MINUTES

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

April 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, April 13, 1972, at 4:03 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
Dr. Joe W. Dobbs
Mr. James R. Garvin
Mrs. Ann Gutshall
Mrs. Dorothy N. Meigs

Members Absent:
Mr. Benjamin P. J. Wells, Vice-President (NSBA Convention)

Others present for all or a portion of the meeting:
Dr. Glenn G. Gooder, Superintendent-President and Secretary-Clerk to the Board of Trustees
Dr. Donald K. Sorsabal, Administrative Dean, Business Services, and Assistant Secretary-Clerk to the Board of Trustees
Mr. M. L. (Pat) Huglin, Administrative Dean, Instruction
Mrs. Marie Lantagne, Administrative Dean, Student Personnel
Dr. Thomas F. MacMillan, Director, Research & Development
Mr. Alfred L. Silva, Admin. Dean, Student Services & Activities
Mr. Selmer O. Wake, Director/Admin. Dean, Continuing Education
Mr. James M. Williams, Director, College Information
Mr. Fred L. Cuellar, Vice-President, Associated Students
Mrs. Katherine McCloskey, Staff Writer, Santa Barbara News-Press
Mr. William B. Regis, President, CSEA Chapter #289
Miss Emily Zanesco, Associate Editor, Channels
Others present for all or a portion of the meeting (cont'd):

Miss Gloria A. Castleberg, Director, Classified Personnel
Mr. Jesse L. Coburn, Associate Professor, Fine Arts
Mr. Gerd Ernst, Project Architect, DMJM
Mr. Loring J. McAuliffe, Director, Data Processing
Mr. Kenneth Nack, Associate Professor, Fine Arts
Mr. Gary A. Speckhals, Programmer/Analyst, Data Processing
Mr. Russell S. Wenzlau, Asst. Dean, Eve. College & Summer Session
Mr. Theron E. Barnes, Audio-Visual Supervisor
Ms. 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

At 4:04 p.m. the Board adjourned to go into executive session with Dr. Gooder in the Superintendent's Office.

At 4:45 p.m. the regular meeting of the Board of Trustees of Santa Barbara Community College District reconvened in regular session in the Board Room of Santa Barbara City College. Mr. Frank indicated that the executive session had been devoted to discussion of personnel matters.

1.5 Minutes of Regular Meeting of March 23, 1972, and Minutes of Special Meeting of April 6, 1972

Upon motion of Mr. Garvin, seconded by Dr. Dobbs, the Board unanimously approved the minutes of the regular meeting of March 23, 1972, and the minutes of the special meeting of April 6, 1972, as delivered.

1.6 Hearing of Citizens

None

1.7 Communications

a. Resolution No. 22, In Memory of Mr. Donald C. Brown

The Superintendent called the Board's attention to Attachment 1.7-2, a resolution prepared for their consideration as a brief expression of loss and sympathy on the death of Mr. Donald C. Brown, former Counselor at SBCC.
Minutes - Regular Meeting
Board of Trustees, SBCCCD
April 13, 1972

After the Superintendent read Resolution No. 22 in memory of Mr. Donald C. Brown, it was moved by Mr. Garvin, seconded by Mrs. Gutshall, and unanimously carried by the Board to adopt the resolution and the Superintendent was directed to have a formal copy prepared and sent to the family of Mr. Brown. Upon poll of the Board, the vote was as follows:

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

Noes: None
Absent: Mr. Wells

2. PERSONNEL

2.1 Certificated Personnel

a. Routine

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Alexander, 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)

(2) Approval of Additional Hourly Substitute Instructor for 1972 Spring Semester - Attachment 2.1-a (2)

(3) Authorization of Travel and Conference Attendance - Attachment 2.1-a (3)

b. Non-Routine

(1) Appointment of Music Instructor for 1972-73 as Replacement in Fine Arts Division

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Dr. Dobbs, and unanimously carried by the Board to approve the appointment of Mr. Edwin Bowman as Music Instructor in the Fine Arts Division for 1972-73, as indicated in Attachment 2.1-b (1).
2.1-b. Non-Routine Certificated Personnel Items (Cont'd)

(2) Approval of Duty Statement for Position of ADMINISTRATIVE DEAN, ADMISSIONS, GUIDANCE, AND RESEARCH and Appointment of Dr. Thomas F. MacMillan to the newly described position, Effective July 1, 1972

