MINUTES
ANNUAL ORGANIZATIONAL MEETING
AND
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

July 13, 1972
4:00 P. M. - Board Room
Santa Barbara City College
Santa Barbara, California

1. GENERAL FUNCTIONS

1.1 Call to Order

The annual organizational meeting and a 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, July 13, 1972, at 4:02 p.m. in the Board Room of Santa
Barbara City College, Santa Barbara, California.

1.2 Roll Call

Members Present:
Mr. Sidney R. Frank, President
Mr. Benjamin P. J. Wells, Vice-President
Mrs. Kathryn O. Alexander
Dr. Joe W. Dobbs
Mr. James R. Garvin
Mrs. Ann Gutshall
Mrs. Dorothy N. Maigs

Members Absent:
None

Others present for all or a portion of the meeting:
Dr. Glenn G. Gooder, Superintendent-President and Secretary-
Clerk to the Board of Trustees
Dr. Donald K. Sorsabal, Administrative Dean, Business Services
and Assistant Secretary-Clerk to the Board of Trustees
Mr. M. L. (Pat) Huglin, Administrative Dean, Instruction
Dr. Thomas F. MacMillan, Administrative Dean, Admissions,
Guidance, and Research
Mr. Selmer O. Wake, Director/Admin. Dean, Continuing Education
Mrs. Katherine McCloskey, Staff Writer, S. B. News-Press
Mr. William E. Miller, President, Academic Senate
Mr. William B. Regis, President, C. S. E. A.
Others present for all or a portion of the meeting (Cont'd):

Mr. Dean H. Amkeny, Director of Purchasing
Mr. Joseph A. Bagnall, Assistant Dean, Continuing Education
Miss Gloria Castleberg, Director of Classified Personnel
Mrs. Dorothy H. Eberle, Secretary, Continuing Education
Mr. Melvin J. Elkins, Assistant Dean, Vocational Education
Mr. Ed H. Leska, Computer Programmer (Temporary), Data Processing
Mr. Loring J. McAuliffe, Director of Data Processing
Mr. Eric W. Peterson, III, Student, Santa Barbara City College
Mr. David L. Pickering, Controller, Accounting Services
Mr. Robert R. Reilly, Publications Coordinator
Mr. Albert H. (Bud) Revis, Professor & Director of Athletics
Mr. Gary A. Speckhals, Programmer/Analyst, Data Processing
Mrs. Evalyn Stafford, Program Planning Asst., Continuing Ed.
Mr. Irvin M. Stoutd, Representative, Zahrin Company, Inc.
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

Mr. Frank indicated no executive session would be held.

1.5 Minutes of Regular Meeting of June 22, 1972

The Superintendent called the Board's attention to a correction in the third paragraph on page 17 of the June 22 minutes. The word "to" is to be added to the portion reading, "... the tax rate for 1972-73 will increase to only .6024 cents per $100 of assessed valuation."

Upon motion of Mr. Garvin, seconded by Dr. Dobbs, the Board unanimously approved the minutes of the regular meeting of June 22, 1972, as corrected.

1.6 Hearing of Citizens

None

1.7 Communications

1.7 a. continued

The Superintendent informed the Board that Attachment 1.7-a contained a letter from the U. S. Commissioner of Education, S. P. Marland, Jr., reporting the signing of the Higher Education Act by President Nixon (S.B. 659 and Amendments), and referring to the important part that Dr. Joseph Cosand will have in developing regulations and guidelines for implementing the Act. It was pointed out that the new legislation will have a significant impact on SBCC and many of its programs.

1.8 Board Action Required in Connection with 1972-73 Board of Trustees Organizational Meeting

a. Election of President and Vice-President

Mr. Wells nominated Mr. Frank for re-election to the presidency of the Board for the 1972-73 year and Mrs. Gutshall seconded the nomination. Upon motion of Mrs. Gutshall, seconded by Mrs. Alexander, the nominations were closed and a unanimous vote by the Board was cast to re-elect Mr. Sidney R. Frank to his second term as president of the Board of Trustees.

