M I N U T E S

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

November 30, 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, November 30, 1972 at 4:04 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
Mrs. Kathryn O. Alexander (arrived at 4:12 p.m.)
Dr. Joe W. Dobbs
Mr. James R. Garvin
Mrs. Dorothy N. Meigs

Members absent:

Mr. Benjamin P. J. Wells, Vice-President
Mrs. Ann Gutshall

Mr. Frank announced that he was pleased to be back in attend-
ance and he thanked one and all for their greetings and good
wishes during his recovery. Through reading issues of the CHANNELS
he felt well-informed on campus activities.

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

Dr. Martin M. Bobgan, Acting Administrative Dean, Continuing
Education Division
Mr. M. L. (Pat) Huglin, Administrative Dean, Instruction
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1.2 Roll Call (continued) -

Others present for all or a portion of the meeting (continued) -

Dr. Thomas F. MacMillan, Administrative Dean, Admissions, Guidance and Research
Mr. Alfred L. Silvera, Administrative Dean, Student Services and Activities

Mr. Fred Cuellar, Vice-President, Associated Student Body
Miss Judi Gunther, Staff member, THE CHANNELS
Mrs. Katherine McCloskey, Staff writer, Santa Barbara News Press
Mr. Jim M. Williams, Director, College Information

Mr. Joseph A. Bagnall, Assistant Dean, Continuing Education
Mr. Lisle C. Bresslin, Assistant Dean, Admissions & Records
Miss Gloria Castleberg, Director, Classified Personnel
Miss Shirley Conklin, Assistant Dean, Health Occupations
Mrs. Dorothy H. Eberle, Senior Secretary, Continuing Education
Mr. Edwin G. Fleming, Assistant Professor, Health Occupations
Mr. James E. Foxx, Assistant Professor, Business Education
Mr. Michael A. Griffin, Acting Coordinator, Continuing Education
Mr. Eric W. Peterson, III, Student and State President of Phi Beta Lambda

Mr. David L. Pickering, Controller, Accounting Services
Mr. William B. Regis, President, CSEA
Mr. Ralph J. Schiferl, Assistant Professor, Business Education
Mrs. Evalyn Stafford, Program Planning Assistant, Continuing Education
Mr. Donald L. Trent, Director, Facilities & Resource Development
Mrs. Ruby Trent, Visitor
Mr. Bruce Trotter, Professor, Social Science
Mr. Russell S. Wenzlau, Assistant Dean, Evening College

Mr. Theron E. Barnes, CSEA & Audio-Visual Supervisor
Mrs. Elsie Brandt, Secretary to Superintendent-President

1.3 Welcome to Guests

Mr. Frank extended a welcome to all in attendance and invited their participation during the course of the meeting.

1.4 Executive Session

Mr. Frank stated that there was no executive session scheduled.

1.5 Minutes of Regular Meeting of November 9, 1972

Upon motion by Mr. Garvin, seconded by Dr. Dobbs, the minutes of the regular meeting of November 9, 1972 were approved by the Board as presented.
1.6 Hearing of Citizens

None

1.7 Communications

a. Board of Trustees Committees for 1972-73

Mr. Sidney R. Frank, President of the Board of Trustees, announced the following appointments to Board Committees for the 1972-73 college year:

Budget Study
Dr. Joe W. Dobbs
Mr. James R. Garvin
Mrs. Ann Gutshall

Career Education
Mrs. Ann Gutshall
Mrs. Dorothy N. Meigs
Mr. Benjamin P. J. Wells

Planning
Mr. Sidney R. Frank
Mr. James R. Garvin
Mr. Benjamin P. J. Wells

Salary
Mrs. Kathryn O. Alexander
Mr. Sidney R. Frank
Mr. Benjamin P. J. Wells

b. Notice of Appointment of Mr. William B. Regis to Community College Committee of California School Employees Association (Attachment 1.7-b)

Dr. Gooder announced that Mr. William B. Regis, President of the SBCC Chapter of the California School Employees Association has been appointed to the Community College Committee of the CSEA- State-wide.

Also Mr. Theron Barnes has been selected to serve on a CSEA committee. The official notice will be in the next agenda.

