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

August 5, 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, August 5, 1976 at 4:04 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
Mrs. Kathryn O. Alexander
Mr. Sidney R. Frank
Mrs. Joyce H. Powell
Mr. Benjamin P. J. Wells

Member absent:
No one (one vacancy exists)

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. Jim M. Williams, College Information Officer
Mrs. Betty Bartels, Sr. Secretary, Facilities & Operations
Mrs. Irene Butler, Administrative Secretary, Business Services
Ms. Gloria Castleberg, Assistant Director, Classified Personnel
Mr. Burton P. Miller, Administrative Assistant to Supt/President
Mr. Daniel Oroz, Director, Personnel/Affirmative Action Officer
Mrs. Dee K. Sorsabal, Sr. Secretary, Facilities Development
Mr. Donald Trent, Director, Facilities Development
Mrs. Elsie Brandt, Secretary to Superintendent/Board of Trustees
Mr. Bruce Glenn, Audio-Visual Technician
Minutes - Special Meeting
Board of Trustees - SBCCD
August 5, 1976

1. GENERAL FUNCTIONS - continued:

1.3 WELCOME TO GUESTS

Mrs. Gutshall extended a welcome to those present.

1.4 EXECUTIVE SESSION

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

1.5 MINUTES OF REGULAR MEETING OF JULY 22, 1976

Upon motion of Dr. Dobbs, seconded by Mr. Frank, the minutes of the regular meeting of July 22, 1976 were approved by the Board of Trustees as delivered.

1.6 HEARING OF CITIZENS

None

1.7 COMMUNICATIONS

a. IN-SERVICE MEETINGS FOR FALL, 1976

Dr. Goober indicated that several workshops are scheduled for In-Service Days on September 1 and 2. Board members are welcome to attend any and all sessions, but one may be of particular interest -- "Board, Administration and Faculty Relations" will be held from 10:00 am to 12:00 noon on Thursday, September 2, in Rm. H-241, Humanities Building. Complete schedules will be distributed at a later date.

ADDED ITEM:
b. Dr. Goober informed the Board that Dr. Bortolaso, former Superintendent, underwent hip surgery at UCLA on Monday and reports indicated all went well.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

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

(1) APPROVAL OF CHANGES/ADDITIONS TO PREVIOUSLY-APPROVED INSTRUCTORS AND SUBSTITUTE, 1976 SUMMER SESSION, Attachment 2.1-a(1)

(2) AUTHORIZATION FOR TRAVEL AND CONFERENCE, Attachment 2.1-a(2)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-Routine

No items

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

1. APPROVAL OF ADDITIONAL HOURLY APPOINTMENTS, Attachment 2.2-a(1)

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

3. APPROVAL OF YEARLY SALARY INCREMENT, Attachment 2.2-a(3)

4. ACCEPTANCE OF RESIGNATION: SARAH J. PAQUETTE, FIN.AIDS CLK., FINANCIAL AIDS DEPT., EFFECTIVE 8/6/76, Attachment 2.2-a(4)

5. ACCEPTANCE OF RESIGNATION: KATHLEEN R. TAIT, DATA LIAISON TECHNICIAN, INSTRUCTION OFFICE, EFF. 8/27/76, Attachment 2.2-a(5)

6. ACCEPTANCE OF RESIGNATION: SCOTT SIMQUE, CUSTODIAN, FACIL. & OPERATIONS, EFFECTIVE 7/21/76, Attachment 2.2-a(6)

7. APPROVAL OF CHANGE OF SHIFT: DAVID CHAVEZ, CUSTODIAN, FROM DAY TO GRAVEYARD SHIFT, EFF. 9/1/76, Attachment 2.2-a(7)

b. NON-Routine

1. ACCEPTANCE OF RESIGNATION: GLORIA CASTLEBERG, ASST. DIRECTOR, CLASS. PERSONNEL, PERSONNEL DEPT., EFFECTIVE SEPTEMBER 17, 1976, Attachment 2.2-b(1)

