MINUTES
ANNUAL ORGANIZATIONAL MEETING
AND
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT
July 8, 1971
4:00 P.M. - Board Room
Santa Barbara City College
Santa Barbara, California

1. GENERAL FUNCTIONS

1.1 Call to Order

The annual organizational meeting and a regular meeting of the Board of Trustees of the Santa Barbara Community College District was called to order by Vice President Dorothy N. Meigs on Thursday, July 8, 1971, at 4:02 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

1.2 Roll Call

Members Present:

Mrs. Dorothy N. Meigs
Mrs. Kathryn O. Alexander (arrived at 4:06 p.m.)
Mr. Sidney R. Frank
Mr. James R. Garvin
Mrs. Ann Gutshall
Mr. Benjamin P.J. Wells

Members Absent:

Mr. Wilbur L. Fillippini

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
Mr. Alfred L. Silvera, Administrative Dean, Student Activities
Mr. Selmer O. Wake, Director/Admin. Dean, Continuing Education
Mr. James M. Williams, Director, College Information
Mr. William E. Miller, President, Academic Senate
Mr. Ron Ranft, Vice President, Associated Students
Mr. William Regis, President, CSEA
Mr. Joe D. Tanner, President, Associated Students
Others present for all or a portion of the meeting (cont'd):

Mr. Dean H. Ankeny, Director of Purchasing
Mr. Joseph A. Bagnall, Assistant Dean, Continuing Education
Mr. Abalino M. Bailon, Coordinator, MDTA/Vocational Technical
Dr. Martin M. Bobgan, Assistant Dean, Continuing Education
Mr. Gary Cook
Mr. Melvin J. Elkins, Assistant Dean, Vocational Education
Mrs. Melvin J. (Frankie) Elkins
Mrs. Alma R. Ritchie, Coordinator, Continuing Education
Mrs. Evalyn Stafford, Public Information Secretary, Cont. Ed.
Mr. Peter Sulkunas, DMJM Representative
Mr. Russell S. Wenzlau, Assistant Dean, Evening College and
Summer Session

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

1.3 Welcome to Guests
Mrs. Meigs welcomed guests and invited their participation
during the course of the meeting.

1.4 Executive Session
Mrs. Meigs stated there would not be an executive session.

1.5 Minutes of Regular Meeting of June 24, 1971
Upon motion of Mr. Garvin, seconded by Mr. Frank, the Board
unanimously approved the minutes of the regular meeting of June 24,
1971, as delivered.

1.6 Hearing of Citizens
None

1.7 Communications
a. Letter from Mr. Paul Floyd to Mr. Karl Grahn Regarding
   Proposed Cooperative Governmental Data Processing Center
   
   The Superintendent stated that Enclosure 1, a letter
   from Mr. Floyd to Mr. Grahn in response to questions about
   the proposed Cooperative Data Processing Center, was an
   information item only.

(Mrs. Alexander arrived at 4:06 p.m.)
The Superintendent commented on the following two items:

(1) This was the first meeting of the Board of Trustees since the change in the District name. Effective July 1, 1971, the District was changed officially to Santa Barbara Community College District. No change was made in the name of the College; it remains Santa Barbara City College.

(2) Bids for the Pershing Park Project will be opened on August 3.

1.8 Board Action Required in Connection with 1971-72 Board of Trustees Organizational Meeting

a. Election of President and Vice President

Mr. Wells nominated Mr. Frank for election to the presidency of the Board for the 1971-72 year and Mr. Garvin seconded the nomination. Mr. Wells moved to close the nominations. Upon second by Mrs. Alexander, Mr. Frank was unanimously elected to his first term as president of the Board of Trustees.

Mrs. Alexander nominated Mr. Wells for election to the vice-presidency of the Board for the 1971-72 year and Mrs. Gutshall seconded the nomination. Upon a motion by Mr. Frank to close the nominations, seconded by Mr. Garvin, and carried by the Board, Mr. Wells was unanimously elected vice-president of the Board of Trustees.