In addition, notification has been received of the re-appointment of Miss Shirley Conklin, Assistant Dean, Health Occupations, to membership on the Panel of Nurse Consultants for the American Medical Association for the calendar year 1973. Miss Conklin is the only member appointed from the state of California.
1.7 Communications (continued) -

Added Item: c. Clarification of Item 4.1 of Minutes of Regular Meeting of November 9, 1972

Dr. Gooder reported that in regard to declining enrollment records, the reference applied to a national trend - not a local trend.

2. PERSONNEL

2.1 Certificated Personnel

a. Routine

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

(1) Approval of Hourly Substitutes for Fall, 1972 and Approval of Professional Volunteer for Spring, 1973 - Attachment 2.1-a (1)

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

(3) Approval of Hourly Instructors for Continuing Education Division - Attachment 2.1-a (3)

(4) Approval of Special Lecturers (Consultants) for Continuing Education Division - Attachment 2.1-a (4)

(5) Correction of Previous Rate for Cement Mason Instructor and Approval of Hourly Substitutes - Continuing Education Division (Attachment 2.1-a (5))

(6) Authorization of Travel and Conference Attendance - Attachment 2.1-a (6)

2.2 Classified Personnel

a. Routine

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

(1) Approval of Hourly Appointments - Attachment 2.2-a (1)

(2) Student Appointments - General, Tutorial, and College Work-Study Student Programs - Attachment 2.2-a (2)
2.2 **Classified Personnel (continued)**

b. **Non-Routine**

1. **Approval of Six-Month and Yearly Increments**

   Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Dr. Dobbs, and passed by the Board to approve the six-month and yearly increments as outlined in Attachment 2.2-b (1).

2. **Approval of Change in Shift Schedule - Facilities and Operations Department**

   Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mrs. Meigs, and passed by the Board to approve the changes in shift schedules of Salvador Jimenez and Seaborn Pierce, Jr., as detailed in Attachment 2.2-b (2).

3. **Appointment of P. E. Baseball Assistant for 1972 Season - Attachment 2.2-b (3)**

   Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mr. Garvin, and passed by the Board to appoint Fred E. Dowhower (a former SBCC student) as an assistant for the 1972 baseball season.


   Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Dr. Dobbs, and passed by the Board to appoint Mrs. Jo-Ann Thomas as Intermediate Typist Clerk in Facilities and Resource Development office - 3/4 time 12 months.

5. **Approval of Reclassification of Intermediate Clerk to Senior Clerk, Bookstore (Attachment 2.2-b (5))**

   The Superintendent reported that a study of the position of Intermediate Clerk in the Bookstore indicates that the position should be Senior Clerk. Upon the Superintendent's recommendation, it was moved by Dr. Dobbs, seconded by Mr. Garvin, and passed by the Board to reclassify the position of Intermediate Clerk, presently held by Charlotte M. Ley, to Senior Clerk as outlined in Attachment 2.2-b (5).
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2. PERSONNEL (continued) -

2.2 Classified Personnel (continued) -

b. Non-Routine (continued) -

(6) Approval of Temporary Substitute Work - Working Out of Classification - Attachment 2.2-b (6)

Mrs. Vickie Tyler was granted a health leave of absence by the Board at the regular meeting of November 9, 1972. The duties of the Payroll Department have been assumed by Mrs. Mae Brackenhamer and it was recommended by the Superintendent that approval be given for a temporary appointment of Mrs. Brackenhamer for approximately six weeks as detailed in Attachment 2.2-b (6).

A motion was made by Dr. Dobbs, seconded by Mrs. Meigs, and passed by the Board to approve a temporary appointment for Mrs. Brackenhamer in the Payroll Department.

3. STUDENT PERSONNEL

3.1 Report by Associated Students

Mr. Fred Cuellar, Vice-President of the Associated Students, reported on the many activities that have created a very busy school year to date. He stated that the Student Senate has available for purchase a student body card for the price of $4.50. Purchase is optional and entitles the student to insurance coverage, and admission to athletic events, cultural programs and other student activities.

Among the many activities, in process or completed, were: a kiosk-styled bulletin board to be located near PS #101 being built by carpentry students in the apprenticeship classes; student participation in the recent election on Proposition #1; planning and furnishing a student lounge; creating and conducting a students' Fun Fair with successful results; participating in teacher evaluations; and preparing for the first Student General Assembly of the California Junior College Association to be held on the Santa Barbara campus December 2 and 3.

Mr. Frank, on behalf of the Board, thanked Mr. Cuellar for his informative report.