Mr. Oroz reluctantly recommended acceptance of the resignation of Gloria Castleberg. He expressed sincere feeling for the loss to the District of one who had loyally worked in a strategic position as the District's Personnel Office originated and developed. He read a summary of her contributions to the District (contained in the attachment). Personally feeling the loss in his own department, Mr. Oroz acknowledged Miss Castleberg's presence in the audience, and wished her well in her forthcoming marriage and move to Pittsburgh.

continued on next page. . . . . .
Minutes - Special Meeting  
Board of Trustees - SBCCD  
August 5, 1976

2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(1) continued:

Mrs. Gutshall on behalf of the Board extended congratulations and best wishes.

Mr. Wells, in noting that Miss Castleberg has been with the College since the Board began, expressed regret to see 'an old friend' leave, but thanked her for a job well done.

Appreciation for her help in complicated matters, especially in the formative years, were also expressed by Dr. Goorder.

A motion was made by Mrs. Alexander, seconded by Dr. Dobbs, and passed by the Board to accept with regret the resignation of Gloria A. Castleberg, Assistant Director, Classified Personnel, effective September 17, 1976.

(2) APPROVAL OF APPOINTMENT: KATHLEEN GEBHARDT, SR. SECRETARY, MARINE TECH (REPLACE I. BUTLER), EFFECTIVE AUGUST 16, 1976, Attachment 2.2-b(2)

Mr. Oroz recommended the appointment of Kathleen Gebhardt to the half-time secretarial position in the Marine Technology Department. He noted that her employment will begin August 17, not August 16, as stated in the attachment.

It was moved by Dr. Dobbs, seconded by Mr. Frank, and passed by the Board to approve the appointment of Kathleen Gebhardt as Sr. Secretary (1/2 time), Marine Technology Department (replacing I. Butler), effective August 17, 1976.

(3) APPROVAL (REPLACE 2.2-b(3)

Mr. Oroz recommended the appointment of Jane Marsh to replace Gores Davies in the Accounting Department.

It was moved by Dr. Dobbs, seconded by Mr. Wells, and passed by the Board to approve the appointment of Jane Marsh as Int. Account Clerk, Accounting Dept. (replacing D. Davies), effective August 9, 1976.

Mr. Oroz introduced Mrs. Marsh to the Board.

Mrs. Gutshall welcomed her to the staff.
Minutes - Special Meeting
Board of Trustees - SBCCD
August 5, 1976

2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

No report

4. CURRICULUM AND INSTRUCTION

4.1 APPROVAL OF FOUR-CLASS COURSE: GREAT MODERN PLAYS ON FILM, CONTINUING EDUCATION DIVISION

Dr. Gooder stated that the Continuing Education Division will offer an exciting 4-class course, Great Modern Plays on Film, beginning September 16.

It was moved by Mrs. Powell, seconded by Mrs. Alexander, and passed by the Board to approve of the 4-class course, Great Modern Plays on Film, to be offered by the Continuing Education Division beginning September 16, 7:30 - 9:30 p.m. (Thursdays) in the Campus Center.

5. BUSINESS SERVICES

5.1 ROUTINE

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mr. Wells, 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. PUBLIC HEARING AND ADOPTION OF 1976-77 BUDGET, Enclosure #1

Dr. Gooder stated that Enclosure #1 contained the annual budget proposed for 1976-77. To it was attached a memo from Dr. Sorsaball recommending adjustments to the budget. Dr. Gooder noted for Board members that in their folders there was a copy of a letter from Mr. Chester Knutila, Executive Secretary of the Santa

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

5.2 NON-ROUTINE – continued:

a. continued:

Barbara County Taxpayers Association, Inc., who was suggesting a reduction in reserves and a tax rate reduction of almost 10c. This letter was similar to their recommendation of last year and similar to the position of the association that the District not carry a large reserve account. Dr. Gooder stated that when Dr. Sorsabal gives his description of the budget and his explanation of the recommendation, the Board will see that there will be a recommendation for a reduction in the tax rate. It was felt that Mr. Knutila did not understand the great need for a reserve in the Continuing Education Division. Mr. Knutila has been very helpful to the District and his comments are usually very thoughtful and receive consideration from the staff, but in this case his wishes go beyond the ability of the District.