Dr. Dobbs nominated Mr. Wells for re-election to the vice-presidency of the Board for the 1972-73 year and Mrs. Meigs seconded the nomination. Upon motion of Mr. Garvin, seconded by Mrs. Alexander, the nominations were closed and a unanimous vote by the Board was cast to re-elect Mr. Ben Wells to his second term as vice-president of the Board of Trustees.

b. Election of Secretary-Clerk and Assistant Secretary-Clerk

Upon nomination of Mr. Garvin, seconded by Mrs. Alexander, the Board voted unanimously to re-elect the Superintendent-President, Dr. Glenn G. Gooder, Secretary-Clerk, and to re-elect the Administrative Dean of Business Services, Dr. Donald K. Sorsabal, Assistant Secretary-Clerk, for the period from July 1, 1972, to June 30, 1973.
1.8 continued

(c) Election of Representatives to the County Committee on School District Organization

Upon nomination of Mrs. Alexander, seconded by Mr. Wells, Mr. Garvin was unanimously re-elected to represent the District on the County Committee on School District Organization — this will be Mr. Garvin's third year of service in this capacity.

d. Establishment of Meeting Dates, Time, and Place

Upon motion of Mr. Garvin, seconded by Dr. Dobbs, the Board voted unanimously to continue to hold the meetings of the Board of Trustees on the second and fourth Thursdays of each month at 4:00 p.m. in the Board Room of the Administration Building at Santa Barbara City College, and to make the following adjustments in that meeting schedule for the months of July and August for 1972-73:

1. The fourth Thursday meeting in July — July 27, 1972, was cancelled. A special meeting will be called on that date only if necessary.

2. The regular meeting dates for August, 1972, were set for August 3rd and August 24th. And, August 3, 1972, was designated as the date for the Public Hearing on the District's 1972-73 Budget.

(Added Item)  

(e) Subcommittees of the Board of Trustees

Mr. Frank asked his fellow Board members to submit to him, in writing, their personal preferences for membership on the four subcommittees of the Board so that the committees could be formed for 1972-73. Currently, the membership of the subcommittees is as follows:

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<tr>
<th>Budget Study Subcommittee</th>
<th>Career Education Subcommittee</th>
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<tbody>
<tr>
<td>Mr. Wells, Chairman</td>
<td>Mr. Wells, Chairman</td>
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<tr>
<td>Mrs. Gutshall</td>
<td>Dr. Dobbs</td>
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<td>Mrs. Meigs</td>
<td>Mrs. Gutshall</td>
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<tr>
<td>Planning Subcommittee</td>
<td>Salary Study Subcommittee</td>
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<td>Mr. Garvin, Chairman</td>
<td>Mr. Frank, Chairman</td>
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<td>Mr. Frank</td>
<td>Mrs. Alexander</td>
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<td>Mr. Wells</td>
<td>Mr. Garvin</td>
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2. PERSONNEL

2.1 Certificated Personnel

a. Routine

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

(1) Approval of Additional Instructor for 1972 Summer Session - Replacement - Attachment 2.1-a (1)

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

b. Non-Routine

(1) Appointment of Continuing Education Instructors for the 1972-73 College Year

Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mrs. Gutshall, and unanimously carried by the Board to approve the appointment of Continuing Education Instructors for 1972-73, as listed in Attachment 2.1-b (1).

(2) Appointment of English Instructor - Replacement

Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Mr. Garvin, and carried by the Board to approve the appointment of Miss Joan M. Grumman as an English Instructor for the 1972-73 college year, replacing Mr. Roger Langford, as summarized in Attachment 2.1-b (2).

(3) Adoption of Policies and Procedures for Evaluation of Certificated Personnel for SBCCD

The Superintendent recalled that the proposed policies and procedures for the evaluation of certificated personnel had been distributed to the members of the Board for their study (Reference: Enclosure 1, Agenda Item 2.1-b (6), 6/22/72) at the last Board meeting and indicated that approval was recommended.
2.1 b. Non-Routine Certificated Personnel Items (Cont'd)
(3) Continued

Upn motion of Mrs. Gutshall, seconded by Mrs. Alexander, the Board voted unanimously to adopt the proposed policies and procedures for evaluation of certificated personnel of the Santa Barbara Community District as distributed on June 22, 1972.

Mrs. Gutshall commented on the excellence of the policy and procedures document and noted the cooperation shown by all the participants — members of the faculty and staff and students — in a meeting she attended on campus.

(4) Adoption of Revision to Administrative Personnel Policies

Because of the enactment into law on March 4, 1972, of A.B. 2509, the Board was informed of the necessity to revise the District's Administrative Personnel Policies concerning vacation compensation upon retirement in order to conform to the new legal requirements.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Dr. Dobbs, and carried by the Board to adopt the following revision to the Administrative Personnel Policies for the Santa Barbara Community College District:

"0942.1 In the event of termination of employment by resignation or retirement, a certificated employee who is employed in an administrative position shall be entitled to compensation not to exceed 30 days of vacation allowance earned but unused preceding such resignation or retirement. Said compensation is to be at his annual rate of salary effective during the year in which the vacation credit was earned. The employee concerned may designate one of the following methods of payment for such accrued vacation allowance:
2.1 b. Non-Routine Certificated Personnel Items (Cont'd)  
(4) continued

"a. Vacation allowance compensated-for compensation shall be paid in a lump sum payment-made-in-conjunction-with-the-final salary-payment-for-services-rendered-the District, in which case on a supplemental payroll. No deduction shall be made for retirement purposes." or

"b. --Vacation-allowance-credited-to-service with-the-District-with-monthly-payments made-according-to-customary-District-payroll-procedures, in which case deductions shall-be-made-for-retirement-purposes."

(5) Approval of Payment of Back Wages to Mrs. Evanne Gilleran

Due to a clerical placement error at time of employment, Mrs. Gilleran was inaccurately placed on the salary schedule in 1966. This fact was brought to the attention of the Certificated Personnel Office on April 17, 1972, by Mrs. Gilleran, who has requested compensation for the difference in salary for the entire period. The matter was referred to County Counsel for opinion.

It is the opinion of the County Counsel that the District is permitted to pay back wages in such cases for up to three years from the date it was notified of the error, in accordance with Section 338 of the Code of Civil Procedures. Attachment 2.1-b (5) outlined the manner of computing the allowable pay from April 17, 1969, which amounts to a correction of $1,123.39.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Alexander, and unanimously carried by the Board to approve the payment
2.1 b. Non-Routine Certificated Personnel Items (Cont'd)

(5) Continued

of $1,123.39 in back wages to Mrs. Evanne Gilleran as total allowable compensation due to a clerical placement error at time of employment.

(6) Adoption of Resolution No. 1, Authorizing a Designated Subjects Teaching Credential to Mr. Harvey Young

The Board was informed that a Designated Subjects Teaching Credential may be authorized for a person of outstanding eminence to teach in a community college district under provision of the California Administrative Code, Title V, Education, Section 6375, and by resolution of the Board of Trustees.

The Superintendent recommended adoption of Resolution No. 1, to authorize approval of Mr. Harvey Young's application for renewal of his Designated Subjects Teaching Credential, due to expire on June 30, 1972, based on Mr. Young's international reputation as an artist and his value to the college's instructional program.

Upon motion of Mrs. Alexander, seconded by Mr. Garvin, the Board voted unanimously to adopt Resolution No. 1 and authorized renewal of Mr. Young's application for a Standard Designated Subjects Teaching Credential on the basis of his eminence to teach in the field of Art, as indicated in Attachment 2.1-b (6). Upon poll of the Board, the vote was as follows:

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

Noes: None

Absent: None

(7) Authorization to Transmit Statement of Reasons for Dismissal of a Certificated Employee

The Superintendent informed the Board that Education Code Section 13443.5 requires that whenever the governing Board of any school district dismisses an employee pursuant
2.1 b. Non-Routine Certificated Personnel Items (Cont'd)

(7) Continued

to Section 13443, it is required on or before September 1 of the next succeeding school year to transmit to the Board of Governors of the California Community Colleges a statement of reasons for such dismissal.

Because of the necessity to reduce instructional services in the Theatre Arts Department last year, it was necessary to dismiss Miss Kathryn Enloe in accordance with Education Code Section 13443.

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Gutshall, and carried by the Board to authorize the Superintendent to transmit certified copies of the statement of cause for dismissal given Miss Kathryn Enloe to the Board of Governors of the California Community Colleges.

