MINUTES

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

May 25, 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, May 25, 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 4:01 p.m.)
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
Mrs. Marie Lantagne, Administrative Dean, Student Personnel
Dr. Thomas F. MacMillan, Director, Research & Development
Mr. Alfred L. Silvera, Administrative Dean, Student Services
and Activities
Mr. Selmer O. Wake, Director/Admin. Dean, Continuing Education
Mr. James M. Williams, Director, College Information
Mr. Fred L. Cuellar, President, Associated Students
Mr. Chester Knutila, Executive Secretary, S. B. County
Taxpayers' Association
Mrs. Katherine McCloskey, Staff Writer, S. B. News-Press
Mr. William E. Miller, President, Academic Senate
Mr. William Regis, President, CSEA Chapter #289
Others present for all or a portion of the meeting (Cont'd):

Mr. Dean H. Ankeny, Director of Purchasing
Mr. Abelino M. Bailon, Assistant Dean, Continuing Education
Mrs. Elsie Brandt, Administrative Sec'y, Business Services
Mr. Lisle C. Bresslin, Asst. Dean, Admissions & Records
Miss Gloria A. Castleberg, Director, Classified Personnel
Mr. Robert E. Eyre, Director, Facilities & Operations
Mr. Phil G. Olsen, Asst. Professor, Earth Sciences
Mr. David L. Pickering Controller, Accounting Services
Mr. Gary A. Speckhals, Programmer/Analyst, Data Processing
Mr. Robin J. Spriggs, Field Representative, CSEA
Mr. Robert Swihay
Mrs. Jackie Trotter, SBCC Student, Co-Chairman of College
Child Care Committee
Mr. Michael Trotter
Mr. Russell S. Wenzlau, Asst. Dean, Eve. College & Summer Session

1.3 Welcome to Guests

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

1.4 Executive Session

At 4:01 p.m. the Board adjourned to go into executive session
with Dr. Gooder in the Superintendent's Office to discuss the
following personnel items:

a. Agenda Item 2.1-b (3)

b. Agenda Item 2.2-b (2)

At 4:11 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.

Note: Executive Session Item "c", to discuss Agenda Item 5.2-f,
was taken up by the Board of Trustees later in the meeting
-- See page 16 of these minutes.

1.5 Minutes of Special Meeting of May 9, 1972 and
Minutes of Regular Meeting of May 11, 1972

Upon motion of Mr. Garvin, seconded by Dr. Dobbs, the Board
unanimously approved the minutes of the special meeting of May 9
and the regular meeting of May 11, 1972, as delivered.
1.6 Hearing of Citizens

None

1.7 Communications

(Added Item)  
a. Second Annual Conference of the California School Boards Association (CSBA) Community College Section held on May 19-21, 1972, at the Ahwahnee Hotel in Yosemite

Board members Mr. Frank and Dr. Dobbs reported on the highlights of the CSBA Conference they attended. Major subject areas of the sessions were: career education, district goals and objectives, Winton Act ("meet and confer" versus "collective bargaining"), accountability - systems approach, development of legal counsel - management tools, finance - alternatives to handling budgetary problems, how to handle sabbaticals, legislation - bills of interest to community colleges.

In addition, Mr. Frank informed his fellow Board members of a personal concern which he voiced at the General Session of the CSBA Conference. Mr. Frank feels the selection procedures for the present 15-member community college governing board may not be able to withstand the trend toward State and Federal centralization to maintain local control of community colleges. He believes the governing board should be composed of active members from the Board of Trustees of the individual districts. In response to his concern, Mr. Frank was asked by CSBA to have the proposed concept formulated into the form of a statement which would be distributed to the rest of the districts at their next meeting early in June.

Upon Mr. Frank's recommendation, it was moved by Mr. Wells, seconded by Dr. Dobbs, and unanimously carried by the Board of Santa Barbara Community College District to have a resolution drawn up suggesting consideration be given to changing the composition of the community college governing board.
2. PERSONNEL

2.1 Certificated Personnel

a. Routine

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

(1) Approval of Substitute Appointment for the Continuing Education Division - Attachment 2.1-a (1)

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

b. Non-Routine

(1) Appointment of Director, Learning Resources Center - Replacement

The Superintendent informed the Board that Mr. Royce Adams, present Director of the Learning Resources Center, will be on sabbatical leave next year and has asked to be assigned full-time to teaching upon his return. Appreciation was expressed and credit was given to Mr. Adams for his past contributions to the Learning Resources Center.