At 4:15 p.m., Mrs. Cutshall declared the meeting open for a public hearing. She invited Dr. Sorsabal to begin the discussion.

Dr. Sorsabal noted that it appeared from Mr. Knutila's letter that the Taxpayers' Association was aiming for a 10% reduction in all taxing bodies. The news in last night's newspaper about the $1.10 decrease in the city schools budget actually was only a 2% decrease. In the staff's recommendations is a reduction of about 4c which is a 6% decrease. It was believed that this meets the basic criteria of the Taxpayers' Association. The District has a smaller budget and a smaller tax rate to work from.

At the last Board meeting, Dr. Sorsabal had presented an analysis of the fiscal responsibility for the District and the operational budget should focus on that. Last year the Board had also directed fiscal responsibility to the various departments and they had complied with that directive.

Dr. Sorsabal indicated that the budget is figured on how much State money the District will receive; how much Federal money the District will receive; and how much the Board wants in the reserve account. Then, that sum is subtracted from the expenditures and the remaining amount is how much the District needs from local taxes. Worked on last year's tax rate of .5389 times this year's assessed valuation (secured only), reduced by 1c gives in this budget a 5% reserve required by the Board, the carry-over policy for the #4000 and #5000 series, and $325,000 surplus. An alternative suggested was that from the $325,000 surplus, the District begin a construction program on a pay-as-you-go basis, since passing of future bond issues did not seem favorable.

continued on next page. . . .
Minutes - Special Meeting  
Board of Trustees - SBCCD  
August 5, 1976

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

a. continued:

Dr. Sorsabal noted that the budget presented today had been prepared to give the following results: 1) adjust lease cost tax to reflect total cost; 2) establish a facility reserve of $150,000; and 3) reduce reserve by $175,000 and reduce the tax rate.

Discussion centered on the Children's Center now under construction. The District had not wanted to levy an 8c tax to fund this project, so the District had borrowed from itself (the Continuing Education Reserve account), and will be reimbursed with the 3-year, 2c Children's Center tax. It was agreed that part of the reserve should be earmarked for facilities for Continuing Education and perhaps even for continuation of the Continuing Education Program.

Dr. Gooder commented that he was reluctant to recommend that the Board take all but 5c of the Continuing Education operating budget because the uncertainties of Continuing Education program funding are very great.

Dr. Sorsabal stated that one question he had expected from the public (no one was in the audience) had to do with the current cost of education. The cost per ada from 1975-76 to 1976-77 increased by only 4%. The cost of living had risen almost 8%. The District is doing more with less and for almost half the inflation factor.

Mrs. Powell inquired how the Board members felt about a 2c tax reduction and setting aside $150,000 for a special construction fund. Dr. Sorsabal commented that it is almost a 3c reduction and could be more as he is still working with estimated assessed valuation figures and firm figures on public utilities were not yet available.

Dr. Gooder added that the staff, as well as other Districts, will continue to seek assistance at the State level. At this point, Dr. Gooder offered to summarize the general discussion and the staff's recommendations: that the Board adopt the budget as presented in the enclosure with the following amendments -- 1) that the lease cost tax be adjusted to reflect the total charged against that fund, and the general purpose tax be reduced by that amount; that out of $325,000 excess of required reserves, $150,000 be set aside for a facility or capital reserve program; and the remainder of that available balance be eliminated and the tax rate be reduced accordingly.

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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

a. continued:

There being no comments from the audience, Mrs. Gutshall closed the public hearing at 4:55 p.m. A motion was made by Dr. Dobbs, seconded by Mrs. Alexander, and passed by the Board that the public hearing be closed.

A motion was made by Mr. Wells, seconded by Dr. Dobbs, and passed by the Board to adopt the annual budget as presented in Enclosure #1 with the following adjustments:

1. Increase the lease cost tax to reflect total costs in that category with a matching decrease in the General Purpose Tax.
2. Establish a reserve for capital outlay of $150,000.
3. Reduce the General Purpose reserve by $175,245 and decrease General Purpose tax rate accordingly.