*(see below)*

b. Election of Secretary-Clerk and Assistant Secretary-Clerk

(1) Upon nomination of Mr. Garvin, seconded by Mrs. Meigs, the Board voted unanimously to elect the Superintendent-President, Dr. Glenn G. Gooder, Secretary-Clerk for the period beginning July 1, 1971, and ending June 30, 1972.

(2) Upon nomination of Mr. Garvin, seconded by Mrs. Gutshall, The Board voted unanimously to elect the Administrative Dean of Business Services, Dr. Donald K. Sorsabal, Assistant Secretary-Clerk for the period beginning July 1, 1971, and ending June 30, 1972.

* After election of the new president and vice-president, Mrs. Meigs turned the meeting over to Mr. Frank, the president-elect.
c. Election of Representative to the County Committee on School District Organization

Upon nomination of Mr. Wells, seconded by Mrs. Gutshall, Mr. Garvin was unanimously re-elected to represent the District on the County Committee on School District Organization.

d. Establishment of Meeting Dates, Time, and Place

Upon motion of Mr. Garvin, seconded by Mrs. Alexander, the Board voted unanimously to continue to hold the meetings of the Board of Trustees on the second and fourth Thursdays of each month at 4:00 p.m. in the Board Room of the Administration Building at Santa Barbara City College.

Before discussion of the Personnel Section, Mr. Garvin asked if it would be possible and if it might be more efficient to group certain of the more routine personnel agenda items for discussion and action. The Superintendent indicated that items could be grouped and that the staff would arrange agenda items for the next meeting so the Board could experiment with Mr. Garvin’s suggested procedure.

2. PERSONNEL

2.1 Certificated Personnel

a. Recommended Appointment of ADN Replacement Instructor

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 Miss Janice M. Whiting as an instructor for the ADN Program for the 1971-72 college year, replacing Mrs. Sydney Siemens who is on sabbatical leave, as indicated in Attachment 2.1-a.

b. Recommended Appointment of Assistant Dean, Vocational Education

With great pleasure, the Superintendent recommended Mr. Melvin J. Elkins for the position of Assistant Dean of Vocational Education, replacing Mr. James E. Foxx who resigned. After an extensive review of 90 applicants for the position, Mr. Elkins was the unanimous choice of the screening committee. The Superintendent reviewed his educational background and his extensive experience in vocational education. Since 1966, Mr. Elkins has been at Cypress College where he has been serving as Chairman of the Vocational Education Division. Mr. and Mrs. Elkins, who came up from Orange County to attend the meeting, were introduced to the Board members.
Upon motion of Mr. Garvin, seconded by Mrs. Meigs, the Board unanimously voted to approve the appointment of Mr. Melvin J. Elkins as Assistant Dean of Vocational Education as indicated in Attachment 2.1-b.

c. Recommended Approval of Additional Instructor for 1971 Summer Session

The Superintendent reported that it had been necessary to add one section of Psychology 33-34 for the summer session and recommended that Mr. Sam L. Gadol be approved as the instructor.

Upon motion of Mrs. Gutshall, seconded by Mrs. Meigs, the Board approved the appointment of an additional instructor for the 1971 summer session, as indicated in Attachment 2.1-c.

d. Recommended Appointment of Continuing Education Instructors for 1971-72 College Year

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Alexander, and carried by the Board to approve the Continuing Education Instructors listed in Attachment 2.1-d for the 1971-72 college year.

e. Recommended Authorization of Travel and Conference Attendance

Upon motion of Mrs. Gutshall, seconded by Mrs. Alexander, the Board voted to authorize attendance and to advance funds for the travel and conference indicated on Attachment 2.1-e.

