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

February 8, 1973
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, February 8, 1973 at 4:06 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 4:06 p.m.)
Dr. Joe W. Dobbs
Mr. James R. Garvin
Mrs. Ann Gutshall
Mrs. Dorothy N. Meigs

Others present for all or a portion of the meeting:
Dr. Glenn G. Gooder, Superintendent-President and Secretary-Clerk to the Board of Trustees
Dr. Donald K. Sorsabal, Administrative Dean, Business Services and Assistant Secretary-Clerk to the Board of Trustees
Dr. Martin M. Bobgan, Administrative Dean, Continuing Education
Mr. M. L. (Pat) Huglin, Administrative Dean, Instruction
Dr. Thomas F. MacMillan, Administrative Dean, Admissions, Guidance and Research
Mr. William E. Miller, Academic Senate
Mr. Alfred L. Silvera, Administrative Dean, Student Services and Activities

Miss Judi Gunther, Staff member, THE CHANNELS
Mrs. Katherine McCloskey, Staff writer, Santa Barbara News Press
Mr. Jim M. Williams, Director, College Information

Mr. Dean Ankeny, Director, Purchasing
Mr. Harvey E. Bagley, Building Inspector, SBCC
Mr. Joseph A. Bagnall, Assistant Dean, Continuing Education
Mr. Lisle C. Bresslin, Assistant Dean, Admissions & Records
Mr. Paul J. Cicileo, Division of Industrial Safety, State of California
Mr. Mel J. Elkins, Assistant Dean, Vocational Education
1. GENERAL FUNCTIONS (continued) -

1.2 Roll Call (continued) -

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

Mr. Robert E. Eyre, Director, Facilities & Operations
Mr. G. Kendall
Mr. Wayne E. Kogl, Division of Industrial Safety, State of California
Mr. William L. McAdams, Assistant Professor, Fine Arts
Mr. Loring J. Mcauliffe, Director, Data Processing
Mr. Warner M. McDonald, Division of Industrial Safety, State of California
Mr. James A. Norton, Instructor, Trade & Technical
Mr. Myron D. Rice, Associate Professor, Business Education
Mrs. Dee K. Rose, Secretary, Business Services
Mr. Ralph J. Schiferl, Assistant Professor, Business Education
Mr. Gary A. Speckhals, Vice-President, CSEA
Mr. Harry C. Stier, Division of Industrial Safety, State of California
Mr. Donald L. Trent, Director, Facilities & Resource Development
Mrs. Ruby Trent
Mr. Russell S. Wenzlau, Assistant Dean, Evening College and Summer Session
Mr. Theron E. Barnes, CSEA President and Audio-Visual Supervisor
Mrs. Elsie Brandt, Secretary to Superintendent-President

1.3 Welcome to Guests

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

1.4 Executive Session

It was announced by Mr. Frank that there would be no executive session held.

1.5 Minutes of Special Meeting of January 25, 1973

Upon motion of Dr. Dobbs, seconded by Mr. Wells, the minutes of the special meeting of January 25, 1973 were approved by the Board as delivered.

1.6 Hearing of Citizens

Mr. Frank announced that a member of the Division of Industrial Safety, State of California, requested to be heard at this meeting and recognized him at this point.

Mr. Paul Cicileo, Safety Engineer and Boiler Inspector of the Division of Industrial Safety, reported on the complaint that had been received by the Division of Industrial Safety in Santa Barbara. The Division requested that he investigate the complaint and his report to the Board was to the effect that the controls and overall maintenance of the boiler in the Administration building were unsafe and he red tagged the boiler and removed

continued on next page. . . . .
1. **GENERAL FUNCTIONS (continued)**

1.6 **Hearing of Citizens** - continued:

it from service; there were unsafe conditions in the boiler room itself; and that there was an urgent need for a maintenance program. According to Labor Code 6416, Mr. Cicileo felt compelled to report to the Board of Trustees at their meeting.

