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

December 14, 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, December 14, 1972 at 4:00 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 (arrived at 4:07 p.m.)
Dr. Joe W. Dobbs (arrived at 4:02 p.m.)
Mr. James R. Garvin
Mrs. Ann Gutshall (arrived at 4:02 p.m.)
Mrs. Dorothy N. Meigs

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

Miss Judi Gunther, Staff member, THE CHANNELS
Mrs. Katherine McCloskey, Staff writer, Santa Barbara News Press
Mr. Jim M. Williams, Director, College Information
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1.2 Roll Call (continued) -

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

Mr. Abelino M. Bailon, Assistant Dean, Continuing Education
Mr. Lisle C. Bresslin, Assistant Dean, Admissions & Records
Miss Gloria Castleberg, Director, Classified Personnel
Mr. Mel J. Elkins, Assistant Dean, Vocational Education
Mrs. Mary M. Griffith, Accounting, Business Services
Mrs. Terry Jones, Secretary, Financial Aids
Mr. Chester Knutila, Santa Barbara County Taxpayers Association
Mr. Dan Lindsay, Chief Photographer, THE CHANNELS
Mr. Calvin H. Reynolds, Counseling
Mrs. Dee K. Rose, Secretary, Business Services
Mr. Donald L. Trent, Director, Facilities & Resource Development
Mr. Russell S. Wenzlau, Assistant Dean, Evening College

Mr. Theron E. Barnes, CSEA and Audio-Visual Supervisor
Mr. Thomas F. Barbere, Audio-Visual Technician
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

At 4:02 p.m. the Board adjourned to go into executive session with Dr. Glenn G. Goeder and Dr. Donald K. Sorsabal in the Superintendent's office to discuss Item 2.2-b (5).

The Board of Trustees of the Santa Barbara Community College District reconvened the regular meeting in the Board room at 4:19 p.m.

(At the request of THE CHANNELS for pictures, the Board of Trustees at this point took time to accommodate Mr. Dan Lindsay, Chief Photographer for THE CHANNELS.)

1.5 Minutes of Regular Meeting of November 30, 1972

Upon motion by Mr. Garvin, seconded by Dr. Dobbs, the minutes of the regular meeting of November 30, 1972 were approved by the Board as presented.

1.6 Hearing of Citizens

None
1.7 Communications

Added Item: Board members, Dr. Joe W. Dobbs and Mrs. Ann Gutshall, reported on the recent 42nd Annual Conference of the California School Boards Association which they had attended in Los Angeles on December 1 thru 3.

They expressed strong concern for certain issues which reflected little knowledge and understanding of a community college. Board members as a whole were vitally interested in a time table of issues resulting from this CSBA conference and felt the report given them, "California Master Plan for Higher Education in the Seventies and Beyond", was an important instrument at this time. Dr. Goeder, at the request of the Board, will review this report again and present material for discussion at a future Board meeting.

a. Report of New Officers of California School Employees Association, Chapter 289

Mr. Theron Barnes, newly-elected President of CSEA, announced that he would wait until the first Board meeting in January when all new officers of CSEA would be present for introduction. Mr. Frank, on behalf of the Board, congratulated Mr. Barnes on his being elected President of CSEA beginning January 1, 1973.

b. Notice of Appointment of Mr. Theron Barnes to Research Committee of California School Employees Association

Mr. Frank congratulated Mr. Theron Barnes on his appointment to the Research Committee of CSEA as stated in Attachment 1.7-b.

c. Letter from Mr. Albert Revis Expressing Appreciation to Mr. Mel Elkins - Attachment 1.7-c

Mr. Frank announced that Attachment 1.7-c expressed appreciation to Mr. Mel Elkins, Assistant Dean, Vocational Education, for the trophy case in which the Athletic Department can now display the Western State Conference Athletic Supremacy Award.

d. Report of Passage and Possible Impact of SB 90 and SB 95

Dr. Goeder announced that the long-awaited compromise legislation on tax reform and school finance had passed as Senate Bill 90, but that the bill did not provide resources for the community colleges. Also, Senate Bill 95 has passed and contained several elements related to support of our program. A summary of the provisions of SB 95 are contained in Attachment 1.7-d. Dr. D. K. Sorsabal, Administrative Dean, Business Services, in noting that both bills must be read together, reported on the present understanding of the impact of SB 90 and SB 95 on the Santa Barbara Community College District. Dr. Goeder, in presenting Resolution #16 for the consideration of the Board members, stated that since the community colleges are in critical need of support as provided in SB 95 and
1.7 Communications (continued) -

d. continued:

since technical differences between the two senate bills can be corrected before the effective date of the legislation, that Governor Reagan be urged to sign both senate bills into law.