2.2 Classified Personnel

a. Routine

Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mr. Wells, 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 - Attachment 2.2-a (1)

(2) Approval of Hourly Appointments in the Continuing Education Division for 1972-73 - Attachment 2.2-a (2)

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

(4) Approval of Extension of Health Leave of Absence for Thelma Elizondo to 7/31/72 - Attachment 2.2-a (4)

(5) Authorization of Travel and Conference Attendance and Advancement of Funds - Attachment 2.2-a (5)

The Superintendent informed the Board of a correction to the dates indicated for Theron Barnes under "Advancement of Funds": Dates should read "July 24-28, 1972."
2.2 Classified Personnel Items (Cont'd)

b. Non-Routine

(1) Acceptance of Resignation of Bookstore Supply Clerk

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Meigs, and carried by the Board to accept with regret the resignation of Mr. John Franzen, the Bookstore Supply Clerk, effective July 14, 1972, as indicated in Attachment 2.2-b (1).

(2) Termination of Employment of Mrs. Ann Robinson, Professional Expert in Research Programming, Due to Completion of Federally Funded Project

The Board was informed that the research project funded under VEA, Part C, for conducting a cost analysis of the vocational and non-vocational programs at Santa Barbara City College had been completed as of the scheduled date of June 30, 1972. Because the services of Mrs. Ann Robinson were directly related to the term of that research contract and her original employment agreement was for the project period only, her employment needed to be terminated as of the project completion date.

The Board's attention was called to Attachment 2.2-b (2), a letter containing a description of Mrs. Robinson's service to the District and giving her recognition for all her work and contributions to the success of the project.

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Gutshall, and carried by the Board to approve the termination of Mrs. Ann Robinson's employment as Professional Expert in Research Programming, effective June 30, 1972.
2.2 b. Non-Routine Classified Personnel Items (Cont'd)

(3) **Approval of Yearly Salary Increment and Change from Hourly to Half-Time Appointment**

Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Mrs. Gutshall, and carried by the Board to approve the yearly salary increment for Mrs. Cecilia Tatsch and to approve the change in her assignment as Typist-Clerk in the Purchasing Department from an hourly to a half-time appointment, effective July 3, 1972, as indicated in Attachment 2.2-b (3).

(4) **Approval of Reclassifications and Salary Adjustment**

The Superintendent informed the Board that as a result of a reclassification study of three members of the classified staff, reclassifications and salary adjustments as outlined in Attachment 2.2-b (4) were recommended.

Upon motion of Dr. Dobbs, seconded by Mr. Wells, the Board unanimously approved the following reclassifications/salary adjustment as indicated in Attachment 2.2-b (4):

- Richard Franz - Admissions Office from Interm. Clk. 20D to Sr. Records Clk. 25D
- Rachel McKeone - Duplicating & Mail Room from Clerk 15C to Duplicating/Mail Clk. 17C
- Barbara Cells - Duplicating Room from Duplicating Equip. Tech. 21E to 23E

(5) **Approval of Longevity Increments**

Upon recommendation of the Superintendent, it was moved by Mrs. Gutshall, seconded by Mr. Wells, and unanimously carried by the Board to approve 5 percent longevity pay increments for Mr. Frank Holguin, Athletic Equipment Manager, and Mrs. Evarts Moore, Certificated Personnel Clerk, for 15 years of service in accordance with District Policy as summarized in Attachment 2.2-b (5), and that both employees be extended congratulations for their service to the District.
2.2 b. Non-Routine Classified Personnel Items (Cont'd)

(6) Approval of Replacement Appointments

Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mr. Wells, and carried by the Board to approve the following replacement appointments as indicated in Attachment 2.2-b (6):

Thomas Barbere - Audio-Visual Tech. - Effective 7/10/72
Replacing Vernon Smith

Mervin Kerr - Custodian (Graveyard) - Effective 7/3/72
Replacing R. Harrison

Gilbert Loustatot - Custodian (Grvd) - Effective 6/21/72
Replacing Nicholas Jennings

(7) Establishment of new Secretary 20 Position in the Continuing Education Division

On May 24, 1972, the Board of Trustees approved a change in assignment of Mr. Abelino Bailon to Assistant Dean and approved the establishment of the Program Planning Assistant position. These two changes were made as a result of the retirement of Mrs. Alma Ritchie.

The position of Public Information Secretary 30 in the Continuing Education Division has now been abandoned, and as a result of this reorganization which the Superintendent explained in detail, it was recommended that a new Secretary 20 position be established.

Upon motion of Mr. Wells, seconded by Dr. Dobbs, the Board voted to approve the establishment of a new Secretary 20 position in the Continuing Education Division.

(8) Approval of Job Specification for Position of Programmer and Establishment of the new Position in the Data Processing Department

The Superintendent recommended the Board's approval of the job specification for a position of Programmer and establishment of the new position in the Data Processing Department. It is was noted that this item was one of the 11 budget cuts being restored as the result of
2.2 b. Non-Routine Classified Personnel Items (Cont'd)

(8) continued

additional income becoming available — originally there were 16 items noted on the "Priority Listing for Restoration of Budget Cuts for 1972-73".

Upon motion of Mr. Garvin, seconded by Mrs. Gutshall, the Board approved the job specification for the Programmer position and approved the establishment of the new position in the Data Processing Department.

(9) Adoption of Policy on Shift Differentials for Classified Personnel

One of the adjustments in salary and personnel benefits approved on June 22, 1972, concerned shift differentials for certain classified positions. The Superintendent informed the Board that the wording of the recommended adjustment inadvertently omitted three positions which were intended to be covered. As a result, the dollar cost should have been noted as $797 rather than $518.

Because it was believed that the agreements on shift differentials should be incorporated in the statement of Classified Personnel Policy, a proposed policy was provided in Attachment 2.2-b (9) for the Board adoption. The Board was informed that six positions were affected by the proposed policy, five of which were referred to during discussions of salary and personnel benefits on June 22, 1972.

Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mr. Wells, and unanimously carried by the Board to adopt the proposed Policy on Shift Differentials for Classified Personnel as provided in Attachment 2.2-b (9) and authorized the addition of this new section, Section No. 1321, to the Classified Personnel Policies.
2.2 b. Non-Routine Classified Personnel Items (Cont'd)

(10) Approval of Differential Pay for Split Shift Positions

Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Mr. Garvin, and carried by the Board to approve split shift differential pay (2-1/2%) for the following persons, as indicated in Attachment 2.2-b (10):

Samuel Esparza, Jr. - Fac. & Operations Custodian
Anne Munoz - Typist-Clk. in Admissions Office
Lucy Prieto - Interim. Typist-Clk. Evening College Office
Laura Scott - Typist-Clk. Continuing Education Division

3. STUDENT PERSONNEL

3.1 Approval of Changes in Probation, Disqualification, and Withdrawal Policies

The Superintendent stated that Attachment 3.1 contained a draft of proposed changes in the Probation, Disqualification, and Withdrawal Policies, which essentially provides a probation and disqualification system for excessive and unwarranted withdrawals. The proposed changes originated with the Social Science Division, have been widely discussed, and endorsed by the Council of Division Chairmen, the Scholastic Standards Committee, and the Academic Senate.

Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mr. Wells, and unanimously carried by the Board to adopt the proposed changes in the Probation, Disqualification, and Withdrawal Policies for the Santa Barbara Community College District, as provided in Attachment 3.1.

4. CURRICULUM AND INSTRUCTION

4.1 Approval of Continuing Education Division's Program for Fall Term 1972-73
4. Curriculum and Instruction (Cont'd)

4.1 Continued

Mr. Selmer Wake, Director/Administrative Dean of Continuing Education Division, reviewed the highlights of the proposed Continuing Education Division Program for 1972-73 Fall Term presented in Enclosure 1.

During the discussion of the Fall Term Program, Mr. Wake discussed a proposed intensive two-week course for training home care aides and the need for the employment of Mrs. Bennie Scotch, a bi-lingual registered nurse, who is only available for the last two weeks in July to instruct this course. Mr. Wake introduced the two ladies who suggested the need for such a course: Maria York, Assistant to Rev. Luther McCurtis the executive of the Employment Aptitude and Placement Association, and Felicia Gonzales, ESL Program Recruiter for Continuing Education. Upon motion of Mr. Garvin, seconded by Mr. Wells, the Board unanimously approved the employment of Mrs. Bennie Scotch for the two-week course, entitled "Introduction/Training Aides for Home Health Care, effective July 17, 1972.