4. CURRICULUM AND INSTRUCTION

4.1 Approval of New Continuing Education Division Classes for Winter Term, 1972-73 College Year

Dr. Martin Bobgan, Acting Administrative Dean, announced that the Winter term of the Continuing Education Division has the largest program ever presented in number of classes and variety of subjects. Attachment 4.1 is a complete list of all new classes to be added in the Winter term, many of which replace offerings which were completed in the Fall term. Also there will be a new course in Key Punching after the problem of obtaining equipment has been resolved.
4. Curriculum and Instruction (continued) -

4.1 continued -

Dr. Bobgan also requested approval of the Board to include the class in key punching along with the list of classes detailed in Attachment 4.1 for the Winter term as well as allowing permission to start a new class, or classes, in the middle of the term when a topic or issue arose that would be of immediate interest to the general public. Such a class would be covered by a small amount of budget which has already been set aside by the Continuing Education Division.

Mr. Russell Wenzlau, Assistant Dean of Evening College, reported that there will be no new classes in the Evening College and that, in order to help maintain interest, Aeronautics I and II would be combined into one class.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Meigs, and unanimously carried by the Board to approve the new Continuing Education Division classes for the Winter term of the 1972-73 college year as detailed in Attachment 4.1, and approve the start of new classes in the middle of the term as dictated by public interest and importance of current events.

Mr. Frank on behalf of the Board members thanked Dr. Bobgan for his very interesting presentation.

4.2 Report of the Faculty Committee for the Improvement of Instruction - Innovative Projects, Summer 1972

Dr. Thomas MacMillan introduced Dr. Bruce Trotter, chairman of the Faculty Committee for the Improvement of Instruction, Innovative Projects, who announced that the funds for the projects had been evaluated by the research office and the teachers themselves. An evaluation of one of the approved projects was the work of a former SBCC student, David Classick, who is now attending the University of California at Santa Cruz. This study was on "The Use of Multi-Media Instructional Materials in a Lower Division Archaeology Course at Santa Barbara City College".

Dr. Trotter stated that almost all of the teachers involved were present to give progress reports. These projects, as detailed in Enclosure #1, were presented as follows:

"Audio-Tutorial Instructional System for Psychology I Classes" by: Bruce Trotter, Professor, Social Science

"Learning Packets" For Class and Self Instruction (Conversation) by: Suzanne K. Culler, Assistant Professor, Foreign Language

"Maximum Use of Audio-Visual Aids To Improve Instruction in Radiologic Technology" by: Edwin G. Fleming, Assistant Professor, Health Occupations
4. Curriculum and Instruction (continued) -

4.2 continued -

"Improvement of Instruction Committee Innovative Project No. 8"
by: Allen E. Flinck, Instructor/Coordinator, Life Science

"Audio-Tutorial Program for Business Math"
by: James R. Foxx, Associate Professor, Business Education

"Report of Innovative Project 1972" (Acquire and convert computer
programs for instructional purposes)
by: Ralph J. Schiferl, Assistant Professor, Business Education

"Nonverbal Multi-Media Approach to American History"
by: Curtis B. Solberg, Associate Professor, Social Science

Also included in the written reports (Enclosure #1) was a study by
John P. Morrisohn, Associate Professor, Trade & Technical, entitled
"Graphic Production Proficiency Program".

Dr. Trotter reported that W. Royce Adams, Jr., Assistant Professor,
English, is on sabbatical leave working on his project which will be a
study of the literature and culture of South American Indians. Also,
Mrs. Hazel M. Stewart, Assistant Professor, English, had planned for the
future to invite eminent writers to Santa Barbara City College for a
workshop.

On behalf of all the participating teachers, Dr. Trotter expressed
appreciation to the Board members for support of these projects and the
opportunity in which to make their progress reports.

