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

August 26, 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, August 26, 1971, at 4:06 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

1.2 Roll Call

Members Present:

Mr. Sidney R. Frank
Mrs. Kathryn O. Alexander
Mr. James R. Garvin
Mrs. Ann Gutshall
Mrs. Dorothy N. Meigs

Members Absent:

Mr. Benjamin P.J. Wells

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. Selmer O. Wake, Director/Administrative Dean, Continuing Ed.
Mr. James M. Williams, Director, College Information
Mr. Ron Ranft, Vice President, Associated Students
Mr. William Regis, President, CSEA
Mr. Dean Ankeny, Director of Purchasing
Mr. Abelino M. Ballon, Coordinator, MDTA/Vocational Technical
Miss Gloria A. Castleberg, Director, Classified Personnel
Mr. Gary Cook
Mr. William J. Cordero, Director, Placement & Financial Aids
Mrs. Terry Jones, Secretary, Financial Aids
Mr. Loring J. McAuliffe, Director, Data Processing
Mrs. Katherine McCloskey, Santa Barbara News-Press Staff Writer
Others present for all or a portion of the meeting (cont'd):

Mrs. Doris J. Phillips, Sr. Secretary, Research & Development
Mr. David L. Pickering, Controller, Accounting Services
Mr. Albert H. (Bud) Reavis, Professor & Director of Athletics
Mr. David Silva, Summer Assistant, Placement & Financial Aids
Mr. Gary A. Speckhals, Programmer-Analyst, Data Processing
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

Mr. Frank stated there would not be an executive session.

1.5 Minutes of Regular Meeting of August 5, 1971

Upon motion of Mr. Garvin, seconded by Mrs. Alexander, the Board unanimously approved the minutes of the regular meeting of August 5, 1971, as delivered.

1.6 Hearing of Citizens

None

1.7 Communications

a. Letter from Santa Barbara County Schools, dated August 20, 1971, Subject: "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, the letter from the County Superintendent's office, which listed guidelines for administering the President's Executive Order. The Board members were brought up-to-date on the "price-wage freeze" as it applied to District employees and the certificated personnel in particular.

After a lengthy discussion concerning the present "freeze" implications, it was moved by Mrs. Alexander, seconded by Mrs. Gutshall, and unanimously carried by the Board to adopt Resolution No. 5, as presented by the Superintendent. On poll of the Board, the vote was as follows:
Ayes: Mrs. Alexander, Mr. Frank, Mr. Garvin, Mrs. Gutshall, and Mrs. Meigs
Noes: None
Absent: Mr. Wells

The Resolution passed by the Board directed "the Superintendent to continue to seek clarification of the guidelines for implementation of the new policies and (authorized him) to implement the new policies to the advantage of District employees . . . and to reduce inequities wherever possible while conforming to legal requirements."

(ADDED ITEM)

b. Letter from California School Boards Association (CSBA)

The Superintendent informed the Board that an acknowledgement letter had been received indicating receipt of their nomination of Mr. Benjamin P.J. Wells as a candidate for representative to the CSBA Delegate Assembly from the 20th Regional Constituency.

Upon the suggestion of the Superintendent, the Board agreed that a letter of endorsement, including a biographical sketch of Mr. Wells, should be sent to all District Boards of Trustees in California requesting their support. The Superintendent agreed to prepare an appropriate letter on behalf of Mr. Wells.

2. PERSONNEL

2.1 Certificated Personnel

a. Routine

(1) Recommended Approval of Continuing Education Instructors

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Meigs, and carried by the Board to approve the additional instructors and lecturers for the Continuing Education Division as listed on Attachment 2.1.a (1).

b. Non-Routine

(1) Recommended Appointment of Assistant Director for ADN Program (Replacement)

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Meigs, and unanimously
carried by the Board to approve the appointment of Miss Betty Dean as Assistant Director for the ADN Program, replacing Mrs. Joan Healy who left the District, as indicated in Attachment 2.1.b (1).

(2) **Recommended Authorization to Make Cash Payment for Accumulated Vacation Credits - Mr. James Foxx**

In accordance with Board policy, an employee upon termination shall be paid for all unused but accumulated vacation credits. Although Mr. Foxx is not technically terminating employment with the District, he is terminating employment in a position which authorizes accumulated vacation and is transferring to a position in which no vacation credit is earned. Because of the press of duties during Mr. Foxx's service as the Administrative Dean of Vocational-Technical Education, he was unable to take advantage of his accumulated vacation credits and, therefore, has a balance remaining in his vacation account.