Mr. Wake informed the Board of the plans to open a "Mini-Skills Center", an occupational training center, which will provide training opportunities for mid-level manpower skills and supplement the Division's general vocational program. Distributed to the Board was a summary of the background and the plans for the Mini-Skills Center for the Fall Term.

Mr. Wake stated that the Division's 1972-73 Fall Term Program was the most comprehensive program ever presented. The success and the strength of the Continuing Education Program offered was attributed to the deep commitment of his administrative and clerical staff, and to the support given by the District Board of Trustees and the Superintendent.

The Board was informed that the Superintendent, Dr. Gooder, had accepted the appointment of Chairman of the Continuing Education Committee for the California Junior Colleges Association (CJCA).

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mr. Garvin, and unanimously carried by the Board to approve the Continuing Education Division Program for the 1972-73 Fall Term, as outlined in Enclosure 1.
4. Curriculum and Instruction (Cont'd)

4.2 Approval of SBCCD Plan for Vocational Education for 1972-73

The proposed Plan for Vocational Education for the Santa Barbara Community College District for 1972-73 was distributed to the Board of Trustees for their review on June 22, 1972 (Ref: Page 22 of 6/22/72 Minutes, Agenda Item 6.3).

Mr. Melvin Elkins, Assistant Dean of Vocational Education, briefly reviewed the proposed Plan, indicating the operational changes, and responded to questions by the Board.

Upon recommendation of the Superintendent, it was moved by Mrs. Gutshall, seconded by Dr. Dobbs, and unanimously carried by the Board to approve the Santa Barbara Community College District Vocational Education Plan for 1972-73, as presented at the last Board meeting.

5. BUSINESS SERVICES

5.1 Routine

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

a. Authorization and/or Ratification of Purchase Order Numbers for Supplies, Equipment, and Services - Attachment 5.1-a

Purchase Order Nos. P120-2241 thru P120-2275 for 1971-72

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

5.2 Non-Routine

a. Approval of the Establishment of Standardized Working Days Per Month for Classified Employees of SBCCD

Currently, the salaries of the classified employees are based upon the actual number of working days in a month. Therefore, when a deduction is necessary, the amount deducted varies in accordance with the month. To establish a standard
5.2 Non-Routine Business Services Items (Cont'd)

a. Continued

number of working days per month would not only be fairer to the employees but would also be easier for the Payroll Office, according to Dr. Donald Sorsabal, Administrative Dean of Business Services.

Upon recommendation of the Superintendent, it was moved by Mrs. Gutshall, seconded by Dr. Dobbs, and carried by the Board to establish, for payroll purposes, 22 working days as the number of days per month for the classified employees of the Santa Barbara Community College District.

b. Authorization to Proceed with "Social Security" Election for Eligible Certificated Employees of SBCCD

On June 22, 1972, the Board of Trustees approved the offering of Social Security benefits to eligible certificated employees of the District for summer session and credit hourly work, if approved by a majority of those concerned. The Superintendent informed the Board that approval of holding such an election was necessary.

Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mrs. Meigs, and carried by the Board to authorize the Administration to proceed with the details of conducting such an election for certain eligible employees of certificated services.

c. Acceptance of $13,742 in Funding under the Elementary and Secondary Education Act (ESEA), Title III, Adult Basic Ed.

On May 11, 1972, the Board gave approval for submission of an application for funding of a continuation of the Basic Education and ESL Program for the economically disadvantaged under ESEA, Title III.