Mr. Frank thanked Dr. Trotter and the faculty members for their
dedicated efforts and being present to give their progress reports, and
he felt the Board would concur in his opinion that District funds had
been well-spent.
5. **BUSINESS SERVICES**

5.1 **Routine**

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Meigs, and passed by the Board to approve the following actions as described in the attachments:

a. **Authorization and/or Ratification of Purchase Orders No. P23-1017 through P23-1144, inclusive, for Supplies, Equipment and Services (Attachment 5.1-a)**

b. **Authorization and/or Ratification of Payment of Claims - Attachment 5.1-b**

5.2 **Non-Routine**


Dr. Gooder stated that Attachment 5.2-a was an informational item containing the inspector's report of the progress of the Health Occupations Project. As of November 20, 1972, 30% of the contract time has elapsed with 39% of the work being completed.

b. **Approval of Lease-Purchase Agreement for Mixer Stereo Board - Sparta Electronic Corporation (Attachment 5.2-b)**

Dr. Gooder reported that the Theater Arts Department is in need of a Mixer Stereo Board which could be purchased over a two-year period. He recommended approval of a lease-purchase agreement with Sparta Electronic Corporation in the amount of $1,858.50 -- $1,200 to be paid within 30 days after receipt of equipment and the balance due after July 30, 1973 with 1½% interest until paid.

It was so moved by Mrs. Alexander, seconded by Mrs. Meigs, and passed by the Board to enter into a lease-purchase agreement with Sparta Electronic Corporation as detailed in Attachment 5.2-b.

c. **Approval of Change Orders #2 and #3 - Health Occupations Facility, J.W. Bailey Construction Co., Contractor - Attachment 5.2-c**

Dr. Gooder reported that two change orders were presented in Attachment 5.2-c for the Health Occupations Facility with no cost involved. Change Order #2 is a request for time extension of five days due to a roofers' strike making a new completion date of March 1, 1973, and Change Order #3 is a technical change caused by the omission of dowels by the contractor.

A motion was made by Mrs. Meigs, seconded by Dr. Dobbs, and passed by the Board to approve Change Orders #2 and #3 for the Health Occupations Facility as detailed in Attachment 5.2-c.
5. BUSINESS SERVICES (continued) -

5.2 Non-Routine (continued) -

d. Approval of Revised Organizational Chart - Enclosure 2

Dr. Gooder reported that Enclosure 2 is a revised version of the District Organizational Chart. Clarifications and corrections have been made since the last submission to the Board on September 28, 1972, and approval was recommended by the Superintendent.

A motion was made by Dr. Dobbs, seconded by Mrs. Meigs, and passed by the Board to approve the District Organizational Chart as revised, dated November, 1972.

e. Approval of Contract for Architectural Services for Phase II, Pershing Park - Richard Taylor, AIA, ASLA, and Associates

Dr. Gooder stated that although the Board had authorized the Administration to proceed with the development of plans, specifications, and bid documents for Phase II, Pershing Park, an architect had not been selected and approved.

Upon recommendation of the Superintendent to approve a contract with Richard B. Taylor and Associates for Phase II, Pershing Park, at a fee of 8%, it was so moved by Mrs. Alexander, seconded by Dr. Dobbs, and passed by the Board.

f. Approval of Resolution #15 Regarding Environmental Impact Reports - Attachments 5.2-f

Dr. Gooder reported that after the staff had reviewed the process of handling Environmental Impact Reports as submitted by the Santa Barbara County Superintendent of Schools, it was determined that it was practically impossible to devote the time necessary to assess the accuracy and impact of them. Also, the only reports currently being received were those affecting District territory outside the Santa Barbara City limits.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Dr. Dobbs, and passed by the Board to adopt Resolution #15 regarding environmental assessment reports (Attachment 5.2-f). Upon poll of the Board members, the vote was as follows:

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

Noes: None

Absent: Mrs. Gutshall, Mr. Wells
5. BUSINESS SERVICES (continued) -

5.2 Non-Routine (continued) -

g. Présentation of Financial Data Report, Santa Barbara County Schools - Enclosure 3

Dr. D. Sorsabal, Administrative Dean, Business Services, in describing some of the highlights of the Annual Financial Data Report of the Santa Barbara County Schools, reported an error on page 40 of Enclosure 3 -- total school district tax rate for Santa Barbara Community College District is .8132, not .9732, as the bond cost is 20¢, not 36¢. On page 8 of the report he pointed out that the State apportionment for 1971-72 was 38.9% of total income. In regard to current expense of education per ADA, Santa Barbara is holding at $902 per student, below the average State figure of $918, according to Dr. Sorsabal.

h. Approval to Submit an Application for $55,322 for an Allied Health Professional Special Improvement Grant (Department of Health, Education and Welfare) - Attachment 5.2-h

Dr. Gooder announced that this application for an Allied Health Grant is the same as a previous one submitted last year which was approved, but not funded. The Superintendent recommended for approval the Allied Health Professional Special Improvement Grant submitted to the Department of Health, Education and Welfare in the amount of $59,322 -- $55,322 for the budget period of 7-1-73 through 6-30-74 and $1,000 each for the 4-year project period of 7-1-73 through 6-30-78.

