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

September 11, 1975
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 Ann Gutshall on Thursday, September 11, 1975 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California

1.2 ROLL CALL

Members present:

Mrs. Ann Gutshall, President
Dr. Joe W. Dobbs, Vice-President
Mr. Sidney R. Frank
Mr. James R. Garvin
Mrs. Joyce H. Powell
Mr. Benjamin P. J. Wells

Member absent:

Mrs. Kathryn O. Alexander

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. David K. Shelver, Assistant Superintendent, 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
Dr. Alfred Silvera, Administrative Dean, Student Services and Activities

Mr. John Dell, Reporter, Santa Barbara News Press
Mr. Mark Heinz, President, Associated Student Body
Dr. Elwood Schapansky, President, Academic Senate
Mr. Jim M. Williams, Director, College Information
Miss Tina Wainshilbaum, Report, THE CHANNELS

Mr. Dean H. Ankeny, Director, Purchasing
Mr. Harvey Bagley, President, CSEA
Mrs. Betty Bartels, Sr. Secretary, Facilities & Operations
Dr. Kenneth Berry, Coordinator, Instructional Media Services
1. GENERAL FUNCTIONS - continued:

1.2 ROLL CALL - continued:

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

Mr. Leonard C. Bonilla, CSEA Field Representative
Mr. Lisle C. Bresslin, Assistant Dean, Admissions & Records
Ms. Gloria Castleberg, Asst. Personnel Director, Classified Personnel
Mr. Michael Combs, Business Manager, Student Finance
Mr. David L. Creighton, Employee Management Services
Mr. Robert Eyre, Director, Facilities & Operations
Mr. William Harz, appointee, Sr. Lab. Tech., Earth Sciences
Mr. John Robert Henderson, Architect
Ms. Barbara Holguin, appointee, Women's Locker Room Attendant
Mr. Charles Mistretta, Mechanical Engineer
Mr. Daniel Oroz, Affirmative Action Officer/Director, Personnel Services
Mr. David W. Reavill, Citizen
Mr. William B. Regis, Library Assistant
Mrs. Dee Sorsabal, Administrative Secretary, Business Services
Ms. Lynda Stevens, Assistant Dean, Student Activities
Mr. Ronald Ziemer, Architect
Mrs. Elsie M. Brandt, Secretary to the Superintendent
Mr. Jerry E. Morin, Audio-Visual Technician

1.3 WELCOME TO GUESTS

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

1.4 EXECUTIVE SESSION

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

1.5 MINUTES OF REGULAR MEETING OF AUGUST 28, 1975

Upon motion of Mr. Garvin, seconded by Dr. Dobbs, the minutes of the regular meeting of August 28, 1975 were approved by the Board of Trustees as delivered.

1.6 HEARING OF CITIZENS

None

1.7 COMMUNICATIONS

a. CSBA DELEGATE ASSEMBLY BALLOT, Attachment 1.7-a and Enclosure #1

Dr. Gooder stated that this item refers to the CSBA Delegate Assembly voting. There are 21 candidates, of which 7 are incumbents, for 7 vacancies.

After discussion by the members of the Board, it was agreed that all Board members would mark individual ballots, send them to the College, and the President's office would tabulate their votes and mail the official ballot to CSBA.
1. GENERAL FUNCTIONS - continued:

1.7 COMMUNICATIONS - continued:

ADDED Mr. Frank reported on a communication he, as California Community College Trustee Liaison Representative, had received from the San Diego Community College District. Certain proposals were presented for consideration of Board members regarding development of information by the CCCT in relation to the Higher Education Master Plan.

It was moved by Mr. Frank, seconded by Dr. Dobbs, and unanimously passed by the Board to endorse the following proposals of the San Diego Community College District and to send this endorsement on to the CCCT:

1. Appointment of a CCCT Committee, charged with the task of reviewing the accomplishments of community colleges under the Master Plan and analyzing the impact of any proposal changes.

2. That this committee present preliminary reports on its findings to the CCCT at their December meeting.

3. That the CCCT Board call a special conference of Community College Trustees to be held in Sacramento in early Spring for the purpose of receiving the Committee's final report and presenting its position on the Master Plan amendments to the Governor and the Legislature.

ADDED Mrs. Gutshall, Dr. Gooder and Mr. Wells commented briefly on a Board of Governors' meeting held the previous day in Los Angeles. Dr. Bobgan had, also, attended the meeting.

Two main items on the agenda dealt with the Higher Education Master Plan and Continuing Education. Dr. Gooder had prepared and presented a statement on Continuing Education at the meeting. General disappointment was expressed on the attitudes of certain State officials regarding the Community Colleges.

ADDED Dr. Gooder reported on the current status of some of the legislative bills of interest: AB 1821 (Montoya) and SB 160 (Collective Bargaining are on the Governor's desk; AB 2232 (Calendar) is a pilot project only and is expected to reach the Governor; SB 156 (Bonds) $150 million will be prioritized; and SB 236 (Finance) failed in Assembly Ways & Means.

ADDED Dr. Gooder regretfully announced the serious illness of Elizabeth Jennings, Assistant Professor, Health Occupations. An appeal is being made for blood donations.

b. ENROLLMENT REPORT FOR FALL, 1975

Mr. Lisle Bressin reported that Fall enrollment now stands at 6,514 day students and 2,225 night students. The total for the credit program is 8,739 which is a 9% overall increase compared to last Fall. Over 3,000 veterans have registered for both day and night classes.

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

1.7 COMMUNICATIONS - continued:

b. continued:

A brief discussion was held on registration procedures and problems created by late arrivals and extension of deadlines. Board members also mentioned telephone calls from constituents regarding difficulties in registration. The administrative staff is currently researching all aspects of registration and will be visiting other campuses to review their procedures.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mrs. Powell, and passed by the Board to approve of the following routine Certificated Personnel items, as described in the attachments:

(1) APPROVAL OF SUBSTITUTE AND ADDITIONAL HOURLY INSTRUCTORS, FALL, 1975, Attachment 2.1-a(1)

(2) APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS AND CHANGES FOR PREVIOUSLY APPROVED INSTRUCTORS, CONTINUING EDUCATION DIVISION, Attachment 2.1-a(2)

b. NON-ROUTINE

(1) APPROVAL OF CERTIFICATED HOURLY PERSONNEL FOR EVENING COLLEGE, FALL, 1975, Enclosure #2

Mr. Daniel Oroz stated that Enclosure #2 contained a list of Certificated Hourly Personnel for Evening College for the Fall semester. He recommended approval of their appointments.

It was moved by Mr. Garvin, seconded by Mrs. Powell, and passed by the Board to approve of the Certificated Hourly Personnel for Evening College for the Fall semester as listed in Enclosure #2.

(2) APPROVAL OF PROFESSIONAL VOLUNTEERS FOR THE P.E. DEPARTMENT, FALL SEMESTER, 1975, Attachment 2.1-b(2)

Mr. Oroz indicated that four persons have volunteered their assistance for the Karate and Judo programs. He recommended approval of the professional volunteer status for them.

It was moved by Mrs. Wells, seconded by Dr. Dobbs, and passed by the Board to approve of the professional volunteer status for John Griffen, David Krieger, Robert Naud, and Jean Spilberghs for the Fall semester, 1975.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

Upon recommendation of the Affirmative Action Officer/Director, Personnel Services, it was moved by Mr. Garvin, seconded by Dr. Dobbs, and passed by the Board to approve of the following routine Classified Personnel items as described in the attachments:

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

(2) APPROVAL OF STUDENT APPOINTMENTS: COLLEGE WORK STUDY (ON- AND OFF-CAMPUS), VEA, GENERAL AND TUTORIAL PROGRAMS, Attachment 2.2-b(2)

b. NON-ROUTINE

(1) ACCEPTANCE OF RESIGNATION: JEANNE M. LABBITT, WOMEN'S LOCKER ROOM ATTENDANT, P.E. DEPT., EFFECTIVE 9/11/75, Attachment 2.2-b(1)

Mr. Oroz indicated that, for personal reasons, Mrs. Jeanne Labbitt has submitted her resignation of her half-time, 10 month position. He recommended acceptance with regret.

It was moved by Mrs. Powell, seconded by Mr. Wells, and passed by the Board to accept with regret the resignation of Mrs. Jeanne M. Labbitt, Women's Locker Room Attendant, P.E. Dept., effective 9/11/75.

(2) ACCEPTANCE OF RESIGNATION: SUSAN E. PEKARSKY, TUTOR II, SOCIAL SCIENCE, EFFECTIVE 8/29/75, Attachment 2.2-b(2)

Mr. Oroz stated that Susan Pekarsky has submitted her resignation from her position as a Tutor Supervisor. He recommended acceptance with regret.

It was moved by Dr. Dobbs, seconded by Mr. Wells, and passed by the Board to accept with regret the resignation of Susan E. Pekarsky, Tutor II, Social Science, effective 8/29/75.

(3) APPROVAL OF CHANGE IN APPOINTMENT: WILLIAM H. HARZ, SR.LAB. TECH., EARTH SCIENCES, EFFECTIVE 9/2/75, Attachment 2.2-b(3)

Mr. Oroz stated that William Harz had been selected to fill the position of Sr. Laboratory Technician in the Earth Sciences Department. At that time, he was only able to accept the position on a temporary basis, but due to change in circumstances he is now able to accept the position on a regular basis. Mr. Oroz recommended the appointment be on a regular basis.

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

2.2 CLASSIFIED PERSONNEL – continued:

b. NON-ROUTINE – continued:

(3) continued:

It was moved by Mr. Garvin, seconded by Dr. Dobbs, and passed by the Board to approve of the appointment of William H. Harz, Sr.Lab.Tech., Earth Sciences, as a regular assignment, effective 9/2/75.

Mr. Harz was present at the meeting and introduced to the Board members by Mr. Oroz.

Mrs. Gutshall welcomed Mr. Harz to the staff.

(4) APPROVAL OF P.E. ASSISTANT: JORGE G. GUTIERREZ, SOCCER, P.E. DEPT., FALL SEMESTER, 1975, Attachment 2.2-b(4)

Mr. Oroz recommended the appointment of Jorge Gutierrez as an assistant in the P. E. Department for the soccer program.

It was moved by Mrs. Powell, seconded by Mr. Wells, and passed by the Board to approve of the appointment of Jorge G. Gutierrez, P.E. Assistant (Soccer), P.E.Department, for the Fall semester, 1975.

(5) APPROVAL OF APPOINTMENT (PROMOTION): PATRICIA D. DUPART, LEARNING CENTER ASST., INSTRUCTIONAL MEDIA SERVICES, EFFECTIVE 9/1/75, Attachment 2.2-b(5)

Mr. Oroz stated that this new position had been approved by RARB. He recommended the appointment of Patricia Dupart, an Intermediate Typist Clerk in the Library for several years, to this new position which results in a promotion for the employee.

It was moved by Mr. Wells, seconded by Dr. Dobbs, and passed by the Board to approve of the appointment (promotion) of Patricia D. Dupart as Learning Center Assistant, Instructional Media Services, effective 9/1/75.

(6) APPROVAL OF TRANSFER OF HARRIET PRATINI, INT.TYP.CLK., LIBRARY, EFFECTIVE 9/8/75, Attachment 2.2-b(6)

Mr. Oroz stated that as a result of the promotion of Patricia Dupart, a request had been made by Harriet Pratini that she be changed from the swing shift to the day shift in the library. Mr. Oroz recommended approval of this change and the request also met with the approval of the Librarian.

It was moved by Mr. Wells, seconded by Mr. Garvin, and passed by the Board to approve of the transfer of Harriet Pratini, Int.Typ.Clk., Library, from the swing shift to the day shift, effective 9/8/75.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON ROUTINE - continued:

(7) APPROVAL OF APPOINTMENT: BARBARA HOLGUIN, WOMEN’S LOCKER ROOM ATTENDANT, P.E. DEPT., EFFECTIVE 9/12/75, Attachment 2.2-b(7)

Mr. Oroz recommended the appointment of Barbara Holguin to the new half-time position recently approved by the Board. This action had created two half-time positions as Women's Locker Room Attendant. The other half-time position vacated by Jeanne Labbitt will be filled in the near future.

It was moved by Mr. Frank, seconded by Mrs. Powell, and passed by the Board to approve of the appointment of Barbara Holguin as Women's Locker Room Attendant (new position), P.E. Dept., half-time basis, effective 9/12/75.

Ms. Holguin was introduced to the Board by Mr. Oroz.

Mrs. Gutshall welcomed her to the staff.

(8) APPROVAL OF APPOINTMENT: RUBEN C. PARDO, HUMAN RELATIONS ASSISTANT, CAREER DEVELOPMENT, Attachment 2.2-b(8)

Mr. Oroz indicated that a temporary, short term position had been approved by the Board because of funding provided by special grants from VEA and EOPS. Mr. Oroz recommended the appointment of Ruben C. Pardo as a Human Relations Asst. for the Career Development Office.

It was moved by Mr. Garvin, seconded by Mr. Wells, and passed by the Board to approve of the appointment of Ruben C. Pardo as Human Relations Asst., Career Development, (short-term, temporary basis), effective 9/17/75 through 5/28/76.

(9) PRESENTATION OF PROPOSED DISTRICT CLASSIFICATION AND SALARY SURVEY, Enclosure #3

Mr. Oroz stated that this item was an information item at this time. Enclosure #3 contained a proposed District Classification and Salary Survey prepared by Employee Management Services.

Mr. Oroz stated that in response to requests from CSEA and individual classified employees, a review was made by the Personnel Department in consultation with CSEA of the feasibility of conducting a comprehensive classification study of all classified positions on a scheduled basis. In addition, it had been requested that the District use a new professional consultant for future position classification studies and revision of existing program of rules and regulations. The

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

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(9) continued:

workload on reclassification studies has increased due to the many requests of individual employees, supervisors, and departments. The present Rules and Regulations call for a review of positions by the District at least every three years.

Mr. Oroz indicated that the staff and the CSEA president had met with several consulting firms. After review of these firms, the Employee Management Services firm was invited to present a proposal designed to the District's needs.

Mr. Harvey Bagley, CSEA President, spoke to the "log jam" of reclassification requests in the Personnel Department and the low morale situation after the "Y" rating results of the last series study. He planned to present the proposal contained in the enclosure to the general membership of CSEA and expected to have this item on the agenda for the next Board meeting.

Mr. Oroz introduced Mr. David Creighton, a partner in the firm of Employee Management System.

Mr. Creighton spoke in detail to the proposal which will provide for a complete classification study of all employees as well as a salary survey and classification program policy review. In particular, he explained the methodology to be used to accomplish the classification studies and salary survey. The enclosure also contained a proposed contract and background data on the team of analysts who will conduct the job audits and cover all work locations in the District.

In response to Board questions, Mr. Oroz stated that the last complete study had been performed by the Griffenhagen-Kroeger consulting firm in 1969. Since that time, many individual reclassifications have been done and one series had been studied by G/K, as per Board approval.

A lengthy discussion was held by Board members and Mr. Creighton and Mr. Oroz responded to specific questions. No action was required or taken as this was presented as an information item. At Mrs. Gutshall's request, Mr. Creighton agreed to return for the next Board meeting on September 25.
Minutes - Regular Meeting  
Board of Trustees - SBCCD  
September 11, 1975

3. STUDENT PERSONNEL

3.1 REPORT BY ASSOCIATED STUDENTS

Mr. Mark Heinz, President of Associated Student Body, stated that he was pleased to meet all the Trustees. This was his first Board meeting. He commented that he was a graduate of local schools.

Mrs. Gutshall thanked him for attending the meeting and stated that the Board always looks forward to input from the students.

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 of the following routine Business Services 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. INSPECTOR'S REPORT No. 16, VOCATIONAL TECHNOLOGY BUILDING PROJECT, J. W. BAILEY CONSTRUCTION CO., CONTRACTOR, FOR THE PERIOD ENDING AUGUST 31, 1975, Attachment 5.2-a

Dr. Goeder indicated that this was an informational item. The project is now 64% complete.

b. APPROVAL OF AGREEMENT WITH STATE DEPT. OF REAL ESTATE FOR $1,000 SUPPORT OF 1975-76 REAL ESTATE PROGRAM, Attachment 5.2-b

Dr. Goeder indicated that notice had been received of a $1,000 grant to partially support the Real Estate Program on campus. He recommended acceptance of the funds and approval of the agreement contained in the attachment.

It was moved by Mr. Frank, seconded by Mrs. Powell, and passed by the Board to approve of the Agreement with the State Department of Real Estate and accept the $1,000 grant as partial support of the 1975-76 Santa Barbara City College Real Estate Program.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. APPROVAL OF THE BUDGET FOR THE VETERANS' COST-OF-INSTRUCTION PAYMENTS (VCIP) PROGRAM, Attachment 5.2-c

Dr. Gooder indicated that the District's application for funds for the Veterans' Cost-Of-Instruction Payments program resulted in an award of $65,826. The budget in the attachment had been developed on the basis of Federal guidelines and regulations for expenditure of funds.

Dr. Gooder pointed out that the item in the budget identified as 'rental of space' was related to the next agenda item. He recommended acceptance of the funds and approval of the budget.

It was moved by Mr. Wells, seconded by Mr. Frank, and passed by the Board to accept the funds of $65,826 for the Veterans' Cost-Of-Instruction Payments Program and approve of the budget as contained in Attachment 5.2-c.

d. APPROVAL OF TRAILER LEASE/PURCHASE AGREEMENT, Attachment 5.2-d

Dr. Gooder recommended approval of a lease/purchase agreement for a large trailer to house support services staff for Veterans' Affairs. This is a long range program anticipated to continue for five years. The cost of the trailer will be recovered through special funds made available by the Veterans Administration.

It was moved by Mr. Frank, seconded by Dr. Dobbs, and passed by the Board to authorize the staff to enter into a lease/purchase agreement with Designed Facilities Leasing Company for a trailer according to the terms detailed in Attachment 5.2-d.

e. REPORT ON SUMMER RENOVATIONS, Attachment 5.2-e

Dr. Gooder indicated that this item pertained to a heavy workload performed by many members of the staff.

Dr. Shelver was pleased to be able to give recognition of the many accomplishments during the summer period by members of his department. In particular, he acknowledged the dedication of and long hours spent by Mr. Robert Eyre and Mr. Donald Trent in the major and complex changes involved in the renovations. Adoption of the budget had affected scheduling of many phases of the renovations and some items remain unfinished but will be completed.

Mrs. Gutshall on behalf of the Board graciously thanked both Mr. Eyre and Mr. Trent, who were present at the meeting, for their extra services to the District.
5. BUSINESS SERVICES - continued:

5.2 NON ROUTINE - continued:

f. APPROVAL OF WORKING DRAWINGS AND SPECIFICATIONS FOR SITE DEVELOPMENT, PHASE I-A, Attachment 5.2-f

Dr. Gooder indicated that the plans and specifications for the first phase of the West campus development project have been completed and are ready for bidding. This project was approved by the Board on August 28 to be performed in two stages.

According to Mr. Trent, this first stage includes all utilities, storm drainage, erosion control, landscaping and parking, but does not include construction of the pedestrian utilities bridge. Also, plans will be going out to bid prior to release of funds.

Mr. John Henderson described the project with the aid of prepared drawings on the board and responded to specific questions.

Dr. Gooder stated that time was of the essence in scheduling in order to protect the cliffs from erosion. He recommended approval contingent upon State approval and release of funds.

It was moved by Mr. Garvin, seconded by Dr. Dobbs, and passed by the Board to approve of the working drawings and specifications for Site Development, Phase I-A, and to authorize the staff to advertise for bids contingent upon State OAC approval and release of State construction funds.

g. ACCEPTANCE OF ENGINEERING STUDY OF ALTERNATE ENERGY SOURCES FOR THE PHYSICAL SCIENCE ADDITION AND RENOVATION, Enclosure #4

Dr. Gooder indicated that Enclosure #4 contained a very interesting report on alternate energy sources.

Mr. Trent introduced Mr. Donald Ziener and Mr. Charles Mistrutta who described the study and its impact on the Physical Science Addition project. Specific questions on the cost (listed on page 4 of the enclosure) were answered for Board members.

It was moved by Dr. Dobbs, seconded by Mr. Garvin, and passed by the Board to accept the Energy Sources Study for the Physical Science Addition and Renovation Project contained in Enclosure #4.

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 September 12 through September 25, 1975.

Of particular interest is the opening of the Women's Center for which an Open House is scheduled for this coming Thursday and Friday.
6. GENERAL INFORMATION - continued:

ADDED ITEM: Mrs. Gutshall stated that a meeting of the Subcommittee on Educational Policies should be scheduled. It was agreed to hold the next meeting on September 25, 1975 at 3:00 p.m. prior to the next Board meeting.

7. ADJOURNMENT

Upon motion of Mr. Carvin, seconded by Dr. Dobbs, the Board of Trustees of the Santa Barbara Community College District adjourned their regular meeting at 6:19 p.m.

The next regular meeting of the Board of Trustees will be held on Thursday, September 25, 1975 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

ATTEST:

MRS. ANN GUTSHALL
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 September 25, 1975.