MINUTES

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

November 18, 1976

4:00 p.m. - Board Room
Santa Barbara City College
Santa Barbara, California

1. GENERAL FUNCTIONS

1.1 CALL TO ORDER

The special meeting of the Board of Trustees of the Santa Barbara Community College District was called to order by President Ann Gutshall on Thursday, November 18, 1976 at 4:01 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

1.2 ROLL CALL

Members present:

Mrs. Ann Gutshall, President
Mrs. Kathryn O. Alexander (arrived at 4:04 pm; left at 6:37 pm)
Mr. Sidney R. Frank (left at 6:02 pm)
Mr. Eli Luria
Mrs. Joyce H. Powell
Mr. Benjamin P. J. Wells (arrived at 4:04 pm)

Members absent:

Dr. Joe W. Dobbs, 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, 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

Mr. Randy Polak, President, Associated Students
Dr. Elwood Schapansky, President, Academic Senate
Mr. Jim M. Williams, College Information Officer
Miss Maureen Winn, reporter, THE CHANNELS

Mrs. Betty Bartels, Principal Clerk, Facilities & Operations
Miss Maria Elena Becerra, Int.Acct.Clk. appointee, Accounting Dept.
Dr. Ken Berry, Coordinator, Instructional Media Services
Mr. Marc Beyeler, California Conference on Alternative Public Policy representative
Mr. Lisle C. Bresslin, Assistant Dean, Admissions & Records
1. GENERAL FUNCTIONS - continued:

1.2 ROLL CALL - continued:

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

Mrs. Irene Butler, Administrative Secretary, Business Services
Mrs. Lyn Carman, visitor, La Colina Junior High School
Dr. Robert Carman, Director, Learning Resource Center (on
sabbatical leave)
Mrs. Donna Coffman, Director, Children's Center
Mr. Michael E. Combs, Coordinator, Student Finances & Activities
Mr. William J. Cordero, Coordinator, Student Services, Financial
Aids/Placement
Mr. Melvin J. Elkins, Assistant Dean, Occupational and Career
Education
Mr. John S. Harrington, visitor, U.C.S.B. student
Dr. Peter O. Haslund, Associate Professor, Political Science
Dr. Joanne Hendrick, Associate Professor, Children's Center
Mrs. Clevenease Johnson, Head Teacher, Children's Center
Ms. Evanne H. Jardine, Associate Professor, English
Mr. Eugenio M. Lujan, Assistant Director, Classified Personnel
Ms. Paula Machado, Teacher, Children's Center
Mrs. Alexis M. Moore, Admissions & Records Clerk appointee,
Admissions & Records Dept.
Mr. Marc Okrand, visitor, A.C.L.U.
Mr. Daniel Oroz, Director, Personnel/Affirmative Action Officer
Ms. Debra E. Ortega, Vice-President, Associated Students
Mrs. Teresa A. Peariso, Testing Technician appointee, English Dept.
Mrs. Patty Peinado, Teaching Intern, Children's Center
Mr. William B. Regis, Library Technician/ CSEA Chairman, Contract
Committee
Mrs. Lynda Rodrigues, Assistant Dean, Student Activities
Mrs. Toshi Saito, Admissions & Records Office Supervisor, Admissions
and Records Dept.
Mrs. Dee Sorsabal, Sr. Secretary, Facilities Development
Mr. Donald Trent, Director, Facilities Development
Mr. Russell S. Wenzlau, Assistant Dean, Evening College and
Summer Session
Mr. David R. Williams, Professor, Geology Dept.
Mr. Richard Willingham, Assistant Professor, Astronomy
Mr. Jerry Morin, Audio-Visual Technician
Mrs. Elsie Brandt, Secretary to Superintendent/Board of Trustees

1.3 WELCOME TO GUESTS

Mrs. Gutshall extended a cordial welcome to all present.

1.4 EXECUTIVE SESSION

Mrs. Gutshall indicated that there would not be an executive
session.
1. **GENERAL FUNCTIONS** - continued:

1.5 **MINUTES OF REGULAR MEETING OF OCTOBER 28, 1976**

   Upon motion of Mr. Luria, seconded by Mrs. Powell, the minutes of the special meeting of November 18, 1976 were approved by the Board of Trustees as delivered.

1.6 **HEARING OF CITIZENS**

   None

1.7 **COMMUNICATIONS**

   a. **ANNOUNCEMENT OF SANTA BARBARA COUNTY SCHOOL BOARDS ASSOCIATION FALL MEETING, Attachment 1.7-a**

   Dr. Gooder indicated that the attachment contained an announcement of the Fall meeting for the Santa Barbara County School Boards. Arrangements for attending could be made through his office.

   b. **REPORT ON FALL MEETING OF ASCCC**

   (Pending the arrival of Ms. Evanne Gilleran, the Board went on to the next agenda item.)

   Dr. Gooder indicated that Ms. Evanne Gilleran had attended the Fall meeting of the statewide Academic Senate. Copies of her written report had been included in the Board materials.

   Ms. Gilleran stated that the written report contained some of the more important resolutions adopted at the meeting. She had presented a proposal to Representative Council that an Ad Hoc committee be established to investigate certain points in the area of entrance and exit standards in the Basic Skills. The Representative Council agreed to establish such a committee to study academic standards.