It was moved by Mrs. Alexander, seconded by Mrs. Gutshall, and passed by the Board to adopt Resolution #16 urging the Governor of the State of California to sign both Senate Bill 90 and Senate Bill 95. Upon poll of the Board members, the vote was as follows:

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

Noes: None

Absent: No one

2. PERSONNEL

2.1 Certificated Personnel

a. Routine

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, 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 Teachers, Hourly Substitutes, and Special Lecturers (Consultants), Continuing Education Division - Attachment 2.1-a (1)

(2) Approval of Hourly Substitutes, Fall Semester, 1972 - Attachment 2.1-a (2)

(3) Approval of Professional Volunteer, Soccer Club Coach, Fall Semester, 1972, for the P. E. Department - Attachment 2.1-a (3)

(4) Authorization of Travel and Conference Attendance - Attachment 2.1-a (4)

b. Non-Routine

(1) Report on Implementation of Certificated Personnel Evaluation Policy

Mr. M. L. (Pat) Huglin, Administrative Dean, Instruction, reported that in compliance with policies and procedures adopted by the Board at the regular meeting of July 13, 1972, evaluation of certificated personnel was proceeding exceedingly well.
2. **PERSONNEL (continued)**

2.1 **Certificated Personnel (continued)**

b. **Non-Routine (continued)**

(1) continued:

Mr. Huglin stated that special credit is to be given to Mr. Robert A. Carman and Mr. John D. Kay for the excellence of the policy and procedures document.

Mr. Carman reported on the great amount of time involved in being on a committee but that there was excellent participation and cooperation on the part of all faculty, student, and staff committee members. The meetings, themselves, produced very helpful dialog with, in many cases, a resulting self-evaluation. Board members expressed an interest in making the community aware of this current evaluation procedure and Mr. Frank on behalf of the Board thanked all for the fine manner in which this matter is being conducted.

(2) **Approval of Personal Leave for Maurice E. Ryan, Jr., Associate Professor, Trade/Technical Division**

Dr. Gooder reported that on October 19, 1972 the Board had approved a personal leave of absence without pay for Mr. Maurice E. Ryan, Jr., Associate Professor, Trade/Technical Division, for the Spring, 1973 semester in order that Mr. Ryan might continue work on an advanced degree. Since Mr. Ryan's work at Colorado is due to begin in January, he is requesting permission to leave SBCC early.

Upon recommendation of the Superintendent that Mr. Ryan be granted a leave with pay computed at the difference between his regular salary and the cost of substitute teachers for the month of January, 1973, it was so moved by Mrs. Alexander, seconded by Mrs. Gutshall, and passed by the Board.

2.2 **Classified 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 Classified Personnel action items, as indicated in the attachments:

(1) **Approval of Hourly Appointments and Hourly Appointments for Continuing Education Division - Attachment 2.2-a (1)**

(2) **Approval of Student Appointments, College Work-Study and General Programs - Attachment 2.2-a (2)**
2. PERSONNEL (continued) –

2.2 Classified Personnel (continued) –

a. Routine (continued):

(3) Authorization of Travel and Conference Attendance – Attachment 2.2-a (3)

b. Non-Routine

(1) Approval of Six-Month and Yearly Salary Increments – Attachment 2.2-b (1)

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

(2) Approval of Return from Two-Fifths Leave of Absence (Without Salary), Continuing Education Division – Attachment 2.2-b (2)

Dr. Gooder reported that Mrs. Pat Richardson has been on a 2/5 leave for the past semester to attend classes. Upon his recommendation that she be returned to full-time effective January 29, 1973, it was so moved by Mrs. Meigs, seconded by Dr. Dobbs, and passed by the Board.

