personnel Policies require that if an employee substitutes in a higher classification beyond a certain length of time, the person is to be paid at the higher salary level. Because the Building Operations Supervisor, Mr. Willard Johnson, is ill, the two adjustments indicated in Attachment 2.2-b (2) are necessary.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Gutshall, and carried by the Board to approve the temporary classifications as shown in the attachments for Mr. Robert Bennett and Mr. Joseph Ponzipi.

(3) Approval of Replacement Appointment

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Gutshall, and carried by the Board to approve the appointment of Mrs. Elizabeth White as a half-time Steno-Clerk in the Superintendent-President's office, as a permanent replacement for Mrs. Kiely -- Attachment 2.2-b (3).

(4) Approval of Six-Month Salary Increments

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mr. Wells, and unanimously carried by the Board to authorize six-month salary increments for the two employees listed on Attachment 2.2-b (4), subject to the terms of President Nixon's Executive Order on wages and prices.

3. STUDENT PERSONNEL

3.1 Associated Student Body Report

Mr. Joe Tanner, Associated Student Body President, in his second report to the Board of Trustees brought them up-to-date on the various activities/programs being worked on by the Associated Students.
Status Report on Items Reviewed at October 14th Meeting:

(1) Day Care Center
The committee's first meeting was held with 60 persons in attendance, although there are only some 15 members. A target date has been set tentatively for September, 1972, to begin the first operation of the Day Care Center. They are working on a proposal to start a "baby-sitting pool". A survey is being conducted to learn what the needs are in order to determine what functions the committee is to serve in the future.

(2) Voter Registration
Every day student groups are working on voter registration. Reported that 150 persons are being registered per week -- some 1,000 to 1,200 have registered since they began. Their goal is to reach 90% registration.

(3) Homecoming Event
The "Homecoming" event, planned and operated entirely by the students, was assessed as successful by the Associated Students.

(4) Student Senate
Organization of the Student Senate has been completed. The 20 members are meeting each week.

Report on New Items:

(1) Two New Clubs have been Formed
The Veterans' Clubs and the Student Services Clubs

(2) Student Senate Discussion the the Financial Aid Program
They are planning to have a Scholarship Fund Drive -- probably a revolving book loan fund. The entire campus has reacted favorably to the idea. They have set a temporary goal of $2,000 to be raised.

(3) Campus Center Telephone
They are pursuing the possibility of replacing CC pay phones with free phones to be paid for by the Student Senate.

(4) Rock Opera (Very Tentative)
They are thinking about putting on an opera -- "'Jesus Christ' (Super Star) Rock Opera" -- in the new gym for participation by the entire community.

(5) Evaluation Programs are being Investigated

(6) Plan to install a Suggestion Box in the CC
Mrs. Gutshall commented that the "Homecoming" activities were well done and voiced her appreciation of the efforts by the Associated Students.

Mr. Frank noted what a "really ambitious-type operation" the Associated Students' are pursuing this year; and thanked Mr. Tanner for his excellent report, stating they "are of great interest to the Board."

3.2 Presentation of Proposed Student Personnel Policies

The Superintendent stated that Enclosure 1 contained a final draft of proposed Student Personnel Policies, prepared for review by the Board of Trustees as part of the development of a complete set of District policies. Attention was called to Section 3134, which will be under study in the months ahead as a result of changes in Title V related to graduation requirements.

The Superintendent indicated that the proposed Student Personnel Policies would be placed on the next Board Agenda (December 9th) for consideration and action by the Board of Trustees.

4. CURRICULUM AND INSTRUCTION

4.1 Approval of "Plan for Work Experience for 1971-72"


Mr. Melvin Elkins, Assistant Dean of Vocational Education, described the modifications in the Plan. Major modifications included co-requisites for all work experience classes, with the exception of the Trade Apprenticeship 61, A, B, C, D, classes. The changes are in keeping with Section 55254 of the Education Administrative Code, Title 5.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Gutshall, and unanimously carried by the Board to approve the updated "Plan for Work Experience for 1971-72" as shown in Enclosure 2.
4.2 Progress Report on the Dental Assisting Program

The Superintendent recalled that at the last Board meeting, questions were raised about the Dental Assisting Program with special reference to length of the program and the accreditation and certification requirements -- Ref: page 6 of October 28, 1971, Minutes. As a result, Miss Shirley Conklin, Assistant Dean of Health Occupations, and Mrs. Geraldine Barroca, Dental Assisting Instructor, presented a report on the program and answered questions of Board members.

The Board received copies of Miss Conklin’s comprehensive report on the Dental Assisting Program -- Ref: Enclosure 3. The written report included a brief history of the program at Santa Barbara City College, as well as a detailed description of the following areas: (1) length of program, (2) study of attrition, (3) accreditation status, (4) certification requirements, (5) selection of students, and (6) conclusion and recommendations.

In addressing the Board, Miss Conklin emphasized various points made in the written report:

... Certification and accreditation guarantees to the dentists that a person has completed a curriculum approved by the American Dental Association.

... There are one-year programs offered in Dental Assisting, but there is a definite trend toward extending these programs to two-year program. Because of the expanding role of the dental assistants, more will have to be done by the College to prepare them to function in the future.

... There are no private schools for Dental Assisting in Santa Barbara. Because private schools are proprietary, they cannot become accredited; therefore, students who attend private schools cannot receive certification.

... Restated the belief that "students in occupational programs should have a broad, basic knowledge beyond the courses in their major." With the knowledge that must be obtained, Miss Conklin believes that the two-year program is the best for SBCC.
Because of their interest in the program, three local dentists -- Dr. Walter Collinge, Dr. Jack Rathbone, and Dr. Lawrence Osborne who is Chairman of the Dental Assisting Advisory Committee -- were present for the discussion and responded to questions asked by members of the Board. They complimented the College on the excellence of the present accredited Dental Assisting Program and the student certification goals.

Dr. Osborne complimented Miss Conklin on her excellent report and said that "dentists, nationally, are behind her recommendations." In addition, he commented on the "fantastic job" performed by Mrs. Barroca during the first year the program was offered at SBCC.

Dr. Collinge, who has served as an examiner for the Certifying Board, commented that girls with work experience do better in the examinations than do girls who are right out of school. He expressed the hope that the College will develop skilled persons who will take up Dental Assisting as their life's work and will be able to take on the extra responsibilities that will be needed in the future.

Dr. Rathbone emphasized the need for "maturity" in dental assistants' graduated from the College's program, stating there was a "need to have certified young persons in their dental offices who have mature attitudes."

All the members of the Board expressed their appreciation to Miss Conklin and Mrs. Barroca for their comprehensive report and to the three dentists who found time in their busy schedules to participate in the discussion. It was emphasized how helpful their input had been and that it was reassuring to the Board to learn that the Dental Assisting Program offered by the College was fulfilling the needs of the community and that the dentists locally cared about program.

(Mrs. Alexander left the meeting at 5:40 p.m.)
5. BUSINESS SERVICES

5.1 Routine

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mr. Wells, and unanimously carried by the Board to approve the action requested in Items 5.1-a and 5.1-b, as indicated in the attachments:

a. Authorization and/or Ratification of Purchase Order Nos. P12-00937 through P12-0033 for Supplies, Equipment, and Services - Attachment 5.1-a

b. Authorization and/or Ratification of Payment of Claims as Listed on Attachment 5.1-b and such other Claims that may have been submitted prior to the meeting

5.2 Non-Routine

a. Approval of Change Order No. 1 on Pershing Park Project

Dr. Sorsabal, Administrative Dean of Business Services, explained this item for the Board of Trustees. At the time of bidding on the Pershing Park project, the Board had accepted two alternate proposals in addition to the basic contract for the development of Pershing Park. The first was to provide sprinklers for irrigation of the baseball diamond and softball fields, and the second was the addition of four bays to be added to the Fiesta facility.

Because the alternates were accepted by the District after the time of the acceptance of the base bid, the alternates had to be approved as Change Orders. Therefore, Change Order No. 1, in the amount of $19,500, is to provide the sprinklers for irrigation of the baseball diamond and fields.

Original Contract Price . . . . $369,000
Change Order No. 1 . . . . . . . . +19,500
New Contract Price . . . . . . . . $388,500

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mr. Wells, and carried by the Board to approve Change Order No. 1 in the amount of $19,500 to the contract with Don Greene, Contractor, Inc. for the Pershing Park project.
b. **Ratification of Change Order No. 13 for Physical Education Complex - An Increase of $414**

Dr. Sorsabal, Administrative Dean of Business Services, explained that during the construction of the gymnasium, it was decided that a change in the striping of the floor would be necessary to make the main basketball court stand-out among the lines for the other sports activities. Change Order No. 13 to the contract with Don Greene, Contractor, Inc. for the P. E. Complex provides labor, materials, and equipment to stripe the gym floor to meet the design changes. The amount of the Change Order is an additional $414.

Original Contract Price . . . . . $1,834,000  
Change Order Nos. 1-12 . . . . . . . + $26,034  
\[1,860,034\]  
Change Order No. 13 . . . . . . . + $414  
New Contract Price . . . . . . . $1,860,448

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Meigs, and carried by the Board to approve the ratification of Change Order No. 13 in the amount of $414 to the contract with Don Greene, Contractor, Inc. for the P. E. Complex.

c. **Acceptance of the Physical Education Complex - Don Greene, Contractor, Inc. - Cost: $1,860,448**

The Superintendent informed the Board that an inspection of the new P. E. Complex had been made involving representatives from the Department of Health, Education and Welfare; the architectural firm of Daniel, Mann, Johnson & Mendenhall (DMJM); Don Greene, Contractor, Inc.; Mr. Harvey Bagley, Inspector; and the Administrative Dean of Business Services, Dr. Donald Sorsabal.

The Inspection tour revealed that the building is substantially completed with the exception of a few minor items on the punch list, and that all work has been completed in accordance with the plans and specifications and in complete compliance with Title 21 of the California Administrative Code and applicable statutes, ordinances, and codes.
Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Gutshall, and unanimously carried by the Board to accept the P. E. Complex as completed and authorized the administration to file a notice of completion and make the final payments in accordance with contract specifications, subject to the completion of the punch list.

d. Authorization to Make Payment to Kewaunee Technical Furniture Company - Fixed Equipment Contract for Life Science and Geology Building

Although the Board accepted the fixed equipment installation supplied by Kewaunee Technical Furniture Company in October of 1970 subject to the completion of the punch list, a final retention payment in the amount of $17,599 was withheld until the job was completely satisfactory. With the exception of the replacement of one additional top in one lab, the job is acceptable and it was recommended that the major portion of that withheld warrant be released. Because one top remains to be completed, it was recommended that a retention of $599 would insure that the job is expeditiously completed.

Upon recommendation of the Superintendent, it was moved by Mr. Carvin, seconded by Mr. Wells, and carried by the Board to authorize the administration to make a partial payment in the amount of $17,000 to the Kewaunee Technical Furniture Company for the construction and installation of fixed equipment for the Life Science-Geology Building. In addition, the Board further authorized the administration to make the final payment of $599 upon the installation and acceptance of the one remaining lab table top.
e. Acceptance of a Recipromatic Bucky Machine from Cottage Hospital

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mr. Garvin, and unanimously carried by the Board to accept the gift of a Recipromatic Bucky Machine, valued at approximately $150, from the Cottage Hospital for use by the Physical Science Department. It was explained that the machine jiggles the film as it is being developed to eliminate the grid lines.

The Superintendent was directed to send a letter of appreciation to the Cottage Hospital on behalf of the Board of Trustees (Ref: Attachment 5.2-e).

f. Declaration of Surplus Property

The Superintendent stated that as a result of the gift of a Picker x-ray machine from Dr. Abowitz being accepted by the Board at the last meeting on October 28, 1971, an obsolete x-ray machine is of no further use to the District.

Upon recommendation of the Superintendent, it was moved by Mrs. Gutshall, seconded by Mr. Wells, and carried by the Board to declare the following piece of equipment as surplus to the needs of the District and authorized the Director of Purchasing to dispose of the property:

One - Kelly-Koett X-ray Machine, Serial No. 23F
(age unknown - valued at less than $200)

g. Acceptance of Low Bid for Replacement of District Station Wagon - Santa Barbara Chrysler-Plymouth - $3,739 plus tax

The Board authorized the advertising for a vehicle to replace the existing District station wagon (a 1969). As in the past, use was made of cooperative county purchasing in an effort to secure the lowest possible bid. Santa Barbara Chrysler-Plymouth submitted the lowest bid at $3,739, plus tax. Dr. Sorsabal indicated that the budgeted amount for the new 1972 station wagon was $2,000 and that the budget might have to be exceeded slightly to cover the increase in prices this year over last year. The existing station wagon
will be sold at a County auction. The current low Blue Book is $1,625.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Gutshall, and unanimously carried by the Board to accept the low bid of $3,739, plus tax, by Santa Barbara Chrysler-Plymouth for replacement of the District's station wagon.

h. Authorization to Submit Application for Funding under the Vocational Education Amendments, Part B Supplement

Dr. Thomas MacMillan, Director of Research & Development, briefly described the proposed application for $66,054 in federal funds under the Vocational Education Amendments of 1968, P. L. 90-576, Part B. Supplement, copies of which were distributed to the Board members as Enclosure 4.

"The purpose of the project is to extend the use of the instructional capabilities of the District by curriculum modification, modernization of equipment and extension of services of the District by expanding educational services to high school students. The project will contain four specific elements related to vocational education in the following programs: Clerk-Typist, Welding and Cutting, Police Science Technology, and Electronic Technology."

The project is intended to begin January 15, 1972, and extend through December 31, 1972. Follow-up evaluation related to persistence and performance of the components will be undertaken by the District.

District matching funds are already included in budgeted items and, therefore, no additional expense would be incurred by the District.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Gutshall, and unanimously carried by the Board to approve the application for $66,054 in federal assistance to be submitted under the Vocational Education Amendments of 1968 (P.L. 90-576), Augmented Part B, for short-term training programs for the District.
1. Approval of Agreement with Napa Community College District for Participation in Northern California Cooperative Research Project (NORCAL) for 1971-72

During the 1970-71 college year, the Santa Barbara Community College District participated in the Northern California Cooperative Research Project (NORCAL). The Superintendent indicated that continued participation by the District in this project would be beneficial. The cost to the District for the 1971-72 college year will be $350.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Meigs, and carried by the Board to approve the agreement with Napa Community College District for continuation of its services as a contracting agency for NORCAL Project for 1971-72 in the amount of $350.

j. Approval of Guidelines for Development of 1972-73 Budget

The Superintendent called the Board's attention to Attachment 5.2-j, containing a set of basic assumptions and proposed guidelines to establish a rationale for development of the 1972-73 budget within the framework of the existing financial situation. The process of developing the District Budget for next year will be particularly difficult because of the uncertainty about the method of finance and because of increasing demands upon resources.

For that reason and because it appeared to be better management procedure, as suggested last Spring by the Academic Senate Budget Committee, it is believed that rather specific guidelines should be developed and followed in preparing the next District Budget. The Board was informed that the staff had developed the basic assumptions and guidelines, as shown in the attachment, in cooperation with members of the Academic Senate Budget Committee.

Dr. Sorsabal, Administrative Dean of Business Services, briefly reviewed the basic assumptions for the Board members; and the Superintendent reviewed each of the proposed guidelines for development of the 1972-73 budget, which were discussed in detail with the Board.
A revised copy of Page 2 of Attachment 5.2-j was distributed to the Board at the meeting.

After some discussion on the proposed guidelines, it was recommended by the Superintendent, moved by Mr. Garvin, seconded by Mr. Wells, and unanimously carried by the Board to adopt the proposed "Guidelines for Development of the 1972-73 Budget" as shown in Attachment 5.2-j with the noted revisions.

(Mrs. Meigs left the meeting at 6:40 p.m.)

6. GENERAL INFORMATION

6.1 Presentation of "Items for Institutional Study and Action for 1971-72"

The Superintendent called the Board's attention to Enclosure 5, a list of "Items for Institutional Study and Action" for the year, which was distributed to Board members at the meeting.

It was pointed out that the administrative staff of the College has prepared such a list of items for the past two years. The items serve as objectives for management and as a guide for development, in addition to providing the Board of Trustees with an opportunity to evaluate the plans and progress made by the administrative staff. At the end of the year, a final report on the actions taken will serve as a measure of accountability.

6.2 Notice of SBCC Preview Nights on November 16-17, 1971

Mrs. Marie Lantagne, Administrative Dean of Student Personnel, informed the Board members of the up-coming "SBCC 1972 Preview Nights" and invited their attendance on November 16-17. Board members received advance copies of the orientation material to be distributed to area high school seniors and their parents at the two-night event.

6.3 Report on Coming Events

In the absence of the Director of College Information, Mr. James Williams, the Superintendent reported on items of interest
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which had been scheduled by the Santa Barbara City College and its Continuing Education Division, and community on-campus activities, for the period of November 12 to December 9, 1971.

7. ADJOURNMENT

7.1 Notice of Special Meeting - November 30, 1971

The Superintendent provided the Board with copies of the tentative agenda for the special meeting of the Board of Trustees of the Santa Barbara Community College District which is scheduled for 4:00 p.m. on Tuesday, November 30, in the Board Room for the discussion of "Facilities".

7.2 Next Regular Meeting - December 9, 1971

Upon motion of Mr. Garvin, the Board voted to adjourn the meeting at 6:48 p.m.

The next regular meeting of the Board of Trustees will be held on Thursday, December 9, 1971, at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California

Attest:

[Signatures]

Sidney R. Frank
President, Board of Trustees
Santa Barbara Community College Dist.

Glenn G. Goode
Superintendent-President & Secretary-Clerk to the Board of Trustees
Santa Barbara Community College Dist.

Approved by the Board of Trustees:

on December 9, 1971