Dr. Gooder stated that he had only received Mr. Cicileo's written report at 3:45 p.m. this day (February 8, 1973) and that the report of electrical violations had been delivered to Dr. Sorsabal the morning of this same day. Both Dr. Gooder and Dr. Sorsabal assured the Board members that corrective measures had already been started and boiler repair was in process.

Mr. Frank thanked Mr. Cicileo for his report and his concern and, with the concurrence of the other members of the Board, directed the administration to investigate the matter and submit a complete report at the next regular meeting.

1.7 **Communications**

a. **Notice That Mayor Gerald S. Firestone Has Declared February 11-17, 1973 As Vocational Education Week in Santa Barbara** - Attachment 1.7-a

Dr. Gooder reported that Mayor Gerald S. Firestone has proclaimed February 11-17, 1973 to be Vocational Education Week as detailed in Attachment 1.7-a.

b. **Updated Report on SBCC Enrollment for the 1973 Spring Semester**

At the request of the Superintendent, Mr. Lisle Bresslin reported that Spring enrollment is now at 5,143 day students and 1,807 evening students. This is an 11% increase over last Spring of 581 additional day students and 185 additional evening students. The increase is partially due to new students from out of the District and larger graduating classes from the local high schools.

In addition, Dr. Gooder reported that, as a result of a phone call to CJCA, the news on Senate Bill #6 is encouraging. The bill is now in Senate Finance and the CJCA office is very optimistic.

2. **PERSONNEL**

2.1 **Certificated Personnel**

a. **Routine**

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Dr. Dobbs, and passed by the Board to approve the following Certificated Personnel action items, as indicated in the attachments:
2. PERSONNEL (continued) –

2.1 Certificated Personnel (continued) –

a. Routine – continued:

(1) Approval of Hourly Instructors, Hourly Substitutes, and Special Lecturers (Consultants), Continuing Education Division – Attachment 2.1-a (1)

(2) Approval of Hourly Instructors, Spring Semester 1973 – Attachment 2.1-a (2)

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

b. Non-Routine

(1) Approval of Leave of Absence Request, Maureen A. McKenzie, Health Occupations Division, 1973-74 College Year – Attachment 2.1-b (1)

Dr. Gooder reported that due to the fact that Miss McKenzie had hopes of becoming a member of the Canadian Peace Corps, she was requesting this personal leave of absence.

A motion was made by Mr. Wells, seconded by Dr. Dobbs, and passed by the Board to approve the leave of absence request of Maureen A. McKenzie for the 1973-74 college year.

(2) Approval of Faculty Sabbatical Leaves for 1973-74 – Attachment 2.1-b (2)

Dr. Gooder reported that Attachment 2.1-b(2) contained a list of faculty members whose applications for sabbatical leave had been reviewed extensively and approved by the Professional Standards and Leave Committee and the Representative Council of the Academic Senate. The attachment also included a summary description of activities proposed during the leave period of each applicant.

Dr. Gooder pointed out that eight of the proposed leaves are for one semester only. Also, that the Committee had suggested revisions and reductions from a full-year to one-semester in several cases and had recommended only those applications which will keep the District's cost at the level established in 1969.

In the absence of Dr. Elwood Schapansky, chairman of the Committee, who was in class, Mr. William Miller indicated that the Committee had conducted a very deliberate process in the selection project -- had spent many hours and much effort, interacted with the Business Services office on the financial aspect and given great consideration to maintaining SBCC's high standards of instruction.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mr. Wells, and passed by the Board to approve the faculty sabbatical leave requests for 1973-74 as detailed in Attachment 2.1-b(2).
2. **PERSONNEL** (continued) -

2.1 **Certificated Personnel** (continued) -

b. Non-Routine - continued:

(3) **Approval of Administrative Sabbatical Leaves for 1973-74**

Dr. Gooder reported that administrative sabbatical leaves, which are arranged at no cost to the District and at a time when other staff members can perform the services required, are permissible per established policy. The requests in Attachment 2.1-b(3) are in accordance with those requirements.