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mr. Garvin, and unanimously carried by the Board to authorize payment of accrued vacation pay in the amount of $2,546.95 for 30.66 days to Mr. James Foxx in accordance with the approved Board policy.

(ADDENDUM ITEM) (3) **Recommended Authorization to Notify the Board of Governors that the District had No Dismissal or Non-rehiring of Certificated Personnel during the Past Year which is Required to be Reported by Education Code Section 13443.5**

The Superintendent stated that Chancellor Brossman's office had requested official notification of whether or not the District had taken action to dismiss or not rehire certificated employees during the past year. The Board was informed that no such action had been taken the past year.

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Gutshall, and unanimously carried by the Board to authorize the Superintendent to notify the Chancellor that there were no such personnel actions during the past year.
2.2 Classified Personnel

a. Routine

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

(1) Acceptance of Resignation, Attachment 2.2.a (1)

(2) Approval of Replacement Appointments, Attachment 2.2.a (2)

(3) Approval of Increases to Full-Time, Attachment 2.2.a (3)

(4) Approval of Hourly Appointments, Attachment 2.2.a (4)

(5) Approval of EOA & General Student Appointments, Attachment 2.2.a (5)

b. Non-Routine

The Superintendent recommended the approval of the six-month and yearly salary increments listed in Attachment 2.2.b (1) and the longevity increment for Miss Gertrude Colberg (20 years' service) indicated in Attachment 2.2.b (2), subject to the lifting of President's Nixon's Executive Order. In accordance with the guidelines established by the County Superintendent's office -- #11 in Attachment 1.7-a -- salary increases are to be authorized but with the understanding that they may not be granted until the Executive Order has been lifted, after November 12.

(1) Recommended Approval of Six-Month & Yearly Salary Increments

Upon motion of Mr. Garvin, seconded by Mrs. Meigs, the Board approved the salary increments indicated in Attachment 2.2.b (1), subject to the lifting of President Nixon's Executive Order.

(2) Recommended Approval of Longevity Increment

Upon motion of Mrs. Meigs, seconded by Mrs. Gutshall, the Board approved the longevity increment indicated in Attachment 2.2.b (2) for Miss Colberg, subject to the lifting of President Nixon's Executive Order.
3. **STUDENT PERSONNEL**

3.1 **Report on Placement & Financial Aids Department**

Mr. William J. Cordero, Director of Placement & Financial Aids, reported to the Board of Trustees on the activities of his office and introduced his staff -- Financial Aids: Mrs. Terry Jones, Secretary, and David Silva (student), a summer assistant; Placement: Mrs. Bonita Ginter, Clerk-Typist, (on vacation).

Attention was called to Enclosure 1, which contained a brief summary of the Placement & Financial Aids Office -- its philosophy, areas of activity, a statistical summary for 1970-71, funds administered, student eligibility requirements and procedures utilized, as well as an income and ethnic breakdown, and samples of financial aid packages.


Dr. MacMillan, Director of Research & Development, reported to the Board of Trustees on the results of a study he developed to learn the student performance and persistence among recipients of aid or service during the 1970-71 academic year. Enclosure 2 contained a copy of the report, Research Office Memo No. 15-71. The Board's attention was called to the "Summary and Conclusions" on page 4.

Dr. MacMillan stated that overall student financial assistance is paying off in dramatically improved student persistence and performance. For an average investment of less than $500 in services and financial aid per student per year, results indicate that 87.20 percent of all financial aid recipients persist in college and that 62 percent had cumulative GPA's of 2.0 or more. Of students receiving tutorial assistance, 78.30 percent persisted and 65.49 percent received cumulative GPA's above 2.0. "The most important aspect of these findings is not merely that the programs are working, but in particular that they are working for students who might never have entered higher education only a decade ago."

4. **CURRICULUM AND INSTRUCTION**

4.1 **Report on Results of State Board Examination for Licensure as Registered Nurses**

The Superintendent called the Board's attention to Attachment 4.1 which indicated that all 24 June graduates of the SBCC ADN Program had
passed the State Board Examination for licensure as Registered Nurses. The Superintendent voiced his congratulations to Miss Conklin, Assistant Dean of Health Occupations, and the Nursing staff and students for the results of the recent examination.