The Superintendent informed the Board that notification had been received indicating $13,742 in federal funds have been allocated to the District for this program.
5.2 Non-Routine Business Services Items (Cont'd)

c. Continued

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Gutshall, and carried by the Board to accept the $13,742 federal allotment, of which $1,709 in funds is presently encumbered, from the California State Department of Education's Bureau of Adult Education as summarized in Attachment 5.2-c.

d. Approval for Submission of Application for $35,659 in Funding of an MDTA Project (P.L. 60-636)

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Dr. Dobbs, and carried by the Board to approve an application for $35,659 in funding for an Industrial Vocational Orientation MDTA Project CAL(R)3004, a repetition of last year's program, as indicated in the budget summary sheet included in Attachment 5.2-d. It was pointed out that no additional District funds will be required, only $2,358 in-kind matching funds.

e. Approval for Submission of Applications for Funds under Vocational Education Amendments of 1968 (P.L. 90-576) PART E, Consumer and Homemaking Education, and PART H, Work-Study, for use during the 1972-73 School Year

Mr. Melvin Elkins, Assistant Dean of Vocational Education briefly explained the applications provided in Enclosure 2.

Mrs. Alexander questioned the accuracy of figures included under Items 6.1 and 6.2 in the Application for Funds under the Vocational Education Amendments of 1968 for Part H, Work-Study. It was decided that the figures indicated in the items represented actual numbers rather than percentages as called for. Mr. Elkins, Assistant Dean of Vocational Education, stated that the figures would be converted to percentages prior to the submittal of the application.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Dr. Dobbs, and carried by the Board to approve the submission of the applications for funds under
5.2 Non-Routine Business Services Items (Cont'd)

  e. Continued


  f. Rejection of Liability Claim of Mr. Stan Price

The Board was informed that the District had been served with a claim in the amount of $1,615.55 for injuries incurred in the sauna by Mr. Stan Price. Dr. Sorsabal, Administrative Dean of Business Services, briefly explained the item.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Gutshall, and unanimously carried by the Board to reject the claim and authorize the Administration to so notify the claimant, Mr. Stan Price.

  g. Rejection of Purchase of Land Offered by the State Division of Highways

The State Division of Highways offered to sell a parcel of land, located on the north side of Cliff Drive, to Santa Barbara City College. On June 22, 1972, the Board received copies of a letter from the Division of Highways and materials delineating the proposal and the location of the parcel for their study and consideration for action at this meeting (Ref: Attachment for Agenda Item 1.7-c distributed on 6/22/72).

Because of the precipitous nature of the parcel and the liability which could be incurred due to the access ramp now located on the parcel, the Board was informed that the land would not enhance the holdings of the District and it was recommended that the offer be rejected.
5.2 Non-Routine Business Services Items (Cont'd)

g. Continued

The Superintendent informed the Board of Mr. Jim Williams' suggestion that the parcel of land be used as a landing for a walk-way for persons crossing the street. Although the District could not afford to have such a walk-way constructed, the Board agreed that the idea was good and would fulfill a need and therefore should be suggested to the State Division of Highways as a possible use of the land.

Upon the Superintendent's recommendation, it was moved by Mr. Garvin, seconded by Mr. Wells, and carried by the Board to reject the offer by the State Division of Highways for the purchase of the parcel of land and the Superintendent was directed to send a letter to the State Division of Highways notifying them of the Board's rejection of their offer and suggesting that they look into the possibility of building an overpass walk-way at the location extending across the street for pedestrian crossing.

h. Approval of Lease Agreement for Facilities at 312 North Nopal Street, Santa Barbara

Dr. Sorsabal, Administrative Dean of Business Services, informed the Board that agreement had been reached with the owners regarding the terms and conditions for the lease of facilities at 312 North Nopal Street, the Marine Technology Facility. The cost of the lease is to be the same as currently being paid, $1,272 per month plus the differential in the amount of property taxes from the 1969-70 year to the lease year (approximately $1,500 per year). The term of the bi-lateral lease agreement is for three years with an annual option to cancel. The facility has close to 13,000 square feet.

Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mrs. Meigs, and carried by the Board to approve the lease agreement for the property at 312 North Nopal Street. (The Board was informed that a lease agreement for the Montecito Street facility would be ready for their consideration at the next Board meeting on August 3.)
5.2 Non-Routine Business Services Items (Cont'd)

i. Approval of Contract with Richardson Vending for Vending Services at Santa Barbara City College

On June 22, 1972, the Board authorized the Purchasing Department to re-advertise for bids for vending services on the campus because vending sales now amount to an annual gross amount of approximately $12,000 (Ref: Item 5.2-c on pages 12-13 of 6/22/72 Minutes).

Bids for vending services on the campus were opened on July 11, 1972. An analysis of the bids received from prospective vendors with a recommendation to award the vending contract to Richardson Vending Service was distributed to the Board in a memorandum from Mr. Dean Ankeny, Director of the Purchasing Department. Mr. Ankeny and Dr. Sorsabal discussed the recommendation. There was an 11 percent differential between the low and high bid, in terms of the difference in return per month to the District.

Upon recommendation of the Superintendent, the Director of Purchasing, and the Dean of Business Services, it was moved by Mr. Garvin, seconded by Mr. Wells, and unanimously carried by the Board to award the contract for vending services at Santa Barbara City College to Richardson Vending Service for 1972-73.

Mr. Dean Rice, one of the competing vendors, expressed his disappointment at not being selected and indicated that, in his opinion, there were elements related to service which he believed his company could perform better than others that are not related to and could not be included in the bidding process.

j. Appointment of Architect for Ceramics-Glassblowing Laboratory for the Continuing Education Division

Mr. Garvin, who is chairman of the Board's Subcommittee on Planning, reported that the committee and members of the administration had met that afternoon before the Board meeting to interview five prospective architects to select one to
5.2 Non-Routine Business Services Items (Cont'd)

j. Continued

develop plans and specifications for the Ceramics-Glassblowing Laboratory to be located at the Continuing Education Division's facility at 914 Santa Barbara Street. After reviewing the backgrounds and qualifications of the prospective architects, it was the unanimous decision of the committee and staff to recommend the local firm of Arendt-Mosher & Grant.

Upon motion of Mr. Garvin, seconded by Mr. Wells, the Board voted to employ the architectural firm of Arendt-Mosher & Grant to develop the plans and specifications for the new Ceramics-Glassblowing Laboratory.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Dr. Dobbs, and unanimously carried by the Board to authorize the administration to proceed to negotiate a contract with Arendt-Mosher & Grant for their architectural services on the project.

k. Appointment of Representative to Administer Personnel Benefits Program for District Employees

Dr. Donald Sorsabal, Administrative Dean of Business Services, recommended that the Board appoint Mr. Irvin Stoudt, who is affiliated with the Charles Zahorik Company, to administer the personnel benefits program for the District's employees (the concept of the personnel benefits program was approved by the Board on June 22, 1972). A brief review of Mr. Stoudt's background and experience administering similar programs was given.

The Board was informed that Mr. Stoudt was the unanimous choice of the College's Insurance Committee, after interviewing several other candidates. The College's Insurance Committee is composed of representatives from the administrative (1), certificated (2), and classified (2) staffs -- Dr. Donald Sorsabal, Chairman; Mr. Guy Peterson; Mr. Gene Brady; Mrs. Vicki Tyler; and Ms. Barbara Tinker.
6. GENERAL INFORMATION

6.1 Report on "Profile of 1972 SBCC Graduates", Research Office Memo No. 12-72

The Board received for their information in Enclosure 4 a report by Dr. Thomas F. MacMillan, Administrative Dean of Admissions, Guidance, and Research, entitled "Profile of 1972 SBCC Graduates" (Research Office Memo No. 12-72), which detailed the characteristics of June, 1972, graduates and gave an assessment of the student change and growth.

6.2 Report on Coming Events

In the absence of Mr. James Williams, Mr. Robert Reilly, Publications Coordinator, 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 July 14 to 27, 1972.

7. ADJOURNMENT

Upon motion of Mr. Garvin, seconded by Dr. Dobbs, the regular meeting of the Board of Trustees was adjourned by Mr. Frank at 6:27 p.m.

The next regular meeting of the Board will be held on Thursday, August 3, 1972, at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California. The Public Hearing of the District's Budget for 1972-73 will be held on that date. (Note: The last meeting in July was cancelled by the Board of Trustees in action under Agenda Item 1.8-d.)

Attest:

[Signature]

President, Board of Trustees
Santa Barbara Community College Dist.

[Signature]

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

Approved by the Board of Trustees:

on August 3, 1972