Based on the recommendation of the Learning Resources Advisory Committee and the Dean of Instruction, and the concurrence of the Superintendent, it was moved by Mrs. Gutshall, seconded by Mrs. Meigs, and carried by the Board to approve the appointment of Mr. Robert Carman to the two-fifths position of LRC Director as the permanent replacement for Mr. Adams, effective July 1, 1972, as indicated in Attachment 2.1-b (1).
2.1-b. Non-Routine Certificated Personnel Items (Cont'd)

2) Appointment of Counselor - Replacement in Student Personnel Office

Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Dr. Dobbs, and carried by the Board to approve the appointment of Miss Kathleen Ann McGuire as a Counselor in the Student Personnel Office, replacing Mr. Jerry Korfas who will be on leave next year.

The Superintendent recalled that Miss McGuire had been the Student Activities Advisor at SBCC from 1968 to 1970.

3) Assignment of Mr. Abelino Bailon as Assistant Dean, Continuing Education Division

As a result of the retirement of Mrs. Alma Ritchie, Coordinator of Continuing Education, changes in organization and responsibility in the division have been considered and adjustments recommended in an effort to reduce costs. It was recommended that a replacement for Mrs. Ritchie not be sought and that, instead, responsibilities of the other Coordinator position be increased and the assignment changed to that of Assistant Dean. A description of the proposed duties and responsibilities of the new assignment were provided in Attachment 2.1-b (3). It was noted that the second part of the suggested reorganization would be discussed in the Classified Personnel Section under Item 2.2-b (5). It was estimated that the change in organization would result in an annual savings of $6,600.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Dr. Dobbs, and carried by the Board to approve the change in assignment of Mr. Abelino Bailon from Coordinator to Assistant Dean, Continuing Education, effective July 1, 1972.
2.1-b. Non-Routine Certificated Personnel Items (Cont'd)

(4) Approval of Proposed Policy for the Selection of Administrators

On April 13, 1972, the Board of Trustees referred the proposed policy on the selection of administrators back to the Superintendent for further study with the comment that a briefer, more general policy was preferred.

The Superintendent informed the Board that a briefer, more general policy had been drafted, as provided in Attachment 2.1-b (4). The policy statement directs the Superintendent to establish procedures for implementation of the policy, which will be prepared as administrative regulations and submitted to the Board of Trustees at the time administrative openings occur.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Gutshall, and unanimously carried by the Board to adopt the proposed Policy for the Recruitment and Selection of Administrative Personnel, as indicated in Attachment 2.1-b (4).

2.2 Classified Personnel

a. Routine

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Meigs, and unanimously carried by the Board to approve the following 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 Student Appointments for General, College Work Study, and Tutorial Student Programs - Attachment 2.2-a (2)
2.2 Classified Personnel Items (Cont'd)

b. Non-Routine

(1) Approval of Health Leave of Absence

Upon recommendation of the Superintendent, it was moved by Mrs. Gutshall, seconded by Mrs. Alexander, and carried by the Board to approve Mrs. Lily Glockler's request for a one-month health leave of absence for the month of August, 1972, as indicated in Attachment 2.2-b (1).

(2) Acceptance of Resignations

Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Dr. Dobbs, and carried by the Board to accept with regret the following resignations as indicated in Attachment 2.2-b (2):

Mrs. Dorothy Lee, Typist-Clerk in Admissions, effective 5/26/72

Mrs. Doris Phillips, Admin. Secretary in Research Office, effective 6/16/72

(3) Approval of Six-Month and Yearly Salary Increments

Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mr. Garvin, and carried by the Board to approve six-month and yearly salary increments for the classified employees listed in Attachment 2.2-b (3).

(4) Approval of Job Specification for Temporary Position of FOOD SERVICE MANAGEMENT TRAINEE

Attachment 2.2-b (4) contained a recommended job specification for a temporary position in Food Services. The position, for the summer session period only, will provide an internship for an advanced HRM student.

Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mrs. Meigs, and carried by the Board to approve the job specification for the temporary position of Food Service Management Trainee as indicated in Attachment 2.2-b (4).
2.2-b. Non-Routine Classified Personnel Items (Cont'd)

(5) Approval of Job Specification for Position of PROGRAM PLANNING ASSISTANT and Establishment of the New Position

The Superintendent recommended the Board's approval of the job specification for the proposed new position of Program Planning Assistant and establishment of the position as part of the reorganization discussed in Item 2.1-b (3) -- page 5 of these minutes.

This classified position will perform responsible planning and support functions under the general direction of the Director/Administrative Dean of Continuing Education.

Upon motion of Mr. Wells, seconded by Dr. Dobbs, the Board approved the establishment of the new position of Program Planning Assistant and the job specification shown in Attachment 2.2-b (5).

3. STUDENT PERSONNEL

3.1 Approval of Candidates for the Associate in Arts Degree

Upon the recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Gutshall, and unanimously carried by the Board to confer upon each of the 475 candidates listed in Attachment 3.1 the Associate in Arts Degree, subject to their completion of the State and local requirements.

3.2 Approval of Candidates for the Associate in Science Degree

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mr. Wells, and unanimously carried by the Board to confer upon each of the 117 candidates listed in Attachment 3.2 the Associate in Science Degree, subject to their completion of the State and local requirements.

Note: Last year, there were 513 AA Degrees conferred and 83 AS Degrees conferred.
3. Student Personnel Items (Cont'd)

3.3 Report by Associated Students

Mr. Fred Cuellar, President of the Associated Student Body, gave his last report to the Board of Trustees for the 1971-72 school year. After briefly reviewing some of the last actions taken by the Student Senate, he introduced Mrs. Jackie Trotter, Student Co-Chairman of the College Child Care Committee.

Mrs. Trotter thanked the Board for approving the SBCC Child Care Center proposal and for showing their interest in the students of the College and in their personal needs. After explaining to the Board how the original idea for a Child Care Center began one year ago, Mrs. Trotter expressed her personal appreciation to Mrs. Joanne Hendrick, Coordinator of SBCC Nursery School Program, for her outstanding job that made the idea a reality.

4. CURRICULUM AND INSTRUCTION

4.1 Environmental Studies at SBCC

On March 23, 1972, the Board referred to the Superintendent the matter of a possible environmental studies curriculum for study and for an assessment of where the College stands in environmental education and for recommendations on how the District might proceed.

On April 27, 1972, in response to the Board's interest in this area, a report was prepared -- by faculty representatives of the Life Science and Physical Science Division, Assistant Dean of Vocational-Technical Education, and the Director of Research & Development (Dr. Thomas MacMillan) -- and distributed at the meeting as Enclosure 4. Discussion was postponed to allow Board members sometime to review the prepared report.

On May 11, 1972, after some discussion, further discussion was postponed to this meeting by the Board of Trustees.
4. Curriculum and Instruction Items (Cont'd)

4.1 Continued

Mr. Phil Olsen, Assistant Professor of the Earth Sciences Department, discussed approaching "environmental quality" at SBCC in three ways: (1) to create an environmental awareness in the non-transfer student, (2) to create a program for the transfer student in the environmental sciences, and (3) to create an environmental technician program (two-year program). The Board was informed that SBCC currently meets the first point but not the second and third. Our existing courses can match all but one course (on physical environment) presently being offered at UCSB, which has been discussed with the division chairmen and Dean of Instruction. Mr. Olsen believes that the College should set up a technology program and that it could be accomplished by adding a half-to-fulltime position to this curriculum. A copy of a proposed course description was included in the prepared report distributed to the Board members on April 27.

There was considerable discussion by the Board with members of the staff concerning possible placement of trained technicians, felt need versus substantiated need for environmental technicians in this local area, the availability of federal funding to support such training programs and the importance of timing, the 26-week MDTA intensive training programs as opposed to one-to-two-year college programs as preparation for entry into a particular technical-vocational field.

Dr. MacMillan was asked to prepare a list of the manpower needs and the possible funding sources to provide background for evaluation purposes.

Mr. Huglin suggested that needs be studied and that a report be made to the Board prior to the Christmas break, with consideration being given to curriculum priorities in light of the current budgetary situation of the District.

