MINUTES

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

August 3, 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, August 3, 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
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

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
Mr. Selmer O. Wake, Director/Admin. Dean, Continuing Education
Mr. James M. Williams, Director, College Information
California Blue Shield: Mr. Charles Panno, District Regional
   Manager
California Medical Group: Mr. Alex Brett, Regional Manager;
   Mr. Howard E. Davis, Vice-President & Administrator of
   Health Plan; Toby Freedman, M. D., Medical Director
Investors Life Syndicate: Mr. Gaylord C. Hanson, Representative
Life Insurance Underwriters Association: Mr. Lawrence Cohn,
   Securities Representative
Santa Barbara News-Press: Mrs. Katherine McCloskey, Staff Writer
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Others present for all or a portion of the meeting:

Smith, Falck Associates: Mr. Thomas E. Caesar and Mr. Frank C. Smith, Independent Insurance Counsellors & Brokers
Mr. Dean H. Ankeny, Director of Purchasing
Dr. Martin M. Bobgan, Assistant Dean, Continuing Education
Mrs. Elsie Brandt, Secretary, Business Services
Mr. Lisle C. Bresslin, Asst. Dean, Admissions and Records
Mr. Melvin J. Elkins, Asst. Dean, Vocational Education
Mrs. Joanne B. Hendrick, Instructor, Trade & Technical, and Coordinator of SBCC Nursery School Program
Mrs. Clevonease Johnson, Head Teacher, Children's Center
Miss Diana R. Peterson, Director, Children's Center
Mr. David L. Pickering, Controller, Accounting Services
Mrs. Marilyn J. Statucki, Head Teacher, Children's Center
Mrs. Kathleen L. Wilson, Teacher, Children's Center
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 Annual Organizational Meeting/Regular Meeting of July 13, 1972

Upon motion of Mr. Garvin, seconded by Dr. Dobbs, the Board unanimously approved the minutes of the annual organizational meeting and regular meeting of July 13, 1972, as delivered.

1.6 Hearing of Citizens

None

1.7 Communications

a. Letter from California School Boards Association regarding "1972 C.S.B.A. Delegate Assembly Nominations"

The Superintendent called the Board's attention to Attachment 1.7-a, the letter from the President of the California School Boards Association announcing openings for nominations for six C.S.B.A. Delegate Assembly positions in Region 20 (All Community College Districts), and asked
if the Board wished to nominate anyone. The deadline for submitting nominations for the C.S.B.A. Delegate Assembly is August 15.

Upon nomination of Mr. Garvin, seconded by Mrs. Alexander, the Board voted unanimously to submit Mr. Frank's name as a candidate for representative to the C.S.B.A. Delegate Assembly from the 20th (Community Colleges) constituency. Mr. Wells had previously served as a delegate from Region 11 (the Elementary School Districts) and last year was nominated by the Board for the Region 20 Delegate Assembly.


The Superintendent called the Board's attention to Attachment 1.7-b, the "Highlights of the Conference Report on Education Amendments of 1972 (S.659)" by the Committee on Education and Labor, which was submitted for the Board's information.

The Superintendent stated that the legislation potentially has much interest for this District. The "Education Amendments of 1972" is an extension and expansion of the existing Federal higher education programs through fiscal year 1972. There is no question that the programs will be funded, only the level of funding is in doubt.

c. **Report on Action of Community College Section of C.S.B.A. on SBCCD Resolution No. 24, "Suggesting Members of the Board of Governors of California Community Colleges be Selected from the Ranks of Local Boards on a Regionally Representative Basis"**

On May 25, 1972, the Board voted to have a resolution drawn up suggesting consideration be given to changing the composition of the Community College Governing Board in California. This action resulted after Mr. Frank's report on discussions at the C.S.B.A. Annual Conference of the Community College Section which he attended in Yosemite, May 19-21, 1972. Mr. Frank was asked by C.S.B.A. to have the concept, which he proposed, formulated into the form of a statement to be distributed to the rest of the districts.
On June 8, 1972, the Board adopted Resolution No. 24, "Suggesting Members of the Board of Governors of California Community Colleges be Selected from the Ranks of Local Boards on a Regionally Representative Basis". Mr. Ron Myron, C.S.B.A. Community College Executive, was responsible for distributing copies of the Resolution to representatives of every community college board in California, distributing copies to the officers and members of the Board of Directors of the Community College Section in California, and for having the Resolution printed in the Community College Bulletin for general distribution.