Upon recommendation of the Superintendent to approve the sabbatical leave requests for Mr. Lisle Bresslin and Mr. M. L. (Pat) Huglin, it was so moved by Mr. Wells, seconded by Mrs. Alexander, and unanimously passed by the Board with an admonition by Board member Mrs. Meigs for the administrators to include some 'fun days' in their leaves.

2.2 **Classified Personnel**

a. Routine

Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mrs. Gutshall, and passed by the Board to approve the following Classified Personnel action items, as indicated in the attachments:

(1) **Approval of Hourly Appointments - Attachment 2.2-a(1)**

(2) **Approval of Student Appointments, General and Tutorial Programs - Attachment 2.2-a(2)**

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

b. Non-Routine

(1) **Acceptance of Resignation: Seaborn Pierce, Jr., Facilities & Operations Dept., Effective 1/31/73 - Attachment 2.2-b(1)**

Dr. Gooder reported that Mr. Seaborn Pierce, Jr. is resigning due to personal reasons and it is his recommendation that the resignation be accepted with regret.

It was moved by Mrs. Gutshall, seconded by Mrs. Meigs, and passed by the Board to accept the resignation of Mr. Seaborn Pierce, Jr., effective January 31, 1973.
2. PERSONNEL (continued) -

2.2 Classified Personnel (continued) -

b. Non-Routine (continued) -

(2) Approval of Change In Status: John Belkowski, Facilities & Operations Dept., From Graveyard Shift to Swing Shift, Effective 1/30/73 - Attachment 2.2-b(2)

Dr. Gooder stated that due to a change in shift from Graveyard to Swing, there would be a salary differential involved.

Upon his recommendation to approve the change in status, it was so moved by Mrs. Meigs, seconded by Mr. Garvin, and passed by the Board for John Belkowski, Facilities & Operations Dept., to have his shift changed from Graveyard to Swing, effective 1/30/73.

(3) Approval of Appointment of P.E. Track Assistant: Martin Simpson, Spring Semester (1972-73)- Attachment 2.2-b(3)

Dr. Gooder reported that Martin Simpson is a former student and is also student-teaching at SBCC during the Spring semester.

It was moved by Dr. Dobbs, seconded by Mrs. Gutshall, and passed by the Board to approve the appointment of Martin Simpson as P. E. track assistant for the Spring semester (1972-73).

(4) Approval of Appointment of Consultant: Dr. Merrill T. Baker, College Organization Project, Effective 1/29/73 - Attachment 2.2-b(4)

Dr. Gooder reported that this request for a consultant was in conjunction with the Goals Planning Survey.

It was moved by Mr. Carvin, seconded by Dr. Dobbs, and passed by the Board to approve the appointment of Dr. Merrill T. Baker as consultant on the College Organization Project, effective 1/29/73.

(5) Approval of Appointment of Louis J. Schilling, Custodian, Facilities & Operations Dept., Effective 1/29/73 - Attachment 2.2-b(5)

Dr. Gooder recommended the appointment of Louis J. Schilling as the replacement for Seaborn Pierce, Jr., in the Facilities & Operations Department.

It was moved by Mrs. Alexander, seconded by Mr. Wells, and passed by the Board to approve the appointment of Louis J. Schilling as Custodian (Graveyard), effective 1/29/73.
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2. PERSONNEL (continued) -

2.2 Classified Personnel (continued) -

b. Non-Routine - continued:

(6) Approval of Appointment of Bonnie E. Holmes, Account Clerk, Business Services, Effective 2/5/73 – Attachment 2.2-b(6)

Dr. Gooder recommended the appointment of Bonnie E. Holmes as a replacement for Jeanette Kaufman in the Business Services office.

It was moved by Mrs. Meigs, seconded by Mr. Wells, and passed by the Board to approve the appointment of Bonnie E. Holmes as Account Clerk, effective 2/5/73.