The position of Administrative Dean, Student Personnel, is being vacated as of July 1, 1972, with the retirement of Mrs. Marie Lantagne. The Superintendent indicated that because of the current economic situation, it appeared that a reduction in top-level administrative positions would be desirable at this time and that a new organizational pattern could be built around the strengths of present personnel and be supplemented at a lower level of responsibility with personnel who bring to the District needed technical competencies. The Board's attention was called to Attachment 2.1-b (2) and following recommendations were made for their consideration:

1. Not seek a new candidate as replacement for position of Administrative Dean, Student Personnel;

2. Not employ the half-time Facilities Planner;

3. Revise duty statement for position currently titled Administrative Dean, Student Personnel, to include those responsibilities having to do with institutional research as performed by the now existing position of Director, Research & Development, and rename position Administrative Dean, Admissions, Guidance, and Research;

4. Approve new technical, classified position (Item 2.2-b (3) under Classified Personnel) to assume the responsibilities for facilities, data gathering, grantsmanship, and development of private resources;

5. Appoint Dr. Thomas MacMillan to newly proposed position;

6. Not fill position of Director, Research & Development;

7. Amend Board Policy Sections 0824 and 0826 to reflect changes proposed in Items 3 and 6.
2.1-b. Non-Routine Certificated Personnel Items (Cont'd)

(2) Continued

Upon motion of Mrs. Gutshall, seconded by Dr. Dobbs, the Board voted to accept the Superintendent's recommendations and approved the amendments to Board Policy Section No. 0824; the change in title and duty statement from Administrative Dean, Student Personnel, to Administrative Dean, Admissions, Guidance, and Research; the appointment of Dr. Thomas F. MacMillan to the newly described position, effective July 1, 1972; and the deletion of Board Policy Section No. 0826; as shown in Attachment 2.1-b (2).

(3) Proposed Policy for the Selection of Administrators

On March 23, 1972, the Board of Trustees received copies of the proposed policy for the selection of administrators for their review and study -- action was postponed until this meeting (Ref: Enclosure 1 of Item 2.1-b (2) distributed on 3/23/72).

The Superintendent recalled that action on Section 1000, relating to "The Selection of Administrators", was postponed when the Board adopted Administrative Policies on July 8, 1971, so that members of the Academic Senate would have an opportunity to make alternative recommendations prior to final Board adoption (Ref: Item 6.1 of 7/8/71 Minutes, pages 12 & 13).

Mrs. Alexander acknowledged the time and effort that had gone into the drafting of the policy which had been presented to the Board for approval, but indicated her personal preference for the original policy on selection of administrators submitted to them last July -- she preferred a briefer, more general policy in this area -- "did not want such a specific recommendation". She stated she did not believe the best interests of the college were served by being so specific.
2.1-b. Non-Routine Certificated Personnel Items (Cont'd)

(3) Continued

Upon motion of Mrs. Alexander, seconded by Dr. Dobbs, the Board voted unanimously to have the policy on the selection of administrators (as presented) referred back to the Superintendent for further study.

2.2 Classified Personnel

a. 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 following classified personnel action items as indicated in the attachments:

(1) Approval of Additional Hourly Appointments for the Classified Staff - Attachment 2.2-a (1)

(2) Approval of Temporary Appointments - Attachment 2.2-a (2)

   Edward H. Leska, Jr.  Temporary Programmer
   Data Processing

   Leo G. Valencia  Temporary Computer Oper.
   Data Processing

(3) Approval of Student Appointments - General, Tutorial, & College Work Study Student Programs - Attachment 2.2-a (3)

(4) Authorization of Travel & Conference Attendance - Attachment 2.2-a (4)
2.2 Classified Personnel Items (Cont'd)

b. Non-Routine

(1) Acceptance of Resignation

Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mrs. Meigs, and carried by the Board to accept the resignation of Mrs. Elizabeth Bixby, Secretary in the Continuing Education Division, as indicated in Attachment 2.2-b (1).

(2) Approval of Replacement Appointment

Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Mrs. Gutshall, and carried by the Board to approve the appointment of Mr. Robert Harrison as a Custodian, replacing Mr. Edward L. Domínguez who resigned, as indicated in Attachment 2.2-b (2).