   Ms. Gilleran was pleased to report that as far as the items listed in the resolution dealing with governance is concerned, this district is 'way ahead of the game'. She expressed appreciation at being able to identify as belonging to the Santa Barbara Community College District. With regard to more communication, Dr. Gooder indicated that a regular place could be allocated on the agenda for faculty, if it was desired. Mr. Huglin commented that to date, the faculty have enjoyed the privilege of being heard when requested.

   Mrs. Gutshall thanked Ms. Gilleran for her report and expressed interest in hearing the results of the Ad Hoc Committee at some future date.
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1. GENERAL FUNCTIONS - continued:

1.7 COMMUNICATIONS - continued:

ITEM TAKEN OUT OF ORDER

1. REPORT ON ANNUAL CCJCA CONFERENCE

The Annual Conference of the CCJCA had been attended by Dr. Gooder, Board members Dr. Dobbs, Mrs. Gutshall, Mr. Luria, and Mr. Wells, Randy Polak, Student representative, and Mr. John Kay and Mr. Huglin.

Mr. Polak considered the conference very useful as it provided a large amount of information at one place. He stated that faculty and students alike were interested in Project Renewal which received approval at the conference.

Sessions that were timely and valuable were: part-time teachers, collective bargaining, flexible calendar and the association's position on continuing education.

Mr. Luria considered the student session very interesting, and Mr. Wells thought Mr. Ed Gleazer was an outstanding speaker.

Mrs. Gutshall added her comments to the timeliness of topics, but maintained that the success of the conference was attributable to the hard work and pre-planning of CCJCA's President-elect, Dr. Glenn G. Gooder.

2. INVITATION FROM BOARD OF GOVERNORS SEARCH COMMITTEE TO MAKE SUGGESTIONS REGARDING THE CHANCELLOR'S POSITION, Attachment 1.7-d

Mrs. Gutshall indicated that suggestions regarding the chancellor's position for the California Community Colleges could be handled in any way preferred by Board members. She felt that it was extremely important that everyone be concerned about the selection of a new chancellor for many reasons.

Dr. Gooder indicated that anyone wishing to contact Mr. Tom Jones, Chairman of the Search Committee, could obtain that information from his office.

Mrs. Gutshall added that there are now five vacancies on the Board of Governors which will be filled by appointment by the governor of the State of California who has to date appointed persons not too familiar with community colleges.

ADDED ITEM:

Dr. Gooder stated that a model Conflict of Interest Code had been received from County Counsel. This arrived after agenda materials had been delivered to Board members. A copy of the model would be found in their folders. A deadline date of December 13, 1976 is mentioned in the letter but it is possible this may be postponed again.

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1. GENERAL FUNCTIONS - continued:

1.7 COMMUNICATIONS - continued:

ADDED ITEM - continued:

The Code presented was patterned on a model prepared by the California School Boards Association with revisions by County Counsel. In response to questions, Dr. Gooder stated that this was a result of the passage of State Proposition #9. It was, also, noted that there is a movement in process for elimination of adoption of such a Code.

ADDED ITEM: Dr. Gooder indicated that additional materials in Board folders were:

-- Occupational Education Newsletter
-- Minutes of the last Educational Policies Subcommittee meeting
-- Student Characteristics Study

1.8 a. APPROVAL OF 1977 GOVERNING BOARD MEMBER ELECTION ORDER AND ADOPTION OF RESOLUTION No. 22 (1976-77), Enclosure #1

Dr. Gooder stated that the regular election for Board members will be held on March 8, 1977, and action must be taken on an election order prior to December 17, 1976. The notification in Enclosure #1 from the County Schools Office lists four 4-yr. terms and one 2-yr. term. The Board has already adopted a resolution limiting materials to be mailed by candidates.

A motion was made by Mr. Wells, seconded by Mr. Frank, and passed by the Board to adopt Resolution No. 22 (1976-77) approving of the 1977 Governing Board Member Election Order. Upon poll of the members, the vote was as follows:

Ayes: Mrs. Gutshall, Mrs. Alexander, Mr. Frank
     Mr. Luria, Mrs. Powell, Mr. Wells

Noes: None

Absent: Dr. Dobbs

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

   a. ROUTINE

   Upon recommendation of the Director, Personnel Services, it was moved by Mr. Frank, seconded by Mrs. Alexander, and passed by the Board to approve of the following routine Certificated Personnel items, as described in the attachments:

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

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(1) APPROVAL OF ADDITIONAL HOURLY SUBSTITUTES (DAY), AND ADDITIONAL HOURLY INSTRUCTORS (EVENING), FALL 1976 SEMESTER, Attachment 2.1-a(1)

(2) APPROVAL OF ADDITIONAL HOURLY, SUBSTITUTES, AND CONSULTANTS (LECTURERS), AND CHANGES/ADDITIONS OF PREVIOUSLY-APPROVED INSTRUCTORS, CONTINUING EDUCATION DIVISION, Attachment 2.1-a(2)

(3) AUTHORIZATION FOR TRAVEL AND CONFERENCE, Attachment 2.1-a(3)

b. NON-ROUTINE

(1) APPROVAL OF CHANGE IN CONTRACT/CORRECTIONS TO SERVICE INCREMENTS: DR. TIMOTHY J. FETLER AND MR. WILLIAM E. MILLER, Attachment 2.1-b(1)

Mr. Oroz stated that inadvertently a service increment had been omitted from the 1974-75, 1975-76 and 1976-77 contracts for Dr. Timothy Fetler, and a service increment had been omitted from the 1975-76 contract for Mr. William Miller. Mr. Oroz explained that service increments are provided after 18 years of service and Dr. Fetler is presently in his 20th year and Mr. Miller is in his 19th year of service to the district.