Members of the Board expressed concern that there were not more candidates for the State Board Examination and requested an analysis and follow-up report on the number of nursing candidates.

5. BUSINESS SERVICES

5.1 Routine

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Gutshall, and unanimously carried by the Board to approve the actions in Items 5.1-a, 5.1-b, and 5.1-d, as indicated in the attachments. Items 5.1-c and 5.1-e were information items only.

a. Authorization and/or Ratification of Purchase Order Numbers 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

c. Progress Report on P. E. Complex, Attachment 5.1-c

The latest inspector's report indicates that 95.1 percent of the construction work has been completed on the P. E. complex.

d. Ratification of Contract for Facility Consultant, Robert Poolman and Associates for the 1971-72 College Year in an amount not to exceed $8,500

During the past two college years, the District utilized the services of Robert Poolman and Associates to complete the documentation necessary to qualify for state assistance under the Junior College Construction Act of 1967. It is anticipated that this service will be needed on a reduced basis during the 1971-72 college year. The contract calls for a maximum expenditure of $8,500 during the current operating year.

e. Report of Award by Board of Arbitrators - Viola, Inc. and SBJCD

Attachment 5.1-e contained a letter from the County Counsel stating that the District's claim against Viola, Inc. for alleged deficiencies in the construction of various buildings had been denied by the Board of Arbitrators, based on three main factors. At this point, there is nothing further that can be done in this matter.
5.2 Non-Routine

a. **Recommended Acceptance of $18,346 Award for Student Loan and Scholarship Programs at SBCC for 1971-72, P.L. 92-52**

Attachment 5.2-a contained a notice of an $18,346 award to the District for loans and scholarships for ADN students. Matching funds, in the amount of $1,037, for the loans portion are being provided by the local chapter of the March of Dimes; therefore, no District matching funds are required.

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Gutshall, and carried by the Board to accept the $18,346 award from the National Institutes of Health to assist SBCC students enrolled in the ADN Program and to express appreciation to the March of Dimes for their support.

b. **Recommended Acceptance of $600 Grant for Real Estate Education Program for 1971-72**

Attachment 5.2-b described the procedures for accepting a $600 grant in support of the District's Real Estate Education Program.

Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Mrs. Gutshall, and carried by the Board to accept the $600 grant and approve the contract with the State Department of Real Estate as shown in the attachment.

c. **Recommended Acceptance of $48,705 Grant for College Work-Study Program At SBCC for 1971-72**

Attachment 5.2-c contained a notice of an additional $48,705 grant for the College Work-Study Program for the period of 1/1/71 through 6/30/72 -- this amount exceeds the estimated grant included in the 1971-72 adopted budget by $22,234. Since the District is required to finance 20 percent of the program, it will be necessary for the Board to approve an appropriation transfer from the Undistributed Reserve for $5,559 making available a total of $27,793 in additional Work-Study funds. The appropriation transfer request will be submitted to the Board after a recommended plan for distribution of the additional funds is developed.

Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Mr. Garvin, and carried by the Board to accept the $48,705 grant from the National Institutes of Health.
d. Recommended Acceptance of $20,013 Allocation for the National Defense Student Loan Program and Recommended Approval of Appropriation Transfer in the amount of $1,023, Resolution No. 3

Attachment 5.2-d contained an official notice from the HEW Department stating that the District had been allocated $20,013 for continued support of the NDSSL program. Based on the terms of the allocation agreement, matching funds of $2,223 (10 percent of the total amount to be available for loans) are required. Based on an estimated allocation for the year, $1,200 in matching funds were already budgeted; therefore, an additional $1,023 must be transferred from the Undistributed Reserve to the appropriate budget account.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Gutshall, and unanimously carried by the Board to accept the $20,013 allocation from the National Institutes of Health (the disbursing agent for HEW), to approve the $1,023 appropriation transfer, and to adopt Resolution No. 3, as shown in Attachment 5.2-d. On poll of the Board, the vote was as follows:

Ayes: Mrs. Alexander, Mr. Frank, Mr. Garvin,
Mrs. Gutshall, and Mrs. Meigs

Noes: None

Absent: Mr. Wells

e. Notice of an Award of $25,928 in Funding for the Work Incentive (WIN) Program - P.L. 90-248