(3) Approval of Job Specification for Position of DIRECTOR, FACILITIES AND RESOURCE DEVELOPMENT, and Establishment of the Position

The Superintendent indicated that this recommendation brought to the Board for approval represented the second part of the reorganization initiated by Mrs. Lantagne's retirement -- part one of reorganization was discussed in Item 2.1-b (2), pages 4 & 5 of these Minutes.

Attachment 2.2-b (3) contained the job specification proposed for the new classified position of Director, Facilities and Resource Development. The Superintendent indicated four basic areas of responsibility were contemplated:

1. To establish and maintain a data base;
2. To coordinate facility planning and development;
3. To develop and prepare requests for grants and financial assistance;
4. To prepare and implement programs for the development of private resources.
2.2-b. Non-Routine Classified Personnel Items (Cont'd)

(3) Continued

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Gutshall, and carried by the Board to approve the job specification for the new position of Director, Facilities and Resource Development, and to approve the establishment of the classified position, as shown in Attachment 2.2-b (3).

The Superintendent informed the Board of Trustees that the College Facilities Committee would handle the screening of candidates for the new position.

(4) Change in Nepotism Policy for Classified Personnel

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Dr. Dobbs, and unanimously carried by the Board to approve the proposed change in Section 1422.11 of the Classified Personnel Rules and Regulations, concerning the subject of "nepotism", as shown in Attachment 2.2-b (4). The new policy reads as follows:

"1422.11 The district may employ qualified persons on a permanent basis who are related to current employees of the district, but in order to avoid a conflict of interest the two employees involved shall not work in the same department or one shall not supervise the other."

(5) Presentation of Salary and Fringe Benefit Proposals for the Classified Employees for 1972-73

This item was withdrawn by the Superintendent and the Board was informed that the proposal would be presented at the next regular meeting.
Minutes - Regular Meeting  
Board of Trustees, SBCCD  
April 13, 1972  

3. STUDENT PERSONNEL  

3.1 Report by Associated Students  

Mr. Fred Cuellar, Vice-President of the Associated Students, reported to the Board of Trustees on the various activities and programs underway/planned by the Student Senate:  

1) SBCC student Harris Peterson, III, has been elected State President of Phi Beta Lambda.  

2) Campaigning for student body elections is scheduled for May 4th and 5th.  

3) Student Senate resolution, read to Board of Trustees at their last regular meeting, was presented to the Santa Barbara City Council.  

Student Senate has prepared another resolution which will be presented to the City Council on April 18. This resolution concerns actions by City Council regarding low-income and minority group members who are or were employed by the City Council. The Student Senate is requesting the City Council to consider alternative methods of balancing the City budget, rather than terminating these employees and abandoning the concept of the community relations program and its staff.  

The Student Senate plans to continue attending City Council meetings and to become more aware of what they are doing.  

Mr. Frank thanked Mr. Cuellar for his report and commended the Student Senate for their perseverance and for their worthwhile objectives.  

4. CURRICULUM AND INSTRUCTION  

4.1 Approval of Courses for 1972 Summer Session at SBCC  

Attachment 4.1 contained a copy of the proposed summer session program for 1972. Mr. Russell Wenzlau, Asst. Dean of Evening College and Summer Session, briefly described the program for the Board of Trustees. It was noted that this year's program contained the same number of course offerings as last year.
4.1 Continued

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Gutshall, and unanimously carried by the Board to approve the courses listed in Attachment 4.1 for the 1972 summer session at Santa Barbara City College.

5. BUSINESS SERVICES

5.1 Routine

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, 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. P120-1790 through P120-1912 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 - Attachment 5.1-c

- Appropriation Transfer No. 72-036 - To transfer $206 in funds from the "Office Supply" account to the "Equipment" account, to cover cost of purchasing a file cabinet and additional expenditures that exceeded the original estimates.

- Appropriation Transfer No. 72-037 - To transfer $135 in funds from the "Field Trip" account to the "Conference and Travel" account, to cover expenses for the attendance of Messrs. Ingram and Tysell at the California Industrial Education Association Conference.

* Appropriation Transfer No. 72-038 - To transfer $560 in funds from the "Classified Hourly" account to the "Consultants" account, to cover the expense for the Director of Data Processing and the Programmer of Eau Claire, Wisconsin, to fly the programmer and instruct in the use of software packages.
5.1 Routine Business Services Items (Cont'd)

c. Continued

Appropriation Transfer No. 72-039 - To transfer $50 in funds from the "Equipment Rental Earth Science" account to the "Repair of Equipment" account, due to the fact that expenses for repair of audio-visual equipment exceeded the original estimate.

