M I N U T E S

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

March 14, 1974

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 Kathryn Alexander on Thursday, March 14, 1974 at 4:00 p.m., in the Board Room of Santa Barbara City College, Santa Barbara, California.

1.2 ROLL CALL

Members present:

Mrs. Kathryn O. Alexander, President
Mrs. Ann Gutshall, Vice-President
Dr. Joe W. Dobbs
Mr. Sidney R. Frank
Mr. James R. Garvin
Mrs. Joyce H. Powell
Mr. Benjamin P. J. Wells (left at 5:12 p.m.)

Members absent:

no one

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. Huglin, Administrative Dean, Instruction
Mr. A. Silvera, Administrative Dean, Student Services and Activities
Mr. Jim M. Williams, Director, College Information

Dr. John Forsyth, President, Academic Senate
Mr. Dave Johnson, Reporter, THE CHANNELS

Mr. Dean H. Ankeny, Director of Purchasing
Mr. Abelino M. Bailon, Assistant Dean, Continuing Education
Miss Connie Becchio, Editor-in-Chief, THE CHANNELS
Mr. Lisle C. Bresslin, Assistant Dean, Admissions & Records
Minutes - Regular Meeting  
Board of Trustees - SBCCD  
March 14, 1974  

1. GENERAL FUNCTIONS - continued:  

1.2 ROLL CALL - continued:  

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

Mr. Michael E. Combs, Business Manager, Student Finance  
Mr. V. W. Coudayre, IBM representative  
Mr. Melvin J. Elkins, Assistant Dean, Vocational Education  
Mr. John R. Fox, Continuing Education Instructors' Association  
Mr. Thomas C. Kelsey, Chief Photographer, THE CHANNELS  
Mr. Burton F. Miller, Assistant to the Superintendent-President  
Mrs. Dee K. Rose, Administrative Secretary, Business Services  
Mr. Maurice E. Ryan, Associate Professor, Trade/Technical  
Miss Lynda Stevens, Assistant Dean, Student Activities  
Mr. Donald L. Trent, Director, Facilities Development  

Mr. Theron E. Barnes, CSEA President and Audio-Visual Supervisor  
Mrs. Elsie M. Brandt, Secretary to the Superintendent-President  

1.3 WELCOME TO GUESTS  

Mrs. Alexander extended a welcome to all present and invited their participation in the meeting.  

1.4 EXECUTIVE SESSION  

Mrs. Alexander announced that there would not be an executive session.  

1.5 MINUTES OF REGULAR MEETING OF FEBRUARY 28, 1974 AND MINUTES OF SPECIAL MEETING OF MARCH 8, 1974  

Upon motion of Mr. Garvin, seconded by Dr. Dobbs, the minutes of the regular meeting of February 28, 1974 and the minutes of the special meeting of March 8, 1974 were approved by the Board as delivered.  

1.6 HEARING OF CITIZENS  

None  

1.7 COMMUNICATIONS  

a. LETTER FROM CALIFORNIA SCHOOL BOARDS ASSOCIATION REGARDING SPECIAL DUES -- "VETERANS COST-OF-INSTRUCTION LAWSUIT, Attachment 1.7-a  

Dr. Gooder stated that Attachment 1.7-a contained a memo from the California School Board Association indicating the success of the CSBA in their lawsuit to get Federal Veterans Cost-of-Instruction funds released. The memo, also, contained a request for a voluntary payment of special dues of $332.14 to assist in costs of an additional lawsuit.  

continued on next page. . . . . . .
Minutes - Regular Meeting
Board of Trustees - SBCCD
March 14, 1974

1. GENERAL FUNCTIONS - continued:

1.7 COMMUNICATIONS - continued:

   a. continued:

      A motion was made by Mr. Garvin, seconded by Dr. Dobbs, and
      passed by the Board to authorize participation in the Veterans
      Cost-of-Instruction lawsuit by making a special dues payment of
      $332.14 to CSBA to help defray the cost of the lawsuit.

   b. COMMUNICATION TO BOARD OF GOVERNORS REGARDING TRANSCRIPT FEES,
      Attachment 1.7-b

      Dr. Gooder stated that Attachment 1.7-b contained a letter
      to the Board of Governors complaining that this District, among
      others, has charged students for transcripts after providing one
      transcript free. The law now states that two transcripts are to
      be provided free. The staff was aware of the change but somehow
      had overlooked changing the procedures.