At this meeting, Mr. Frank happily reported that the Board of Directors of the California Community College Section had adopted the Resolution. He read to the Board the letter he had received confirming that fact, which further indicated that the Resolution would be referred to the C.S.B.A. Legislative Committee at their September 15th meeting.

d. Report of Award to Mr. Rob Reilly for Outstanding Graphic Design and Publications Editing

The Superintendent informed the members of the Board that Mr. Robert R. Reilly, SBCC Publications Coordinator, had again received a "Certificate of Award for Outstanding Graphic Design and Publications Editing" from the 1972 North American Graphic Arts Awards Competition. The competition was sponsored by the Printing Industries of America (PIA), of Arlington, Virginia.

Entries submitted for Santa Barbara City College included: (1) "Bury the Dead" Drama Mailing, (2) "Apprenticeship Programs" Brochure, (3) "The Veteran in College" Brochure, (4) "Meeting Your College Costs" Brochure, and (5) "71/72 Certificated Circular".

Members of the Board expressed appreciation and congratulations to Mr. Reilly for his outstanding work at SBCC and for the deserving national recognition he has received.
2. Personnel

2.1 Certificated Personnel

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

b. Non-Routine

(1) Appointment of Biology Instructor to Life Science Division (New Contract Position)

Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mrs. Meigs, and carried by the Board to approve the appointment of Mr. Frank Trimble as Biology Instructor in the Life Science Division for the 1972-73 college year, as indicated in Attachment 2.1-b (1). This appointment represented a conversion from an hourly to a contract position for Mr. Trimble -- one of the 13 budget cuts being restored as the result of additional income becoming available (originally there were 16 items noted on the "Priority Listing for Restoration of Budget Cuts for 1972-73").

(2) Appointment of Machine Shop/Welding Instructor to Trade & Technical Division (New Position)

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mr. Garvin, and carried by the Board to approve the appointment of Mr. Edwin Soule as Machine Shop/Welding Instructor in the Trade and Technical Division for the 1972-73 college year, as indicated in Attachment 2.1-b (2). This new position was one of the budget cut items being restored.
2.1 b. Non-Routine Certificated Personnel Items (Cont'd)

(3) Approval of Appointments to Children's Center Staff:
    Director (Full-Time), Head Teachers (Three-Fourths
    Time) and Teacher (Full-Time) - New Positions

    Upon recommendation of the Superintendent, it was
    moved by Mr. Garvin, seconded by Mrs. Alexander, and
    carried by the Board to approve the following appoint-
    ments to the new positions on the Children's Center
    Staff as indicated in Attachment 2.1-b (3):

    Miss Diana Peterson . . . Director (full-time)-Eff. 8/1/72
    Mrs. Clevonease Johnson) Head Teachers (3/4 time)
    Mrs. Marilyn Statucki ) Effective 9/1/72
    Mrs. Kathleen Wilson . . . Teacher (full-time)-Eff. 9/1/72

    Mrs. Joanne Hendrick, Coordinator of the SBCC
    Children's Center Program, informed the Board that
    Santa Barbara City College was one of the three colleges
    in the State to have a campus children's center approved.

    Dr. Sorsabal reported that he had received word that
    morning that SBCC's Children's Center Program will be
    funded by the Federal Government.

    The newly appointed members of the Children's Center
    Staff -- Miss Peterson, Mrs. Johnson, Mrs. Statucki, and
    Mrs. Wilson -- were all introduced to the Board at the
    meeting.

(4) Approval of Retirement of Mr. Selmer O. Wake and Adoption
    of Resolution No. 2

    The Board was informed that Mr. Selmer O. Wake,
    Director/Administrative Dean of Continuing Education,
    had decided to retire as of November 3, 1972, in order
    to enjoy some of the pleasures of leisure and a more
    private life. Mr. Wake's letter of July 25, indicating
    his retirement plans, was included in Attachment 2.1-b (4).

    The Superintendent expressed his personal pleasure
    of having had the opportunity of working with Mr. Wake
2.1 b. Non-Routine Certificated Personnel Items (Cont'd)

(4) continued

and voiced the impact that Mr. Wake's 26 years' of leadership in the Adult Education Program has had on the District and the community.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Dr. Dobbs, and carried by the Board to approve, with deep regret, the retirement of Mr. Selmer O. Wake on November 3, 1972.