2.2 Classified Personnel

a. Recommended Leave of Absence Without Salary

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Alexander, and carried by the Board to approve the leave of absence without salary (half-time) for Mrs. Barbara Triana from August 1 to November 15, 1971, as indicated in the Attachment 2.2-a, and with congratulations.
b. **Recommended 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. Janice M. Steen, replacing Mrs. Marian Earle as Health Occupations Secretary, as indicated in Attachment 2.2-b.

c. **Recommended Appointments - New Positions**

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mr. Garvin, and carried by the Board to approve the appointments to two new positions -- Laboratory Teaching Assistant-Graphic Communications and Athletic Trainer & Coordinator of Gym Facilities and Intra-murals -- as indicated in Attachment 2.2-c. (Note: The Job Specification Sheets for these new positions were approved by the Board on June 24, 1971.)

d. **Recommended Hourly Appointments**

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Meigs, and carried by the Board to approve the hourly appointments indicated in the Attachment 2.2-d.

e. **Recommended Salary Adjustments**

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mr. Wells, and carried by the Board to approve the salary adjustments for those listed on Attachment 2.2-e.

f. **Recommended Approval of Job Specification Sheets for Three New Positions: Women's Locker Room Attendant; Laboratory Teaching Assistant-Automotive; Bookstore Supply Clerk**

Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Mr. Wells, and carried by the Board to approve the job specifications for three new positions (classified) outlined in Attachment 2.2-f.
g. Recommended Approval of Amendment to Section 1422.11 of Classified Personnel Policies

Upon recommendation of the Superintendent, it was moved by Mrs. Gutshall, seconded by Mr. Wells, and unanimously carried by the Board to approve an amendment to Section 1422.11 of the Classified Personnel Policies as stated below: (Note: the amended portion has been underlined below)

"Because of potential conflict of interest, the district must refuse to employ persons on a permanent basis who are related to current employees of the district. For the purposes of this section, 'related' shall refer only to members of the immediate family as specified in Section 1342.12 of these rules and regulations."

h. Recommended Student Appointments

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 the student workers listed in four categories in Attachment 2.2-h.

3. STUDENT PERSONNEL

No Agenda Items were Presented

4. CURRICULUM AND INSTRUCTION

4.1 Recommended Approval of Continuing Education Division Program for 1971-72 College Year

The Superintendent called the Board's attention to Enclosure 2 containing the list of recommended courses for the Continuing Education Division for the coming year. Mr. Selmer O. Wake, Director/Administrative Dean of Continuing Education, noted the highlights of the Fall Program.

Upon motion of Mr. Garvin, seconded by Mr. Wells, the Board enthusiastically approved the Continuing Education Division Program for the 1971-72 College Year as presented in Enclosure 2.

Mr. Wake stated that 20,000 different Santa Barbaran's participated in the Continuing Education classes the past year--an increase of 18 percent over the previous year--and indicated that the program is continuing to grow.
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5. BUSINESS SERVICES

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

Upon motion of Mr. Garvin, seconded by Mr. Wells, the Board authorized and/or ratified the purchase of supplies, equipment, and services as indicated on Attachment 5.1.

5.2 Recommended Authorization and/or Ratification of Payment of Claims

Upon motion of Mr. Garvin, seconded by Mrs. Alexander, the Board voted to authorize payment of claims listed on Attachment 5.2 and all similar claims presented prior to the Board meeting.

5.3 Recommended Acceptance of Linotype Machine from the SANTA BARBARA NEWS-PRESS

The Superintendent informed the Board that Attachment 5.3 contained a letter from Mr. Bill Sykes, General Manager of the SANTA BARBARA NEWS-PRESS, which offered a Model 8 Linotype Machine as a gift to the Graphic Arts Department of Santa Barbara City College. The linotype machine, valued at $750, is approximately 56 years old. It is in excellent operating condition and much better than present College equipment.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Gutshall, and unanimously carried by the Board to accept this gift from the SANTA BARBARA NEWS-PRESS. The Superintendent was directed to send a letter of appreciation to Mr. Sykes.

5.4 Recommended Approval for Submission of an Application for Funding of the Work Incentive (WIN) Project in the Amount of $27,527

The Superintendent stated that on June 10, 1971, the Board approved submission of a request for $14,211 for the College's Work Incentive Program. The State thinks highly of our program and suggested that it be enlarged to make it a pilot project for a longer period of time. The application would request $27,527 for an 11-month period, as recommended by the local Department of Human Resources Development. The project would be reimbursed at 100 percent of the excess costs to prepare students (33 students) for the General Education Development tests.
Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Alexander, and carried by the Board to approve the application for $27,527 for the WIN Program, extending through June 30, 1972.

5.5 Recommended Approval of Contract with Santa Barbara High School District for Evening High School Tuition

Annually, the Santa Barbara Community College District has entered into an agreement with the Santa Barbara High School District for the conduct of classes for adults working for high school diplomas. In the past, this has been a net-cost agreement, whereby the Santa Barbara Community College District charged the High School District the net cost -- expenditures less State and Federal funds -- for providing this program. The terms of the current agreement would call for the High School District to pay one-half the net cost of this educational program in the 1971-72 school year, and in subsequent years the program would be provided at no cost. In return, during the 1971-72 school year, the Community College District would pay one-half the cost for the rental of classrooms used in the Continuing Education Program, and in subsequent years there would be no charges for the use of facilities in conducting these Continuing Education classes.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mr. Garvin, and carried by the Board to approve the contract between the Santa Barbara Community College District and the Santa Barbara High School District for the 1971-72 school year and subsequent years as outlined above.

5.6 Recommended Approval of Contract with the Santa Barbara High School District for Lock Maintenance and Health Services

Annually, the Santa Barbara Community College District has entered into an agreement with the Santa Barbara High School District whereby the High School District provides lock maintenance and health services to the Community College District. Under terms of the agreement, the Community College District pays a prorated share of the cost involved for the maintenance and services.
Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Mr. Wells, and carried by the Board to approve the contract between the Santa Barbara Community College District and the Santa Barbara High School District for lock maintenance and health services for the 1971-72 school year as outlined above.

5.7 Recommended Approval of Performance Plans and Specifications for Remodeling Projects and Authorization to Call for Bids

On May 27, (Item 5.10) the Board approved a contract with the architectural firm of Daniel, Mann, Johnson & Mendenhall (DMJM) for the development of plans and specifications for the remodeling of selected facilities on the SBCC campus during the summer months. The remodeling project involves R-3 and R-4 above La Playa Stadium and a portion of the second floor of the Administration Building.

The details of these remodeling projects were described at the meeting by Dr. Sorsabal, Administrative Dean of Business Services. The total remodeling costs, estimated at $40-50,000 ($11-14 per square foot), would be financed by the District's Bond Fund.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Alexander, and carried by the Board to approve the performance plans and specifications for the remodeling projects and further authorized the administration to call for and accept bids for these projects.

Mr. Peter Sulkunas, a DMJM representative, was introduced to the Board and was available to answer questions.

Mr. Miller, President of the Academic Senate and a Member of the Planning Committee, noted that the recommendations for the remodeling projects originated with the instructors' needs and he expressed his appreciation to the Superintendent for the way it had progressed and for the interaction of the faculty with the administration.

5.8 Recommended Approval of Performance Plans and Specifications for Construction of Two New Relocatable Structures and Authorization to Call for Bids

On May 27, (Item 5.11) the Board approved a contract with the architectural firm of Daniel, Mann, Johnson & Mendenhall (DMJM) for the development of plans and specifications for modular, relocatable facilities on the SBCC campus.
In conformance with the contract, DMJM developed the plans specifications for the construction of two relocatable structures, tentatively named the Social Sciences Center and the Student Services Center. The details of the projects were described at the meeting by Dr. Sorsabal, Administrative Dean of Business Services, and he was assisted by Mr. Peter Sulkunas, the representative from DMJM.

The Student Services Center, to be constructed between the College's Library and Campus Center, will contain offices for Health Occupations officials, two Human Relations Assistants, Financial Aids, Spanish Language instructors, and the Veteran Affairs Advisor. The proposed building, to be constructed of six 60 by 12-foot modules, will replace three nearby trailer offices.