      It was moved by Dr. Dobbs, seconded by Mrs. Gutshall, and
      passed by the Board that the staff acknowledge receipt of the com-
      munication and, also, credit students affected with additional
      future free transcripts as appropriate.

   c. LETTER FROM CALIFORNIA SCHOOL BOARDS ASSOCIATION TO MRS. KATHRYN
      ALEXANDER REGARDING TEACHERS' SALARIES & SALARY SCHEDULES

      Mrs. Alexander stated that she had received a Teachers'
      Salaries & Salary Schedules Manual from California School Boards
      Association which she turned over to Dr. Joe Dobbs, Chairman of
      the Board's Salary Subcommittee.

   d. AWARDS WON BY THE CHANNELS

      Miss Connie Becchio, Editor-in-Chief, and Mr. Tom Kelsey,
      Chief Photographer, displayed for the Board members a portable
      typewriter awarded to THE CHANNELS by the University of Southern
      California for the second time for having achieved first place as
      "Best College Newspaper for 1974."

      Also displayed were a plaque for 'Best In State' for under
      4,000 circulation, and a trophy for first place with 'General
      Excellence'.

      After a round of applause, Mrs. Alexander thanked Miss Becchio
      and Mr. Kelsey for bringing the awards to the meeting to share with
      Board members and complimented them on their individual contribu-
      tions that resulted in these tributes to THE CHANNELS.

   e. REPORT OF AMERICAN ASSOCIATION OF COMMUNITY AND JUNIOR COLLEGES
      CONFERENCE HELD FEBRUARY 24-27, 1974 IN WASHINGTON, D.C.

      A report was given by Mr. Benjamin Wells and Dr. Gooder both
      of whom had attended the AACJC Conference. Also, Mr. Gilbert Robledo
      had attended the conference and, according to Dr. Gooder, had sub-
      mitted a very detailed written report.

      continued on next page. . . . . . .
1. GENERAL FUNCTIONS - continued:

1.7 COMMUNICATIONS - continued:

e. continued:

All three of the reports will be retained in the Reference File on Conference Reports in the President's office and available to all interested parties.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

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

(1) APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, CHANGES FOR PREVIOUSLY APPROVED INSTRUCTORS, HOURLY SUBSTITUTES, AND SPECIAL LECTURERS (CONSULTANTS), CONTINUING EDUCATION DIVISION, Attachment 2.1-a(1)

(2) AUTHORIZATION OF TRAVEL AND CONFERENCE, Attachment 2.1-a(2)

b. NON-ROUTINE

(1) APPROVAL OF SUBSTITUTE HOURLY INSTRUCTOR, SPRING SEMESTER, 1974, V. BENAVIDES (REPLACING M. PETERS), HEALTH OCCUPATIONS DIVISION, EFFECTIVE 2/4/74, Attachment 2.1-b(1)

Dr. Gooder stated that Marie Peters, who was to teach a class in Dental Assisting, is ill and he recommended approval of the appointment of Miss Viola Benavides as a replacement.

A motion was made by Mrs. Gutshall, seconded by Mr. Garvin, and passed by the Board to approve of the appointment of Mrs. Viola Benavides as a substitute hourly instructor, Spring semester, 1974, effective 2/4/74.

(2) APPROVAL OF RE-EMPLOYMENT OF SECOND YEAR CONTRACT (PROBATIONARY) INSTRUCTORS IN THIRD YEAR REGULAR (TENURED) STATUS FOR 1974-75, Attachment 2.1-b(2)

Dr. Gooder stated that the evaluation of Mr. Edwin Soulé had been completed and it was now recommended that he be re-employed in a third year regular status for 1974-75.

A motion was made by Mr. Wells, seconded by Dr. Dobbs, and passed by the Board to approve of the re-employment of Mr. Edwin Soulé in a third year regular status for 1974-75 as delineated in the attachment.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) PRESENTATION OF CERTIFICATED SALARY PROPOSAL, 1974-75, INSTRUCTORS' ASSOCIATION

No one in attendance to make the presentation.

(4) PRESENTATION OF ADMINISTRATIVE SALARY PROPOSAL, 1974-75

Dr. Bobgan spoke for Mr. Russell Wenzlau, chairman of Administrators' Salary Committee, who was ill, and presented the Salary Proposal for 1974-75 for Administrators. Copies of the proposal were distributed to the Board members, Dr. Gooder, and Dr. Sorsabal.