Upon motion of Mrs. Alexander, seconded by Mrs. Meigs, the Board unanimously adopted Resolution No. 2, expressing, in part, the regard of the District for Mr. Wake's contributions. On 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

Mr. Wake expressed his appreciation to the Board members, individually and collectively, for their past support of the adult education program and himself personally, expressed his appreciation to his staff members for their devoted service, and stated that it had been a privilege to serve the District and the community.

(5) Approval of Contract with Mr. Selmer O. Wake as a Consultant in Continuing Education and Community Services

Mr. Frank explained that since Mr. Wake has announced his retirement from his position of Director/Administrative Dean of Continuing Education effective November 3, 1972 (his retirement was approved by the Board in Item 2.1-b (4) above), it is believed that it would be of great benefit to the District if Mr. Wake's knowledge and experience could continue to be made available in some way. His
2.1 b. Non-Routine Certificated Personnel Items (Cont'd)

(5) background and experience in adult or continuing education makes him a pre-eminent authority in the area of continuing education curriculum and community services. Because the District did not wish to lose Mr. Wake's expertise in the field of adult education and because it is now possible for retired educators to obtain limited earnings as a consultant in the area of their specialty, it was recommended that Mr. Wake be retained as a consultant for one year.

Upon motion of Mrs. Gutshall, seconded by Mrs. Meigs, the Board unanimously approved the negotiation of a contract with Mr. Selmer O. Wake as a consultant in Continuing Education curriculum, community services, and program development for the period of February 1, 1973, through January 31, 1974, at a annual rate of $2,500 payable in equal monthly installments.

(6) Adoption of Policy on Certificated Employee Probation and Tenure and Approval of the Assignment of First, Second, and Third-Year Certificated Employees

The recent enactment of S.B. 696 (Rodda) on the matters of evaluation, probation, and tenure, as applicable to all certificated employees (except superintendents, assistant or deputy superintendents, or community college presidents employed on contract), becomes operative on September 1, 1972.

On July 13, 1972, the Board approved Policies and Procedures for the Evaluation of Certificated Personnel (Ref: pp. 5-6 of 7/13/72 Minutes, Item 2.1-b (3).

The Superintendent indicated that this item referred to additional requirements of the Rodda Bill for handling of the status of employees -- probation and tenure. Attachment 2.1-b (6) contained a recommended policy statement to implement the law as well as recommendations regarding the status of all first-, second-, and third-year probationary teachers at SBCC.
2.1 b. Non-Routine Certificated Personnel Items (Cont'd)

(6) continued

Upon recommendation of the Superintendent, it was moved by Mrs. Gutshall, seconded by Mrs. Meigs, and unanimously carried by the Board to approve the proposed Policy on Probation and Tenure of Certificated Personnel for the Santa Barbara Community College District and to approve the status for the first-, second-, and third-year employees as indicated in Attachment 2.1-b (6).

2.2 Classified Personnel

a. Routine

Upon motion of Mr. Garvin, seconded by Mrs. Alexander, the Board voted unanimously to approve the following classified personnel action items as indicated in the attachments:

(1) Approval of Additional Hourly Appointments - Temporary as indicated in Attachment 2.2-a (1)

(2) Approval of Hourly Appointments for the 1972-73 College Year - Attachment 2.2-a (2)

(3) Appointment of Professional Volunteer (6 Weeks) - Attachment 2.2-a (3)

Melody Duran - English Tutor - Effective 6/19/72

(4) Approval of Students Appointments - College Work Study, Tutorial, VEA, and General Student Programs - Attachment 2.2-a (4)

b. Non-Routine

(1) Acceptance of Resignation - Business Manager, Student Finance

Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mrs. Alexander, and carried by the Board to accept, with regret, the resignation of Mr. Thomas Freeman, Business Manager of Student Finance, effective 8/4/72, as indicated in Attachment 2.1-b (1).
2.2 b. Non-Routine Classified Personnel Items (Cont'd)

(2) Appointment of Bookstore Supply Clerk - Replacement

Upon recommendation of the Superintendent, it was
moved by Dr. Dobbs, seconded by Mrs. Gutshall, and
carried by the Board to approve the appointment of
Mr. Keith Traphagen as Bookstore Supply Clerk, replacing
Mr. John Franzen, as indicated in Attachment 2.2-b (2).
The Board was informed that Mr. Traphagen was formerly
a Basketball Manager at SBCC in 1968.