An eight-module Social Sciences Center, to be constructed north of the Library and adjacent to Cliff Drive, will provide single- and double-occupancy offices for 36 full-time instructors. Two 30-capacity conference rooms are also included in the proposal.

The steel prefabricated module structures (frames and siding) with removable walls totals approximately 9,400 square feet. Both buildings, which will be sound-proofed, air-conditioned and contain tinted glass, will be financed by the District's Bond Fund.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mr. Wells, and carried by the Board to approve the performance plans and specifications for the two relocatable structures and further authorized the administration to call for and accept bids for this project.

It is hoped that the project will be completed by September 15, as proposed, with project bids to be opened August 3. Estimated cost for the relocatables is $176,200, near $20 a square foot.

5.9 Recommended Authorization to Call for Bids for Music Practice Booths

As part of the remodeling project in Room A-216, plans call for the installation of seven practice booths for the Music Department. Because ready-made booths appear to be the best and most economical type of facility, the Superintendent recommended that the Board authorize the administration to call for and accept bids for these self-contained units.
Dr. Sorsabal briefly described some of the details of this part of the remodeling project. It was the opinion of the staff that it would be in the best interests of the College to purchase these booths ready-made rather than have them constructed on the site, so that they may be relocated to the proposed Theater Building upon completion. The sound-proof music practice booths, each with an approximately 5 by 6-foot interior size, are estimated to cost $14,000 for the seven booths. These units are to be financed by the District's Bond Fund. The District will provide two men for assembly under contractor supervision.

Upon motion of Mr. Garvin, seconded by Mr. Wells, the Board voted to approve the purchase of prefabricated, self-contained, sound-proof music practice booths (seven) to be installed as part of the remodeling project in Room A-216, and further authorized the administration to call for and accept bids for these units.

5.10 Status Report on the Health Occupations Facility

On June 24, the Board authorized the architectural firm of Daniel, Mann, Johnson & Mendenhall (DMJM) to proceed with working drawings on the Health Occupations Facility, but only contingent upon the approval of the State Public Works Board.

Dr. Sorsabal, Administrative Dean of Business Services, informed the Board members that the State Public Works Board had approved the preliminary construction plans and drawings as anticipated and that DMJM was proceeding with the drawings. Health Occupations funds are presently "frozen" by the State but since the Federal funding share has been approved, Dr. Sorsabal indicated that the District will continue with its proposed plans.

6. GENERAL INFORMATION

6.1 Discussion of Proposed Administrative Policies

On June 24, the Board was presented with copies of the proposed Administrative Policies for their study and review. The Superintendent called the Board's attention to various sections in the document and indicated there were no changes made in the basic policies, only in the wording.
It was moved by Mrs. Gutshall and seconded by Mr. Wells to approve the Administrative Policies, subject to final approval by the County Counsel.

During discussion of the motion, Mr. Miller, President of the Academic Senate, voiced his concern over the make-up of the screening committees for the selection of Administrative Deans and the Superintendent-President as outlined in Section 1000. Upon his request, Mr. Wells moved that the original motion be amended by postponing action on Section 1000 until September so that the members of the Academic Senate would have an opportunity to make alternative recommendations prior to final Board adoption. Mrs. Alexander seconded the motion which was unanimously approved by the Board. After this approval of the amendment, the Board voted to approve the original motion as amended. Therefore, the proposed Administrative Policies with the exception of Section 1000 were unanimously approved by the Board subject to final adoption by the County Counsel.

6.2 Report on Coming Events

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

7. ADJOURNMENT

Upon motion by Mr. Garvin, seconded by Mr. Wells, the Board voted to adjourn the meeting at 5:46 p.m.

The next regular meeting of the Board of Trustees will be held on Thursday, July 22, 1971, 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 District

[signature]

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

Approved by the Board of Trustees:

on July 22, 1971