Mr. Wells added that he considered the budget 'a darn good budget'.

Mrs. Gutshall complimented Dr. Sorsabal and the staff on a job well done.

b. INSPECTORS' REPORTS FOR PERIOD ENDING JULY 30, 1976, Attachment 5.2-b

Dr. Godder stated that the inspectors' reports in Attachment 5.2-b indicated the following progress:

- Drama/Music Facility 68% complete
- Site Development, Phase IA 96% complete
- Site Development, Phase IB 10% complete
- Children's Center 40% complete

This was an information item only.

c. ACCEPTANCE OF THE GIFT OF A ZENITH 21" COLOR TELEVISION SET, Attachment 5.2-c

Dr. Godder stated that a used color television set had been offered the Media Department. The set was estimated to have a value of $100.

It was moved by Dr. Dobbs, seconded by Mr. Wells, and passed by the Board to accept the gift of a 21" Zenith color television set and to direct the staff to send a letter of appreciation to Mr. Thomas H. Diffley.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. REPORT OF NOTIFICATION OF APPROVED AUTHORIZATION CEILING FOR THE BASIC EDUCATIONAL OPPORTUNITY GRANT (BEOG) PROGRAM FOR 1976-77, Attachment 5.2-d

Dr. Gooder stated that notification had been received of the authorized ceiling of the Basic Educational Opportunity Grant Program for 1976-77. The approved authorization is $421,050 and acts as a line-of-credit in the disbursement of funds through the Financial Aids office. This amount is about 60% of what was anticipated. Final authorization is expected to be about $700,000. The District receives no compensation for administering this program.

Copies of a summary prepared by Mr. William Cordero were distributed to Board members. It showed the initial, supplemental, and final authorizations for the past three years, and the number of recipients who had benefitted from the program.

This was an information item only.

e. NOTICE OF EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS) ALLOCATION OF $105,451 FOR 1976-77, Attachment 5.2-e

Dr. Gooder stated that Attachment 5.2-c contained information that the District has been allocated $105,451 for the Extended Opportunity Programs and Services for 1976-77. He noted that the District had received $66,700 last year.

This was an information item only.

f. APPROVAL OF DESTRUCTION OF RECORDS, Attachment 5.2-f

Dr. Gooder requested that the staff be permitted to submit a letter to the State Historian for destruction of certain records. These records have been retained for the legal period of time as per Article 2, Section 3015 through 3019 of Title V, Administrative Code.

It was moved by Dr. Dobbs, seconded by Mrs. Alexander, and passed by the Board to approve of the submission of the letter to the State Historian regarding the following records:

Student Activities:
Ledger Cards Class 2 1967 thru 1971
Bank Statements Class 3 1967 thru 1972
Purchase Orders Class 3 1967 thru 1971
Journals Class 3 1967 thru 1971
Work Paper Class 3 1967 thru 1972

Personnel Office:
Certificated Employment Applications, Class 3,
Calendar Year 1975
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

g. NOTICE OF APPROVAL OF MODIFICATION TO PLAN OF SERVICE UNDER COMPREHENSIVE EMPLOYMENT AND TRAINING ACT OF 1973 (CETA), Attachment 5.2-g

Dr. Gooder stated that Attachment 5.2-g contained approval from the State to alter the District's plan of expenditures for the CETA-funded Community Health Technician Program.

According to Dr. Sorsabal, the approved change reduces the amount of expenditure for certificated salaries from $12,490 to $11,639 and increases the expenditure of classified salaries from $9,428 to $10,279. This change is neither a decrease nor increase in the overall cost of the approved project.

No action was required on this item.

h. APPROVAL OF LEASE OF 629 CORONEL PLACE -- CHILD CARE FACILITY, Enclosure #2

Dr. Sorsabal indicated that because the construction of the Children's Center is not anticipated to be completed until the Spring semester, it will be necessary to extend the lease on the current property on Coronel Street. The lease contained in Enclosure #2 was for 8 months commencing on July 1, 1976 and ending February 28, 1977.