(3) Approval of Longevity Increment, Mary J. Moffat, Administrative Secretary in Student Personnel – Attachment 2.2-b (3)

Dr. Gooder recommended that a longevity pay increment be approved for Mrs. Mary J. Moffat and that congratulations be extended to her for 15 years service to the Santa Barbara Community College District. It was so moved by Dr. Dobbs, seconded by Mr. Wells, and passed by the Board.

(4) Approval of Reclassifications – Secretary 20 to Secretary 25, Health Occupations Division and College Information Office, Effective January 1, 1973 – Attachment 2.2-b (4)

Dr. Gooder reported that Attachment 2.2-b (4) contained the results of the reclassification study of two positions – Secretary in Health Occupations and in the College Information office. Upon recommendation of the Superintendent that these two positions be reclassified from Range 20 to Range 25, effective January 1, 1973, it was so moved by Mrs. Meigs, seconded by Dr. Dobbs, and passed by the Board.
2. **PERSONNEL (continued)**

2.2 **Classified Personnel (continued)**

b. **Non-Routine (continued):**

(5) **Dismissal, Matron, Facilities and Operations Department**

**Attachment 2.2-b (5)**

A motion was made by Mr. Wells that Mrs. Anna Johnson be notified that a recommendation for dismissal has been received based upon Section 1561g of the Rules and Regulations governing the Administration of Classified Personnel; that such notification specifically detail the charge; and that Mrs. Johnson be notified of her right to respond to the charge in accordance with the Rules and Regulations. The motion was seconded by Dr. Dobbs and passed by the Board of Trustees.

(6) **Approval of Change In Sick Leave Policy, No. 1342.18**

Dr. Gooder reported that of two sections of Classified Sick Leave policies previously presented, Classified Personnel members have requested additional time to review Section 1342.19. Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mrs. Meigs, and passed by the Board to amend Classified Personnel Sick Leave Policy, Section 1342.18, as indicated below:

1342.18 On the employment date each year, each permanent employee of the classified service shall be entitled to additional sick leave in an amount that when added to his accumulated sick leave as specified above and referenced in Education Code Section 13651.6, shall not exceed 100 working days. Such days of paid sick leave in addition to those required by Education Code Section 13651.6 shall be compensated at the rate of 50% of the employee's regular salary. The paid additional sick leave as herein authorized shall include exclude all other paid leave, holidays, vacation and compensating time, and accumulated sick leave to which the employee may be entitled.

3. **STUDENT PERSONNEL**

3.1 **Five-Year Comparison of Student Characteristics - Enclosure 1**

Dr. Gooder reported that Enclosure 1 was a study of student characteristics prepared by Dr. Thomas F. MacMillan, Administrative Dean, Admissions, Guidance and Research. Today's students, as compared with the students of 1968, are older; work less off-campus or are employed 40 hours or more; take fewer units; and are less likely to transfer to another college or university. A 191 percent increase has been noted in the number of minority students enrolled and a 90 percent increase in regular enrollments.
4. CURRICULUM AND INSTRUCTION

4.1 Approval of "Plan for Work Experience Education for 1972-73" - Encl.3

Dr. Gooder reported that Enclosure 3 was the updated 1972-73 plan for Work Experience Education and contained the following changes: revisions of course descriptions for clarification, and in the case of W.E. 60 and 61, a reduction in number of semesters offered, from four to two, to conform with revised Title 5 requirements; addition of two new course offerings - Library Technology 61A, B, and Physical Education 97A, B, C, D. Samples of forms for student records and a copy of Title 5 requirements (Section 55250 through 55257) are included in the enclosure.

Upon recommendation of the Superintendent, a motion was made by Mr. Wells, seconded by Mrs. Meigs, and passed by the Board to approve the Plan for Work Experience Education for 1972-73.

5. BUSINESS SERVICES

5.1 Routine

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

a. Authorization and/or Ratification of Purchase Orders No. P23-1145 through P23-1221, 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

a. Acceptance of a Gift of Miscellaneous Chemicals Donated by AC Electronics, Defense Research Laboratory, Goleta - Attachment 5.2-a

Dr. Gooder reported that Delco Electronics has generously offered the chemicals listed in Attachment 5.2-a to the College. These chemicals can be put to good use by the Chemistry Department.

The Superintendent recommended acceptance of these chemicals by the Board and also stated that $3,000 is the estimated value. A motion was made by Dr. Dobbs, seconded by Mrs. Gutshall, and passed by the Board to accept this generous gift and to authorize the administration to send a letter of appreciation to Mr. Eugene C. Fall of Delco Electronics for this gift.

b. Allocation of Part H, Vocational Education Funds - Attachment 5.2-b

Dr. Gooder reported that this is an information item and that Attachment 5.2-b is a notification of approval of the District's application for Part H, Public Law 90-576 financial assistance in the amount of $3,157, subject to the availability of Federal funds.
5. BUSINESS SERVICES (continued) -

5.2 Non-Routine (continued) -

   c. Allocation of Part B, Vocational Education Funds - Attachment 5.2-c

   Dr. Gooder reported that this item, also, is for information only and that Attachment 5.2-c is a notification of approval of the District's application for Part B, Public Law 90-576 financial assistance in the amount of $107,944 subject to the availability of Federal funds.

   d. Approval of Budget Calendar for 1973-74 - Attachment 5.2-d

   Dr. Sorsabal, Administrative Dean, Business Services, stated that Attachment 5.2-d delineates the sequence in budget development for the 1973-74 college year. With the passage of Senate Bill 95 there may be some changes.

   Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Dr. Dobbs, and passed by the Board to adopt the 1973-74 Budget Calendar.

   e. Approval of Appropriation Transfer No. 73-007, Transferring $1,200 from Equipment Account to Rental of Equipment Account - Attachment 5.2-e

   Dr. Gooder reported that at the Board meeting of November 30, 1972 approval was given for entering into a lease-purchase agreement with Sparta Electronic Corporation for a mixer stereo board. At this time the Superintendent recommended that a transfer of funds be approved to cover the first installment of the two-year lease-purchase agreement.

   A motion was made by Dr. Dobbs, seconded by Mrs. Meigs, and passed by the Board to approve appropriation transfer No. 73-007, transferring $1,200 from Equipment Account to Rental of Equipment Account for Theater Arts.

   f. Approval of Agreement Between Santa Barbara Community College District and the Regents of the University of California for Student Teachers for the 1972-73 Year, Attachment 5.2-f

   Dr. Gooder reported that the District enters into an agreement annually with the University of California at Santa Barbara for supervised student teaching. Under terms of this agreement, the students complete the supervised teaching requirements under the direction of selected faculty members. In consideration, the selected faculty members have been paid by the District at the rate of $5.00 per quarter unit of supervised teaching with reimbursement by UCSB subject to their budgetary limitations. Mr. M. L. (Pat) Huglin, Administrative Dean of Instruction, stated that all aspects of the program have been very positive and results in a most meaningful internship.
5. BUSINESS SERVICES (continued) -

5.2 Non-Routine (continued) -

f. continued:

Upon recommendation of the Superintendent, a motion was made by Mr. Wells, seconded by Mr. Garvin, and unanimously passed by the Board to approve the agreement between Santa Barbara Community College District and the Regents of the University of California for student teachers for the 1972-73 college year.

g. Approval of Rental Agreement Between Santa Barbara Community College District and the Girls’ Club of Santa Barbara

Dr. Gooden reported that the Continuing Education Division has need for use of additional facilities for Tuesday and Friday morning classes. Dr. Bobgan, Acting Administrative Dean of Continuing Education Division, has negotiated with the Girls’ Club of Santa Barbara for a portion of their facilities at 531 East Ortega Street.

Upon recommendation of the Superintendent to approve a month-to-month rental agreement with the Girls’ Club of Santa Barbara for use of a portion of their facilities at 531 East Ortega Street at a fee of $30 per month, it was so moved by Mrs. Gutshall, seconded by Dr. Dobbs, and passed by the Board.

h. Progress Report on Social Security Election

Dr. Sorsabal, Administrative Dean, Business Services, reported that at the Board meeting of July 13, 1972 approval had been given to the administration to proceed with the details of conducting a Social Security election for certain eligible employees of certificated services. A scheduled election at the beginning of January, 1973, is being postponed until a later date in January due to a small attendance at the first meeting and unresolved problems of who is included and who is excluded according to Social Security Administration requirements.