Mrs. Meigs suggested looking into the possibility of offering a shorter training program for environmental technicians, similar to the MDTA-concept for quick training.
4. Curriculum and Instruction Items (Cont'd)

4.1 Continued

At Mr. Miller's suggestion, it was moved by Mrs. Alexander, seconded by Mr. Wells, and unanimously carried by the Board to direct the Superintendent to organize an Advisory Committee on Environmental Studies and report back to the Board on what would be the best course of action in the area of environmental studies at SBCC.

5. BUSINESS SERVICES

5.1 Routine

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mr. Wells, and unanimously carried by the Board to approve the actions requested in Items 5.1-a, 5.1-b, 5.1-c, and 5.1-d, as indicated in the attachments:

(1) Authorization and/or Ratification of Purchase Order Nos. P120-2054 through P120-2159 for Supplies, Equipment, and Services - Attachment 5.1-a

(2) 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

(3) Approval of Appropriation Transfers - Attachment 5.1-c

Appropriation Transfer No. 72-054 - To transfer $100 in funds from the "Conference and Travel Custodian" account to the "Conference and Travel Administrative" account, due to the fact that expenditures for conference and travel have exceeded the original estimate.

Appropriation Transfer No. 72-055 - To transfer $700 in funds from the "Field Trip" account to the "Equipment-Earth Science" and "General Supplies-Earth Science" accounts, due to the fact that expenditures for equipment exceeded the original estimate and the needs for instructional supplies was increased.
5.1 Routine Business Services Items (Cont'd)

(3) Continued

**Appropriation Transfer No. 72-056 - To transfer $175**
in funds from the "Travel and Conference" account
to the "Field Trip" account, to cover part of the
expenses for four students -- Dean Sibert, Katheryn
Smith, Curtis Johnson, and Dean Westcott -- to go
on the Model United Nations Field Trip to Seattle,
Washington, accompanied by Advisor Mr. John Kay.

**Appropriation Transfer No. 72-057 - To transfer $945**
in funds from "Maintenance" account to the "Equipment
Maintenance" account, for the purpose of buying a
hot water high-pressure cleaner to clean exterior
of building, walkways, and concrete driveways.

**Appropriation Transfer No. 72-058 - To transfer $259**
in funds from the "Field Trip" and "Repair Equipment"
accounts to the "Supplies Audio-Visual" and "Film
Rental" accounts, due to a change in needs for
instructional supplies and film rental.

(4). **Acceptance of Audit of Bookstore and Associated Student Body Funds - Attachment 5.1-d**

In February, the Board authorized the employment of
William Kendall, CPA, to perform a special audit on the funds
of the Bookstore and the Associated Student Body when
personnel changes took place. Attachment 5.1-d contained a
copy of that report. In addition to accepting the special audit
report, the Board authorized payment of Mr. Kendall's fee for
the work performed.

5.2 Non-Routine

a. **Authorization to Order Equipment and Supply Items for the 1972-73 College Year**

Because of delivery schedules, it was considered necessary
to order in advance of budget approval certain equipment and
supply items required for the opening of the 1972-73 college
year.
5.2 Non-Routine Business Services Items (Cont'd)

a. Continued

Upon recommendation of the Superintendent, it was moved by Mrs. Gutshall, seconded by Dr. Dobbs, and carried by the Board to authorize the issuance of notices of intent to purchase selected supply and equipment items necessary for the 1972-73 college year in advance of budget adoption, and that such authorization be limited to an amount not to exceed 50 percent of the total amount budgeted for supply items for the 1971-72 college year.

b. Authorization to Participate in Cooperative Plan of Air Travel Insurance

The Board was informed that the Office of the County Superintendent has arranged to make air travel insurance available for District officers and employees at a very nominal rate -- $1.50 per $100 of flight fare for a $100,000 policy -- with the United Pacific Company.

Dr. Donald Sorsabal, Administrative Dean of Business Services, explained that the participating districts will pay only on the basis of actual costs paid by the district for reservations made by the Business Office. Employees who purchase their own tickets would not be covered and the district would not pay any premium for them. Had this insurance plan been in effect for the 1971-72 college year, the cost to the District would have been $80.74.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Dr. Dobbs, and unanimously carried by the Board to authorize the participation of the District in the cooperative plan of air travel insurance as proposed by the County Superintendent of Schools, as shown in Enclosure 1.
5.2 Non-Routine Business Services Items (Cont'd)

c. Approval of Lease of Facilities for Child Care Center with Coronel Properties, Ltd.