(3) Appointment of Programmer in Data Processing Department -
New Position

Upon recommendation of the Superintendent, it was
moved by Mrs. Alexander, seconded by Dr. Dobbs, and
carried by the Board to approve the appointment of
Mr. Edward Leska, Jr. as a Computer Programmer in the
Data Processing Department, as indicated in Attachment
2.2-b (3). This new position was one of the items
on the "Priority Listing for Restoration of Budget Cuts
for 1972-73". The Board was informed that Mr. Leska
had been working as a substitute Computer Operator and
hourly Programmer at SBCC since January, 1972.

(4) Approval of Differential Pay for Swing Shift Positions

Upon recommendation of the Superintendent, it was
moved by Mrs. Meigs, seconded by Mrs. Alexander, and
carried by the Board to approve swing shift salary
differential of 2-1/2 percent for the following persons,
as indicated in Attachment 2.2-b (4):

Naoma Haynes - Sr. Acct. Clk., Continuing Education
George Jordan - Traffic Control Guard, Main Campus
Elinor Roulston - Secretary, Continuing Education
2.2 b. Non-Routine Classified Personnel Items (Cont'd)

(5) **Approval of Changes in Time Assignments to 3/4 Time (Budgeted Increases)**

Upon recommendation of the Superintendent, it was moved by Mrs. Gutshall, seconded by Mr. Garvin, and carried by the Board to approve the increases in fractional time assignments for the following persons, as indicated in Attachment 2.2-b (5):

- Naomi Aiches - Credential Clk., Certificated Pers. from 1/2 to 3/4 time (budgeted increase last year)
- Evarts Moore - Certificated Personnel Clerk from 5/8 to 3/4 time (budgeted increase last year)
- Ellen Downing - Typist-Clk., Audio-Visual Dept. from 1/2 to 3/4 time (one of the "moratorium" items)

(6) **Approval of Three New Budgeted Positions: Custodian (day or graveyard), Laboratory Technician in Chemistry (half-time), and Laboratory Technician in Life Science (full-time)**

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Dr. Dobbs, and carried by the Board to approve the three new budgeted positions indicated in Attachment 2.2-b (6) -- these positions were on the "Priority Listing for Restoration of Budget Cuts for 1972-73":

- Custodian 21 or 23 (day or graveyard)
- Lab Technician 28, Chemistry Dept. (half-time)
- Lab Technician 28, Life Science Dept. (full-time)

(7) **Approval of Job Specification for Position of Intermediate Account Clerk (Child Care & Cafeteria Accounts) and Establishment of the New Position in the Business Office**

Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Dr. Dobbs, and carried by the Board to approve the job specification for the Intermediate Account Clerk (Child Care & Cafeteria Accounts) and to approve the establishment of the new position in Business Office, as indicated in Attachment 2.2-b (7).
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3. STUDENT PERSONNEL

No Agenda Items

4. CURRICULUM AND INSTRUCTION

4.1 Report of Board of Trustees' Career Education Subcommittee and Adoption of Resolution No. 3 relative to Career Education

The Superintendent called the Board's attention to Enclosure 1, the report by the Career Education Subcommittee, provided for their information. Mrs. Gutshall and Dr. Dobbs, members of the committee (the Chairman, Mr. Benjamin Wells, was not present at the meeting), gave credit to the Superintendent for bringing together the feelings and recommendations of the committee members.

Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mrs. Meigs, and unanimously carried by the Board to adopt Resolution No. 3, endorsing the concept of Career Education for the Santa Barbara Community College District. On 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

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 Number for Supplies, Equipment, and Services - Attachment 5.1-a

Purchase Order Nos. P120-2276 thru P120-2281 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. BUSINESS SERVICES (CONT'D)

5.2 Non-Routine

a. Adoption of Resolution No. 4, Establishing a Children's Center Fund Pursuant to Article 1, Chapter 5, Division 12 of Education Code Section 16621

The Superintendent stated that although Board action had established the Children's Center and all aspects of the Program, Education Code Section 16621 requires the establishment of a Children's Center Fund into which will be placed all funds received for, or from the operation of the Children's Center, and from which will be paid the costs of the Center. A Board Resolution was required to establish the the Children's Center Fund, as provided in Attachment 5.2-a.