It was moved by Mrs. Alexander, seconded by Mrs. Powell, and passed by the Board to approve of an amendment to Dr. Timothy J. Fetler's 1976-77 contract to include a $300 service increment and to authorize a payment of $600 for the 1974-75 and 1975-76 increments, and further approved of a $300 service increment to Mr. William E. Miller for 1975-76.

(2) APPROVAL OF CHANGE IN POLICY REGARDING EVALUATION OF ADMINISTRATORS, Attachment 2.1-b(2)

Mr. Oroz stated that the present policy of evaluation of certificated personnel is inconsistent in the case of evaluation of administrators. It was recommended that the policy be changed so each administrator is evaluated every other year instead of each year.

It was moved by Mrs. Alexander, seconded by Mrs. Powell, and passed by the Board to approve of a change in policy related to evaluation of administrators as delineated in Attachment 2.1-b(2).
2. PERSONNEL — continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

Upon recommendation of the Director, Personnel Services, it was moved by Mrs. Alexander, seconded by Mrs. Powell, and passed by the Board to approve of the following routine Classified Personnel items, as described in the attachments:

(1) APPROVAL OF HOURLY APPOINTMENTS (NON-CLASSIFIED SERVICE EMPLOYEES), Attachment 2.2-a(1)

(2) APPROVAL OF STUDENT APPOINTMENTS: GENERAL AND TUTORIAL PROGRAMS, Attachment 2.2-a(2)

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

(4) APPROVAL OF APPOINTMENT OF P.E. ASSISTANTS: GERRY MARO (TRACK) AND DAVID OLIVERAS (BASEBALL), SPRING 1977 SEMESTER, Attachment 2.2-a(4)

(5) APPROVAL OF APPOINTMENT (15 HRS/WK): VINCENT SMITH, INSTRUCTIONAL AIDE (ALPHA TRAINING CENTER), CONTINUING EDUCATION DIVISION, EFFECTIVE 11/19/76, Attachment 2.2-a(5)

(6) APPROVAL OF HEALTH LEAVE OF ABSENCE (INDUSTRIAL ACCIDENT): MARGARITA AVILES, OFFSET DUP. MACHINE OPERATOR, duplicating DEPT., EFFECTIVE 11/15/76 FOR APPROXIMATELY 4-6 WEEKS, Attachment 2.2-a(6)

b. NON ROUTINE

(1) APPROVAL OF YEARLY SALARY INCREASES, Attachment 2.2-b(1)

Mr. Oroz stated that the attachment contained a list of employees eligible for yearly salary increments. He read the names of those who will attain permanency status in their positions as of December 1.

It was moved by Mrs. Powell, seconded by Mr. Luria, and passed by the Board to approve of the yearly salary increments as listed in Attachment 2.2-b(1).

(2) APPROVAL OF ONE PERMANENT CLASSIFIED SERVICE POSITION (1/2 TIME), AND NEW CLASSIFICATION OF UTILITY WORKER, RANGE 21, CONTINUING EDUCATION DIVISION, Attachment 2.2-b(2)

Mr. Oroz indicated that the Continuing Education Division requested an increase in hours of an hourly (projectionist) position from 16 hours per week to half-time. This had not been included in the final budget submitted by the division.

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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) continued:

A classification study by the Personnel Office determined that the job's duties and level of responsibility require the establishment of a new class entitled Utility Worker, Range 21. A new job description was contained in the attachment.

It was moved by Mr. Wells, seconded by Mr. Luria, and passed by the Board to approve of a new classification of Utility Worker, Range 21 and the job description contained in Attachment 2.2-b(2), and of the establishment of one permanent classified service position of Utility Worker, half-time, Continuing Education Division.

(3) ACCEPTANCE OF RETIREMENT: TOSHIKO SAITO, ADMISSIONS & RECORDS OFFICE SUPERVISOR, ADMISSIONS & RECORDS DEPT., EFFECTIVE DECEMBER 31, 1976, AND ADOPTION OF RESOLUTION No. 23 (1976-77), Attachment 2.2-b(3)

Mr. Oroz stated that Toshi Saito has indicated her desire to retire as of the 31st of December. He added that a resolution recognizing her service to the District was included in the attachment.

Mr. Lisle Bresslin, Assistant Dean of Admissions & Records, stated that he had ambivalent feelings about Mrs. Saito's retirement. He read the resolution for benefit of all and stated that it really expressed the feelings of the Admissions staff and others on campus.

A motion was made by Mr. Wells, seconded by Mrs. Alexander, and passed by the Board to adopt Resolution No. 23 (1976-77) in recognition of the retirement of Mrs. Toshiko Saito, Admissions & Records Office Supervisor, as of December 31, 1976. Upon poll of the members, the vote was as follows:

Ayes: Mrs. Gutshall, Mrs. Alexander  
Mr. Frank, Mr. Luria  
Mrs. Powell, Mr. Wells

Noes: None

Absent: Dr. Dobbs

Mrs. Gutshall on behalf of the Board wished her much happiness in her retirement.

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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) continued:

Mrs. Alexander added that this was both a sad and a glad moment. As an original member of the Board, she felt that there existed certain 'pillars' on campus, and though all will carry on, "it won't be the same".

(4) APPROVAL OF APPOINTMENT: MARIA ELENA BECERRA, INT.ACCOUNT CLERK, ACCOUNTING DEPT. (NEW POSITION), EFFECTIVE 12/6/76, Attachment 2.2-b(4)

Mr. Oroz recommended the appointment of Maria Elena Becerra to a new position as an intermediate account clerk in the Accounting Department. Approval of this appointment will fulfill Item #28 on the Resources Allocation Review Board Prioritization List of August 5, 1976.

It was moved by Mrs. Alexander, seconded by Mrs. Powell, and passed by the Board to approve of the appointment of Maria Elena Becerra, Int.Account Clerk, Accounting Dept. (New Position), effective 12/6/76.

Mr. Oroz introduced Miss Becerra to the Board. Mrs. Gutshall welcomed her to the staff.

(5) APPROVAL OF APPOINTMENT: ALEXIS MOORE, ADMISSIONS & RECORDS CLERK, ADMISSIONS & RECORDS DEPT., (NEW POSITION), EFFECTIVE NOVEMBER 19, 1976, Attachment 2.2-b(5)

Mr. Oroz recommended the appointment of Alexis Moore to a new position as Admissions & Records Clerk in the Admissions Office. Approval of this appointment will fulfill Item #27 on the Resources Allocation Review Board Prioritization List of August 5, 1976.

It was moved by Mrs. Alexander, seconded by Mr. Wells, and passed by the Board to approve of the appointment of Alexis Moore, Admissions & Records Clerk, Admissions & Records Dept., (New Position), effective 11/19/76.

Mr. Oroz introduced Ms Moore to the Board. Mrs. Gutshall welcomed her to the staff.
2. PERSONNEL – continued:

2.2 CLASSIFIED PERSONNEL – continued:

b. NON ROUTINE – continued:

(6) APPROVAL OF APPOINTMENT: PETER M. MORENO, GROUNDSKEEPER, FACILITIES & OPERATIONS, EFFECTIVE NOVEMBER 19, 1976, Attachment 2.2-b(6)

Mr. Oroz recommended the appointment of Peter Moreno as a Custodian. Mr. Moreno has been working as a substitute on campus.

It was moved by Mrs. Powell, seconded by Mr. Frank, and passed by the Board to approve of the appointment of Peter M. Moreno, Groundskeeper, Facilities & Operations, effective 11/19/76.

Mr. Moreno was not able to be present.

(7) APPROVAL OF APPOINTMENT: TERESA A. PEARISO, TESTING TECHNICIAN, ENGLISH DEPT., (NEW POSITION), EFFECTIVE 11/19/76, Attachment 2.2-b(7)

Mr. Oroz recommended the appointment of Teresa Peariso to a new position in the English Department as a Testing Technician. Approval of this appointment will fulfill Item #15 on the Resources Allocation Review Board Prioritization List of August 5, 1976.

It was moved by Mr. Wells, seconded by Mrs. Powell, and passed by the Board to approve of the appointment of Teresa A. Peariso, Testing Technician, English Dept., (New Position), effective 11/19/76.

Ms. Peariso was introduced to the Board, and Mrs. Gutshall welcomed her to the staff.

(8) PUBLIC HEARING AND ADOPTION OF CLASSIFIED EMPLOYEE COLLECTIVE BARGAINING AGREEMENT FOR 1976-77, Attachment 2.2-b(8)

Mr. Oroz stated that as required by the Rodda Act, the Board at its last two meetings had followed the proper procedures in regard to the CSEA contract proposal for 1976-77 and the hearing held on November 18, 1976 regarding the Board’s proposal. It was recommended that a public hearing be held at this time.

At 4:40 pm, Mrs. Gutshall declared the meeting open for the public to receive questions and/or comments on the Board's proposal. There being no one in the audience wishing to speak, Mrs. Gutshall closed the public hearing at 4:41 pm.

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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(8) continued:

Mr. Oroz then indicated that it was in the best interests of both CSEA and the District to agree to the proposed collective bargaining agreement as contained in the attachment. He noted for Board members that the District had followed all Rodda Act legal requirements relative to the meeting and negotiating process as well as complying with public disclosure provisions in Government Code 3547.

A motion was made by Mr. Wells, seconded by Mr. Frank, and passed by the Board to approve of the District entering into an agreement as delineated in Attachment 2.2-b(8) and which shall be effective this date and remain in effect through June 30, 1977.

Mr. William Regis, Chairman of the CSEA Contract Committee, thanked the Board of Trustees for their acceptance of the agreement.

2.3 GENERAL PERSONNEL

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

Mr. Randy Polak spoke on behalf of the Student Senate's request to have a mural painted on an outside wall of the Campus Center. (Copies of the letter from the Art Committee approving the sketches for the mural project were in Board folders.) This was to be a project of Chicano-Art History students under the guidance of Manuel Unzueta, a faculty member.

The initial drawings were displayed for benefit of the Board members. Mr. Polak explained the meaning of the drawings. He stated, also, that the Student Senate had allocated $200 towards this project. At this time, he requested Board approval for use of the wall of the Campus Center building and for additional funding in the amount of $500.

Mrs. Gutshall stated that this request would have to go before the Resources Allocation Review Board. It could not be acted upon by the Board at this meeting as it had not been placed on the agenda.

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3. STUDENT SERVICES - continued:

3.1 continued:

Dr. Gooder also indicated that the Board of Trustees could not take action until after RARB had discussed and considered it.