On July 8, 1971, the Board approved submission of an application for funding of the WIN Project in the amount of $27,527. Attachment 5.2-e contains a letter from the Department of Education indicating $25,928 in funds were awarded to the District for the WIN project, which will provide training of low-income adults for the General Education Development Tests.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Alexander, and carried by the Board to accept the $25,928 in funding from the Department of Education for the WIN project.
f. Recommended Approval of Line-of-Credit Budget Request for the Work Incentive (WIN) Program - P.L. 90-248

For some years the Continuing Education Division has been granted a line-of-credit with the State WIN Program. Attachment 5.2-f describes a proposed request for $2,550 to permit 15 students to be enrolled in the existing City College classes for the 1971 Fall semester and 15 students for the 1972 Spring semester. The funds would be used to cover miscellaneous expenses of the students, who must qualify as low-income students and be recommended by the local Human Resources Development (HRD) office.

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Gutshall, and carried by the Board to approve the $2,550 line-of-credit budget request for the WIN project.

g. Recommended Adoption of Resolution No. 4, Authorizing a Bond Sale of $455,000

Attachment 5.2-g contained a resolution to authorize a bond sale of $455,000. Dr. Sorsabal, Administrative Dean of Business Services, explained that it was necessary to sell additional bonds in order to meet the obligations of the District's construction program for 1971-72. In order to make these 5-percent bonds attractive, they must be offered on a short-term basis of 7 years. This requires a payment schedule of $65,000 a year plus interest, thereby increasing the estimated bond tax rate by about 2 cents.

There was considerable discussion about the present bond market. Dr. Sorsabal stated that "the bond market is very sluggish right now and there is a question as to whether or not we will be able to sell these bonds." He indicated that if the bonds were not sold, the District would be unable to go on with construction of the Health Occupations Wing.

Upon motion of Mr. Garvin, seconded by Mrs. Alexander, the Board unanimously approved the adoption of Resolution No. 4 authorizing the sale of $455,000 in Series C Bonds at 5 percent interest on a 7-year, short-term basis, as shown in the attachment.

On poll of the Board, the vote was as follows:

Ayes: Mrs. Alexander, Mr. Frank, Mr. Garvin, Mrs. Gutshall, and Mrs. Meigs

Noes: None

Absent: Mr. Wells
h. Recommended Acceptance of Alternate Bids for Pershing Park - Don Greene, Contractor, Inc.

At the last meeting on August 5, 1971, the Board accepted the base bid of $369,000 from Don Greene, Contractor, Inc., for the first phase of Pershing Park development and authorized the administration to enter into a contract to proceed with the project. Since the Board had 30 days to determine the scope of 12 different alternates to be included in the project, action on these was delayed until this meeting.

After examining all the design alternatives for the Pershing Park Project, Dr. Sorsabal, Administrative Dean of Business Services, recommended the Board's acceptance of Alternate No. 5 only. This alternate would add the installation of a sprinkler system for the baseball-softball area at an additional cost of $19,500, which would come out of the Undistributed Reserves.

There was considerable discussion concerning what would be accomplished by the contractor, Don Greene, during Phase I. Dr. Sorsabal explained that the following demolition and construction work was included:

1. Site Development - grading of property and utilities
2. the elimination of many big trees (but most trees and shrubbery would remain)
3. construction of a pad and the Fiesta Building, which includes a museum, fenced yard, paved area, two lighted softball diamonds, a regulation baseball diamond, and dugouts
4. parking lot for 120 cars

Upon motion of Mrs. Meigs, seconded by Mrs. Gutshall, the Board voted to accept design alternate No. 5 for installation of a sprinkler system on the Pershing Park Project by Don Greene, Contractor, Inc., at a cost of $19,500.

i. Recommended Approval of Joint Powers Agreement between the Santa Barbara High School District and the Santa Barbara Community College District for a Data Processing Center

Enclosure 3 contained a joint powers agreement prepared by the County Counsel in an effort to finalize the arrangements between the Santa Barbara High School District and the Santa Barbara Community College District for a jointly operated data processing center.
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Dr. Sorsabal, Administrative Dean of Business Services, described the terms of the proposed agreement for consideration by the Board of Trustees. The cost is to be shared on an equal basis by both Districts until June 30, 1973, allowing SBCCCD time to determine a more equitable distribution of cost based upon usage. The agreement requires the establishment of a Data Processing Board of Control, made up of three representatives from each District. The main purpose of this body would be to recommend policies and operating procedures for the Center. Dr. Sorsabal stated that this joint venture is expected to serve the needs of both Districts, now and in the future as the needs for data processing services increase.

Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Mrs. Gutshall, and unanimously carried by the Board to approve the joint powers agreement for data processing between the Santa Barbara High School District and the Santa Barbara Community College District, as shown in Enclosure 3.

j. Recommended Approval of Ten-Year Plan

Annually, an updated version of Santa Barbara City College's Ten-Year Plan of Capital Construction must be submitted to the State to receive funding under the Junior College Construction Act of 1967. Robert C. Poolman & Associates, who prepared the documentation, are employed by the District as facility consultants.

Dr. Thomas MacMillan, Director of Research & Development, discussed the latest version of the Ten-Year Plan and called attention to Attachment 5.2-j, which contained a summary of major construction priorities. There was discussion regarding the changes in priorities, particularly the Vocational Technology Building. Members of the Board asked to be brought up-to-date on the construction schedules, plans for the Voc-Tech Building, and for an assessment of the scope and enrollment of classes so that overall facility needs could be determined according to "supply and demand".
Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Alexander, and unanimously carried by the Board to approve the Ten-Year Plan of Capital Construction for Santa Barbara City College as presented for submittal to the State by September 1, 1971.

Recommended Approval for Submission of an Application for Funding in the amount of $48,030 for a Project Entitled "Establishing an Individualized-Modular Approach to Instruction in an Associate Degree Nursing Curriculum" under the provisions of Vocational Education Amendments of 1968 (P.L. 90-576).

Dr. MacMillan, Director of Research & Development, outlined this VEA project and described what would be handled in the various phases. Enclosure 5 contained a copy of the proposed special project application for $48,030 in funding for the development phase. The aim of the developmental phase is centrally to identify student performance outcomes and to develop specific learning modules in each of the four major areas of focus in the nursing curriculum.

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mr. Garvin, and enthusiastically carried by the Board to approve the submittal of this application for $48,030 in funding for the project entitled, "Establishing an Individualized-Modular Approach to Instruction in an Associate Degree Nursing Curriculum".

6. GENERAL INFORMATION

6.1 Delphi Report on Facilities, Research Office Memo No. 14-71

Enclosure 4 contained a report, "Delphi on Facilities", prepared by Dr. MacMillan, Director of Research & Development.

Dr. MacMillan presented the results of the study, utilizing the Delphi Technique, to achieve consensus on the Ten-Year Plan for facilities development at Santa Barbara City College. Dr. MacMillan selected a panel (including representatives from the Board of Trustees, administrators, faculty, classified staff, and students) to review the background data and achieve some consensus on the sequence of priorities in the building program for SBCC.

The Board's attention was called to pages 3 and 4, where the findings of the study were reviewed, the issues of funding and the disparity of opinion concerning building priorities.
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Dr. MacMillan's assessment of the Delphi technique, in relation to the College's Ten-Year Plan, was that it provided a useful sampling of opinion among campus decision makers, was well-timed and showed evidence of consensus. At the same time, limitations to the process were also noted. Dr. MacMillan stated that he was confident that the Ten-Year Plan would meet the educational needs and objectives of the College.

(Mrs. Meigs left the meeting at 6:28 p.m.)

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 August 27 to September 16, 1971.

7. ADJOURNMENT

The Superintendent called the Board's attention to the fact that the next regularly scheduled meeting falls on a legal holiday -- September 9th, Admission Day -- and is also the date of the special College-wide meeting involving trustees, administrators, the faculty and CSEA officers. Upon the recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Gutshall, and unanimously carried by the Board to cancel the September 9th meeting and officially adjourned the meeting at 6:34 p.m.

The next regular meeting of the Board of Trustees will be held on Thursday, September 23, 1971, at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California. The Superintendent indicated that if another meeting were considered necessary, a special meeting would be called on September 16.

Attest:

[Signatures]

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

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

Approved by the Board of Trustees:

on September 23, 1971