Appropriation Transfer No. 72-042 - To transfer $480 in funds from the "Instructional Supply" and the "Repair of Equipment" accounts to the "Equipment Audio-Visual" account, to cover the purchase of audio-visual equipment to give the Physics and Engineering Department the capability to develop audio-visual aids.

* Appropriation Transfer No. 72-043 - To transfer $765 in funds from the "Teachers Hourly" account to the "Classified Hourly" account, to cover the salary for Mr. Varadarajan to work as a temporary hourly teacher aide on an experimental basis for the remainder of the semester in the Life Science Division.

* Appropriation Transfer No. 72-044 - To transfer $2,500 in funds from the "Classified Hourly" account to the "Certificated Hourly" account, to cover the salary of five payments of $100 each for two Assistant Football Coaches, one Assistant Basketball Coach, one Assistant Baseball Coach, and one Assistant Track Coach.

* In answer to questions by Dr. Dobbs on these appropriation transfers, Dr. Sorsabal explained the reasons for transferring funds and explained how the funds would be used.

5.2 Non-Routine

a. Authorization to Submit Applications for Funding under NDEA, Title III - $14,146

Dr. Thomas MacMillan, Director of Research & Development, explained the application outline (distributed in Enclosure 3) for a proposed set of applications under National Defense Education Act (NDEA), Title III. An interesting aspect of this application was the consolidation of all the programs for which funding is to be requested into one application for the purpose of obtaining better accountability.
5.2 Non-Routine Business Services Items (Cont'd)

a. Continued

A total of $14,146 in funding is being requested for the five projects included in the NDEA-Title III application, for 1972-73. In order of priority, the projects are:
(1) Ethnic Studies (Humanities), (2) Physical Sciences (Science), (3) Biological Science (Science), (4) Anthropology-Cultures and Archaeology (Humanities), and (5) Astronomy (Science).

It was noted that SBCC, typically, receives about two-thirds of the amount of funding requested. We are required to fund fully the top priority items first, when less than the total amount requested is received. A 50 percent matching requirement is mandatory by the District.

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 the application for $14,146 in federal funds under NDEA, Title III, as shown in Enclosure 3.

b. Revised Application for Continued Funding of Marine Diving Technology Program

Dr. Thomas MacMillan, Director of Research & Development, informed the Board that notification had been received indicating continued federal Sea Grant funding of about $40,000 is possible for support of the marine diving technician training program at SBCC. Attachment 5.2-b contained a copy of the revised budget and the letter of notification from Mr. Harold Goodwin, Deputy Director of the National Sea Grant Program, U. S. Department of Commerce.

Upon motion of Mr. Garvin, seconded by Dr. Dobbs, the Board voted to approve the submittal of the revised application for continued federal funding for the Marine Diving Program at Santa Barbara City College as shown in Attachment 5.2-b.
5.2 Non-Routine Business Services Items (Cont'd)

Recommendation c. (Recommended Acceptance) of Social Science and Student Services Buildings, and (Recommended Authorization) to File Notice of Completion - Pascoe Steel Corporation, Contractor

The Superintendent informed the Board that both the Social Science and Student Services Buildings had been sufficiently completed so that a 'Notice of Completion' could be filed. All the items left to be corrected, or replaced, are warranty items and will be completed under the one-year warranty period by the contractor, Pascoe Steel.

Dr. Sorsabal, Administrative Dean of Business Services, informed the Board that some $30,000 in "stop notices" had been received against a subcontractor (who had not paid his bills) used by Pascoe Steel; therefore, final payment should not be paid until a bond is posted.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Dr. Dobbs, and carried by the Board to accept the completed Social Science and Student Services Buildings and to authorize the administration to file a 'Notice of Completion' on the contract with Pascoe Steel Corporation. Upon recommendation of Dr. Sorsabal, the motion was amended to include that final payment to Pascoe Steel would be withheld at this time and payment was authorized contingent upon the appropriate settlement of the "stop notices" by the subcontractor.

d. Approval of Working Drawings and Specifications for the Health Occupations Building and Authorization to Proceed to Bid

Dr. Sorsabal, Administrative Dean of Business Services, brought the Board members up-to-date on the status of the Health Occupations Building project. Approvals have been received from all the appropriate State and Federal agencies, and the Health Occupations staff is in concurrence with the plans.
5.2 Non-Routine Business Services Items (Cont'd)

d. Continued

Distribution of funding and costs for the project were reviewed:

State portion (letter of funding received) $235,103
Federal portion (another $131,000 possible) 219,000
District cost (out of Bond Fund) includes most of the equipment 325,000

Dr. Sorsabal explained the "minimum waiting period" requirements before the District is allowed to go to bid—30 days for State agencies and 60 days for Federal agencies. He indicated that a waiver of the waiting period had been requested from the State because the District cannot afford to wait 90 days. The District must encumber the money and award a contract on the project by June 30, 1972, or lose both State and Federal money.

Mr. Gerd Ernst, representative from the architectural firm of Daniel, Mann, Johnson and Mendenhall (DMJM), reviewed the plans and specifications for the Health Occupations Building -- as it will be constructed and where it will be located -- and explained the plans in detail. The two-story Health Occupations wing to be added to the Administration Building represents 12,000 square feet -- 10,000 square feet in new space and 2,000 square feet of existing space to be remodeled.

After considerable discussion, it was moved by Mr. Garvin, seconded by Mrs. Meigs, and unanimously carried by the Board to approve the working drawings and specifications for the Health Occupations facilities and to authorize the administration to advertise for bids subject to approval of the waiver on the "waiting period" requirement.
5.2 Non-Routine Business Services Items (Cont'd)

(e) Termination of Architectural Agreement with Daniel, Mann, Johnson and Mendenhall (DMJM)

On September 21, 1961, the Board of Education of the Santa Barbara High School District entered into an agreement with DMJM to "master plan" Santa Barbara City College. This contract was assumed by the Santa Barbara Junior College District upon formation in 1965. In 1970, the Board of Trustees elected to enter into architectural contract services on a project basis, but the original agreement was never terminated.

The Superintendent indicated that recent discussions have shown there is some confusion regarding the precise condition of the District's project-by-project policy on facilities development. Therefore, in order to clarify the situation, it was recommended that the 1961 agreement with DMJM, with amendments, be terminated by the Santa Barbara Community College District.

Upon motion of Mrs. Alexander, seconded by Dr. Dobbs, the Board voted to terminate the District's September 21, 1961, agreement with DMJM for architectural services.

(f) Approval of Amendments to Travel Policy

The Superintendent stated that Attachment 5.2-f contained excerpts from the District's Travel and Conference Attendance Policy and recommendations for amendments which will restore previous provisions that the Trustees and the Superintendent will be eligible for reimbursement for actual and necessary expenses incurred while traveling on behalf of the District.

Upon recommendation of the Superintendent, it was moved by Mrs. Gutshall, seconded by Mr. Garvin, and carried by the Board to approve the proposed amendments to the existing Travel Policy.
5.2 Non-Routine Business Services Items (Cont'd)

g. "Off-Campus Work-Study Contracts" - Authorization to Use Proposed Contract Form, Ratification of Agreements, and Authorization for Superintendent to Enter Into Contract Agreements

The Office of Financial Aids and Placement has been working to develop and initiate a College Work-Study Off-Campus Program to serve employment needs of SBCC students and also benefit non-profit agencies and organizations in the District. As a result of the approval of new College Work-Study Funds for the grant period of January 1, 1971 to June 30, 1972, Santa Barbara City College has been able to enter into "Off-Campus Employment Contracts". Enclosure 4, distributed to members of the Board, contained examples of the contract form and agreements into which the District will enter.

The Superintendent indicated that the College Work-Study Off-Campus Program gives the District "the ability to provide jobs for our students without increasing our costs". The local organizations which participate in the program furnish the matching funds amounting to 20 percent of the costs and the government provides the other 80 percent.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Alexander, and unanimously carried by the Board (1) to authorize the use of the proposed contract form for the "Off-Campus Work-Study Contracts", (2) to ratify the agreements included in Enclosure 4, and (3) to authorize the Superintendent to enter into future agreements in accordance with this program, without bringing each one to the Board for approval.
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 April 14 to 27, 1972.

7. ADJOURNMENT

Upon motion of Mr. Garvin, Mr. Frank adjourned the meeting at 5:49 p.m.

The next regular meeting of the Board of Trustees will be held on Thursday, April 27, 1972, at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

Attest:

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

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

Approved by the Board of Trustees:

on April 27, 1972