The Board was informed that the establishment of the College's Child Care Center was rapidly reaching reality. Negotiations have been underway with Coronel Properties, Ltd., to lease a licensed day care center which is available at 629 Coronel Place, near McKinley School, for $650 per month including taxes and maintenance of the building's exterior.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mr. Garvin, and carried by the Board to approve the lease agreement with Coronel Properties, Ltd., for a Child Care Center in an amount of $650 per month for the fiscal year 1972-73.

d. Presentation and Acceptance of Preliminary Budget of Santa Barbara Community College District for Fiscal Year 1972-73 and Adoption of Resolution No. 23 Requesting Increased Financial Support for California's Community Colleges from the State of California

The Preliminary Budget of the Santa Barbara Community College District for Fiscal Year 1972-73 was presented to members of the Board of Trustees as Enclosure 2.

The Superintendent read a prepared statement to the Board concerning the Preliminary Budget document and the present financial situation of the District. He indicated that the staff will continue to study and revise the budget in preparation of the Tentative Budget, which will be presented for the Board's consideration on June 22; and he referred to a priority listing that had been prepared for restoration of deleted or reduced budget items should the financial situation improve in order that the staff will have some basis for predicting the likelihood that the personnel and equipment needs will be met.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mr. Wells, and unanimously carried by the Board to accept the Preliminary Budget for 1972-73 as presented in Enclosure 2.
5.2 Non-Routine Business Services Items (Cont'd)

d. Continued

After the Board's discussion and action on the Preliminary Budget, the Superintendent recommended the adoption of a resolution requesting increased financial support for California community colleges from the State of California be considered in their plans for use of the anticipated surplus in the State General Fund and in their plans for tax reform and school finance revisions. Upon motion of Mr. Wells, seconded by Mrs. Gutshall, the Board unanimously adopted Resolution No. 23 and instructed the Superintendent to send copies of the resolution to Governor Reagan and to each member of the State Legislature.

Upon poll of the Board the vote was as follows:

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

Noes: None

Absent: None

e. Presentation of Projected Five-Year Budget (1973-1978) for Santa Barbara Community College District

A projected "Five-Year Budget for 1973-1978 for the Santa Barbara Community College District", compiled for the Business Services Division, was distributed to the members of the Board of Trustees as Enclosure 3.

Dr. Donald Sorsabal, Administrative Dean of Business Services, explained the document in detail -- its implications, its value, and its uses. He indicated he had attempted to integrate long-range planning with budget data using a historical approach. It was emphasized that the five-year projected budget document was an estimate based on current income and expenditure projections and would be updated each year as the financial picture of the district changes.

Appreciation was expressed to Dr. Sorsabal by the Superintendent and members of the Board for the report.
5.2 Non-Routine Business Services Items (Cont'd)

e. Continued

Mr. Chester Knutila, Executive Secretary of the Santa Barbara County Taxpayers Association, congratulated Dr. Sorsabal on the report and indicated he had done a good job from the taxpayers' standpoint.

(At the suggestion of Mrs. Meigs, Mr. Williams' Report on Coming Events -- Agenda Item 6.1 -- was taken at this time before the next agenda item.)

f. Consideration of Employee Organizations' Salary, Salary Schedule, and Fringe Benefit Proposals

Upon motion of Mrs. Alexander, seconded by Mr. Garvin, the Board voted unanimously to hold an executive session in order to instruct their representatives, Dr. Gooder and Dr. Sorsabal, on the Board's position regarding salary, salary schedule, and fringe benefit proposals, in accordance with Government Code Section 54957.6.

At 6:02 p.m. the Board adjourned to go into executive session with Dr. Gooder and Dr. Sorsabal in the Superintendent's Office.

At 7:20 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.

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 May 26 to June 8, 1972.
7. ADJOURNMENT

Upon motion of Mr. Garvin, seconded by Dr. Dobbs, the Board voted to adjourn the meeting at 7:21 p.m.

The next regular meeting of the Board of Trustees will be held on Thursday, June 8, 1972, at 3:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

Note: The Board meeting is being held one hour earlier due to the fact that Commencement is scheduled for 5:00 p.m. on that date.

Attest:

[Signature]

Sidney K. 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 [Signature]June 8, 1972