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Dr. Dobbs, and unanimously carried by the Board to adopt Resolution No. 4, establishing a Children's Center Fund for the Santa Barbara Community College District pursuant to Article 1, Chapter 5, Division 12 of the Education Code Section 16621. 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

b. Acceptance of Grant Awards to support District Programs for 1972-73

After a brief explanation by the Superintendent, it was moved by Mrs. Gutshall, seconded by Dr. Dobbs, and unanimously carried by the Board to accept the following grant awards to support SBCCD Programs for the 1972-73 fiscal year, as indicated in the attachments:
5.2 Non-Routine Business Services Items (Cont'd)

b. continued

(1) **$700 in Funding for Partial Support of the 1972-73 Real Estate Program**

Attachment 5.2-b (1), a letter from the State Department of Real Estate, indicated the availability of $700 to partially support the Real Estate Education Program at Santa Barbara City College. No matching funds are required.

(2) **$3,000 Allocation for the Law Enforcement Education Program (LEEP) for Fiscal Year 1973**

Attachment 5.2-b (2), a letter from the U. S. Department of Justice, Law Enforcement Assistance Administration, indicated that $3,000 in funds had been allocated for the District's annual level of LEEP activity. These funds will provide for continued participation in this financial aid program for law enforcement majors at Santa Barbara City College. No matching funds are required.

(3) **$4,680 Augmentation to Allocation for Extended Opportunities Programs and Services Project (Alquist) for Fiscal Year 1972-73**

Attachment 5.2-b (3), a letter from the Chancellor's Office, indicated that the original $15,000 allocation to the District from Alquist funds (S.B. 164) had been supplemented by an additional award of $4,680 for EOP. No matching funds are required. The $4,680 augmentation allocated to the District will be allocated as follows: $3,000 for Direct Student Financial Aids; and $1,680 for Work Study to establish a 20 percent matching fund for College Work Study positions in peer counseling.
5.2 Non-Routine Business Services Items (Cont'd)

b. continued

(4) $16,844 Award for Support of the Nursing Scholarship and Loan Program for Fiscal Year 1973

Attachment 5.2-b (4), a Notice of Award from the U. S. Department of Health, Education, and Welfare, indicated that $16,844 had been awarded to the Associate Degree Nursing Program at Santa Barbara City College. The scholarship award of $9,204 is based on a full allocation of the funds available; the loan allotment of $7,640 represents the initial allotment, with the possibility of additional loan allocations for the nursing program. A one-ninth local matching is required for the nursing loans portion only.

(5) $18,828 Grant Awarded for the Nursing Capitation Grant Program for 1972-73

Attachment 5.2-b (5), a Notice of Grant Awarded from the U. S. Department of Health, Education, and Welfare, indicated that $18,828 had been awarded for the Nursing Capitation Grant Program, nurse training, at Santa Barbara City College. No matching funds are required.

(6) Supplemental Awards of $17,041 for the College Work-Study Program and $16,678 for Educational Opportunity Grants Program for 1972-73

Attachment 5.2-b (6), supplemental award letters from the Office of Education, Department of Health, Education, and Welfare, indicated that supplemental amounts of Federal funds had been awarded to Santa Barbara City College for use during fiscal year 1973 for the College Work-Study Program and the Educational Opportunity Grants Program.
5.2 Non-Routine Business Services Items (Cont'd)

b. (6) continued

The supplemental award for the College Work-Study Program is $17,041, increasing the total for the 1972-73 fiscal year to $93,648; and the Educational Opportunity Grants Program allocation has been increased by $16,678, for a 1972-73 fiscal year total of $66,920. The College Work-Study award requires a 20 percent matching which will be supplied either by off-campus agencies or Alquist funds.

c. Authorization to Submit an Application for $72,165 in Public Employment Funds for 1972-73

The Public Employment Program which operated in some school districts in the 1971-72 school year is being renewed for 1972-73. Under the program, unemployed and underemployed persons in the District are employed by public agencies in jobs which offer good transitional possibilities. The Board was informed that the Santa Barbara Community College District was interested in participating during the 1972-73 year.

Dr. Sorsabal, Administrative Dean of Business Services, described the Program Plan provided as Attachment 5.2-c. The purpose of the program is to create jobs and to train persons for established positions in the community — positions for which persons are easily trained and easily placed.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Gutshall, and unanimously carried by the Board to grant authorization for submittal of the application for Public Employment Program Funds in the amount of $72,165, as indicated in Attachment 5.2-c.

d. Approval of the Following Annual Contracts for Santa Barbara Community College District
5.2 Non-Routine Business Services Items (Cont'd)

d. continued

(1) Contract with the Santa Barbara High School District for Maintenance and Health Services

Annually, the District has entered into an agreement with the Santa Barbara High School District for specified services. During the past two years, use has been made of lock service and typewriter repair service as well as nursing services. The major change in the proposed contract is the manner in which costs for indirect charges are computed. It has been agreed to use the State negotiated figure of 38.56 percent, rather than a complicated formula involving ratio of average daily attendance.

