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

December 20, 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 Vice-President Benjamin P. J. Wells in the absence of the President on Monday, December 20, 1971, at 4:12 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 (arrived at 4:55 p.m.)
Mr. Benjamin P. J. Wells, Vice-President
Mrs. Kathryn O. Alexander
Dr. Joe W. Dobbs
Mr. James R. Garvin
Mrs. Ann Gutshall
Mrs. Dorothy N. Meigs

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
Mrs. Marie Lantagne, Administrative Dean, Student Personnel
Dr. Thomas F. MacMillan, Director, Research & Development
Mr. James M. Williams, Director, College Information
Mr. Dean Ankeny, Director of Purchasing
Mr. Abelino M. Bailon, Coordinator, Continuing Education
Miss Gloria A. Castleberg, Director, Classified Personnel
Mr. William J. Cordero, Director, Placement & Financial Aids
Mr. Melvin J. Elkins, Asst. Dean, Vocational Education
Mr. David L. Pickering, Controller, Accounting Services
Mr. Russell S. Wenzlau, Asst. Dean, Eve. College & Summer Session
Miss Emily Zanesco, Associate Editor, CHANNELS
Mr. Theron E. Barnes, Audio-Visual Supervisor
Mrs. Barbara Tinker, Secretary to Superintendent-President
1.3 Welcome to Guests

Mr. Wells welcomed any guests and invited their participation.

1.4 Executive Session

Mr. Wells indicated no executive session would be held.

1.5 Minutes of Regular Meeting of December 9, 1971

Dr. Dobbs noted two corrections to the December 9th Minutes:

(1) Page 1 - Section 1.2 "Others present for all or a portion of the meeting:"

Correction: Delete name of Mr. M. L. (Pat) Huglin from listing of those present for meeting. He was not present.

(2) Page 23 - Section 7 "ADJOURNMENT"

Correction: Change time of adjournment from 7:24 p.m. to 6:24 p.m. First sentence in paragraph 2 should read: "The meeting was officially adjourned by Mr. Frank at 6:24 p.m."

Upon motion of Mr. Garvin, seconded by Mrs. Gutshall, the minutes of the regular meeting of December 9, 1971, were approved as corrected.

1.6 Hearing of Citizens

None

1.7 Communications

ADDED ITEMS:

a. Letter from Leland W. Myers, Associate Executive Director of California Junior College Association (CJCA) on "Effects of the New Age of Majority (AB 2887, Priolo) on the California Community Colleges, dated December 17, 1971"

The Superintendent called the Board's attention to a letter received from the Associate Executive Director of CJCA (copies were distributed to the Board members at the meeting). The letter listed some of the areas of concern and the problems created by the passage of the Priolo Bill (AB 2887) -- the recognition of the rights of 18-year-olds as adults which takes effect in California on March 4, 1972.
Attached to the letter was a two-page list of questions prepared by the Association staff for presentation to the State Attorney General for clarification.

The Superintendent noted that the letter and the attachment were for the Board's information and that the Board will be asked at a future meeting in January to take action on some kind of priority system (priority admission and registration procedure) that will protect the local high school graduates.

There was considerable discussion regarding the possible problems that may affect the District and the College as a result of the new legislation. The Superintendent stated, "No segment of society is hit more completely in more ways than the community colleges." The out-of-state students pose the greatest economic danger to the District.

b. Memo from Philip McConnell, President of Region 5, California Junior College Association (CJCA) regarding "Passage of Higher Education Legislation"

Mr. Wells, the District's Trustee Representative to CJCA Region 5, informed the Board of a memorandum he had received from the Region 5 President requesting trustees to communicate with various Senators and California Congressmen urging passage of the bills S-659 and HR-7248 and to emphasize the community college position. The differences in the Senate and House versions of the Federal Higher Education Legislation are to be resolved by the members of the House-Senate Conference Committee. Mr. Wells distributed copies of a letter he had sent to Senator Alan Cranston, who is the likely Senate Conference Committee member, and indicated he plans to write to the other Senators—Senators Pell and Williams (co-authors of S-659) and Senator Jacob Javits (who is spearheading minority support of S-659).

Mr. Wells urged his fellow Board members to write to the legislators indicating support of the federal legislation to enforce the community college position. He stated that
all letters generated would be beneficial and indicated that contacting legislators on legislation of importance to community colleges, both individually and as a Board, was a primary responsibility of members of the Board of Trustees.

Upon motion of Mrs. Gutshall, seconded by Mr. Carvin, the Board voted unanimously to write letters as a Board and individually to the legislators indicated by Mr. Wells urging their support of the community college provisions included in the bills S-659 and HR-7248. Clerical assistance was offered to the Board members by the Superintendent.

At the request of Dr. Dobbs, the Superintendent briefly explained what was involved in the legislation and what its passage would mean to the community colleges. Dr. MacMillan gave the Board a copy of a five-page report prepared by the Carnegie Commission which provided a good summary of the federal legislation for their review.

2. PERSONNEL

2.1 Certificated Personnel

a. Routine

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

(1) Approval of Additional Hourly Instructors - Continuing Education Division - Attachment 2.1-a (1)

(2) Approval of Additional Hours for Previously Approved Hourly Instructors - Continuing Education Division - Attachment 2.1-a (2)

(3) Authorization of Travel and Conference Attendance - Attachment 2.1-a (3)

b. Non-Routine

No Agenda Items
2.2 Classified Personnel

a. Routine

Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mrs. Gutshall, 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)
General, EOA, and VEA Student Programs

(3) Approval of Change in Shift Hours - Attachment 2.2-a (3)
Change in Shift Hours with Shift Differential for Samuel Esparza, Jr. - Custodial Department

b. Non-Routine

(1) Approval of Replacement Appointment

Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Dr. Dobbs, and carried by the Board to approve the appointment of Mr. John Franzen as a Bookstore Supply Clerk replacing Mr. Ian Rodney, as indicated in Attachment 2.2-b (1).

(2) Approval of Job Specification for Position of Professional Expert in Facilities Planning - Half-Time Position

The Superintendent explained that during the facilities discussions on November 30, a great deal was said about "imponderables" but that there were a few certainties: (a) the District will be engaged in a building program for some time, (b) every construction dollar must be used effectively, and (c) alternatives need to be prepared to cope with the "imponderables".

The District allocates approximately $9,000 annually for the services of a facilities consultant whose chief responsibilities are to assist the District in relationships with the State and to keep the District's paperwork with the State within established guidelines.
It is believed at this time that the needs of the District would be served more effectively with an on-campus facilities planner who would provide broader services to the District:

(a) **Liaison** - with Federal and State agencies; with architects, engineers, contractors; and with the staff.

(b) **Long-Range Planning** - procedures and policies; resources to all staff for developing educational as well as architectural specifications; sequential planning and phasing; evaluation of utilization and facilities; preparation and evaluation of models for sites or branch locations.

(c) **Project Planning** - resource to staff; and liaison with architects and engineers.

The Superintendent informed the Board that a brief survey of comparable salaries in the area indicated that a person with the background and experience required would be available at Range 59 of the District's salary schedule. It is believed that such a person should be employed on a half-time basis and as a "professional expert" for as long as needed by the District -- "professional expert" means a person not employed as a permanent member of the classified staff.

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Gutshall, and unanimously carried by the Board to approve the job specification shown in Attachment 2.2-b (2) and to authorize the College to seek a qualified person for the half-time position as Professional Expert in Facilities Planning at salary range 59.

3. **STUDENT PERSONNEL**

3.1 **Adoption of Proposed Student Personnel Policies**

On November 11, 1971, the Board received copies of the proposed Student Personnel Policies drafted for their review and study. Discussion of the proposed policies was held over until this meeting.
The Superintendent informed the Board that most of the policies contained in the set of proposed Student Personnel Policies already exist and are in practice; however, official adoption by the Board of Trustees is necessary as part of the development of a complete set of District policies. The Superintendent pointed out portions of the policies that will require revisions (Sections 3110 and 3170 on "Admissions" and "Inter-District Contracts") as the result of the passage of the Priolo Bill AB 2887 discussed under Communications Item 1.7-a (page 2-3 of the minutes). Even though a number of questions need to be resolved by the State Attorney General as a result of the new legislation and the Board will be taking action on new priority admissions and registration procedures next year, the Superintendent recommended Board approval of the proposed Student Personnel Policies at this time.

Upon motion of Mrs. Meigs, seconded by Mr. Garvin, the Board voted unanimously to adopt the proposed Student Personnel Policies as distributed on November 11 (Student Personnel Item 3.2, Enclosure 1).

4. CURRICULUM AND INSTRUCTION

(Mr. Frank arrived at 4:55 p.m. and chaired the remainder of the meeting.)

4.1 Approval of the Educational Master Plan for Submittal to the State

The Superintendent stated that the District has been required annually to submit a five-year vocational education plan and is now required to submit a five-year educational plan. Present requirements are for a very minimal report, estimating curricular directions contemplated by the District. It is believed that the State will use the College's projected educational plan to make comparisons with the District's Ten-Year Facilities Plan.

Dr. Thomas MacMillan, Director of Research & Development, who prepared the Educational Master Plan of the College shown in Attachment 4.1, stated that the plan represented a series of new program nominations by division chairmen. A sample of students and each
division was polled as to what new programs they thought should be included in the college curriculum. It was found that the division chairman list was not consistent with the student opinion list.

There was a discussion regarding the present and future curricula of the College. Dr. MacMillan stated that the development of new programs was based on county-wide needs (expressed or assessed interests) where there is employment potential.

It was pointed out that another program would be added to the Educational Master Plan before it was submitted to the State, that of Library Technician as suggested by the Library. In addition, Mr. Frank suggested that some consideration be given to offering an Environmental Technician Program for the benefit of the community in the area of pollution control.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Gutshall, and unanimously carried by the Board to approve Attachment 4.1 for submittal to the Chancellor's Office prior to the January 1, 1972, deadline, with the addition of two programs to the list: Library Technician and Environmental Technician Programs.

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 actions requested in Items 5.1-a and 5.1-b, as indicated in the attachments:

a. **Authorization and/or Ratification of Purchase Order Nos. P12-01170 through P12-01233 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**
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9. Ratification of Change Order No. 2 - Pascoe Steel Corporation, Contractor - No Additional Cost Involved

The Superintendent explained that Change Order No. 2 to the Pascoe Steel Corporation contract is for engineering changes to the relocatables -- the Student Services Building and the Social Science Division Center. This change represents neither an addition nor a deduction from the original contract price:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Price</td>
<td>$260,344</td>
</tr>
<tr>
<td>Change Order No. 1</td>
<td>-0-</td>
</tr>
<tr>
<td>Change Order No. 2</td>
<td>-0-</td>
</tr>
<tr>
<td>&quot;New&quot; Contract Price (NO CHANGE)</td>
<td>$260,344</td>
</tr>
</tbody>
</table>

Upon motion of Mrs. Gutshall, seconded by Mr. Wells, the Board voted to approve the ratification of Change Order No. 2 with Pascoe Steel Corporation, Contractor, for the engineering changes to the two relocatables at no additional cost to the District.

5.2 Non-Routine

a. Acceptance of $1,125 Increase in Funds for the Law Enforcement Education Program (LEEP) for 1971-72 - Attachment 5.2-a

Notice was received from the U. S. Department of Justice that an additional $1,125 in funds had been awarded for the District's annual level of LEEP activity, which is in addition to the $3,375 accepted by the Board of Trustees on September 23.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Alexander, and carried by the Board to accept the $1,125 increase in funding for the Law Enforcement Education Program (LEEP) at Santa Barbara City College.

b. Acceptance of $1,938 in MDTA Funds for Line-of-Credit (P.L. 90-636) - Attachment 5.2-b

On December 9, 1971, the Board approved a line-of-credit budget request for $1,938 in funds to cover the miscellaneous expenses of one student for three semesters referred to us by
the State Department of Human Resources Development. Notice was received that these funds had been allocated to the District.

Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Mrs. Gutshall, and carried by the Board to accept the $1,938 in funding from the MDTA Regional Office.

c. Acceptance of $58,528 in Funding for an MDTA Project (P.L. 90-636) - Attachment 5.2-c

Notice was received that $58,528 in funds had been allocated to the District to provide funding for the MDTA Project for a Landscaper and Groundskeeper Training Course for low-income adults for the period of December 6, 1971, through November 11, 1972. (It was pointed out by the Superintendent that the amount of $58,528 in funding was the correct amount to be accepted by the Board, not $65,031 as indicated in the Agenda.)

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Meigs, and carried by the Board to accept the $58,528 in funds from the Department of Education, Vocational Education Southern Regional Office, for the Landscaper-Groundskeeper MDTA Project. Only in-kind matching funds of $6,692 are required -- no additional District funds are necessary.

d. Approval of the Submittal of Project Planning Guides (PPG's)

Annually, the Chancellor's Office requires the submittal of Project Planning Guides (PPG's) as part of the facilities planning process under Senate Bill 691. The District's facilities consultant is preparing the data for submittal prior to January 1, 1972.

Summaries of the pending projects were distributed at the meeting and Dr. MacMillan, Director of Research and Development, reported on the specific status of each of the construction projects: (1) Construction of Vocational-
Technical Building (housing for Marine Technology Program was removed from the Voc-Tech Plan); (2) Construction of Theater-Music Building; (3) Equip Arts & Communications Complex; and the Library Remodeling Project. It was pointed out that the projects were all proceeding as expected.

The Board was informed that as a result of these PPG's, the sequence of the Ten-Year Plan has been altered by delaying the acquisition of a second site for one additional year. The four projects to be submitted to the State, in the opinion of the staff, are the most needed or desirable and the most likely to receive State support. All of the projects hinge on passage of the State's proposed $160 million bond issue.

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mr. Wells, and carried by the Board to approve the submittal of the Project Planning Guides for the four construction projects outlined to the Chancellor's Office by January 1, 1972.

e. Acceptance of Audit Report for the 1970-71 Fiscal Year

Copies of the Audit Report for 1970-71 of the financial records of the Santa Barbara Junior College District were received from the District Contract Auditor, Mr. William D. Kendall, and distributed to the Board of Trustees in Enc. 1.

Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Mrs. Gutshall, and carried by the Board to accept the Audit Report for the 1970-71 Fiscal Year as shown in Enclosure 1 and further authorized that the report be filed.

f. Approval of Agreement for National Defense Student Loan (NDSL) Accounting and Collection Services

Under the terms of the District's agreement to participate in the NDSL Program, it is necessary for the District to operate an effective collection system, as required by the National Defense Student Loan Act. Requirements of the program are for:
(1) systematic billing and identification of delinquent accounts, and (2) delinquent collection by an agency if necessary.

Dr. Sorsabal, Administrative Dean of Business Services, and Mr. William Cordero, Director of Placement & Financial Aids, explained the need for and the advantages to the District of utilizing the accounting, billing, and collection services of a company that specializes in these services for National Defense Student Loans repayment. The volume of participation in the NDSL Program by the District indicates that such a service is necessary to get the collections back from the students. The District has been in the NDSL Program since 1962 and has not had an effective system for billing or collection purposes. Unless the District has an acceptable collection system, it will not be able to receive future loans. The government accepts a 15-20 percent delinquency rate; right now the District has a delinquency rate of 30-35 percent.

The Superintendent explained that nationwide where a follow-up system has been instituted, the delinquency rate has been low for repayment of these student loans.

The Academic Financial Services Association, Inc. specializes in automatic billing and collection services for these National Defense Student Loans. It was believed that authorization of these services would significantly reduce the District's delinquency factor. Exhibits "A" and "B" of Attachment 5.2-f outlined the cost estimates and a student loan pricing schedule for two options available from AFSA. Option "B" was selected for use by the District because it was believed that it met our needs better. The estimated cost of the AFSA services to the District for the first year is $1,198.80. A three percent administrative allowance from each student loan program can be applied to the AFSA fees, which leaves $403 that the District must pay for the services.
Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Dr. Dobbs, and unanimously carried by the Board to approve the agreement with the Academic Financial Services Association, Inc. for accounting and billing services, and with National Account Systems for delinquent account collection services to meet the requirements for District participation in Federal loans -- National Defense Student Loans and Nursing & Health Profession Loans—at a cost of $1,198.80 for the first year less the three percent administrative allowance from the student loan funds.

g. Discussion of Report on "Financial Data of the Santa Barbara County – 1970-71" from the County Superintendent of Schools

On November 11, 1971, copies of the County Superintendent of School's Annual Financial Data Report were distributed to the Board of Trustees for their information and study. Discussion of the report was held over to this meeting.

A brief description of the report was given and comparisons between Allan Hancock College in Santa Maria and Santa Barbara City College were discussed by Dr. Sorsabal. A correction was noted on page 47 of the report: Santa Barbara City College's Bond Rate and Total School District Tax Rate were listed as 35 cents and 95 cents, respectively, but should be indicated as 18 cents and 78 cents.

6. GENERAL INFORMATION

6.1 Report on Coming Events

Mr. James Williams, Director of College Information, stated that the activities scheduled by the College for the period of December 10, 1971, to January 13, 1972, had been reported at the last regular meeting; therefore, he reviewed only the highlights of the activities planned for the next three weeks.

7. ADJOURNMENT

Upon motion of Mr. Garvin, seconded by Mrs. Alexander, the Board voted to officially adjourn the meeting at 5:45 p.m.
Minutes – Regular Meeting
Board of Trustees, SBCCD
December 20, 1971

The next regular meeting of the Board of Trustees will be held on Thursday, January 13, 1972, at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

Attest:

[Signature]

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

[Signature]

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

Approved by the Board of Trustees:

on January 13, 1972