MINUTES
REGULAR MEETING OF BOARD OF TRUSTEES
April 8, 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 Junior College District was called to order by President Wilbur L. Fillippini on Thursday, April 8, 1971, at 4:05 p.m. in the Board Room, Santa Barbara City College, Santa Barbara, Calif.

1.2 Roll Call

Members Present:

Mr. Wilbur L. Fillippini
Mrs. Dorothy N. Meigs
Mrs. Kathryn O. Alexander
Mr. Sidney R. Frank (arrived at 4:06)
Mrs. Ann Gutshall
Mr. Benjamin P. J. Wells

Members Absent:

Mr. James R. Garvin

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
Dr. Thomas F. MacMillan, Director, Research & Development
Mr. James M. Williams, Director, College Information
Mr. Dean H. Ankeny, Director of Purchasing
Dr. Martin M. Bobgan, Asst. Dean, Continuing Education
Miss Gloria A. Castleberg, Director, Classified Personnel
Mr. Paul H. Jardine, Associated Students Representative
Mr. Robin Spriggs, CSEA Field Representative
Mr. Russell S. Wenzlau, Asst. Dean, Evening College and Summer Session

Mr. Theron E. Barnes, Audio-Visual Supervisor
Mrs. Barbara Tinker, Secty. to Superintendent-President, SBCC

1.3 Welcome to Guests

Mr. Fillippini welcomed guests and invited comments from the audience during the course of the meeting.
1.4 Executive Session

At 4:06 p.m., the Board adjourned to go into executive session with Dr. Gooder in the Superintendent's Office.

At 4:39 p.m., the regular meeting of the Board of Trustees of Santa Barbara Junior College District reconvened in regular session in the Board Room of Santa Barbara City College. Mr. Filippini stated that the executive session had been devoted to the discussion of personnel matters.

1.5 Minutes of Regular Meeting of March 25, 1971

Upon motion of Mrs. Meigs, seconded by Mrs. Gutshall, the Board unanimously approved the Minutes of the Regular Meeting of March 25, 1971, as delivered.

1.6 Hearing of Citizens

None

1.7 Communications

a. Letter Received from MOJAVE Management Corp., Confirming that their Organization will Sponsor One Outstanding SBCC German Student for Membership in the United European American Club

The Superintendent stated this item was brought to the Board's attention for information only and indicated another effort by an agency to recognize outstanding student achievement.

At Mr. Frank's suggestion, the Board agreed that a letter should be sent to the MOJAVE Management Corp. accepting the award with appreciation.

2. PERSONNEL

2.1 Certificated Personnel

a. Recommended Appointment

The Superintendent stated that Santa Barbara City College was fortunate to have found a very well qualified young teacher, Miss Rosemary Hernandez, for the life science position with special emphasis in microbiology as it is related to the health occupations area. It was recommended that the appointment, as indicated in Attachment 2.1-a, be approved for the 1971-72 college year.
Minutes - Regular Meeting
Board of Trustees, SBJCD
April 8, 1971

Upon recommendation of the Superintendent, it was moved by Mrs. Gutshall, seconded by Mrs. Alexander, and carried by the Board to approve the appointment indicated in the attachment.

b. **Recommended Appointments of Additional Continuing Education Instructors**

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Alexander, and carried by the Board to approve the appointments of additional instructors for the Continuing Education Division as listed in Attachment 2.1-b.

c. **Recommended Re-employment of First, Second, and Third Year Probationary Instructors, 1971-72 College Year**

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mr. Frank, and carried by the Board to approve the re-employment of the first, second, and third year probationary instructors for the 1971-72 college year as indicated on Attachment 2.1-c. It was noted that the third-year probationary instructors will achieve permanent status as of next year.

At this point in the meeting, members of the Board of Trustees discussed their interest in the reports from the divisions which had been heard over the past few months and expressed their desire to hear from the divisions on a continuing basis.

d. **Recommended Leave of Absence and Change of Assigned Working Days**

The Superintendent informed the Board that Mr. R. Spencer Blickenstaff, Vocational-Technical Instructor, had an opportunity to represent a local community organization at a conference in Australia in May. Mr. Blickenstaff requested a change in working days to permit him to attend the conference and also rearranged his schedule so that his work would be accomplished with no additional cost to the district. The Superintendent recommended that Mr. Blickenstaff be granted a leave of absence for the period May 3 through 24, 1971, and that he be allowed to continue his work for the Cooperative Education Program during the Easter vacation and during the time period of June 14 through 28, inclusive.
Upon motion of Mr. Wells, seconded by Mrs. Gutshall, the Board approved the leave of absence and change of assigned working days for Mr. Blickenstaff as recommended by the Superintendent.

e. Recommended Authorizations of Travel and Conference Attendance

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Meigs, and carried by the Board to approve the travel and conference attendance authorizations indicated in Attachment 2.1-e.

(Addenda Item) f. Recommended Appointment, MDTA, LVN Instructor

The Superintendent informed the Board that the District had received funding for a new MDTA program to train licensed vocational nurses and that it was necessary to rehire a teacher for the program. It was recommended that the appointment indicated in Attachment 2.1-f be approved effective April 12, 1971.

Upon motion of Mrs. Gutshall, seconded by Mrs. Meigs, the Board approved the appointment of the LVN Instructor for the MDTA program as indicated in the attachment.

2.2 Classified Personnel

a. Recommended Hourly Appointments

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mr. Wells, and carried by the Board to approve the hourly appointments listed on Attachment 2.2-a.

b. Recommended Student Appointments

Upon recommendation of the Superintendent, it was moved by Mr. Frank, seconded by Mr. Wells, and carried by the Board to approve the student appointments listed on Attachment 2.2-b.

c. Recommended Reclassification

The Superintendent stated that on February 11, the Board approved a study of the classified personnel office by Griffenhagen-Kroeger, Inc. The completed report was submitted to the Board for information on March 25, 1971.
Minutes - Regular Meeting
Board of Trustees, SBCCD
April 8, 1971

The Board referred the report to the SBCC staff for study and asked that recommendations for implementation be provided at the first Board meeting in April.

The Superintendent reported that the consultant's report contained references to: (1) the elements of a broad-gauged personnel program, (2) the typical responsibilities for the position of Director of Personnel, (3) a recommended duty statement for the Director of Classified Personnel at Santa Barbara City College, (4) a proposal for a three-phase development of a fully operated classified personnel program, and (5) a recommendation that the present position be reclassified to reflect new responsibilities.

It was recommended that the recommendations by the consultant be adopted: that the position of Director of Classified Personnel be reclassified from Salary Range 34 to Salary Range 42, that the duty statement as presented be approved, and that steps be taken to implement the three-phase development of the classified personnel program.

Upon motion of Mrs. Alexander, seconded by Mr. Wells, the Board approved the recommendations by the consultant as outlined by the Superintendent including the reclassification indicated in Attachment 2.2-c.

3. STUDENT PERSONNEL

No items were presented or discussed.

4. CURRICULUM AND INSTRUCTION

No items were presented or discussed.

5. PLANTS AND PROPERTY

5.1 Report of Chancellor's Technical Advisory Committee and CCHE Resolution on Classroom Utilization

Dr. Sorsabat referred to Attachment 5.1 which contained a copy of the minutes of the Chancellor's Technical Advisory Committee and the final adopted resolution on utilization standards as established by the Coordinating Council on Higher Education (CCHE).
The Board was informed that the proposed utilization standards, as they apply to community colleges, have been deferred indefinitely. This means the District can continue to plan its development program on existing standards and the basis on which the state participates in the District's construction program remains the same.

5.2 Recommended Approval of Change Order No. 1 - Motorcycle Parking, O. K. Industries, Contractor - $200

The Superintendent explained that during the bid phase of the motorcycle parking project, an alternate proposal consisting of total concrete parking and drive (rather than a combination of concrete and asphalt paving) was rejected because the cost of $600 was thought to be excessive, as was a later bid of $400. However, the contractor indicated during the construction phase that he would put in the additional concrete for an added cost of only $200. It was recommended that the Board approve Change Order No. 1 which added $200 to the contract price for the motorcycle parking project by O. K. Industries. The new contract price would be $16,469.

Upon motion by Mr. Wells, seconded by Mrs. Gutshall, the Board approved Change Order No. 1 which added $200 to the motorcycle parking project by O. K. Industries.

5.3 Progress Report - P. E. Complex

The Superintendent reported that the work on the P. E. Complex continued to be ahead of schedule. As of April 3, 1971, with 70.35 percent of the contract time elapsed, 83.00 percent of the work had been completed, as indicated in Inspector's Report No. 52.

5.4 Recommended Approval to Declare Surplus Property - Kenro Vertical 18 Camera

The Superintendent stated that the Graphic Arts Department had a 12-year old Kenro Vertical 18 camera, Serial No. K796369, which had some parts missing and is no longer being used. The estimated value of the camera was $100.

Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Mrs. Gutshall, and carried by the Board to approve that the Kenro Vertical 18 camera be declared as surplus property.
Minutes - Regular Meeting  
Board of Trustees, SBJCD  
April 8, 1971

5.5 Recommended Approval for Transfer of Funds from the Undistributed Reserve Account - Resolution No. 20

The Superintendent stated that Santa Barbara Junior College District had been granted $19,800 in funds for VEA Work/Study purposes. This allocation was accepted with the stipulation that the District would provide 20 percent in local matching funds. Student worker hours in all categories have been adjusted as much as possible to use budgeted funds for this purpose. However, the amounts originally budgeted are not sufficient to meet the District share requirement; therefore, to take full advantage of the allocated funds, the Superintendent requested that $5,000 be transferred from the undistributed reserve to provide the additional matching funds.

Upon motion of Mr. Wells, seconded by Mr. Frank, the Board unanimously adopted Resolution No. 20 (shown in Attachment 5.5) which authorized and directed the County Superintendent of Schools and the County Auditor-Controller to transfer $5,000 from the undistributed reserve to the 1970-71 general fund for Santa Barbara Junior College District. On poll of the Board, the vote was as follows:

Ayes: Mrs. Alexander, Mr. Fillippini, Mr. Frank, Mrs. Gutshall, Mrs. Meigs, and Mr. Wells

Nees: None

Absent: Mr. Garvin

6. BUSINESS AND FINANCE

6.1 Recommended Authorization and/or Ratification of Purchase Order Numbers for Supplies, Equipment, and Services

Upon motion of Mr. Frank, seconded by Mr. Wells, the Board authorized and/or ratified the purchase of supplies, equipment, and services as indicated on Attachment 6.1.

6.2 Recommended Authorization and/or Ratification of Payment of Claims

Upon motion of Mr. Wells, seconded by Mrs. Meigs, the Board voted to authorize payment of claims listed on Attachment 6.2 and all similar claims presented prior to the Board meeting.
6.3 **Recommended Approval of Amendment to Joint Powers Agreement - City of Santa Barbara**

Dr. Donald K. Sorsabal, Administrative Dean of Business Services, stated that the Board at their last meeting approved the lease agreement between the District, the City of Santa Barbara, and Old Spanish Days in Santa Barbara, Inc., for the land adjacent to Pershing and Leadbetter Parks for a period of 50 years. It was explained that an amendment to the agreement (Enclosure 1), to be entered into by the District and the City of Santa Barbara, was required to clarify Section II.a. "Facilities to be Furnished by the District". Under this section, the District agrees to permit certain Pershing Park property, leased by the college from Old Spanish Days of Santa Barbara, Inc., to be made available to the city and community for recreational and educational purposes and also applies to all existing and future college facilities in accordance with provisions of the state educational code.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Gutshall, and unanimously carried by the Board to approve the amendment to the joint powers agreement, dated March 23, 1971, between the District and the City of Santa Barbara, as shown in Enclosure 1.

6.4 **Recommended Approval for Submission of an Application for Funding under the Law Enforcement Education Program (LEEP) for Fiscal Year 1972, in the Amount of $9,000**

The Superintendent advised the Board that Dr. MacMillan, Director of Research & Development, prepared an application for financial aids of students in the Law Enforcement Education Program (LEEP) for fiscal year 1972. It was recommended that the Board approve the submittal of the application for funding in the amount of $9,000, as shown in Enclosure 2.

Upon motion of Mr. Wells, seconded by Mr. Frank, the Board approved the submission of the application for $9,000 in funding under the Law Enforcement Education Program for fiscal year 1971.

6.5 **Recommended Approval for Submission of an Application for Funding under the National Defense Education Act, Title III**
Dr. Thomas F. Millan, Director of Research & Development, gave a brief overview of the proposed application for equipment and materials for individualizing foreign language instruction at SBCC under the National Defense Education Act (NDEA), Title III-A, for fiscal year 1971-72. Federal funds in the amount of $6,915 would be requested with the District providing matching funds. It was noted that the District, in other NDEA requests for funding, had a consistent pattern of being allocated only one-third of the total amounts applied for and, therefore, a similar portion was anticipated.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Alexander, and carried by the Board to approve the submittal of the NDEA application indicated in Enclosure 3 for federal funding in the amount of $6,915 for fiscal year 1971-72.

7. GENERAL INFORMATION

7.1 Recommended Change in Board Rule 0570

The Superintendent recommended that Board Rule 0570 be amended by combining the categories "PLANTS AND PROPERTY" and "BUSINESS AND FINANCE" under the single heading of "BUSINESS SERVICES". It was explained that greater simplification and clarification could be achieved in the Board of Trustees' Agendas and Minutes by making this change.

Upon motion of Mr. Wells, seconded by Mrs. Meigs, the Board voted to approve the amendment to the Board of Trustees Rule 0570. The section will now read as follows: *

"0570 Order of Business

At regular meetings of the Board, the order of business shall be as follows:

1. Call to Order
2. Roll Call
3. Welcome to Guests
4. Executive Session (If Required)
5. Minutes of Last Meeting
6. Hearing of Citizens and Petitions
7. Communications
8. Personnel
9. Student Personnel
10. Curriculum and Instruction
11. Business Services
12. General Information
13. Adjournment"
The Superintendent brought two additional information items to the attention of the Board of Trustees:

(1) Dr. Sidney Brossman, Chancellor of the California Community Colleges, will be speaking to members of the faculty at Santa Barbara City College at 4:00 P. M. on Thursday, April 15, in Physical Science 101. Dr. Brossman has been asked to speak specifically on the status of proposed legislation relating to teacher tenure and on proposals for increasing state support for both general purposes and facilities.

The Superintendent extended an invitation to the Board members to attend the meeting.

(2) The Superintendent presented the Board members with copies of the District's Working "wishing" Budget for fiscal year 1971-72. The budget included all requests submitted by the various divisions, departments, and offices of Continuing Education, City College and Evening College. The budget as presented was for the general fund only.

The Board members also received information sheets regarding the working budget: a revised budget review schedule, the Superintendent's recommendations regarding expenditure requests by the division chairmen, a summary of income for SBJCD, analysis of the working budget, and an analysis of the personnel requests included within the working budget. It was pointed out that budget requests exceeded anticipated 1971-72 income by $1,655,853 according to the initial working budget. Each division has been requested to review their budget requests within the guidelines setforth by the Superintendent and resubmit their requests by April 23, 1971.

Dr. Sorsabal, Administrative Dean of Business Services, called the the Board's attention to the various sections of the working budget. The budget, based upon cost-generating centers, is divided into three parts: summary of expenditures, instructional division budgets, and supportive division budgets. Color coding was used to facilitate the use of the document. The salary computations for both certificated and classified personnel was based upon the existing salary schedules.
After considerable discussion, Mr. Fillippini expressed his appreciation, on behalf of the Board, to Dr. Sorsabal for the working budget and stated that the document would be very helpful to the Board members.

(Mrs. Meigs left the Board meeting at 5:50 p.m.)

Mr. Wells thanked those responsible for the birthday cake. The Board meeting was preceded by a brief birthday celebration for Mr. Wells, whose birthday was the day of the meeting, and for Mr. Frank and Mrs. Meigs, who had birthdays in March.

7.2 Report on Coming Events

Mr. James Williams, Director of College Information, reported on activities of interest which had been scheduled by Santa Barbara City College and its Continuing Education Division for the period of April 9 to April 22, 1971.

8. ADJOURNMENT

Upon motion by Mr. Wells, seconded by Mr. Frank, the Board voted to adjourn the meeting at 5:55 p.m.

The next regular meeting of the Board of Trustees will be held on Thursday, April 22, 1971, at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

Attest:

[Signature]

Wilbur L. Fillippini
President, Board of Trustees
Santa Barbara Junior College District

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

Approved by the Board of Trustees:

on April 22, 1971