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Gutshall, and carried by the Board to approve the contract with the Santa Barbara High School District for maintenance and health services as specified in Attachment 5.2-d (1).

(2) Contract with the IBM Corporation for Maintenance of all IBM Typewriters and Dictation Equipment

As in past years, all IBM equipment has been under a maintenance agreement with the IBM Corporation. At the present time, the District has 96 typewriters and 11 dictating and transcribing units. The total contract price for the year is $4,140.87.

Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mr. Garvin, and carried by the Board to approve the extension of the contract with the IBM Corporation for the period of July 1, 1972, through June 30, 1973.
5.2 Non-Routine Business Services Items (Cont'd)

e. Approval of Contract with Arendt, Mosher & Grant for Architectural Services for the Ceramics-Glassblowing Laboratory Project for the Continuing Education Division

As directed by the Board, a contract had been negotiated with the architectural firm of Arendt, Mosher & Grant for services to be rendered on the Ceramics-Glassblowing Laboratory Project. A copy of the proposed contract was distributed to the members of the Board at the meeting, as Attachment 5.2-e. The Superintendent stated, according to the agreement reached, that the firm would be paid 10.9 percent of the cost of construction of the Laboratory. Although no estimate has been made for the cost of the project, Dr. Sorsabal estimated that the project would cost under $40,000.

Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mr. Garvin, and unanimously carried by the Board to approve the contract with Arendt, Mosher & Grant for architectural services required for the Ceramics-Glassblowing Project at a cost not to exceed 10.9 percent of the construction costs.

f. Adoption of Resolution No. 5, Authorizing the Sale of Financial Corporation of Santa Barbara Common Stock

Although the Board by previous action authorized the Administration to sell 20 shares of stock given to the College by Miss Pearl Chase, the SEC requires the adoption of a resolution to that effect.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Alexander, and unanimously carried by the Board to adopt Resolution No. 5, as provided in Attachment 5.2-f. Upon poll of the Board, the vote was as follows:

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

Nees: None

Absent: Mr. Wells
5.2 Non-Routine Business Services Items (Cont'd)

g. Presentation of the 1972-73 District Budget for Public Hearing and Adoption by the Board of Trustees

The Superintendent called the Board attention to Enclosure 2, the District Annual Financial and Budget Report for 1972-73, and a single page summarizing adjustments which were made in the 1972-73 Publication Budget in preparing the document presented.

The Superintendent expressed appreciation to the faculty and staff for their understanding of the District's financial situation this year, to Dr. Sorsabal and Mr. David Pickering for their work in preparing the District's Budget, and to the Board and its Budget Subcommittee.

The public hearing on the District's Budget for 1972-73 was opened by Mr. Frank. (As required by law, a public hearing must be held prior to adoption of the final budget for the District.)

Dr. Sorsabal, Administrative Dean of Business Services, described the changes made to the 1972-73 Publication Budget -- the adjustments to the income and expenditure portions. Most of the expenditure adjustment items were on the "Priority Listing for Restoration of Budget Cuts for 1972-73". The Board was informed that the Budget was balanced and was acceptable.

The public utilities figure for assessed evaluation had just been received that day and required further computation, therefore these changes were not included in the Budget presented. Other figures still unknown are: (1) Results of the State Finance Bills still pending (A.B. 834 and S.B. 95); (2) Prior-year taxes; and (3) Bond Fund rate for the District. The tax rate was estimated to .6132 (1.32 cents more than last year) plus the bond rate for a total rate of about 80 cents.
5.2 Non-Routine Business Services Items (Cont'd)

g. continued

Dr. Sorsabal asked the Board's permission to make changes in the Budget before August 15 on items currently pending in the County Auditor's Office -- changes in the income portion.

After it was determined that no citizens wished to be heard during the public hearing, Mr. Frank closed the public hearing of the 1972-73 Budget for the Santa Barbara Community College District.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Dr. Dobbs, and unanimously carried by the Board to adopt the 1972-73 District Budget as presented in Enclosure 2 and granted Dr. Sorsabal permission to make any necessary changes in the Budget before August 15.

The current status of the District's Adopted Budget for 1972-73 was summarized as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
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<tbody>
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<td>Net Beginning Balance</td>
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<tr>
<td>Plus Income</td>
<td></td>
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<tr>
<td></td>
<td>$6,257,960</td>
</tr>
<tr>
<td>Net Beginning Balance &amp; Income.</td>
<td>$6,743,497</td>
</tr>
<tr>
<td>Less Expenditures</td>
<td>$6,526,663</td>
</tr>
<tr>
<td></td>
<td>$216,834</td>
</tr>
<tr>
<td>Less Revolving Fund</td>
<td>$10,000</td>
</tr>
<tr>
<td>Reserve</td>
<td>$206,834</td>
</tr>
</tbody>
</table>

h. Acknowledgement of Receipt of Summons and Referral to the County Counsel

Enclosure 3 contained a summons in a class action suit. Santa Barbara Community College District, together with all other California community college districts, have been served with a summons for a complaint filed on behalf of emancipated minors who have been required to pay non-resident tuition.

Upon recommendation of the Superintendent, it was moved by Mrs. Gutshall, seconded by Mrs. Alexander, and carried by the Board to authorize acknowledgment of receipt of the summons and referral of the matter to the County Counsel.
5.2 Non-Routine Business Services Items (Cont'd)

i. Approval of Personnel Benefits Program for 1972-73

The Superintendent stated that Attachment 5.2-i contained forms delineating the personnel benefits which are available to employees of the Santa Barbara Community College District as a result of the approval and development of the "multiple-choice" or "cafeteria" type of approach. One listed those available to the Certificated personnel and the other listed those available to the Classified personnel. In addition, Attachment 5.2-i contained a copy of the letter from the local District Representative of Blue Cross, indicating rates for their medical insurance coverage under the new plan and confirmed that Blue Cross coverage would be available to employees so desiring it even though an alternate medical plan is offered.

The Superintendent indicated that the personnel benefits program developed, with its various options, has generated considerable interest within the health insurance and annuity fields serving the community and that many other firms, plans, and services will want to be considered by the employees' insurance committee for the following year. The Superintendent said "Our concern is first for our employees, and we are concerned as well with fair and equal treatment of professionals and representatives of services." The College Insurance Committee (made up of representatives of the certificated, classified, and administrative staff) will be continuing to meet with representatives of insurance organizations to consider additional and/or improved services and proposals in the months ahead.

Dr. Sorsabal, Administrative Dean of Business Services and Chairman of the College's Insurance Committee (other members are: Eugene Brady and Guy Peterson, representing
5.2 Non-Routine Business Services Items (Cont'd)
   i. continued

the certificated staff; Vicki Tyler and Barbara Tinker, representing the classified staff; Dr. Sorsabal represents the administrative staff) reviewed for those present at the meeting how the personnel benefit options were selected, including the selection of the pre-paid CMG medical program as an alternate to the Blue Cross Plan and the selection of Mr. Irvin Stoudt to administer the entire "multiple-choice" program for the District's employees.

Representatives from the California Medical Group were present to explain their pre-paid medical and dental programs and to respond to questions which had been raised about their services and staff. A set of prepared questions covering the District's areas of concern were distributed at the meeting. The Superintendent indicated that the questions and CMG's responses would be circulated to the employees.

Those CMG representatives present were Mr. Alex Brett, Regional Manager; Mr. Howard E. Davis, Vice-President and Administrator of Health Plan; and Toby Freedman, M. D., their Medical Director.

Mr. Davis gave a brief history of the California Medical Group operations in Southern California (10 years), and reviewed the cities and districts now being served by CMG. He explained that the group practice, pre-paid medical and dental programs was a new approach and was offered as an alternative method for persons in the United States to obtain medical-dental services. The U. S. Department of Health, Education, and Welfare has designated the company offering this type of service as "H. M. O." -- Health Maintenance Organization.

Dr. Freedman responded to the set of prepared questions, as well as to others posed by members of the Board and others present at the meeting, concerning the services and staff to be provided by the Mission Medical Group (the CMG facility in Santa Barbara).
5.2 Non-Routine Business Services Items (Cont'd)

i. continued

Mr. Alex Brett reviewed the types of pre-paid medical and dental services that will be provided to those employees who choose the California Medical Group Plan. The Mission Medical Group (CMG's name for the 8,700 sq. ft. medical-dental facility on Alamar Street, just off State) will hold an open house on September 10th, prior to their official opening on October 1, 1972.

Messrs. Tom Caesar and Frank Smith, representatives from the firm of Smith, Falck Associates, were present to discuss with the Board members the Blue Shield Santa Barbara Foundation Plan, another alternative approach in the medical coverage area. Copies of a letter, with attachments, describing the program and giving rate/benefit comparisons were distributed. They requested that consideration be given to replacing the current Blue Cross Plan with the newly established Foundation Plan. They emphasized the superior benefits and lower rates of the Foundation Plan, comparable to the CMG Plan.

Dr. Sorsabal, as Chairman of the College Insurance Committee, explained that the committee had met with Messrs. Caesar and Smith concerning the Foundation Plan. Although the plan sounded extremely promising, it was the decision of the committee that because they had selected the CMG plan as an alternative program and it was new and because the Foundation Plan was just getting established in Santa Barbara, that it would be best not to offer the employees two brand new programs this year but instead watch the progress of the Foundation in the months ahead and to consider it as an alternate plan next year, after they have had a year of experience. It was emphasized that timing had become important in the preparation of the personnel benefit program; there were deadlines to be met, and decisions had to be made and quickly in order to have the program set-up and employees signed up in time to meet the Payroll Department's schedule.
5.2 Non-Routine Business Services Items (Cont'd)

i. continued

In addition to the health insurance area, considerable interest was expressed by local agents serving the community in the life insurance and annuity fields. Mr. Gaylord Hanson of the Investors Life Syndicate, who has clients in tax-sheltered annuities on the campus, read from a prepared letter he had addressed to Dr. Goober expressing his grievances with the District's new personnel benefits program and its administration, specifically in the area of TSA's. He felt that Mr. Irvin Stoudt had been given an "unfair advantage" and called attention to the District's Rules and Regulations with regards to selling TSA's to our employees.

Mr. Hanson's concerns were discussed at length. The Superintendent stated that the rules and regulations would be reviewed and consideration be given to offering all approved TSA agents in the community an equitable opportunity to contact District employees. Dr. Sorsabal informed the Board that all agents had been informed of the District's new personnel benefit program and that it had been suggested to them they could contact their present clients to inform them that they could increase their TSA contributions from the dollars allotted by the District for personnel benefits. He added that few, if any, took advantage of his suggestion to provide literature on their TSA plans and/or to be present during the signing-up process of the employees.

Mr. Lawrence Cohn, who is with the Financial Advisory Clinic, was present at the meeting representing the Santa Barbara Association of Life Underwriters. He voiced his agreement with Mr. Hanson on the "advantage area" and the appointment of one person to take over the official guidance of the benefits of the District's employees. He asked that the matter be examined and possibly changed to some degree.
5.2 Non-Routine Business Services Items (Cont'd)
  i. continued

   It was the consensus of the Board of Trustees that the personnel benefits program proposed for 1972-73 for the District's employees was adequate, that administering the program in the best possible way for the employees was the biggest concern, that there were problems therein that would be corrected, that the insurance plans being offered would be reviewed and watched very carefully in the months ahead, and that the insurance committee would continue to meet with other firms to consider other plans and services available in the personnel benefits field.

   Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mrs. Alexander, and unanimously carried by the Board to approve the Personnel Benefits Program for the District's employees for 1972-73, as indicated in Attachment 5.2-i, and referred to the Superintendent for study the present policy on access of TSA insurance agents to employees as stated in the District's rules and regulations.

6. GENERAL INFORMATION

6.1 Progress Report on Items for Institutional Study and Action, 1971-72

   In early Fall of 1971, the Administration prepared a list of Items for Institutional Study and Action. Enclosure 4 provided a report of progress and actions taken on those items.

   The Superintendent stated that this procedure was in keeping with the concept of "accountability" and that these reports provide an index of progress toward specific objectives. He expressed the hope that the preparation of such lists and the reports of action taken would provide the Board of Trustees with a perspective of the actions and efforts of the administrative staff.
6. GENERAL INFORMATION (Cont'd)

6.2 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 August 4-24, 1972.

7. ADJOURNMENT

Upon motion of Dr. Dobbs, the regular meeting of the Board of Trustees was adjourned by Mr. Frank at 6:40 p.m.

The next regular meeting of the Board will be held on Thursday, August 24, 1972, at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

Attest:

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 August 24, 1972