Upon recommendation of the Superintendent that the Board authorize the inclusion of all eligible Continuing Education Division faculty members among those who will be authorized to participate in the election to determine whether or not they desire Social Security coverage and that the effective date of coverage be changed from January 1, 1973 to April 1, 1973, it was so moved by Mrs. Alexander, seconded by Mrs. Meigs, and passed by the Board.

(At this point Mr. Sidney Frank, President, announced that he had planned to leave at approximately 5:30 p.m., and, therefore, turned the Board meeting over to Mr. Benjamin P. J. Wells as acting President for the balance of the meeting. Mr. Wells, Vice-President of the Board of Trustees, accepted the chairmanship and continued the Board meeting at 5:35 p.m.)
6. GENERAL INFORMATION

Re-submitted
Item: 6.1 Presentation of Items for Institutional Study and Action - 1972-73

Mrs. Alexander, Board member, stated that at her request this item had been postponed until this meeting, because after reading this report (Enclosure 4) and checking back into the Ten-Year Plan her concerns generally were as follows: ten years from now what will we be doing as a District; how will our building program be affected; how to resolve the question of a second campus or a satellite; what will SBCC be doing academically; what are the 10-year plans of Continuing Education; the capabilities of finances; extent of land acquisition, etc. In view of the trend of community colleges of higher education looking more and more for input of the public and participation from the community, and realizing that there is a growing increase in further development of self-education and greater dependence on education of the community, Mrs. Alexander thought special attention should be given to the Items for Institutional Study and Action in connection with the Ten-Year Plan of goals and objectives.

Dr. Gooder stated that Enclosure 4 (Items for Institutional Study and Action - 1072-73) is a status report of where the administrative staff stands in comparison to the goals that were set at the beginning of the Fall term.

Upon the recommendation of the Superintendent that he be directed to expand the concept of the study of goals, objectives, and college organization to include procedures for utilization of cooperative college and community committees to develop 10-year projections of enrollment and manpower needs; credit curriculum; continuing education; student support services; facilities; and finance, it was so moved by Mrs. Alexander, seconded by Dr. Dobbs, and unanimously passed by the Board.

6.2 Report on Study of College Calendar - Attachment 6.2

Dr. Gooder reported that at a special meeting on May 9, 1972, the Board of Trustees had directed the "Superintendent to develop with the Academic Senate and to submit for consideration by January 1, 1973, a proposed calendar, or calendars, which would allow for the completion of the Fall semester before the Christmas period and which would permit high school students to enter without undue delay - with the understanding that what we have may be satisfactory".

Three alternate calendars were developed for consideration by the Admissions office: Traditional, early Fall, and 4-1-4. A modification of the early Fall with the Spring semester to begin in mid-January was recommended initially by the Academic Senate Calendar Committee, but was not recommended by the College Calendar Committee composed of students, faculty, and administrators because of possible undue delay for high school graduates. The three alternate calendars prepared by the Admissions office (see Attachment 6.2) were submitted to the faculty and to a random sample of students to determine preferences.
6. **GENERAL INFORMATION** (continued) -

6.2 continued:

The Academic Senate met on Wednesday, December 6, 1972 to review the alternatives. A motion was passed by the Academic Senate to retain the present calendar. This action was consistent with results of the questionnaires.

Upon recommendation of the Superintendent that the Santa Barbara Community College District adopt and follow the "traditional" calendar for the 1973-74 college year, it was so moved by Mr. Garvin, seconded by Mrs. Alexander, and passed by the Board.

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 14, 1972 through January 11, 1973.

7. **ADJOURNMENT**

Upon motion of Dr. Dobbs, seconded by Mr. Garvin, the Board of Trustees voted to adjourn their regular meeting at 6:05 p.m.

The next regular meeting of the Board will be held on Thursday, December 28, 1972 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

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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 28, 1972.