3. STUDENT PERSONNEL

3.1 Follow-up Report of June, 1972 Graduates – Enclosure #1

Dr. Thomas F. MacMillan, Administrative Dean, Admissions, Guidance and Research, reported that in June a profile of graduates had been prepared. In conjunction with this profile, Dr. MacMillan presented a six-month follow-up report, as delineated in Enclosure #1, showing the students' employment and their further college activities.

Mr. Frank, on behalf of the Board, thanked Dr. MacMillan for his comprehensive and interesting report.

4. CURRICULUM AND INSTRUCTION

No items

5. BUSINESS SERVICES

5.1 Routine

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


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 (continued) –

5.2 Non-Routine

a. Report on the Results of the Sale of Surplus Property at the Santa Barbara County Auction on January 13, 1973 – Attachment 5.2-a

Mr. Dean Ankeny, Director of Purchasing, reported on the sale of surplus property at the auction held by Santa Barbara County on January 13, 1973. Santa Barbara Community College District has received a check from the Ken Porter Auction Company for a net amount of $221.34 from the sale of items as detailed in Attachment 5.2-a.

b. Approval of Temporary Use of Continuing Education Facilities by the Housing Authority of the City of Santa Barbara – Attachment 5.2-b

Dr. Gooder reported that the Housing Authority of the City of Santa Barbara needed space on a temporary basis to conduct interviews. According to Dr. Bobgan, space in Continuing Education Facilities could be made available for this purpose without interference with the educational program of the District.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Dr. Dobbs, and passed by the Board to authorize use of the facilities described, without charge, by the Housing Authority of the City of Santa Barbara for the period of March 1, 1973 to September 1, 1973.

c. Approval of Amendment to Original Intra-District Travel Allowance List for 1972-73 – Attachment 5.2-c

Dr. Gooder reported that due to a change in assignments for the Spring semester, Mr. James A. Norton, Instructor, Trade & Technical, will be responsible for the Work Experience assignment.

Upon the recommendation of the Superintendent that Mr. Norton's travel allowance be increased, it was moved by Mr. Garvin, seconded by Mr. Wells, and passed by the Board to amend the original Intra-district Travel Allowance List for 1972-73 by increasing Mr. Norton's travel allowance by $15 monthly as detailed in Attachment 5.2-c.

d. Approval of Lease Agreement With Family Service Agency

Dr. Gooder reported that a lease agreement is entered into annually between Santa Barbara Community College District and the Family Service Agency to allow use of property owned by the Family Service Agency exclusively as a District parking lot. This land is contiguous to that property owned by the District and does provide off-street parking for the Continuing Education Division.

Upon the recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Meigs, and passed by the Board to approve the lease agreement, at no cost to the District, between the Family Service Agency and the Santa Barbara Community College District for property owned by the Family Service Agency for the exclusive use as a parking lot by the District for the period of January 1, 1973 to July 31, 1974.
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5. BUSINESS SERVICES (continued) -  

5.2 Non-Routine (continued):  

e. Approval of the Project Planning Guide (PPG) for Site Acquisition  
Enclosure #2  

Dr. Gooder reported that in order to get into the State funding  
cycle, the Project Planning Guide in Enclosure #2 was prepared to  
request funds in the 1974-75 fiscal year for the acquisition of  
three-four (34) acres immediately west of Loma Alta Drive. According  
to Mr. Trent, Director of Facilities & Resource Development, a  
more detailed analysis for justification will be prepared at a later  
date.  

In response to questions from the Board members as to the total  
amount being requested in the Bond election, Mr. Trent explained  
that should the Bond election pass and should the State approve and  
allocate matching funds, the District would be in a position to buy  
the land in question, provide for its rehabilitation and for erosion  
control, build the Music/Theater Building with parking facilities,  
and with the balance of funds accomplish other construction to accommo-  
date a projected 6,000 day-graded student campus.  

A motion was made by Mr. Garvin, seconded by Dr. Dobbs, and passed  
by the Board to approve the Project Planning Guide requesting funds in  
the 1974-75 fiscal year for the acquisition of thirty-four acres im-  
mmediately west of Loma Alta Drive.  

f. Report of District Quarterly Financial Condition - Attachment 5.2-f  

According to Dr. Sorsabal, the District's quarterly financial  
condition is presented in detail in Attachment 5.2-f. Generally speaking, Dr. Sorsabal commented that the cafeteria was financially sound  
in operations and will make a big effort not to raise food prices pro-  
vided the $10,000 reserve can be maintained; bonds have been delivered  
and are on deposit with the County earning 6% interest; but there is  
an unanticipated problem in the Children's Center program as the Dis-  
trict will have to absorb the cost of the children from welfare families.  

Specifically, Dr. Sorsabal reported that in the food services pro-  
gram, there has not been a single complaint this school year about  
either the food served in the school cafeteria or the cost of the food,  
but there are many complaints about the vending machines on campus. He  
added that unless the situation is changed by the vendor, the contract  
will have to be cancelled.  

6. GENERAL INFORMATION  

6.1 Amendment to the Standards of Conduct and Guidelines for Due Process Policy  

Dr. Gooder reported that the proposed amendment, previously presented  
to the Board on January 25, 1973, was now submitted for action.  

Upon the recommendation of the Superintendent, a motion was made by Dr.  
Dobbs, seconded by Mrs. Meigs, and passed by the Board to amend the Standards of Conduct and Guidelines for Due Process by adding the following as  
paragraph 2, page 2, under Faculty Conduct, Policy:  

continued on next page. . . .
6. **GENERAL INFORMATION** (continued) -

6.1 continued:

"A copy of any written and signed complaint about a faculty member received by an administrator, or any person supervising the faculty member, shall be forwarded to the faculty member within two working days.

If any action related to a faculty member is contemplated as a result of an oral complaint to any administrator or any person supervising the faculty member, the complaint shall be summarized in writing and copies shall be submitted within two working days to the teacher concerned as well as to the person making the complaint.

Complaints or reports, including anecdotal records, which could be construed to have an adverse influence on the retention, promotion, or tenure of a faculty member shall not be retained in the files of any administrator or supervisor of faculty members for more than ninety days unless a copy has been provided to the faculty member and receipt has been acknowledged or verified. Furthermore, after this 90-day period all such records will be retained only in the personnel file of the faculty member in the Office of Instruction."

6.2 **Meeting of the Board of Trustees Career Education Subcommittee**

It was the recommendation of Dr. Goode that an early date be set for a meeting of the Career Education Subcommittee and also for the Planning Subcommittee. It was agreed by the committee members to meet as follows:

- **Wednesday, February 14, 1973**
  - **Board room**
  - **2:30 p.m.** Career Education Subcommittee
  - **4:00 p.m.** Planning Subcommittee

6.3 **Ratification of all Board Action Taken at the December 28, 1972 Regular Meeting**

Dr. Goode stated that there could be a possibility that a legal misunderstanding may arise at some time in the future regarding actions taken at the December 28, 1972 Board meeting as the day was a national day of mourning for former President Harry S. Truman.

At the recommendation of the Superintendent that the Board of Trustees ratify all action taken in connection with the meeting of December 28, 1972, it was so moved by Mrs. Alexander, seconded by Dr. Dobbs, and unanimously passed by the Board.
6. GENERAL INFORMATION (continued) -

6.4 Report on Coming Events

Mr. Jim M. 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 February 9, 1973 through February 22, 1973.

Mr. Williams also announced that there would be a formal opening of the new baseball field at Pershing Park on February 22.

7. ADJOURNMENT

Upon motion of Mr. Garvin, seconded by Dr. Dobbs, the Board of Trustees adjourned their regular meeting at 5:41 p.m.

The next regular meeting of the Board of Trustees will be held on Thursday, February 22, 1973 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 District

Glenn G. Goode
Superintendent-President and Secretary-Clerk to the Board of Trustees

Approved by the Board of Trustees: