M I N U T E S
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT
January 13, 1972
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, January 13, 1972, at 4:20 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

1.2 Roll Call

Members Present:
Mr. Sidney R. Frank, President
Mr. Benjamin P. J. Wells, Vice-President
Mrs. Kathryn O. Alexander
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
Mr. M. L. (Pat) Huglin, Administrative Dean, Instruction
Dr. Thomas F. MacMillan, Director, Research & Development
Mr. Selmer O. Wake, Director/Admin. Dean, Continuing Education
Mr. James M. Williams, Director, College Information
Mr. Chester Knutila, Executive Secretary, Santa Barbara County Taxpayers' Association, Inc.
Mrs. Katherine McCluskey, Staff Writer, S. B. News-Press
Mr. William E. Miller, President, Academic Senate
Mr. Joe D. Tanner, President, Associated Students
Col. Richard L. Temple, Past-Executive Secretary, Santa Barbara County Taxpayers' Association, Inc.
Miss Emily Zanesco, Associate Editor, Channel
Mr. William Regis, President, CSEA
Others present for all or a portion of the meeting (cont'd):

Mr. Dean Ankeny, Director of Purchasing
Mr. Abelino M. Bailon, Coordinator, Continuing Education
Dr. Isabel H. Beck, Professor, Social Science
Mr. David H. Camarillo, Student
Miss Gloria Castleberg, Director, Classified Personnel
Mr. Melvin J. Elkins, Asst. Dean, Vocational Education
Mr. Percy L. Johnson, Student
Mr. Russell S. Wenzlau, Asst. Dean, Eve. College & Summer Session
Mr. Theron E. Barnes, Audio-Visual Supervisor
Mrs. Barbara Tinker, Secretary to Superintendent-President

1.3 Welcome to Guests

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

Col. Temple, who has held the position of Executive Secretary of the Santa Barbara County Taxpayers' Association for the past three years, informed the Board of Trustees that he was leaving that position and introduced his successor, Mr. Chester (Chet) Knutila.

1.4 Executive Session

Mr. Frank indicated no executive session would be held.

1.5 Minutes of Regular Meeting of December 20, 1971

Upon motion of Mr. Garvin, seconded by Dr. Dobbs, the Board unanimously approved the minutes of the regular meeting of December 20, 1971, as delivered.

1.6 Hearing of Citizens

None

(Item 3.2 was taken out of order at this time so that the two SBCC students who have been nominated for WINNER AWARDS in the Ford Foundation Upper Division Scholarship Program could be introduced to the members of the Board of Trustees. After the introductions and discussion of the item, the Board resumed its hearing of Agenda items in their regular order.)
1.7 Communications

a. Memorandum No. 11 from Santa Barbara County Schools, dated December 29, 1971, on 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 which contained official notification that "retroactive aspects of the wage freeze for school employees has been lifted." In accordance with the salary schedules adopted last April, all personnel involved will be reimbursed on the next payroll.

On November 11, 1971, the Board considered the question of whether or not to adjust certificated salaries in conformity with the salary agreements reached on May 27, 1971. (A comparison of the SBCCD salary schedule with that of the comparison districts indicated that the certificated salaries of this District were slightly more than .3 of one percent above the 67th percentile of the average of the other districts.) At that time, it was determined that no downward adjustment should be made because of the uncertainties introduced by the "wage-price freeze" and because of the salary losses incurred by the faculty. Now that the faculty members are to be paid retroactively for their salary losses incurred during the "freeze" (between August 14 and November 14, 1971), the Superintendent suggested that the Board might wish to reconsider the question of adjustments. The Superintendent stated that this matter had been discussed with Mr. Frakes, President of the Instructors' Association, and that the Association was in agreement that the adjustment was appropriate.

