MINUTES
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT
April 26, 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, April 26, 1973 at 4:09 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

Member 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
Dr. Martin M. Bobgan, Administrative Dean, Continuing Education
Mr. Alfred L. Silvera, Administrative Dean, Student Services and Activities
Mr. Jim M. Williams, Director, College Information

Miss Judi Gunther, Staff Member, THE CHANNELS
Mrs. Katherine McCloskey, Staff Writer, Santa Barbara News Press
Mr. William E. Miller, President, Academic Senate
1. GENERAL FUNCTIONS (continued) -

1.2 Roll Call (continued) -

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

Mr. Dean H. Ankeny, Director of Purchasing
Mrs. Betty Bartels, Int.Typist-Clerk, Facilities & Operations
Miss Gloria Castleberg, Director, Classified Personnel
Miss Betty M. Dean, Assistant Director, Health Occupations
Mr. Jesus J. Gonzales, Acting Assistant Dean, Student Activities
Mr. John A. Newcombe, ASB Senate
Mrs. Joyce H. Powell
Mrs. Dee Rose, Secretary, Business Services
Mr. Gary A. Speckhals, Vice-President, CSEA
Mr. Donald Trent, Director, Facilities & Resource Development
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 extended a cordial welcome to the small audience and invited their participation in the meeting.

1.4 Executive Session

Mr. Frank announced that there would be an executive session held at the end of the meeting, so as not to unnecessarily detain anyone, and at this point the meeting would continue according to the scheduled agenda.

1.5 Minutes of Regular Meeting of April 12, 1973

Upon motion of Dr. Dobbs, seconded by Mrs. Gutshall, the minutes of the regular meeting of April 12, 1973 were approved by the Board as delivered.

Prior to the meeting, a point of mistaken identity was brought to the attention of the secretary. Item 7 - Adjournment should read: Upon motion of Dr. Dobbs, seconded by Mrs. Gutshall, the Board of Trustees adjourned their regular meeting at 6:42 p.m.

1.6 Hearing of Citizens

None
1. GENERAL FUNCTIONS (continued) -

1.7 Communications

a. Report of April 17 Election Results Regarding Measure "A"

Mr. Frank suggested a round of applause was due all for the successful passage of Measure "A". Citizens of the District approved the measure with a 70 percent 'yes' vote at the recent April 17 election and the District owes a great deal of appreciation to all who made this possible.

In addition, to the special thanks due Mrs. Guy C. Calden and Mr. Eli Luria, Co-chairmen of the "Action Now" Committee and to Mr. Sam Wake who headed the successful citizens' campaign, Mr. Frank acknowledged the efforts made by Mr. Fred Eissler. Mr. Eissler was involved in the original approach to the College as to the potential use the property held for SBCC.

Dr. Gooder requested that a meeting of the Board's Planning sub-committee be held soon to discuss steps to be followed relative to proper development of plans for acquisition and use of the property. Mr. Frank offered to organize the meeting with committee members Mr. Garvin and Mr. Wells, contact Mr. Eli Luria for his participation, and will advise Dr. Gooder as to meeting date and time.

On behalf of the Board, Mr. Frank reported that they were all very impressed with the new facility and felt it had resulted in a most pleasant working area.

2. PERSONNEL

2.1 Certificated Personnel

a. Routine

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

(1) Approval of Additional Hours For Previously Approved Teacher, Substitutes, and Special Lecturers (Consultants) Continuing Education Divison - Attachment 2.1-a(1)

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

2.1 **Certificated Personnel** (continued):

b. **Non-Routine**

(1) *Approval of Professional Volunteer Status for J. LeBlanc and N. Marlborough, Spring Semester, 1973, Tutorial Center - Attachment 2.1-b(1)*

Dr. Gooder reported that two additional persons have volunteered to serve as tutors and he recommended approval of their professional volunteer status.

It was moved by Mrs. Gutshall, seconded by Mrs. Meigs, and passed by the Board to approve Jamie LeBlanc and Numa Marlborough as professional volunteers in the Tutorial Center for the Spring semester, 1973.

(2) *Change in Effective Date of Appointment of Mr. Jesus J. Gonzales as Acting Assistant Dean, Student Activities*

Dr. Gooder reported that Mr. Gonzales would have lost a week's salary, if assigned on April 23, due to technical requirements that personnel whose assignments are changed must be paid on a daily basis. Mr. Gonzales did work on an administrative schedule during the week of April 16-23.

It was moved by Dr. Dobbs, seconded by Mrs. Meigs, and passed by the Board to approve April 16, rather than April 23, as the effective date of Mr. Gonzales' appointment as Acting Assistant Dean, Student Activities.

(3) *Presentation of Salary Proposal of the Continuing Education Instructors' Association - Enclosure #1*

Dr. Gooder reported that Enclosure #1 contained the Salary Proposal of the Continuing Education Instructors' Association for 1973-74.

It was moved by Mrs. Gutshall, seconded by Dr. Dobbs, and passed by the Board to refer the proposal to the Superintendent-President for study and cost analysis and then for further referral to the Board of Trustee Salary Sub-committee.

(4) *Presentation of Salary and Personnel Benefit Proposal of the Administrative Salary Committee - Enclosure #2*

Dr. Gooder reported that Enclosure #2 contained the Salary and Personnel Benefit Proposal of the Administrative Salary Committee for 1973-74.

It was moved by Mrs. Gutshall, seconded by Dr. Dobbs, and passed by the Board to refer the proposal to the Superintendent-President for study and cost analysis and then for further referral to the Board of Trustee Salary Sub-committee.
2. **PERSONNEL (continued)**

2.1 **Certificated Personnel** (continued) -

**b. Non-Routine - continued:**

(5) **Approval of Revised Academic Title Policy - Attachment 2.1-b(5)**

Dr. Gooder reported that recent changes in evaluation of certificated personnel and in the probationary period for teachers have led to a review of the Academic Title Policy. Proposed changes in the policy have been developed in accordance with modifications introduced in procedures. Attachment 2.1-b(5) contained the proposed modifications.

It was moved by Mrs. Meigs, seconded by Dr. Dobbs, and passed by the Board to approve the amending of the Academic Title Policy as indicated in the attachment.

2.2 **Classified 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 Classified Personnel action items, as indicated in the attachments:

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

(2) **Approval of Student Appointments: College Work-Study, General and Tutorial - Attachment 2.2-a(2)**

**b. Non-Routine**

(1) **Approval of Six-Month Salary Increments - Attachment 2.2-b(1)**

Dr. Gooder reported that Attachment 2.2-b(1) contained the names of four persons recommended for six-month salary increments. In particular, the secretary to the Superintendent-President had successfully completed the six-month probationary period.

It was moved by Dr. Dobbs, seconded by Mrs. Meigs, and passed by the Board to approve the six-month salary increments as delineated in the attachment.

Mr. Frank extended congratulations to Mrs. Elsie Brandt, secretary to the Superintendent-President.
2. PERSONNEL (continued) -

2.2 Classified Personnel (continued) -

b. Non-Routine - continued:

(2) Acceptance of Resignation: Mr. Silver Ortega, Groundsman-Gardener, Facilities & Operations, Effective 4/27/73 - Attachment 2.2-b(2)

Dr. Gooder reported that Attachment 2.2-b(2) was the resignation of Mr. Silver Ortega of the Facilities & Operations Department for personal reasons.

It was moved by Mrs. Meigs, seconded by Dr. Dobbs, and passed by the Board to accept with regret the resignation of Mr. Silver Ortega, Groundsman-Gardener, effective 4/27/73.

(3) Termination of Matron, Facilities & Operations Department, Effective 4/30/73 - Attachment 2.2-b(3)

Dr. Gooder reported that on December 14, 1972 the Board of Trustees had passed a motion to notify Mrs. Anna Johnson that a recommendation for dismissal had been received and that she be notified of her right to respond to the charge. Mrs. Johnson had requested a hearing by December 28, 1972, but withdrew her request on January 5, 1973 and requested sick leave in accordance with Classified Personnel Policy Section 1342.18. That leave was approved by the Board on January 11, 1973, and is expiring.

It was moved by Mrs. Gutshall, seconded by Dr. Dobbs, and passed by the Board that Mrs. Anna Johnson be terminated from the Santa Barbara Community College District effective April 30, 1973.

(4) Approval of Change in Job Description - Matron/Custodian - Attachment 2.2-b(4)

Dr. Gooder reported that it was felt that the job requires a considerable amount of work that is custodial in nature, and, because of previous experience, there was a need for the College to more fully spell out the duties of the Matron and bring it in line with those of the Custodian. New specifications for the Matron/Custodian job are delineated in Attachment 2.2-b(4).

In response to concerns voiced by Mrs. Gutshall, Dr. Sorsabal assured her, and others, that the new job description was only enlarged to give details of those functions that are custodial and in the case of the Matron/Custodian apply only to the areas of the women's restrooms.

A motion was made by Mr. Carvin, seconded by Dr. Dobbs, and passed by the Board to approve the new job specifications for the Matron/Custodian position.
2. PERSONNEL (continued) -

2.2 Classified Personnel (continued) -

b. Non-Routine - continued:

(5) Approval of New Position, Custodian, Half-time Continuing Education Division and Half-time Child Care Center - Attachment 2.2-b(5)

Dr. Sorsabal reported that this year's budget had included 1½ full-time positions and to date only one full-time position had been filled. This employee was assigned ½-time to on-campus work and ½-time to the Child Care Center, and will now be assigned full-time to on-campus work in connection with the new Health Occupations facility. The new position requested will fill the ½-time assignment at the Child Care Center, plus a ½-time assignment at the Continuing Education Division.

It was moved by Dr. Dobbs, seconded by Mrs. Gutshall, and passed by the Board to approve the new position of Custodian, half-time Continuing Education Division and half-time Child Care Center.

(6) Approval of Appointment of Betty M. Bartels (Replacement for M. Deaneer), Int. Typist-Clerk, Facilities & Operations, Effective 4/23/73 - Attachment 2.2-b(6)

Dr. Gooder reported that Mrs. Betty M. Bartels was replacing Mrs. Mary Deaneer in the Facilities & Operations Department as Intermediate Typist-Clerk, and he introduced her to the Board members.

It was moved by Mrs. Gutshall, seconded by Mrs. Meigs, and passed by the Board to approve the appointment of Betty M. Bartels as Int. Typist-Clerk in the Facilities & Operations Department, effective 4/23/73.

Mr. Frank on behalf of the Board extended a welcome to her in joining the staff.

3. STUDENT PERSONNEL

No items

4. CURRICULUM AND INSTRUCTION

4.1 Approval of 1973 Summer Session Program - Enclosure #3

Dr. Gooder introduced Mr. Russell Wenzlau, Assistant Dean of Summer Session, who reported that the proposed Summer Session Program for 1973 is basically the same size as last year and enrollment runs approximately 1700 - 1800 students. Also, two years ago night courses were offered and due to the popularity of the night sessions the number of evening courses were increased for the 1973 program. continued on next page.
4. CURRICULUM AND INSTRUCTION (continued) -

4.1 continued:

It was moved by Mrs. Alexander, seconded by Mrs. Gutshall, and unanimously passed by the Board to approve the 1973 Summer Session Program as described in Enclosure #3.

5. BUSINESS SERVICES

5.1 Routine

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Alexander, and passed by the Board to approve the following Routine Business Services 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

5.2 Non-Routine

a. Approval of the Proposed Classification and Retention Plan for Documents Policy

Dr. Sorsabal reported that a proposed plan for Classification and Retention of Documents was distributed for a first reading at the April 12 Board meeting. This plan was a result of a great deal of study by Mr. Dean Ankeny, together with a survey of other districts, to comply with state requirements. The plan, as submitted, is very detailed and self-explanatory, and stipulates also the appointment of a District Records Officer.

A motion was made by Mr. Garvin, seconded by Mrs. Meigs, and passed by the Board to approve the Classification and Retention Plan for Documents, as submitted, and to appoint Mr. Dean Ankeny, Director of Purchasing, as the District Records Officer.

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

Dr. Gooder reported that due to recent change in duties, it seems proper to establish a travel allowance for Mr. Jesus J. Gonzales, Acting Assistant Dean, Student Activities.

A motion was made by Mrs. Gutshall, seconded by Dr. Dobbs, and passed by the Board to approve a travel allowance for Mr. Jesus J. Gonzales in the amount of $10 per month for the period of 5/1/73 to 6/30/73.
5. BUSINESS SERVICES (continued) -

5.2 Non-Routine - continued:

c. Notification of Allocation of Funds for Extended Opportunity Programs and Services for 1973-74 - Attachment 5.2-c

Dr. Gooder stated that this was an informational item giving notification from the Chancellor's Office of the California Community Colleges that Santa Barbara City College had been allocated $41,235 for Extended Opportunity Programs and Services for 1973-74. In addition, Dr. Gooder noted that this initial grant compares with an initial grant of $15,000 and a supplementary grant of $4,680 for a total of $19,680 for 1972-73.

Mr. Frank on behalf of the Board expressed gratification for the increase in funds.

d. Acceptance of an Electric Kiln from Mr. and Mrs. Milton Weinstein, Attachment 5.2-d

Dr. Gooder reported that Mr. and Mrs. Milton Weinstein have generously offered a "like new" Dickinson Electric Kiln to the Continuing Education Division. The kiln can be used for firing ceramics or porcelain items and has an estimated value of $500.

In addition, Dr. Gooder reported that Mr. Weinstein had also worked effectively in the recent bond campaign.

A motion was made by Mrs. Meigs, seconded by Mrs. Gutshall, and passed by the Board to accept the gift of the Dickinson Kiln and authorized the Superintendent-President to send a letter of appreciation to Mr. and Mrs. Milton Weinstein.

e. Authorization for County Superintendent to Make Transfers in District Funds

Dr. Sorsabal reported that in accordance with Education Code Section 20952 the Board of Trustees is asked annually to authorize the County Superintendent to make transfers between the undistributed reserve and any expenditure classifications to balance the budget.

A motion was made by Mr. Garvin, seconded by Mrs. Alexander, and passed by the Board to authorize the County Superintendent to make the necessary transfers in Santa Barbara Community College funds for this year.

f. Appointment of District Auditor - Mr. William D. Kendall, Enclosure #4

Dr. Sorsabal reported that it is required by law that districts employ an independent auditor to annually review the fiscal status of the district. For the past three years, Mr. William D. Kendall has been performing this function on a continuing contract basis, and Enclosure #4 is the new Continuing Audit Contract submitted by Mr. Kendall for the next 5-year period.

continued on next page. . . . .
5. BUSINESS SERVICES (continued) -

5.2 Non-Routine - (continued) -

f. continued:

Dr. Sorsabal noted that record-keeping systems are improving constantly as Mr. Dave Pickering, Controller, maintains very precise records, and it is hoped to have the inventory available for the auditors this coming year. An additional volume of work is not anticipated, therefore Dr. Sorsabal suggested to the Board that no consideration be given to an increase in fees before the end of the third year rather than the second year as per Item 6-d, page 3, of the enclosure.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Meigs, and passed by the Board to appoint Mr. William D. Kendall as the District Auditor for the Santa Barbara Community College District and to enter into a five-year contract in the amount of $2,000 annually for the performance of an independent audit.

8. Reports From Division of Industrial Safety - Accident Prevention

Dr. Sorsabal reported to the Board on the recently completed full-scale inspection of the College by the State Division of Industrial Safety. This inspection had been requested by the College and full details are in Enclosure #5. The findings require improvements such as light fixture corrections, pulley covers, warning signs, building ramps, electrical groundings, railing heights, etc., with an estimated cost of $35,000 to $50,000 to bring the campus up to correct state standards. Boiler corrections and electrical work resulting from the original shutdown of the boilers amounted to $12,000. Should there be trouble with the main electrical system the cost of that could run between $200,000 and $300,000.

In response to the Board members' concern about where the responsibility rests, Dr. Sorsabal stated that Dmajm has been contacted and their firm will study the report presented and survey the recommendations. It was Dr. Sorsabal's understanding from the architects that the College buildings meet standards set by the State Office of Architecture and Construction, as they must in order to be approved by the OAC for construction, but are not required to meet standards set by the Bureau of Industrial Safety.

Dr. Sorsabal assured the Board members that repair work is proceeding; major work has been completed; and some of the remaining minor work can be corrected by our own Facilities & Operations Department. Also, he would pursue the question of who holds the final responsibility.
5. **BUSINESS SERVICES (continued)** -

5.2 **Non-Routine - continued:**

h. Acceptance of Health Occupations Facilities and Authorization to File Notice of Completion - J. W. Bailey Construction Company, Contractor

Dr. Gooder stated that he wished to withdraw this item as the Health Occupations facility is substantially ready but all items have not been completed.

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Dr. Dobbs, and unanimously passed by the Board that the staff be authorized to accept the Health Occupations facility from the J. W. Bailey Construction Company and file a Notice of Completion when notified to do so by the architect.

6. **GENERAL INFORMATION**

6.1 **Report of Board of Trustees Salary Sub-Committee**

Dr. Gooder reported that the Salary Sub-committee had held two meetings since the last Board meeting regarding Salary and Personnel Benefit proposals previously presented by the Instructors' Association. He suggested that the committee members may wish to report on those meetings, or an executive session may be in order to instruct the Superintendent-President regarding the Salary and Personnel Benefit proposals.

A motion was made by Mrs. Meigs, seconded by Dr. Dobbs, and passed by the Board that the Board hold an executive session to instruct their representative regarding Salary and Fringe Benefit Proposals in accordance with Government Code Section 54957.6.

(At this point, it was agreed by the Board members to take Item 6.2 before going into executive session.)

The Board members adjourned at 5:16 p.m. to go into executive session in the Superintendent-President's office with Dr. Gooder.

At 6:08 p.m. the executive session ended and the Board members returned to the Board Room. The secretary was informed that Mrs. Meigs had left the executive session at 6:02 p.m.

**ITEM TAKEN OUT OF ORDER:**

6.2 **Report of Coming Events, Mr. Jim M. Williams**

Mr. Jim M. Williams, Director of College Information, presented items of interest which had been scheduled by Santa Barbara City College and its Continuing Education Division, and community on-campus activities for the period of April 26, 1973 through May 10, 1973.
7. ADJOURNMENT

Upon motion of Dr. Dobbs, seconded by Mr. Garvin, the Board of Trustees adjourned their regular meeting at 6:09 p.m.

The next regular meeting of the Board of Trustees will be held on Thursday, May 10, 1973 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

ATTEST:

[Signatures]

Sidney R. Frank                      Glenn G. Gooder
President, Board of Trustees        Superintendent-President and Secretary-
Santa Barbara Community College     Clerk to the Board of Trustees
District

Approved by the Board of Trustees: