MINUTES

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

August 8, 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 O. Alexander on Thursday, August 8, 1974 at 4:02 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

Member absent:

Mr. Benjamin P. J. Wells

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. Jim M. Williams, Director, College Information

Dr. John Forsyth, President, Academic Senate
Mr. Abelino Segura, President, Associated Students

Mr. Dean H. Ankeny, Director, Purchasing
Mr. Theron Barnes, CSEA President, Audio-Visual Assistant
Mr. J. S. Beckstead, Sr. Custodian, Continuing Education
Mr. Arnold E. Brandt, visitor
Mr. Lisle Bresslin, Assistant Dean, Admissions & Records
Ms. Irene Butler, Secretary, Academic Senate/Marine Tech
1. GENERAL FUNCTIONS - continued:

1.2 ROLL CALL - continued:

   Others present for all or a portion of the meeting - continued:
   
   Mr. Bob Carman
   Mr. R. A. Carman, Director, LRC
   Miss Gloria Castleberg, Assistant Personnel Director, Classified Personnel
   Dr. Joanne Hendrick, Assistant Professor, Trade/Technical
   Ms. Carolyn Kincaid
   Mr. Burton P. Miller, Assistant to the Superintendent-President
   Mr. Jerry E. Morin
   Mr. H. Ramsey Parks, Assistant Professor, Trade/Technical
   Mr. David L. Pickering, Controller, Accounting
   Mrs. Dee Rose, Administrative Secretary, Business Services
   Mr. Donald L. Trent, Director, Facilities Development
   Mr. Thomas F. Barbere, Audio-Visual Technician
   Mrs. Elsie Brandt, Secretary to the Superintendent-President

1.3 WELCOME TO GUESTS

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

1.4 EXECUTIVE SESSION

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

1.5 MINUTES OF REGULAR MEETING OF JULY 25, 1974

   Upon motion of Mr. Garvin, seconded by Dr. Dobbs, the minutes of the regular meeting of July 25, 1974 were approved by the Board as delivered.

1.6 HEARING OF CITIZENS

   None

1.7 COMMUNICATIONS

   a. CSBA REPORT OF STATUS OF VETERANS LEGISLATION, Attachment 1.7-a

      Dr. Gooder stated that this was an information item only showing the status of the Veterans' Cost-Of-Instruction Program. He indicated that last year the District had received approximately $60,000 to provide services for veterans. No funds were received this year due to a shortage in the number of veterans on campus. However, the Veterans' Administration is placing two representatives on campus. Also, CSBA is working on a standardization of the entitlement basis.
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1. GENERAL FUNCTIONS - continued:

  1.7 COMMUNICATIONS - continued:

    b. STATUS OF SELECTED LEGISLATION, Attachment 1.7-b

    Mrs. Alexander requested that, if there was no urgent item
    in the summaries contained in Attachment 1.7-b that needed con-
    sideration at this time, this item be held over until the next
    Board meeting. She asked all Board members to retain Attachment
    1.7-b for use at that meeting.

2. PERSONNEL

2.1 CERTIFIED PERSONNEL

   a. ROUTINE

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

       (1) APPROVAL OF HOURLY INSTRUCTORS, CHANGES FOR PREVIOUSLY
           APPROVED INSTRUCTORS, AND CONSULTANTS (LECTURERS), CON-
           TINUING EDUCATION DIVISION, Attachment 2.1-a(1)

   b. NON-ROUTINE

       No items

2.2 CLASSIFIED PERSONNEL

   a. ROUTINE

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

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

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

       (3) AUTHORIZATION FOR TRAVEL AND CONFERENCE, Attachment 2.2-a(3)

   b. NON-ROUTINE

       (1) TRANSFER OF MARILYN WEBER FROM THE POSITION OF CAMPUS CENTER
           HOSTESS 15 TO THE POSITION OF CLERK 15 IN THE EOPS OFFICE,
           Attachment 2.2-b(1)

       Dr. Gooder stated that this item had been considered and
       approved by the Resources Allocation Review Board and he, also,
       recommended approval of the transfer.

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

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(1) continued:

A motion was made by Mrs. Gutshall, seconded by Mr. Frank, and passed by the Board to approve of the abolishment of the position of Campus Center Hostess 15 (5/8 time, 10 months) and the transfer of Marilyn Weber, a permanent employee, from that position to a new position, Clerk 15 (5.8 time, 10 months), in the office of Extended Opportunities Program and Services, effective 9/1/74.

(2) APPROVAL OF RETIREMENT OF MR. JOSEPH (STAN) BECKSTEAD, SR., CUSTODIAN, CONTINUING EDUCATION DIVISION, EFFECTIVE 10/31/74, Attachment 2.2-b(2)

Dr. Gooder stated that Mr. Stan Beckstead of the Continuing Education Division planned, after much deliberation, to retire in October. Attachment 2.2-b(2) contained a brief summary of his extensive services to the school districts of Santa Barbara. No statement, however, could include all the assistance and helpfulness with attendant good humor and friendliness that Mr. Beckstead brought to others through his work in the District. (At this time, Mr. Beckstead was not present although he had planned to be here.)

Mr. Garvin requested that a very special letter of appreciation be sent to Mr. Beckstead.

Upon his appearance a short time later, Dr. Gooder introduced Mr. Beckstead to the Board. Dr. Bobgan stated that Mr. Beckstead has always worked very diligently and very hard for both the Continuing Education Division and the City Schools and that his decision to retire had been a very difficult and reluctant one to make. He will be greatly missed particularly by the staff at Continuing Education.

It was moved by Mr. Garvin, seconded by Mr. Frank, and passed by the Board to approve of the retirement of Mr. Joseph (Stan) Beckstead, Sr. Custodian, effective 10/31/74.

Mrs. Alexander, on behalf of the Board, thanked Mr. Beckstead for being present and wished him well in his future plans.

(3) APPROVAL OF POSITION OF AUDIO-VISUAL REPAIR TECHNICIAN, AND APPROVAL OF JOB DESCRIPTION, Enclosure #1

Dr. Gooder stated that the materials in Enclosure #1 had been prepared by Mr. Theron Barnes in response to Board request for substantiation related to the request for a position of Audio-Visual Repair Technician. (This item had been held over from the last meeting.)

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2. PERSONNEL - continued:
   2.2 CLASSIFIED PERSONNEL - continued:
      b. NON-ROUTINE - continued:
         (3) continued:

         Mr. Garvin stated that the supporting documentation
         justified the services provided that the position met with
         the approval of RARB. Dr. Gooder responded that this re-
         quest had been presented to and approved by RARB.

         Board members informed Dr. Dobbs who had been absent
         at the last meeting that this item would have been immedi-
         ately considered and acted upon had the materials in the
         enclosure been available at that time.

         A motion was made by Mr. Garvin, seconded by Mrs.
         Gutshall, and passed by the Board to approve of the estab-
         lishment of the position, Audio-Visual Repair Technician,
         of the job description (page 9 of Enclosure #1), and gave
         authorization to recruit for the position.

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

   Mrs. Alexander acknowledged the presence of the new President of
   the Associated Students, Mr. Abelino Segura.

   Mrs. Segura stated briefly that he looked forward to the coming
   school year working in close relationship with the Board of Trustees
   and the Student Council.

3.2 APPROVAL OF CANDIDATES WHO COMPLETED REQUIREMENTS FOR THE ASSOCIATE IN
   ARTS DEGREE AND ASSOCIATE IN SCIENCE DEGREE (ADDITIONAL JUNE GRADUATES
   AND SUMMER SESSION GRADUATES, 1974), Attachment 3.2

   Upon recommendation of the Superintendent, it was moved by Mr.
   Frank, seconded by Dr. Dobbs, and passed by the Board to approve of
   the candidates and the conferring of Associate in Arts Degrees and
   Associate in Science Degrees as indicated in Attachment 3.2.

3.3 REPORT OF SANTA BARBARA CITY COLLEGE'S CHILDREN CENTER FOR 1973-74,
   Enclosure #2

   Dr. Gooder stated that additional information to Enclosure #2 was
   available in Board members' folders. Also, Dr. Joanne Hendrick was
   present to respond to questions.

   Since time was very short and this item was of great interest to
   Board members, faculty, staff and students, Mrs. Alexander directed
   that it be placed on the agenda for the next meeting with a request
   for exploration of the possibility of a second Child Care Center. Dr.
   Joanne Hendrick stated she would be pleased to attend to pursue the
   subject further.
3. STUDENT PERSONNEL - continued:

ITEM 3.4 ADDITIONAL INFORMATION FROM RESEARCH REPORT #1-74, "A SURVEY OF THE
NEEDS OF THE MATURE WOMAN STUDENT", Attachment 3.4

Dr. Gooder stated that pursuant to a request from the Board, Attachment 3.4 contained additional data extracted from Research Report #1-74 by Mr. Burt Miller.

Mrs. Alexander requested that this item be postponed until the next meeting and to be discussed in conjunction with the Child Care item.

4. CURRICULUM AND INSTRUCTION

4.1 APPROVAL OF 1974-75 DISTRICT PLAN FOR COOPERATIVE WORK EXPERIENCE,
Enclosure #3

Dr. Gooder stated that Enclosure #3 contained a copy of the proposed 1974-75 District Plan for Cooperative Work Experience for Santa Barbara City College. The plan has been updated in accordance with recent amendments to Title 5 of the California Administrative Code. The document will be used as a guideline while serving some 700 students in eleven subject areas in Cooperative Work Experience during the school year.

A motion was made by Mr. Garvin, seconded by Mrs. Powell, and passed by the Board to approve of the 1974-75 District Plan for Cooperative Work Experience as contained in Enclosure #3.

Mrs. Alexander expressed appreciation of the beautiful appearance of the booklet form. Dr. Gooder added that Mr. Mel Elkins had done an excellent job on it.

In response to Dr. Dobbs' question on reaction to the new Interior Design Program, it was learned that 50 applications had already been received for the 24 available spaces in the program.

4.2 REPORT OF U. S. NAVY CONTRACT WITH THE MARINE TECH PROGRAM FOR THE 1973-74
COLLEGE YEAR, Attachment 4.2

Dr. Gooder stated that Attachment 4.2 contained a summary report of the contract with the U. S. Navy in connection with the Marine Tech Program for the 1973-74 year. (Also available at the Board table were photographs and a detailed report on equipment.)

Mr. Ramsey Parks was present and responded to questions from Board members regarding the financial status of the program, entrance requirements, application procedures, physical examinations, enrollment figures, etc.

Mrs. Alexander thanked Mr. Parks for his report and being present to answer questions.

This was an informational item only.
5. BUSINESS SERVICES

5.1 ROUTINE

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


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 GRANT AWARD OF $3,600 FOR THE LAW ENFORCEMENT EDUCATION PROGRAM FOR 1974-75, Attachment 5.2-a

Dr. Gooder stated that notice had been received from the U. S. Department of Justice awarding funds in the amount of $3,600 for the 1974-75 year, subject to the availability of funds. These funds will allow continuation of the financial aids program for law enforcement majors.

A motion was made by Mrs. Gutshall, seconded by Dr. Dobbs, and passed by the Board to accept the $3,600 grant award by the U. S. Department of Justice for the Law Enforcement Education Program for 1974-75.

b. APPROVAL OF 3-YR. LEASE FOR DISC PACKS, MEMOREX CORPORATION

Dr. Gooder stated that only one bid had been received after bids were invited for lease of disc packs. The single bid was from the Memorex Corp. for a rate of $9.50 per month for each disc pack. Two disc packs are to be leased.

It was moved by Mr. Garvin, seconded by Dr. Dobbs, and passed by the Board to accept the bid from the Memorex Corp. for a 3-yr. lease of two Mark 6 Dual Density #17C-BA-42xT-B1 Disc packs at the rate of $9.50 each per month.

c. EXTENSION OF THE BUSINESS MACHINE MAINTENANCE CONTRACT WITH IBM CORPORATION

Dr. Gooder recommended approval of the extension of the business machine maintenance contract with the IBM Corporation. He indicated that last year the contract amount was $4,722.87 for approximately 105 typewriters and 9 pieces of dictation equipment. Dr. Gooder stated that it may be necessary in the future to employ a maintenance man should the total amount increase much more.

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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. continued:

A motion was made by Dr. Dobbs, seconded by Mrs. Powell, and passed by the Board to approve of the renewal of the maintenance contract with the IBM Corp. in the amount of $5,931.70 to include 120 typewriters, 9 pieces of dictation equipment, 2 Mag Card typewriters, and 1 Selectric Composer.

d. APPROVAL OF APPLICATION FOR FUNDS UNDER THE VOCATIONAL EDUCATION AMENDMENTS OF 1968, P. L. 90-576, PART H WORK/STUDY, Enclosure #4

Dr. Gooder indicated that Enclosure #4 contained a copy of the 1974-75 application for Work/Study funds under the Vocational Education Act of 1968. A total of $8,000 in Federal support is being requested.

A motion was made by Dr. Dobbs, seconded by Mr. Garvin, and passed by the Board to approve of the application for $8,000 in Work/Study funds under the Vocational Education Amendments of 1968, P. L. 90-576, as delineated in Enclosure #4.

e. REJECTION OF PROPOSAL FOR ARCHITECTURAL SERVICES FOR PERSHING PARK, PHASE III, RESTROOM FACILITY

Dr. Gooder stated that the development of Pershing Park was being accomplished under contract with one architect, Daniel, Mann, Johnson and Mendenhall. They in turn used two local architects, Mr. Richard Taylor and Mr. Serifo J. Menegen. The second phase of the development included coordinating bid documents and supervision of the tennis courts, drainage channel and sidewalks and had been awarded to Mr. Taylor. Currently a partial third phase consisting of tennis court lighting and landscaping is also contracted with Mr. Taylor. The remaining portion of Phase III includes one restroom facility estimated at $52,000. Mr. Serifo J. Menegen submitted a proposal to coordinate bid documents and supervise the construction of this facility including a $1,200 fee for district-required insurance (coverage not carried by Mr. Menegen's office). This proposal had been considered by the Board Subcommittee on Facilities, according to Mr. Garvin, Chairman, and there was general agreement that the District should not have to pay for the cost of the insurance. It was, therefore, recommended that Mr. Menegen's proposal be rejected.

Mr. Trent added that working drawings have been completed for two restroom facilities but only one would be let for bid at this time. The same documents can be used again for the second facility at a later date.

continued on next page...
5. BUSINESS SERVICES - continued:
   5.2 NON-ROUTINE - continued:

   e. continued:

      A motion was made by Mr. Garvin, seconded by Dr. Dobbs, and passed by the Board to reject the proposal for architectural services submitted by Mr. Serifo John Menegon for a restroom facility, Pershing Park Phase III, and directed the administration to request additional proposals for these services.

   f. REPORT OF ACTION OF COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

      Dr. Goode reported that on July 25, 1974 the County Committee on School District Organization had met to discuss the annexation of the Channel Islands to Community College Districts. California's Education Code Division 18.5 requires that lands not within college districts be added to existing districts or the Board of Governors will assign them.

      At that time the Board's recommendation (July 25 meeting) of annexing the Santa Barbara and Santa Cruz Islands, or all four of the islands, to the Santa Barbara Community College District was presented by Dr. Sorsabal on behalf of the Board. Dr. Sorsabal indicated that there are some long-range implications for the District since Federal leases have been allowed and there are plans to build a storage facility in connection with drilling operations. Owners of the property were also in attendance at the meeting and they were in favor of being annexed to the Allan Hancock District because of a lower tax rate.

      Mrs. Alexander pointed out that the wish of persons to be annexed to a district with the lowest tax rate has not been accepted as a legitimate consideration.

      Dr. Sorsabal reported that another meeting, a Public Hearing, is scheduled for tonight (August 8) to discuss the recommendations to be sent to the Board of Governors.

      A motion was made by Mr. Frank, seconded by Dr. Dobbs, and unanimously passed by the Board to request Dr. Sorsabal to attend the Public Hearing meeting as their representative to express the position of the Board of Trustees of the Santa Barbara Community College District and directed the Superintendent/President to write a letter to the Board of Governors.

   g. NOTICE OF FUNDING OF CAPITAL OUTLAY PROJECTS, Attachment 5.2-g

      Dr. Goode stated that this was an information item and that Attachment 5.2-g indicated that the Santa Barbara Community College District will receive $4,254,400 in construction funding from the State budget this year. He pointed out that this will be of great help to the District and will also assist in purchasing the land.

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

5.2 NON-ROUTINE - continued:

g. continued:

Mr. Garvin commended Mr. Trent and Dr. Sorsabal for their efforts in gathering and presenting facts to the State that resulted in this large amount of funding. Mr. Garvin wished it to be recorded that he and all the Board members were very appreciative.

Dr. Gooder concurred and thanked Mr. Garvin for expressing those comments.

h. PUBLIC HEARING AND ADOPTION OF 1974-75 BUDGET, Enclosure #5

Dr. Gooder stated that Enclosure #5 contained the amendments to the 1974-75 Budget for the Santa Barbara Community College District. It included all recommendations approved by the Board through the budget process.

At this time, Mrs. Alexander declared the meeting opened for public hearing and requested Dr. Sorsabal to first point out any recent changes.

Dr. Sorsabal indicated that a few figures needed to be changed since the public utility roll figures had just been received from the County. (These changes were made to pages 3, 10 and 11 of Enclosure #5.) He stated that there had been more income than anticipated because of an increase in a.d.a. Part of the increase over last year's budget included $582,000 for certificated salaries and $277,000 for classified salaries and for 9 new teaching and 7 new classified positions. The preferred 5% reserve will be maintained with the General Fund and the Continuing Education Fund handled separately. The proposed budget for 1974-75 totalled $9,082,762. This budget raises the District's present 58.3¢ per $100 of assessed valuation to approximately 61.8¢. However, since the bond rate had declined 1¢ and because of increased District valuation, only a 2 to 2.5¢ increase will be necessary. The District's eventual tax rate, according to need and District assessed valuation, will be set by the County Auditor.

Receiving no requests from the audience, Mrs. Alexander declared the public hearing closed.

A motion was made by Mr. Garvin, seconded by Dr. Dobbs, and passed by the Board to approve of the 1974-75 Budget for the Santa Barbara Community College District as presented and delineated in Enclosure #5.

Mrs. Alexander thanked Dr. Sorsabal for his report.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

ADDENDA ITEM:

i. AUTHORIZATION TO ADVERTISE FOR SALE OF THE DEEP OCEAN WORK BOAT

Dr. Gooder stated that there appeared to be a market for the Deep Ocean Work Boat (DOWB) which had been donated to the District by the General Motors Corporation for use in the Marine Tech Program.

Mr. Ramsey Parks, coordinator for the Marine Tech Program, informed the Board members that an offer had been received (together with a $1,000 deposit check) from industry in the amount of $65,000 for the purchase of the craft. He stated that contact had been made with General Motors and they are agreeable to whatever is in the best interests of the Marine Tech Program. The craft, originally built for over $500,000, has been useful to the instructional program and its use is limited, and it was believed that converting its value to other instructional resources would be in the best interests of the District.

After much discussion, it was generally agreed that bid advertisement was in order especially since General Motors also approved of the sale. The bid period would be for 30 days.

A motion was made by Dr. Dobbs, seconded by Mr. Garvin, and passed by the Board to authorize the staff to advertise for sale of the DOWB at a minimum bid of $65,000.

6. GENERAL INFORMATION

ITEM POSTPONED:

6.1 CONSIDERATION OF BOARD SUBCOMMITTEES FOR 1974-75

Mrs. Alexander announced that all subcommittees would remain as is, and this item would be postponed until the next meeting.

6.2 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 August 9, 1974 to August 22, 1974.

ADDED ITEM:

Mrs. Alexander commented on the most attractive new Santa Barbara City College catalog. (Copies had been distributed to all Board members.)

7. ADJOURNMENT

Upon motion of Mr. Garvin, seconded by Dr. Dobbs, the Board of Trustees of the Santa Barbara Community College District adjourned their regular meeting at 5:22 p.m. (Several items had been postponed to shorten the time of the meeting in order for everyone to be able to listen to a broadcast by President Richard M. Nixon at 6:00 p.m.)
7. ADJOURNMENT - continued:

The next regular meeting of the Board of Trustees will be held on Thursday, August 22, 1974 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

ATTEST:

[Signatures]

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 August 22, 1974.