After some discussion on what would be involved in making this downward adjustment to the certificated salary schedules as well as various other recomputations that will be necessary as the result of the new Federal withholding and State withholding amounts, it was moved by Mr. Garvin, seconded by Mr. Wells, and carried by the Board to rescind its action of November 11, 1971,
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1.7-a. (Continued)
and that the certificated salaries be adjusted downward begin-
ning with the October earnings as agreed upon May 27, 1971.
The downward adjustment in the certificated salary schedules
will be prorated over the remainder of the year, beginning
with the March payroll.

(ADDED ITEM)
b. Report on CJCA Board of Directors Meeting, January 7-8, 1972

Dr. MacMillan, Director of Research & Development,
briefly reviewed the highlights of the concerns of the
California Junior Colleges Association (CJCA) Board of
Directors which were discussed at a recent meeting.
Dr. MacMillan, who is chairman of the CJCA R&D Committee,
is a member of their Board of Directors.

Members of the Board of Trustees were provided with
copies of the documents that were distributed at the CJCA
meeting in San Francisco, and to which Dr. MacMillan
referred in his report—(1) CJCA Position Statement on
Legislation, (2) entire package of CJCA Legislative Proposals,
(3) Memorandum on Effects of the New Age of Majority (AB 2887,
PrioIo) on the California Community Colleges, and (4) Memoran-
dum by the CJCA Task Force on Finance on the Support of Short
Range Finance Program as presented to the Board of Governors
by Chancellor’s Office. Among the major concerns discussed were:

(1) Dues Structure of the CJCA – the impact of the SBCCD
proposal was felt across the State. Results were that
backup information for coming budget will be distributed
to the regions and to individual members of each board
of trustees well in advance of the proposal for the up-
coming budget, and a thorough review of the necessity for
the revised dues structure will be made at the end of year.

(2) Effect of the Priolo Bill – questions were raised regard-
ing what the impact of the 18-year-old majority would be
on community colleges in California. The two greatest
concerns: the differences in apportionment for the 'defined
adult' and the instant residency of these students in
districts. Legislation is being introduced to attempt
to alleviate the problems.
2. PERSONNEL

2.1 Certified Personnel

a. Routine

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

(1) Approval of Additional Certificated Assignments for the Continuing Education Division - Attachment 2.1-a (1)

Hourly Appointments, Additional Hours for Previously Approved Personnel, Substitute Hourly Instructor, and Special Lecturer

(2) Authorization of Travel and Conference Attendance and Advancement of Funds - Attachment 2.1-a (2)

b. Non-Routine

(1) Acceptance of Resignation

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Gutshall, and carried by the Board to accept the resignation of Mrs. Lourdes C. Felix of the Foreign Language Department with regret, as indicated in Attachment 2.1-b (1).

(2) Appointment of P. E. Coaching Assistants

Upon recommendation of the Superintendent, it was moved by Mrs. Gutshall, seconded by Mrs. Meigs, and carried by the Board to approve the appointment of the P. E. Coaching Assistants for the 1972 Spring semester as indicated in Attachment 2.1-b (2) - Dan Bryant for Track and Bruce Montgomery for Swimming.

2.2 Classified Personnel

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

(1) **Approval of Hourly Appointments for General Classified Positions - Attachment 2.2-a (1)**

(2) **Approval of Hourly Appointments for Continuing Education Division - Attachment 2.2-a (2)**

(3) **Approval of Student Appointments for General, EOA, and VEA Student Programs - Attachment 2.2-a (3)**

b. **Non-Routine**

(1) **Approval of Substitute Appointment - Data Processing**

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Dr. Dobbs, and carried by the Board to approve the appointment of Mr. Edward Leska, Jr., as a substitute Computer Operator while Mr. Harold Davidson is on leave of absence, as shown in Attachment 2.2-b (1).

(2) **Approval of Six-Month and Yearly Salary Increments**

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Meigs, and carried by the Board to approve the six-month and yearly salary increments for the classified personnel listed on Attachment 2.2-b (2).

(3) **Approval of Longevity Increment**

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mr. Wells, and carried by the Board to approve the longevity increment for Mr. Miguel Ramirez, Warehouseman, who has served 10 years with the District as indicated in Attachment 2.2-b (3).
(4) Approval of Temporary Substitute Work – Working out of Classification

The Superintendent stated that since Miss Linda McCullough was granted a personal leave of absence, Mr. Clayton Shupe has been assisting in the Student Activities Office. Policy calls for the employee to be paid at the higher rate in such circumstances.

Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Mrs. Alexander, and carried by the Board to approve temporary working out of classification by Mr. Shupe, as shown in Attachment 2.2-b (4).

(5) Acceptance of Resignations

Upon recommendation of the Superintendent, it was moved by Mrs. Gutshall, seconded by Mrs. Alexander, and carried by the Board to accept the resignations indicated in Attachment 2.2-b (5), with regret:

Miss Nancy Hays – Secretary, Evening College
Effective 1/7/72

Mr. Lynn Jenkins – Asst. Bookstore Manager,
Student Activities
Effective 2/18/72

Mr. Clayton Shupe – Business Manager, Student
Finance, Student Activities
Effective 2/11/72

(6) Approval of Job Specifications and Duty Statements for BOOKSTORE MANAGER and BUSINESS MANAGER, STUDENT FINANCE

The Superintendent informed the Board that as a result of the resignations of Messrs. Shupe and Jenkins, a brief analysis had been made of their two positions. It is believed that a more complete study should be made; but at this time, it was believed that the specifications and salary ranges should be changed to better reflect the duties performed.
2.2-b. Non-Routine Classified

(6) Continued

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Dr. Dobbs, and carried by the Board to approve the new duty statements and salary ranges for the positions of Bookstore Manager and Business Manager, Student Finance, as shown in Attachment 2.2-b (6).

3. STUDENT PERSONNEL

3.1 Report by Associated Students

Mr. Joe D. Tanner, President of the Associated Students reported to the Board of Trustees on the various activities and programs being worked on by the Associated Student Body.

(1) February 21 - "Romeo and Juliet" is to be presented by the New Shakespearan Company of San Francisco

(2) February 5 - Concert in Sports Pavilion

(3) Scholarship Fund has been established - Book Loan Scholarships will be given next semester

(4) Stan Kenton Concert held in Sports Pavilion on January 4 was a financial success -- almost a sell-out performance. Local high school and SBCC students attended a Stan Kenton seminar the afternoon before the performance.

Due to the fact finals are to be given next week, no other activities were planned by the Associated Students.

Mr. Tanner announced to the Board that he had just recently learned of his acceptance at Harvard in Cambridge, Massachusetts, and was leaving for the East next week. Mr. Ron Ranft will be taking over as President of the Associated Students. The Superintendent informed the Board that Joe Tanner was one of six students being admitted to Harvard mid-term. The Economics major has had a 3.83 g.p.a. at SBCC.

Mr. Frank, on behalf of the Board of Trustees, congratulated Mr. Tanner on his acceptance at Harvard, thanked him for his past services to SBCC and wished him good luck in his future endeavors.
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3.1 Continued

As his last official act as President of the Associated Students, Mr. Tanner presented a proposal which he had initiated and had been endorsed by the Student Senate and Academic Senate:

PROPOSAL

Admit free to all on-campus co-curricular college events, excluding all credit and Continuing Education curricular activities, and including athletic, fine arts, and student-sponsored events, all senior citizens age 60 and above who request an annual pass to these events. This offer should not include advance sales and be on a first-come first-serve basis at the event, with age and desire to participate in college activities the only requirements.

Mr. Tanner explained that the students of SBCC feel it is their role to react to needs of the community and to be of service to the community. The Board was asked for their endorsement of the proposal.

Upon motion of Mr. Wells, who commended Mr. Tanner for his thoughtfulness of the senior citizens in the community, and seconded by Mrs. Meigs, the Board enthusiastically concurred with the proposal to grant senior citizens of the District free admission passes to all on-campus co-curricular college and student-sponsored events at Santa Barbara City College.

3.2 Notification of Ford Foundation Upper Division Scholarships

Dr. MacMillan, Director of Research & Development, explained that Santa Barbara City College had been notified that it could nominate students for two "Winner Awards" and four "Honorable Mentions" for partial support of full-time study toward the baccalaureate degree in a senior college or university in the U.S. beginning the Fall Term of 1972. This is the second year that SBCC has participated in the Ford Foundation Upper Division Scholarship Program for outstanding minority students.
3.2 Continued

This year's nominees for the "Winner Awards" were Mr. David Camarillo and Mr. Percy Johnson. Both students were present at the meeting and introduced to the members of the Board of Trustees. Mr. Camarillo, a Sociology major, plans to attend UCLA; and Mr. Johnson, a Business Administration major, will be attending either San Jose or Long Beach State.

The Superintendent informed the Board that SBCC had nominated Mr. Charles Dixon, Mr. John Fragosa, Miss La Velle Smith, and Mr. Luis Villegas for "Honorable Mentions" -- none were present at the meeting.

4. CURRICULUM AND INSTRUCTION

4.1 Approval of Participation in Experimental Training Program in Digital Logic conducted by Human Factors Research, Inc.

The Superintendent called the Board's attention to Attachment 4.1 which contained a description of a proposal by Human Factors Research, Inc. (HFR). HFR is applying for funding to conduct a training experiment designed to assess the effectiveness of computer-aided instruction as contrasted with traditional textbook instruction in the teaching of Basic Digital Logic.

Dr. MacMillan, Director of Research & Development, briefly explained the experimental program, how it came about, and the benefits to be derived by participation. The students would be volunteers from the electronics, math, and data processing classes, and would receive a small stipend for their participation. All instructional costs for conducting the 20-hour training program during the 1972-73 academic year would be paid by HFR under contract to the Navy.

Upon recommendation of the Superintendent, it was moved by Mrs. Gutshall, seconded by Mr. Wells, and unanimously carried by the Board to endorse the proposal and to authorize the District to enter into a cooperative agreement with Human Factors Research, Inc. for this experimental project, as described in Attachment 4.1.
4. CURRICULUM AND INSTRUCTION - Continued

4.2 Adoption of "Minimum Class Size Policy"

The Superintendent informed the Board that the Board of Governors had requested each District to provide a statement of policy regarding minimum class sizes, in accordance with a directive from the Coordinating Council. The Santa Barbara Community College District policy was reviewed by the faculty and staff and amended slightly. The Superintendent recommended adoption of the following "Minimum Class Size Policy" as approved by the Division Chairmen Council:

Minimum class size guidelines shall apply to all lecture, seminar and laboratory classes. Independent study, research, coordinated instruction systems classes, and classes by arrangement are exempted from such guidelines.

No hard and fast rule can be justified. In general, classes should have enrollments in excess of 15, and in many cases in excess of 25. However, in certain second-year courses and in certain experimental courses, class size may be less than 15 if the course can be thoroughly justified and if sufficient funds and facilities can be provided.

Specifically, exceptions to the minimum class sizes noted may be based upon the following: Courses required for graduation, courses required in a major or in a career subject area, courses offered irregularly based on enrollment and need, limited classroom or laboratory facilities, campus size and geographical location, experimental or pilot programs, and statutory and State regulations mandating class size.