Mrs. Alexander on behalf of the Board acknowledged receipt of the proposal.

(5) PRESENTATION OF HOURLY CERTIFICATED SALARY PROPOSAL, 1974-75, CONTINUING EDUCATION INSTRUCTORS' ASSOCIATION

Mr. John R. Fox spoke for the Continuing Education Instructor's Association and presented their Hourly Certificated Salary Proposal for 1974-75. Copies of the proposal were distributed to the Board members, Dr. Gooder, and Dr. Sorsabal.

Mrs. Alexander on behalf of the Board acknowledged receipt of the proposal.

(6) APPROVAL OF PROFESSIONAL VOLUNTEERS, HEALTH OCCUPATIONS DIVISION, Attachment 2.1-b(6)

Dr. Gooder stated that the Chief Radiologic Technologists at the local hospitals assist in the supervision of SBCC students while in the X-ray departments. They have offered to serve as professional volunteer teachers and the College is fortunate in having the benefit of their expertise. Dr. Gooder recommended approval of a professional volunteer status for the Chief Radiologic Technologists listed in the attachment.

A motion was made by Dr. Dobbs, seconded by Mr. Frank, and passed by the Board to approve of the Chief Radiologic Technologists listed in Attachment 2.1-b(6) as professional volunteers for the Health Occupations Department.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

continued on next page. . . .
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(1) APPROVAL OF HOURLY APPOINTMENTS, AND HOURLY APPOINTMENTS
FOR CONTINUING EDUCATION DIVISION, Attachment 2.2-a(1)

(2) APPROVAL OF STUDENT APPOINTMENTS, GENERAL, TUTORIAL, AND
COLLEGE WORK-STUDY, Attachment 2.2-a(2)

b. NON-ROUTINE

(1) APPROVAL OF CHANGE IN STATUS, JOHN BELKOWSKI, CUSTODIAN,
FACILITIES & OPERATIONS, FROM SWING TO DAY SHIFT, EFFECTIVE
3/4/74, Attachment 2.2-b(1)

Upon recommendation of the Superintendent, it was moved
by Dr. Dobbs, seconded by Mr. Frank, and passed by the Board
to approve a change in shift for Mr. John Belkowski, Custo-
dian, Facilities & Operations, from swing to day shift,
effective 3/4/74.

(2) APPROVAL OF TEMPORARY SUBSTITUTE WORK - WORKING OUT OF
CLASSIFICATION, MAE BRACKENHAMER FOR V. TYLER, PAYROLL DEPT.,
effective 3/1/74, AND CHARLOTTE LEY FOR C. SHUPE, BOOKSTORE,
effective 2/27/74, Attachment 2.2-b(2)

Dr. Gooder stated that because of illness two classified
employees are temporarily working out of classification
and he recommended that they be approved for substitution
work so their pay would be commensurate with their responsi-
bilities.

It was moved by Mr. Frank, seconded by Mrs. Powell, and
passed by the Board to approve of temporary substitute work
for Mae Brackenhamer in the Payroll Dept., effective 3/1/74,
and Charlotte Ley in the Bookstore, effective 2/27/74 and as
delineated in Attachment 2.2-b(2).

(3) APPROVAL OF APPOINTMENT, VIOLA ROBLES, INT. TYP. CLK., PLACE-
MENT & FINANCIAL AIDS, REPLACING C. ALTAVILLA, EFFECTIVE
3/18/74, Attachment 2.2-b(3)

Dr. Gooder recommended the appointment of Viola Robles
as a replacement for Carol Altavilla in the Financial Aids
Office.

It was moved by Dr. Dobbs, seconded by Mr. Garvin, and
passed by the Board to approve the appointment of Viola Robles
as Int. Typist Clerk, Placement & Financial Aids, effective
3/18/74 and as delineated in Attachment 2.2-b(3).
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(4) APPROVAL OF APPOINTMENT, BRIAN A. BEACH, CUSTODIAN, FACILITIES & OPERATIONS (REPLACING W. RICHMOND), EFFECTIVE 3/4/74, Attachment 2.2-b(4)

Dr. Gooder recommended the appointment of Brian A. Beach as Custodian in the Facilities & Operations Department, replacing Walt Richmond who is now a Traffic Guard.

A motion was made by Mr. Garvin, seconded by Mr. Frank, and passed by the Board to approve of the appointment of Mr. Brian A. Beach as Custodian, Facilities & Operations, effective 3/4/74 and as delineated in Attachment 2.2-b(4).

(5) APPROVAL OF INCREASE IN TIME ASSIGNMENT, SENIOR SECRETARY POSITION, FACILITIES DEVELOPMENT, FROM 3/4 TIME TO FULL TIME, EFFECTIVE 3/14/74, Attachment 2.2-b(5)

Dr. Sorsabal stated that with the relocation of Mr. Trent's office, Facilities Development, to the Field House, only the 3/4 time Int. Typist Clerk position went with him. Previously Mr. Trent had had the services of the 3/4 time clerk and 1/2 time of the Administrative Aide, Charlotte Spafford. As a result of the G/K recommendation approved at the Board meeting of February 28, 1974, the Int. Typist Clerk position was reclassified to Senior Secretary.

Dr. Sorsabal noted that with the inconvenience of the new location and the existing workload in that department, it was recommended that the position of Senior Secretary be increased from 3/4 time to full time.

A motion was made by Mr. Garvin, seconded by Mr. Frank, and passed by the Board to approve of the increase in time assignment for the Senior Secretary position in the Facilities Development Department from 3/4 time to full time, effective 3/14/74.

(6) PRESENTATION OF CLASSIFIED PERSONNEL SALARY PROPOSAL FOR 1974-75

Mr. Theron Barnes, President of CSEA, presented the Classified Salary Proposal for 1974-75. Copies of the proposal were distributed to Board members, Dr. Gooder, and Dr. Sorsabal.

Mrs. Alexander on behalf of the Board acknowledged receipt of the proposal.

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

Miss Lynda Stevens, Assistant Dean of Student Activities, announced the "Energy & Environment Week" to be held on campus March 18-22 from continued on next page. . . . . . .
Minutes - Regular Meeting  
Board of Trustees - SBCCD  
March 14, 1974  

3. STUDENT PERSONNEL - continued:  

3.1 continued:  

11:00 a.m. to 2:00 p.m. each day. She gave recognition to Mike Combs, Business Manager of Student Finance, for his organization of the events and to Jim Williams, College Information Director, for his help in publicity. Brochures were distributed at the meeting.

Dr. Gooder added that the original groundwork had been done by Mr. Jesus Gonzales and it was similar to the concept of "Women's Week".

Mrs. Alexander thanked Miss Stevens for her report.

4. CURRICULUM AND INSTRUCTION  

4.1 APPROVAL OF ADDITIONAL NEW COURSES, SPRING TERM, CONTINUING EDUCATION DIVISION, Attachment 4.1  

Dr. Gooder stated that Attachment 4.1 contained a list of additional new courses to be offered in the Spring term by the Continuing Education Division.

A motion was made by Mr. Wells, seconded by Dr. Dobbs, and passed by the Board to approve of the additional new courses for the Continuing Education Division as listed in Attachment 4.1.

5. BUSINESS SERVICES  

5.1 ROUTINE  

Upon recommendation of the Superintendent, it was moved by Mr. Carvin, seconded by Dr. Dobbs, and passed by the Board to approve the following routine Business Services action items, as described in the attachments:

a. AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDER NOS. P34-1753 THROUGH AND INCLUDING Per-1868 FOR SUPPLIES, EQUIPMENT AND SERVICES, Attachment 5.1-a.

b. AUTHORIZATION AND/OR RATIFICATION OF PAYMENT OF CLAIMS LISTED ON ATTACHMENT 5.1- b AND SUCH OTHER CLAIMS THAT MAY HAVE BEEN SUBMITTED PRIOR TO THE MEETING.

5.2 NON-ROUTINE  

a. ACCEPTANCE OF $100 GIFT FROM A SBCC STUDENT  

Dr. Gooder stated that a gift of $100 had been presented to a member of the faculty, who wished to remain anonymous, by a student in appreciation of excellent instruction received in the classroom. He recommended acceptance of the gift and, at the suggestion of the instructor, that a Cash Loan Fund be established for the use of female students.

A motion was made by Dr. Dobbs, seconded by Mr. Wells, and passed by the Board to accept the $100 gift and that a Cash Loan Fund be established for the use of female students.

Mrs. Alexander noted that this gift was a very fine gesture.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. ACCEPTANCE OF $7,400 ALLOCATION FOR 1972-73 NDEA TITLE III-A FUNDS, Attachment 5.2-b

Dr. Goeder stated that as indicated in the attachment funds for a 1972-73 NDEA Title III-A proposal had been released and the District had been approved for the Humanities component of the original submittal. Matching funds of $7,432 for this component were included in the District's 1973-74 budget.

A motion was made by Mr. Garvin, seconded by Mr. Wells, and passed by the Board to accept the $7,400 allocation for 1972-73 NDEA Title III-A funds.

c. RATIFICATION OF APPLICATION TO PARTICIPATE IN THE NURSING STUDENT LOAN AND SCHOLARSHIP PROGRAMS FOR 1974-75, Attachment 5.2-c

Dr. Goeder stated that as indicated Attachment 5.2-c contained an application for continuation of the District's Nursing Student Loan and Scholarship Programs in the amount of $22,000 for the loan portion and $18,000 for the scholarship portion. District matching funds will be required for the loan portion of the program, approximately $2,444 or 1/9 of the $22,000, and will be included in next year's budget.

A motion was made by Mr. Frank, seconded by Dr. Dobbs, and passed by the Board to ratify the submission of the application for continued participation in the Nursing Student Loan and Scholarship Programs for 1974-75.

d. ACCEPTANCE OF AUGMENTED PART B FUNDS, 1973-74, VOCATIONAL EDUCATION AMENDMENTS OF 1968, Enclosure #1

Dr. Goeder stated that notification had been received from the Chancellor's office that augmented funds in the amount of $42,015 were available to the District for 1973-74 under Part B of the Vocational Education Amendments of 1968.

Mr. Mel Elkins, Assistant Dean of Vocational Education, added that as described in the 'Statement of Purpose' on page 4 of the enclosure, the funds will be used to expand the functions and offerings in several instructional areas, i.e., Administration of Justice, Machine Shop, Automotive, Health Occupations, Business Education, Food Service, and Interior Design. Also, Mr. Elkins stated that the application conformed with all State of California mandated instructions.

A motion was made by Mr. Frank, seconded by Mrs. Gutshall, and passed by the Board to accept the augmented Part B funds in the amount of $42,015, Vocational Education Amendments of 1968.

Mrs. Alexander thanked Mr. Elkins for a very interesting report.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

e. APPROVAL OF SUBMISSION OF $10,570 PROPOSAL TO OFFICE OF SEA GRANT, NOAA, FOR MARINE TECHNICAL TRAINING PROGRAM, Enclosure #2

Dr. Gooder indicated that Enclosure #2 contained a proposal requesting funds to purchase permanent equipment for the Marine Technician Training Program.

Mr. H. Ramsey Parks, Assistant Professor in the Trade/Technical Department, stated that this was a new proposal, as currently the program is carried by the District, and that the project application conformed with U. S. Department of Commerce requirements. He also indicated that recently a $1,000 gift had been accepted from the Exxon Company (at the February 14 Board meeting) to buy some equipment and other sources of funding were being thoroughly explored.

A long discussion was held on the various sources of funds and the proper approach to make to certain companies.

A motion was made by Mr. Wells, seconded by Dr. Dobbs, and passed by the Board to approve of the submission of a $10,570 proposal to the Office of Sea Grant, NOAA, for the Marine Technician Training Program as described in Enclosure #2.

f. APPROVAL OF LEASE OF REAL PROPERTY WITH FAMILY SERVICE AGENCY, Attachment 5.2-f

Dr. Gooder stated that Attachment 5.2-f contained a proposed no-cost lease agreement between the District and the Family Service Agency for the use of a parking lot by the Continuing Education Division.

It was moved by Dr. Dobbs, seconded by Mr. Wells, and passed by the Board to approve of the no-cost lease agreement with the Family Service Agency as described in Attachment 5.2-f.

g. AUTHORIZATION TO ENTER INTO LEASE-PURCHASE AGREEMENT FOR AN OFFSET PRESS, A. B. DICK CORPORATION

Dr. Sorsabal reported that a recent analysis of the production load in the Duplicating Department and the condition of the existing offset press indicated a need for an additional offset press and the rebuilding of the existing press.

This item had been withdrawn from a previous Board agenda for further investigation of competitive products and prices. As a result, it was determined that the A. B. Dick project was less expensive and had more desirable features and was, therefore, recommended to the Board for consideration. The 3-year lease amounts to $322.69 monthly payments with a buy-out option of one additional payment of $365.86, the lease being cancellable each year. The full outright purchase price would be $11,616.84.

continued on next page. . . . . . .
5. BUSINESS SERVICES – continued:

5.2 NON-Routine – continued:

g. continued:

A motion was made by Mr. Wells, seconded by Dr. Dobbs, and passed by the Board authorizing the administration to enter into a lease/purchase agreement with the A. B. Dick Corporation for an offset press and directing the issuance of a purchase order for the rebuilding of the existing press.

h. AUTHORIZATION FOR STUDY FOR RESTRUCTURING SYSTEM OF PROCESSING WRITTEN COMMUNICATIONS, Attachment 5.2-h

Dr. Sorsabal stated that over the last two years considerable thought had been given to the establishment of a secretarial pool. Because much of the time and energy spent by the stenographic and secretarial personnel is in the area of word processing and because annually many requests are received for employment of additional personnel for this purpose, it seemed appropriate to conduct an in-depth study of the current system of word processing with the intent of improvement.

Dr. Sorsabal reported that initial conversations had been conducted with representatives of IBM for the purpose of investigating available software and hardware packages. Attachment 5.2-h delineated the objectives which would be anticipated with the implementation of an improved word-processing system. Currently there are 72 people who do typing, including the Continuing Education Division and the Marine Tech program, and it was hoped that about 40 man hours per day could be saved.

In response to many questions, Dr. Sorsabal assured Board members that all of the objectives delineated in the attachment must be accomplished by the study proposed by IBM. A major logistics problem would be the combination of the Mail Department, PBX, Duplicating Department, and the secretarial pool into one plan for the 1976-77 fiscal year.

Additional discussion continued on the pros and cons of this new idea of word processing.

A motion was made by Mr. Garvin, seconded by Dr. Dobbs, and passed by the Board to authorize the administration to proceed with representatives of IBM for a study of the District's word-processing system and, if the study indicates that the objectives could be satisfactorily met, the District would proceed with negotiations for hardware and software acquisition to implement the new system.

i. APPROVAL OF ALLOCATION POLICY FOR FACULTY SABBATICAL LEAVE FUNDING, Attachment 5.2-i

Dr. Cooder stated that based upon directions from the Board and negotiations with the Academic Senate's committee, a formula had been devised to compute the amount to be allocated for the faculty sabbatical leave fund.

continued on next page...
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

i. continued:

The policy and method of computation, as delineated in Attachment 5.2-1, was discussed by two Board Subcommittees, Representative Council, and the Academic Standards and Leave Committee, and all were in agreement.

A motion was made by Mr. Garvin, seconded by Mrs. Gutshall, and passed by the Board to approve of the Certificated Sabbatical Leave Allocation Policy as delineated in Attachment 5.2-1.

J. RATIFICATION OF SUBMITTAL OF GRANT PROPOSAL TO DHew FOR FUNDS UNDER ENVIRONMENTAL EDUCATION ACT, Enclosure #3

Dr. Gooder stated that Enclosure #3 contained a copy of a request for $13,800 to support development of materials for Environmental Studies. The application was mailed to meet a deadline requirement and, if funded, will be used by Mr. Phil Olsen, Assistant Professor, Earth Science, for a project while on leave. Ratification of the submission was recommended.

A motion was made by Mr. Garvin, seconded by Mrs. Powell, and passed by the Board to ratify the submittal of the grant proposal for $13,800 under the Environmental Education Act to the Department of Health, Education, and Welfare.

K. RATIFICATION OF SUBMITTAL OF APPLICATION FOR BASIC GRANT, LIBRARY MATERIALS, Enclosure #4

Dr. Gooder stated that Enclosure #4 contained a copy of a request for $5,000 to provide library materials. This application, also, was mailed to meet a deadline requirement and ratification was recommended.

A motion was made by Mr. Frank, seconded by Dr. Dobbs, and passed by the Board to ratify the submittal of the grant proposal for $5,000 for library materials to the Office of Education, Department of Health, Education and Welfare.

L. APPROVAL TO SUBMIT TWO GRANT PROPOSALS TO THE FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION, Enclosure #5

Dr. Gooder stated that a copy of Enclosure #5 was in Board members' folders and contained the two proposals accepted as preliminary proposals by the Fund For The Improvement of Postsecondary Education. At their request, these proposals, 'The Institute of Community Affairs' and 'REACH', have now been expanded into full proposals under the direction of Mr. Burt Miller. Submittal of these full proposals is recommended.

A motion was made by Mr. Garvin, seconded by Mr. Frank, and passed by the Board to approve of the submission of the two full proposals in Enclosure #5 to the Fund For The Improvement of Post-secondary Education.

Mrs. Alexander expressed pleasure in the highly-original ideas and hoped for very favorable action.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

m. AUTHORIZATION TO SUBMIT A GRANT PROPOSAL TO NATIONAL ENDOWMENT FOR THE HUMANITIES FOR THE INTERNATIONAL AND COMPARATIVE POLITICS WORKSHOP, Enclosure #6

Dr. Goode noted that on January 10, 1974, the Board had heard a report from Mr. Peter Haslund, Assistant Professor, Political Science, of work which had been done during the past year under a University of California Regents' grant.

Mr. Burt Miller stated that Enclosure #6 contained an abstract of an International and Comparative Politics Workshop being proposed jointly by Mr. Haslund of SBCC and the Department of Political Science of UCSB. The abstract form was requested by the agency to be mailed immediately for consideration of expansion of the proposal. Submittal of the abstract was recommended.

A motion was made by Mr. Frank, seconded by Mrs. Gutshall, and passed by the Board to approve of the submission of the abstract for the International and Comparative Politics Workshop to the National Endowment for the Humanities agency.

n. REPORT ON STATUS OF EROSION CONTROL ON EAST CAMPUS

Dr. Sorsabal indicated that the Board had given approval for the architects, Daniel, Mann, Johnson and Mendenhall, to make a study of the erosion problem on the East campus. Recent rains had again caused much damage as was shown on the charts displayed by Mr. Trent.

Mr. Trent stated that DMJM proposed a plan for the collection of surface water above the bluffs to be directed through headwalls into pipes and eventually into existing manholes. If steel pipe is stipulated, the project is estimated at $15,014, and if cement pipe is used, the estimate is $12,540. The proposed work would be a change order to the existing Humanities Building project and could be performed immediately.

It was agreed by the Board that the cement pipe would satisfy the requirements of the work, therefore, Mr. Trent stated that he would have the Change Order ready for consideration at the next Board meeting.

o. INSPECTOR'S REPORT #14, HUMANITIES BUILDING PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR, FOR PERIOD ENDING 3/5/74, Attachment 5.2-o

Dr. Goode indicated that this was an informational item only.

p. INSPECTOR'S REPORT #4, PERSHING PARK, PHASE II, O K CONSTRUCTION COMPANY, CONTRACTOR, FOR PERIOD ENDING 3/5/74, Attachment 5.2-p

Dr. Goode indicated that this, also, was an informational item.
5. **BUSINESS SERVICES - continued:**

5.2 **NON-ROUTINE - continued:**

**q. APPROVAL OF CHANGE ORDER #3, PERSHING PARK, PHASE II, O K CONSTRUCTION COMPANY, CONTRACTOR, Attachment 5.2-q**

Dr. Gooder stated that Change Order #3 was for a time extension of 39 days to the contract. Of this amount, 24 days were attributed to rain and wet site conditions and 15 days to material shortages. Upon approval, the contract completion date would be extended from February 3, 1974 to March 14, 1974.

<table>
<thead>
<tr>
<th>Original Contract Price</th>
<th>$243,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Orders #1 - #2</td>
<td>- 400</td>
</tr>
<tr>
<td>Change Order #3</td>
<td>- 0-</td>
</tr>
<tr>
<td>New Contract Price</td>
<td>$242,600</td>
</tr>
</tbody>
</table>

A motion was made by Mr. Garvin, seconded by Mrs. Gutshall, and passed by the Board to approve Change Order #3 to the contract with O K Construction Company, contractor, for the Pershing Park, Phase II, project for a time extension only for 39 days.

**r. APPROVAL OF CHANGE ORDER #4, PERSHING PARK PROJECT, PHASE II, O K CONSTRUCTION COMPANY, CONTRACTOR, Attachment 5.2-r**

Dr. Gooder stated that the Change Order #4 contained in Attachment 5.2-r had been revised and copies of the revision were distributed at the meeting.

As a result of a meeting held earlier in the day with all parties concerned, the revised change order now requests black plastic open mesh enclosure screen at no additional cost as it will be 9 ft. in width and be inserted 1 1/4 ft. down from the top of the fence and 1 1/2 ft. up from the bottom of the fence. Also, a time extension of 60 days for the enclosure screen is stipulated in this revised change order. Completion date for the enclosure screen installation would be May 13, 1974.

<table>
<thead>
<tr>
<th>Original Contract Price</th>
<th>$243,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Orders #1 - #3</td>
<td>- 400</td>
</tr>
<tr>
<td>Change Order #4</td>
<td>- 0-</td>
</tr>
<tr>
<td>New Contract Price</td>
<td>$242,600</td>
</tr>
</tbody>
</table>

A motion was made by Mr. Garvin, seconded by Mrs. Gutshall, and passed by the Board to approve Change Order #4 to the contract with O K Construction Company, contractor, for the Pershing Park, Phase II project, calling for black plastic open mesh enclosure screening, 9 ft. high, and an additional time extension of 60 days for installation of the enclosure screen.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

s. APPROVAL OF CHANGE ORDER #11, HUMANITIES BUILDING PROJECT, DON GREEENE CONTRACTOR, INC., CONTRACTOR, Attachment 5.2-s

Mr. Trent indicated that Change Order #11 for the Humanities Building project modified the partition layout of the computer area where additional power requirements are necessary to operate existing and projected computer equipment. Minor structural details were included to accommodate field conditions. This change will add $10,247 to the contract, and an additional 14 days for the completion of this phase of the work. The new completion date for the contract would be February 15, 1975.

Original Contract Price $1,875,000
Change Orders #1 - #10 Plus 34,816
$1,909,816
Change Order #11 Plus 10,247
New Contract Price...$1,920,063

A motion was made by Mrs. Gutshall, seconded by Dr. Dobbs, and passed by the Board to approve of Change Order #11 to the contract with Don Greene Contractor, Inc., contractor, for the Humanities Building Project at an additional cost of $10,247, and an extension of 14 days to the contract resulting in a completion date of February 15, 1975.

t. APPROVAL OF MODIFICATION TO ENGINEERING SERVICES OF CONSULTING ENGINEERS FOR SPECIFIC SPECIALIZED ACTIVITIES PERTAINING TO THE MASTER PLAN STUDY, Attachment 5.2-t

According to Mr. Trent, the Master Plan architects had made recommendations regarding the scope and compensation of consulting services for traffic, civil and landscape engineering. They now recommend revision to the scope of the consulting services for civil and landscape engineering which are required for final phases of work on the Master Plan Study. The revised scope of services are within the amount referenced in the contract and described in Attachment 5.2-t. The total still amounts to $9,000 with a $1,000 contingency held in abeyance.

A motion was made by Dr. Dobbs, seconded by Mr. Frank, and passed by the Board to approve of the revised scope of services to the existing contracts of consulting engineers as delineated in Attachment 5.2-t.

u. REPORT OF SITE ACQUISITION PROJECT - WEST CAMPUS

Dr. Gooher noted with pleasure that the District is now the proud owner of the West campus site, as the State Department of Finance had given approval for the District to exercise Education Code 20084 in proceeding with the acquisition of the property.

continued on next page. . . . .
Minutes - Regular Meeting  
Board of Trustees - SBCCD  
March 14, 1974

5. BUSINESS SERVICES - continued:
   5.2 NON-ROUTINE - continued:
      u. continued:

      Dr. Sorsabal stated that with the thoughtful and quick action of the Board by calling a Special Meeting, the District exercised its options on the land purchase and escrow documents were processed to completion resulting in a considerable savings for the District.

6. GENERAL INFORMATION

6.1 REPORT ON COMING EVENTS, MR. JIM M. WILLIAMS

Mr. Jim 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 March 15, 1974 to March 28, 1974, inclusive.

7. ADJOURNMENT

Upon motion of Dr. Dobbs, seconded by Mr. Garvin, the Board of Trustees of the Santa Barbara Community College District adjourned their regular meeting at 6:58 p.m.

The next regular meeting of the Board of Trustees will be held on Thursday, March 28, 1974 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

ATTEST:

MRS. KATHRYN O. ALEXANDER  
President, Board of Trustees  
Santa Barbara Community College District

DR. GLENN G. GOODER  
Superintendent-President and Secretary-Clerk to the Board of Trustees

Approved by the Board of Trustees  
on March 28, 1974.