Several Board members expressed good reactions to the sketches displayed. The exact location of the wall was not clear to all.

Assuming that this would be referred to RARB, Mrs. Gutshall stated that the Board would wait for this subject to appear at the next Board meeting.

3.2 ANNUAL FINANCIAL AIDS OFFICE REPORT, Enclosure #2

Dr. Gooder indicated that Enclosure #2 contained the annual report of the Financial Aids Office for the 1975-76 year. Not included was individual students because of the length of the list but it is available upon request.

Mr. William Cordero stated that there was a 67.5% increase in recipients for 1975-76 as compared to 1974-75 with a 58.2% dollar amount increase. He noted the continued growth of the programs as detailed on page 11 of the report. He also responded to questions from Board members who expressed appreciation in having such material available for their use.

Mrs. Gutshall thanked Mr. Cordero for an excellent report.

Dr. Gooder added that the District does indeed have a very good program which is well known around the state.

3.3 ANNUAL PLACEMENT OFFICE REPORT, Enclosure #3

Mr. Cordero stated that Enclosure #3 contained an annual report for the Placement Office for the 1975-76 year. The report showed a 35% increase in student registration over the previous year with a slight increase in job orders from employers and student referrals to employers and a 5% increase in the number of job orders filled. His office planned a greater effort in contacting the community for more job orders.

Mrs. Gutshall thanked Mr. Cordero for his report.

3.4 REPORT OF STATUS OF APPLIED MAGNETICS TRUST SCHOLARSHIPS, Attachment 3.4

Dr. Gooder stated that a report on the status of the Applied Magnetics Trust Fund and the scholarships it is providing was contained in the attachment.

Mr. Cordero noted that a total of 43 students have been assisted through this program with 18 assisted in the 1975-76 year. Preference is given to sons and daughters of employees of the Applied Magnetics Corporation. Other deserving students are also assisted as the funds are totally used up each year for educational purposes. Recipients individually send a letter of appreciation to Mr. Frank.
4. CURRICULUM AND INSTRUCTION

4.1 REPORT ON THE BASIC MATHEMATICS PROGRAM AT SANTA BARBARA CITY COLLEGE
BY DR. ROBERT A. CARMAN, DIRECTOR, LEARNING RESOURCES CENTER, ENCLOSURE #4

Dr. Robert Carman, presently on sabbatical leave, presented a report on the Basic Mathematics Program at Santa Barbara City College. (Enclosure #4 contained a written report prepared by Dr. Carman.)

With the aid of slides, Dr. Carman showed the activities of the Learning Resource Center and noted on charts the results of the tutoring program. Almost 1,000 students are enrolled per semester and are assisted on an individualized approach.

The program at Santa Barbara City College has been so effective and become so widely known that over 40 colleges in the state of California and over 250 colleges through the nation have attempted to copy the system. Dr. Carman placed the success of the program on the fact that "we do what we have to do so the student can succeed, as we care about them".

Mrs. Gutshall on behalf of the Board expressed appreciation to Dr. Carman and the Learning Resource Center staff for their dedication and genuine interest in students. She thanked Dr. Carman for his very fine report.

5. BUSINESS SERVICES

5.1 ROUTINE

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

a. AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS NUMBERS P67-0913 THROUGH AND INCLUDING P67-1078 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. INSPECTORS' REPORTS FOR PERIOD ENDING OCTOBER 31, 1976, Attachment 5.2-a

Dr. Goorer stated that this was an information item showing the stage of completion of each project now under construction on campus.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. ACCEPTANCE OF THE GIFT OF THE PROFESSIONAL LIBRARY OF ELIZABETH A. JENNINGS, ASSOCIATED PROFESSOR, SANTA BARBARA CITY COLLEGE (DECEASED), Attachment 5.2-b

Dr. Gooder indicated that Mr. John Jennings offered the professional library of Elizabeth A. Jennings (deceased) to the Health Occupations Department. The books have a value of $489 and will be of great value to the department.

It was moved by Mr. Luria, seconded by Mr. Wells, and passed by the Board to accept the gift of books for the Health Occupations Department and to authorize the staff to send a letter of appreciation to Mr. John Jennings.

c. ACCEPTANCE OF GIFT TO SCHOLARSHIP FUND IN MEMORY OF JOSEPH BUHLER, Attachment 5.2-c

Dr. Gooder stated that a gift of $10 had been contributed for the Santa Barbara City College Scholarship Fund by the Santa Barbara County Genealogical Society in memory of Joseph Buhler.

It was moved by Mrs. Powell, seconded by Mr. Frank, and passed by the Board to accept the gift of $10 for the Santa Barbara City College Scholarship Fund and to direct the staff to send a letter to the parents of Joseph Buhler.

d. ACCEPTANCE OF A GIFT OF NURSING TEXTBOOKS FROM MS. JUDITH GAINOR, Attachment 5.2-d

Dr. Gooder indicated that Ms. Judith Gainor offered textbooks to the Health Occupations Department that can be used in their library. The value of these books is $350.

It was moved by Mrs. Alexander, seconded by Mrs. Powell, and passed by the Board to accept the gift of nursing textbooks for the Health Occupations Department and to direct the staff to send a letter of appreciation to Ms. Judith Gainor.

e. ACCEPTANCE OF PART F, P.L. 90-576 (CONSUMER AND HOMEMAKING EDUCATION), VOCATIONAL EDUCATION FUNDS, Attachment 5.2-e

Dr. Gooder indicated that notification had been received of the approval of the District's application for assistance under Part F (Consumer and Homemaking). The amount of $13,309 has been allocated for the 1976-77 fiscal year.

It was moved by Mr. Luria, seconded by Mrs. Powell, and passed by the Board to accept the $13,309 federal entitlement under Part F, P.L. 90-576 (Consumer and Homemaking Education), Vocational Education.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. ACCEPTANCE OF NURSING CAPITATION GRANT IN THE AMOUNT OF $17,600,
   Attachment 5.2-f

   Dr. Gooder indicated that approval had been received of
   an application for a Nursing Capitation Grant in the amount of
   $17,600. No District matching funds are required.

   It was moved by Mr. Wells, seconded by Mr. Frank, and
   passed by the Board to accept the Nursing Capitation Grant in
   the amount of $17,600 for the 1976-77 year.

g. RATIFICATION OF SUBMISSION OF A LETTER OF INTENT TO SUBMIT A
   PROPOSAL UNDER TITLE I OF THE HIGHER EDUCATION ACT, Enclosure #5

   Dr. Gooder indicated that the California Postsecondary
   Education Commission requested 'letters of intent' from institu-
   tions planning to submit proposals under Title I, Community
   Service and Continuing Education. Enclosure #5 contained the
   Letter of Intent for a proposed Adult Essential Skills Program
   similar to the REACH Proposal previously submitted. The Letter
   of Intent was mailed to meet a November 15 deadline.

   It was moved by Mr. Wells, seconded by Mr. Luria, and
   passed by the Board to ratify the submission of the Letter Of
   Intent for submission of a proposal under Title I of the Higher
   Education Act, as contained in Enclosure #5.

h. RATIFICATION OF THE SUBMISSION OF A PROPOSAL TO NATIONAL SCIENCE
   FOUNDATION FOR IMPROVEMENT OF THE GEOSCIENCE TECHNOLOGY PROGRAM,
   Enclosure #6

   Dr. Gooder indicated that the GeoScience Technology Program
   has been partially supported by two National Science Foundation
   grants. Enclosure #6 contained a proposal for additional fund-
   ing for further development of course materials and methods to
   improve the quality of instruction and to increase the number
   of students who can be accommodated.

   Dr. Gooder noted that the proposal has budget implications.
   It requires local matching funds of $14,153 of which $3,483 would
   be direct cash. The remainder is made up of already budgeted
   amounts and indirect costs. The proposal had been mailed to meet
   a November 5 deadline.

   Dr. Gooder added that Mr. Burt Miller and the staff are work-
   ing on a policy for matching funds so that general agreement will
   be reached on priority needs. Matching funds for this proposal
   will be considered at that time.

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

5.2 NON-ROUTINE - continued:

h. continued:

Mr. Richard Willingham, Assistant Professor of Astronomy, spoke on the program itself. He distributed copies of the current brochure on the GeoScience Technology Program to the Board members. He reported on how the program had started and has grown, and the need for more equipment to accommodate the increase in student enrollment. The program began with 15 students about a year and a half ago and there are 46 students who are now being considered for admittance to the program. He described the highly sophisticated equipment involved and the need to reduce the ratio of the number of students to a piece of equipment.

Mrs. Gutshall thanked Mr. Willingham for his very fine report on the status of the program.

It was moved by Mr. Frank, seconded by Mrs. Powell, and passed by the Board to ratify the submission of the proposal to the National Science Foundation for additional support in the amount of $25,000 with District-matching funds not being committed at this time.

(Mr. Frank left the meeting at this time - 6:02 p.m.)

i. DATA SURVEY - COMMUNITY SERVICES FOR 1975-76, Enclosure #7

Dr. Gooder indicated that Enclosure #7 contained a newly-required report on the status of Community Services in the District. It was mailed to meet the deadline of October 31, 1976. This is the first of three annual reports to be made for a State study.

It was moved by Mrs. Alexander, seconded by Mrs. Powell, and passed by the Board to officially acknowledge the submittal of the Data Survey Report for Community Services for 1975-76, as contained in Enclosure #7.

j. APPROVAL OF JOINT POWERS AGREEMENT CONCERNING COMMUNITY COLLEGE TELEVISION CONSORTIUM - LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS, Enclosure #8

Dr. Gooder indicated that Enclosure #8 contained an updated Joint Powers Agreement for provision of TV classes to the District. There is an increase in cost but 50% is paid by State apportionment.

It was moved by Mrs. Alexander, seconded by Mrs. Powell, and passed by the Board to approve of the Joint Powers Agreement with the Los Angeles County Superintendent of Schools for the Community College Television Consortium and to authorize the payment of $11,536 for the 1976-77 participation.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

k. APPROVAL OF SUNDAY USE OF FACILITIES BY THE SANTA BARBARA CITY COLLEGE MUSIC DEPARTMENT, Attachment 5.2-k

Dr. Gooder indicated that the Music Department had requested the use of the Campus Center on Sunday, March 13, 1977.

Mrs. Alexander felt that the policy restricting Sunday use of facilities had been established for requests by off-campus groups only. Dr. Gooder responded that in terms of energy conservation and extra expenses, any request for Sunday use would receive Board consideration.

Other Board members also felt that campus personnel should have priority use of facilities. Mrs. Alexander indicated that more thought and discussion should be given to the subject of District use vs outside use of facilities at a future Board meeting.

It was moved by Mr. Wells, seconded by Mrs. Powell, and passed by the Board to approve of the use of the Campus Center by the Santa Barbara City College Music Department on Sunday, March 13, 1977.

1. APPROVAL OF SUNDAY USE OF FACILITIES, INSTITUTE FOR POLICY STUDY, Attachment 5.2-1

Dr. Gooder stated that this was an off-campus request for use of the Campus Center on Sunday, February 20, 1977.

Mr. Marc Beyeler, a member of the Santa Barbara City Planning Commission, stated that the Center for Public Policy is an educational research organization and will conduct a public policy issues symposium in the Spring entitled California Conference on Alternative Public Policy. It will be attended by an estimated 300 persons including state and local public officials, both elected and appointive.

It was moved by Mrs. Alexander, seconded by Mrs. Powell, and passed by the Board to approve of the use of the Campus Center by the Institute for Policy Study on February 20, 1977.

m. APPROVAL OF ADDITIONAL ALLOCATIONS

Dr. Gooder indicated that the Resources Allocation Review Board had reviewed and recommended four additional allocations to meet temporary needs. He noted a correction in Item #2: the dollar amount should read $1,025.

It was moved by Mrs. Alexander, seconded by Mr. Wells, and passed by the Board to approve of the following allocations from the contingency reserve;

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

5.2 NON-ROUTINE - continued:

m. continued:

1. $1,478 to provide media services for the Evening College on a temporary basis through the Spring semester.

2. $1,025 for student hourly employment to provide extra assistance during peak periods in the Financial Aids office.

3. $7,993 to provide a temporary position (clerk) for the Counseling Office. (The dollar amount will be reduced because of trade-offs in hourly positions.)

4. $2,300 to P.E. Supplies Account to cover unanticipated 1976-77 needs.

n. APPROVAL OF APPROPRIATION TRANSFER #77-020, Attachment 5.2-n

Dr. Gooder stated that this transfer will cover the cost of an hourly substitute in the American Ethnic Studies Dept. due to the resignation of a contract (temporary) faculty member.

It was moved by Mrs. Alexander, seconded by Mrs. Powell, and passed by the Board to approve of Appropriation Transfer #77-020 in the amount of $10,702, as delineated in Attachment 5.2-n.

o. APPROVAL OF APPROPRIATION TRANSFERS #77-021 and #77-022 AND ADOPTION OF RESOLUTION No. 24 (1976-77), Attachment 5.2-o

Dr. Gooder stated that these transfers covered items previously approved by the Board.

It was moved by Mr. Wells, seconded by Mrs. Powell, and passed by the Board to approve of Appropriation Transfers #77-021 and #77-022 and to adopt Resolution No. 24 (1976-77) directing a transfer of $3,570 from the contingencies account. Upon poll of the members, the vote was as follows:

Ayes: Mrs. Gutshall, Mrs. Alexander
      Mr. Luria, Mrs. Powell, Mr. Wells

Noes: None

Absent: Dr. Dobbs, Mr. Frank (not present for this action)
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

p. ACCEPTANCE OF THE LIBRARY MODIFICATIONS SECOND FLOOR PROJECT AND AUTHORIZATION TO FILE A NOTICE OF COMPLETION, Attachment 5.2-p

Dr. Gooder indicated that the architect has recommended acceptance of the Second Floor Project in the Library. The District has occupied the area since September. Completion of all conditions of the contract have now been finalized.

It was moved by Mr. Wells, seconded by Mrs. Alexander, and passed by the Board to accept the Library Modifications Second Floor project and to authorize the staff to file a Notice Of Completion.

Mrs. Gutshall expressed a desire to view the completed area. Dr. Gooder responded that it could be arranged by Mr. Huglin.

q. APPROVAL OF CHANGE ORDER No. 3, SITE DEVELOPMENT PHASE I-B, MARTIN E. ROE, CONTRACTOR, Attachment 5.2-q

Dr. Gooder indicated that page 3 of the attachment had not been included in the delivery of Board materials. A copy of the missing page was in Board folders.

Dr. Sorsabal stated that this change was a modification of specifications for the glue laminated beams. After the beams had arrived and were inspected, it was found that in two instances they did not meet original specifications. The project architect and engineer determined that they were within the structural tolerances of the bridge design. Also, O.S.A. granted approval on November 2.

In response to questions, Dr. Sorsabal indicated that this change order involved no cost to the District and at this time no request is being made for additional time by the contractor.

It was moved by Mrs. Powell, seconded by Mr. Luria, and passed by the Board to approve of Change Order No. 3, Site Development Phase I-B Project, Martin E. Roe, Contractor, at no increase in contract price and no change in completion date of February 15, 1977, as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Price</td>
<td>$274,800.00</td>
</tr>
<tr>
<td>Change Orders No. 1-2</td>
<td>+2,085.21</td>
</tr>
<tr>
<td>Change Order No. 3</td>
<td>-0-</td>
</tr>
<tr>
<td><strong>New Contract Price</strong></td>
<td><strong>$276,885.21</strong></td>
</tr>
</tbody>
</table>
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

r. APPROVAL OF MOVEABLE EQUIPMENT FOR THE CHILDREN'S CENTER AND
AUTHORIZATION TO GO TO BID AND AWARD CONTRACTS, Attachment 5.2-r

Dr. Gooder stated that Attachment 5.2-r contained a sum-
mary page of the budget for proposed equipment for the Children's
Center totalling $26,733. Copies of the detailed list were dis-
tributed to Board members at this time.

Dr. Gooder noted that on page 16 was a specific request
for videotape equipment which the Center's staff felt would be
an important instructional tool in the Nursery School Program.
The cost of $5,290 for this item is shown on page 17.

Dr. Gooder added that the Center's staff had met with Dr.
Sorsabal, Mr. Trent, Dr. Berry, Mr. Huglin, and himself to dis-
cuss the complete equipment list. Some doubt was expressed at
that meeting about the need for the videotape equipment.

Board members expressed concern about the security risks
of such highly sophisticated and expensive equipment. Dr.
Sorsabal stated that security services of the campus would be
extended to cover the new Center. Questions on increase in
insurance coverage were also raised.

Discussion also was held on whether it was feasible to
have the videotape equipment for 37 students in one program,
when the entire campus is served with only two such outfits.
There was some feeling of postponing a decision but then it
was agreed that the list of requested equipment without the
videotape equipment could be acted on at this time.

A motion was made by Mrs. Alexander, seconded by Mr.
Wells, and passed by the Board to approve of the equipment
for the Children's Center as listed on the summary page in
the handout (estimated at $21,657) and instructed the staff
of the Children's Center to return at the next Board meet-
ing with greater justification of the additional equipment.

(Mrs. Alexander left the meeting at this time - 6:37 p.m.)

s. CONSIDERATION OF LOW BID AND AUTHORIZATION TO AWARD CONTRACTS
FOR CONSTRUCTION OF PERSHING PARK, PHASE III, Attachment 5.2-s

Dr. Sorsabal stated that bids were received on Phase III
Project for Pershing Park which was split into two increments,
as follows:

<table>
<thead>
<tr>
<th>Phase III-A (Restrooms, Walks, etc.)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Don Greene Contractor</td>
<td>$159,000</td>
</tr>
<tr>
<td>Melcher Construction</td>
<td>$169,500</td>
</tr>
</tbody>
</table>

continued on next page. . . .
Minutes - Special Meeting
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

s. continued:

<table>
<thead>
<tr>
<th>Phase III-B (Tennis Court Lighting)</th>
<th>Base Bid</th>
<th>Alt. #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imperial Electric</td>
<td>$ 36,548</td>
<td>$ 1,912</td>
</tr>
<tr>
<td>Maulhardt Electric</td>
<td>32,987</td>
<td>1,912</td>
</tr>
<tr>
<td>Midway Electric</td>
<td>44,860</td>
<td>---</td>
</tr>
<tr>
<td>Shreve Electric</td>
<td>38,599</td>
<td>---</td>
</tr>
<tr>
<td>Lee Wilson Electric</td>
<td>35,165</td>
<td>3,030</td>
</tr>
</tbody>
</table>

Dr. Sorsabal stated that the total of the two low bids was within the architect's estimate of $195,533.

Mr. Trent added that the light louvers would be made by the City (Alt. #1 of $1,912) for Phase III-B.

It was recommended that the low bids be accepted and the contracts awarded upon receipt of approval from O.S.A.

It was moved by Mr. Luria, seconded by Mrs. Powell, and passed by the Board to accept the low bid of $159,000 on Phase III-A and $32,987 on Phase III-B, and to authorize the staff to award a contract to Don Greene Contractor, Inc., for Phase III-A and a contract to Maulhardt Electric Company for Phase III-B, contingent on receipt of written approval from the Office of State Architecture.

t. PRESENTATION OF FINANCIAL STATEMENTS OF OPERATION OF THE CAMPUS BOOKSTORE AND STUDENT FINANCE, Enclosure #9

Dr. Gooder stated that Enclosure #9 contained a summary of operations for the Campus Bookstore and Student Finance for the quarter ending September 30, 1976. This was an information item and required no action.

Board members noted that the report did not include the status of bad checks. It was requested that this information be provided if available.

u. PRESENTATION OF DISTRICT FINANCIAL REPORTS FOR THE QUARTER ENDING SEPTEMBER 30, 1976, Enclosure #10

Dr. Sorsabal stated that Enclosure #10 contained the financial report for the District for the quarter ending September 30, 1976.

In general, the District is in a good solvent condition. This was an information item and required no action.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

ADDED ITEM: Dr. Sorsabal indicated that some soil testing may be required for the Pershing Park Project. Due to the elapse of time between Board meetings, it will be necessary for staff to authorize these tests and ratification will be requested of the Board at the next meeting.

6. GENERAL INFORMATION

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

Mr. Jim Williams, College Information Officer, 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 November 19 through December 9, 1976, inclusive.

7. ADJOURNMENT

A brief discussion was held by Board members on the dates of the regularly-scheduled meetings for the month of December.

A motion was made by Mr. Wells, seconded by Mrs. Powell, and passed by the Board to cancel the regularly-scheduled meetings of December 9 and December 23, and to schedule a special meeting on December 16, 1976, starting at 3:00 p.m. with a workshop on community college finance and legislation.

Upon motion of Mr. Wells, seconded by Mrs. Powell, the Board of Trustees of the Santa Barbara Community College District adjourned their special meeting at 6:49 p.m.

The next meeting of the Board of Trustees will be a special meeting on Thursday, December 16, 1976 at 3:00 p.m. in the Board Room of Santa Barbara City College.

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 December 16, 1976.