Upon motion of Dr. Dobbs, seconded by Mrs. Meigs, the Board voted unanimously to adopt the "Minimum Class Size Policy", as presented by the Superintendent, for the Santa Barbara Community College District.
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 requested in Items 5.1-a, 5.1-b, and 5.1-c, as indicated in the attachments:

a. Authorization and/or Ratification of Purchase Order Nos. P120-1234 through P120-1318 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. Approval of Appropriation Transfers 72-018, -019, and -020 as indicated in Attachment 5.1-c

(1) Appropriation Transfer No. 72-018 in the amount of $3,390 - To transfer funds from "Equipment" account to "Rental of Equipment" account. Due to a change in needs, two pieces of budgeted data processing equipment should not be purchased, instead the funds are to be used to lease three keypunches and Univac equipment.

(2) Appropriation Transfer No. 72-019 in the amount of $850 - To transfer funds from the "Books" account to "Subscriptions" account. The budgeted amount for Bio-abstracts to be received throughout the year was erroneously assigned to an account number for "Books".

(3) Appropriation Transfer No. 72-020 in the amount of $526 - To transfer funds from the "Repair of Equipment" and the "Supply Duplication" accounts to "Audio-Visual Equipment" account. These transfers will cover the cost of purchase of a Thermofax Copier to be used by the Geology Dept.

5.2 Non-Routine

a. Acceptance of $12,641 in Funding for a WIN Project (P.L. 90-248)

On December 9, 1971, the Board approved an application for funding of a WIN Project to train 15 Auto-Service Mechanics for 26 weeks. The Superintendent informed the Board that notice
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5.2 - a. Continued

had been received that these funds had been allocated to the District.

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mr. Wells, and unanimously carried by the Board to accept the $12,641 in funding from the WIN Fiscal Office for training of 15 Auto-Service Mechanics.

b. Acceptance of $26,924 in Funding for Part B Augmented Funds under P. L. 90-576 (Vocational Education)

The Superintendent stated that notice had been received from the Chancellor's Office that the District's application requesting financial assistance through Part B Augmented Funds under P.L. 90-576 (Vocational Education) had been approved in the amount of $26,924.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Gutshall, and carried by the Board to accept the $26,924 in federal funding from the California Community Colleges Chancellor's Office. Matching funds required by the District will be for any equipment expenditure only.

c. Authorization to Submit an Application for Funding under the Allied Health Professions Educational Improvement Program - Special Improvement Grants

Dr. MacMillan, Director of Research & Development, briefly explained the reasons for requesting funding under the Allied Health Professions Educational Improvement Program. The Special Improvement Grant would provide funds for a special project to obtain instructional equipment and supplies for the Radiologic Technology and Dental Assisting Training Programs at SBCC in the Health Occupations Facility. Enclosure 1 contained an abstract of the proposal.

Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mrs. Gutshall, and carried by the Board to authorize the submittal of an application for $50,637 in funding for a Special Improvement Grant under the Allied Health Professions Educational Improvement Program, as indicated in the enclosure.
5.2 Non-Routine (BUSINESS SERVICES) Continued

d. Authorization to Submit an Application for Continued Funding of the Marine Diving Technology Program under provisions of the Sea Grant Program

Dr. MacMillan, Director of Research & Development, briefly summarized the proposed application for continued funding of the Marine Diving Technology Program for support during the 1972-73 academic year, as shown in Enclosure 2. It was noted that the amount being applied for was $49,939, not $56,947 as indicated in the Agenda item—in indirect costs was the reason given for the change in the amount.

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Gutshall, and unanimously carried by the Board to authorize the submittal of the application for $49,939 for continued support of the Marine Diving Technology Program under provisions of the Sea Grant Program, for 1972-73 as summarized in the enclosure. Over the past four years, the Marine Diving Technology Program has received $292,000 in funding support under the Sea Grant Program.

e. Ratification of an Application Submitted for Continued Funding under S.B.164 (Alquist) of Extended Opportunities Programs and Services Project

Attachment 5.2-e contained a brief summary (project abstract—background information and budget summary) of an application for continued support for direct student financial aid and support services as submitted to the Chancellor's Office on January 10, 1972. Ratification of the application for $101,217 in financial support was requested.