It was so moved by Dr. Dobbs, seconded by Mrs. Alexander, and passed by the Board to approve the submission of the application for an Allied Health Grant as detailed in Attachment 5.2-h.


Mr. Trent, Director of Facilities and Resource Development, reported that since we may qualify for Federal funds under Title VII for some of our building projects, the following figures were presented for informational purposes:

<table>
<thead>
<tr>
<th>Project</th>
<th>Federal Funds Approved</th>
<th>Title VII Funds Requested</th>
<th>State Funds</th>
<th>Local Funds</th>
<th>Total Project Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drama &amp; Music:</td>
<td>--</td>
<td>--</td>
<td>1,826,724</td>
<td>1,415,022</td>
<td>3,241,746</td>
</tr>
<tr>
<td>Present status:</td>
<td>--</td>
<td>350,000</td>
<td>1,032,316</td>
<td>1,264,430</td>
<td>3,246,746</td>
</tr>
<tr>
<td>With Title VII:</td>
<td>219,174</td>
<td>130,826</td>
<td>180,241</td>
<td>347,640</td>
<td>747,055</td>
</tr>
<tr>
<td>Health Occup.:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. BUSINESS SERVICES (continued) -

5.2 Non-Routine (continued) -

i. continued -

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Dr. Dobbs, and passed by the Board to approve submission of an application for funds under the Higher Education Act of 1965, Title VII, in the amount of $130,826 for the Health Occupations Facility project and $350,000 for the Drama and Music Facility project.

j. Employment of Theater Consultant to Assist District Staff with Moveable Equipment Selection for the Proposed Drama and Music Facility

Dr. Gooder stated that there is a need for some expert assistance in the selection of moveable theater equipment for the proposed Drama and Music Facility project. The present consultant working with DMJM on fixed equipment appears to be an excellent choice and it is the recommendation of the Superintendent that approval be given for employment of Landry, Hunt, and Bogan as consultants.

A motion was made by Dr. Dobbs, seconded by Mrs. Meigs, and passed by the Board to approve the employment of Landry, Hunt, and Bogan, Theater consultants, for selection of moveable theater equipment for the Drama and Music Facility project at a cost not to exceed $650.

k. Approval of Contract for Architectural Services for Administration Building Renovations

Dr. Gooder reported that in accordance with a determination made at the last Board meeting of November 9, a plan was initiated to seek a local architect for the renovation of the Administration Building which will consist of three parts amounting to approximately $250,000.

Letters were mailed to 38 local architects with 11 responding. Of these 4 had been previously interviewed in August of this year and 5 more were interviewed on Wednesday, November 29. The interview committee consisting of Dr. Gooder, Dr. Sorsabal, Mr. Trent, Mr. Garvin and Mr. Wells, were most impressed with Mr. John Robert Henderson whose background included serving as Project Architect and Campus Architect for UCSB.

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Meigs, and passed by the Board to approve Mr. John Robert Henderson, AIA, as architect for the renovation of the Administration Building.
6. GENERAL INFORMATION

6.1 Presentation of Items for Institutional Study and Action - 1972-73
Enclosure 4

Mrs. Alexander, member of the Board of Trustees, requested that this item be postponed until the next meeting and be placed on the agenda for December 14, 1972.

6.2 Institutional Goals Inventory Report - Enclosure 5

During the Spring semester 1972, a Joint Committee on Higher Education of the California Legislature requested that each college in the State participate in a study of goals for higher education. Dr. Thomas F. MacMillan, Administrative Dean, Admissions, Guidance and Research, presented the local results of the study as outlined in Enclosure 5.

6.3 Report on Coming Events

Mr. Jim 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 December 1, 1972 through December 14, 1972.

7. ADJOURNMENT

Upon motion of Mr. Garvin, seconded by Mrs. Meigs, the Board of Trustees voted to adjourn their regular meeting at 6:14 p.m.

The next regular meeting of the Board will be held on Thursday, December 14, 1972 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

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

Glenn G. Gooder
Superintendent-President and Secretary-Clerk to the Board of Trustees

Approved by the Board of Trustees:

on December 14, 1972.