Dr. MacMillan, Director of Research & Development, explained that the application had been submitted because the Board had previously approved the basic three-year plan. (On February 11, 1971, the Board adopted Resolution No. 16 endorsing fully the "continued application for funding under the provisions of Senate Bill 164.")
5.2-e Continued

The history of funding was reviewed for the Board’s information by Dr. MacMillan. It was noted that "no community college is asking for what they expect to receive but what they need." Although, SBCCD requested $101,217, it is believed $20,300 will be allocated based upon funding levels in past years.

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Meigs, and unanimously carried by the Board to approve ratification of the application for $101,217 in funding under S.B. 164 of Extended Opportunities Programs and Services Project as shown in the attachment.

f. Acceptance of 2,000 shares of Applied Magnetics Common Stock from Mr. Harold R. Frank, President of Applied Magnetics Corp.

The Superintendent informed the Board that Mr. Harold R. Frank, President of Applied Magnetics Corporation in Goleta, had offered the District 2,000 shares of common stock of the corporation for use in the establishment of a scholarship fund, with a preference being given to the sons and daughters of employees of Applied Magnetics Corporation. Attachment 5.2-f indicated the terms and conditions under which the gift was to be given.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Meigs, and unanimously carried by the Board to accept the gift of 2,000 shares of common stock of Applied Magnetics Corporation for the purpose of establishing a perpetual scholarship fund in the name of Harold R. Frank – Applied Magnetics Corporation. The Board also directed the Superintendent to write a letter of appreciation on behalf of the Board of Trustees to Mr. Harold R. Frank, President of Applied Magnetics Corporation.
5.2 Non-Routine (BUSINESS SERVICES) Continued

Adoption of Resolution No. 14, Authorizing the Sale of the 2,000 shares of Common Stock of Applied Magnetics Corporation

In order to carry out the wishes of Mr. Harold R. Frank, President of Applied Magnetics Corporation, and to make the funds available for the scholarships envisioned, the Superintendent recommended that the Board adopt Resolution No. 14, authorizing the sale of 2,000 shares of Applied Magnetics Common Stock and also recommended that the funds derived from the sale be deposited in interest-earning accounts to support the "Harold R. Frank - Applied Magnetics Corporation Scholarship Fund".

Upon motion of Dr. Dobbs, seconded by Mrs. Alexander, the Board voted unanimously to adopt Resolution No. 14, as shown in Attachment 5.2-g. Upon poll of the Board, the vote was as follows:

Ayes: Mrs. Alexander, Dr. Dobbs, Mr. Frank, Mr. Garvin, Mrs. Gutshall, Mrs. Meigs, Mr. Wells

Noes: None

Absent: None

h. Approval of Lease Agreement with Family Service Agency

Annually, a lease agreement is entered into between Santa Barbara Community College District and the Family Service Agency to allow use of property owned by the F.S.A. exclusively as a District parking lot. This land is contiguous to that property owned by the District and does provide off-street parking for the Continuing Education Division.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Gutshall, and unanimously carried by the Board to approve the lease agreement, at no cost to the District, between the Family Service Agency and the Santa Barbara Community College District for the period of January 1, 1972 to July 31, 1973 for the exclusive use as the District parking lot.
5.2 Non-Routine (BUSINESS SERVICES) Continued

i. Authorization to Purchase Washing Machine (Replacement)

The Superintendent informed the Board that the heavy-duty washing machine located in the Gymnasium began leaking very badly just recently. Investigation of the breakdown indicated that it would be in the best interests and more economical for the District to replace the machine rather than have it repaired. The machine is used to wash all athletic uniforms and related equipment. Washing this equipment is an essential part of the athletic and physical education program. It is estimated that it would cost approximately $6,000 to replace the washing machine with another heavy duty model.

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Gutshall, and unanimously carried by the Board to authorize the administration to replace the washing machine in the P. E. Facility and that such purchase be paid for from the bond funds.

j. Authorization to Enter into a Contract for a Service Station for the MDTA Automobile Service Mechanics Training Program

As provided in the WIN Project for Auto-Service Mechanics (see Item 5.2-a on pages 12-13 of these minutes), it is necessary for the District to lease a service station that will provide the necessary facilities for the training program January 3 through July 7, 1972. A Standard Oil service station on Bath Street has been located by Mr. Abelino Bailon, Continuing Education Coordinator, and can be leased within available budgeted funds -- for $100 a month for the facilities and necessary utilities during the period of this program.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Alexander, and unanimously carried by the Board to authorize the administration to proceed with negotiations to lease a service station to provide the necessary facilities for the MDTA Auto-Service Mechanics Program.
5.2 Non-Routine (BUSINESS SERVICES) Continued

k. Authorization for Accounting Technician to Sign Revolving Fund Checks and Payroll Input Forms

The Superintendent explained that this item was worded incorrectly in the agenda; therefore, revised wording was prepared and distributed to members of the Board for their consideration.

Upon recommendation of the Superintendent, it was moved by Mrs. Gutshall, seconded by Mr. Wells, and unanimously carried by the Board to grant the following authorizations:

1. Authorized Mrs. Mary Griffith, Accounting Technician, to sign checks drawn from the Revolving Cash Fund in the absence of the Administrative Dean of Business Services and the Accounting Services Controller; and

2. Authorized Mrs. Mary Griffith, Accounting Technician to sign payroll input forms submitted to the County Superintendent's Office in the absence of the Administrative Dean of Business Services, the Accounting Services Controller, and the Payroll Accounting Technician.

2. Employment of LeRoy Crandall & Associates for Foundation Investigation of Proposed Arts & Communications Building

As a necessary step to the development of working drawings for the proposed Arts & Communications Building, it is required that a foundation investigation be performed on the site where the building will be erected. LeRoy Crandall & Associates performed similar site investigations for this District in the past and since their work was considered to be highly satisfactory, the Superintendent recommended that they be employed to perform this foundation investigation for an amount not to exceed $2,250.

Upon motion of Mr. Garvin, seconded by Mrs. Alexander, the Board voted unanimously to have the District employ LeRoy Crandall & Associates, consulting foundation engineers in Los Angeles, to perform foundation investigations for the proposed Arts & Communications Building in an amount not to exceed $2,250.
5.2-2. Continued

The Board was informed that the purpose of the investigation will be to determine the physical characteristics of the soils beneath the site and to provide recommendations for foundation design and floor slab support for the proposed building.

m. Employment of William Kendall, C.P.A., for Audit of Associated Students and Bookstore Accounts

The Superintendent informed the Board that Mr. Clay Shupe, Business Manager of Student Finance, has requested that a special audit of the Associated Students and Bookstore Accounts be made because he and Mr. Lynn Jenkins, Assistant Bookstore Manager, are terminating their services with the District and so that the books can be officially closed before they are turned over to a new employee.

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Meigs, and unanimously carried by the Board to approve the employment of William D. Kendall, C.P.A., to conduct a special audit of the Associated Student Body and Bookstore Accounts.

6. GENERAL INFORMATION

6.1 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, and community on-campus activities, for the period of January 14-27, 1972.

(ADDED ITEM) 6.2 Notice of Collegewide Meeting on Evaluation

The Superintendent informed the Board of a meeting on "the requirements for evaluation of the professional staff" which has been scheduled on campus Wednesday, January 26, from 9-11 a.m. in the Staff Lounge of the Campus Center. The Board members were invited to attend.
7. ADJOURNMENT

Upon motion of Mr. Wells, seconded by Dr. Dobbs, the Board voted to adjourn the meeting at 6:09 p.m.

The next regular meeting of the Board of Trustees will be held on Thursday, January 27, 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:

[Signature]
on January 27, 1972