This arrangement has been discussed with the lessors and will be presented for their signature after Board approval. If it is not acceptable to the lessors, Dr. Sorsabal may present an amendment for Board consideration later.

It was moved by Mr. Wells, seconded by Dr. Dobbs, and passed by the Board to approve of the lease, contained in Enclosure #2, with Coronel Properties, Ltd. for the use of the facility for housing the existing Child Care Program.

i. AUTHORIZATION TO AWARD A CONTRACT FOR LIBRARY MODIFICATIONS, PHASE II

Dr. Gooder indicated that at the July 22 meeting, the Board had authorized awarding a contract for this project if it were within the project budget of $25,000.

Bids received were not within this budget limitation but were as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don Greene Contractor, Inc.</td>
<td>$28,000</td>
</tr>
<tr>
<td>J. W. Bailey Construction Co.</td>
<td>$32,480</td>
</tr>
<tr>
<td>K. Thielmann Contracting, Inc.</td>
<td>No bid</td>
</tr>
</tbody>
</table>

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Minutes - Special Meeting  
Board of Trustees - SBCCD  
August 5, 1976

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

i. continued:

Mr. Trent stated that there is a very tight time constraint as this is a remodeling project and must be completed before the Fall semester. A very short bidding period had been scheduled and resulted in only two bids being received. There is a difficulty in the ordering of some of the windows, louvres, and lighting fixtures in this time constraint. Mr. Trent felt confident that the job could be completed for occupancy even though some items may arrive later.

It was moved by Mrs. Powell, seconded by Mr. Wells, and passed by the Board to accept the low bid of $28,000 for the Library Modifications, Phase II, Project, and to authorize the staff to award a contract to Don Greene Contractor, Inc.

j. AUTHORIZATION FOR CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) TO USE FUNDS REMAINING FROM SPECIAL ASSESSMENT TO SUPPORT FEDERAL FUNDING EFFORTS, Attachment 5.2-j

Dr. Goober stated that last year the California Community College Trustees had assessed each District a special dues to help in securing federal funds. The CCCT is requesting permission now to use the balance of the assessment to establish an office in Washington to assist in obtaining additional federal funding.

It was moved by Mr. Wells, seconded by Dr. Dobbs, and passed by the Board to authorize the use of funds by the California Community College Trustees as described in Attachment 5.2-j.

6. GENERAL INFORMATION

6.1 PROCEDURES FOR FILLING VACANCY ON BOARD OF TRUSTEES

Dr. Goober stated that action to fill the vacancy on the Board must be taken within 30 days of the vacancy. In this case, the Board must either call an election or make a provisional appointment before August 18, 1976.

According to Dr. Goober, the earliest possible time at which an election could be held would be on November 2, 1976 in conjunction with the General Election. To consolidate an election with the General Election would cost the District $10,000. If this alternative is followed, a resolution should be prepared prior to August 18 calling for an election to be consolidated with the General Election on November 2.

An interim appointment would be effective through March of 1977. An election to fill the remainder of the term of the vacant position would be consolidated with the regular Board election in March. There

continued on next page. . . . . .
6. GENERAL INFORMATION - continued:

6.1 continued:

would be no extra cost to the District since a regular election will be held for four trustee positions, the terms of which end in March of 1977. If this alternative is followed, procedures for selecting an interim Board member should be established and the selection made before August 18.

Dr. Gooder recommended that 1) the Board fill the vacancy on an interim basis rather than incurring an additional expense of a special election, and 2) appoint an Ad Hoc committee to recommend a candidate for the interim appointment at the next regular Board meeting on the 12th of August.

It was moved by Mr. Wells, seconded by Mr. Frank, and passed by the Board that the vacancy on the Board be filled on an interim basis and not have a special election.

Another motion was made by Mr. Wells, seconded by Mrs. Alexander, and passed by the Board that an Ad Hoc committee be appointed to recommend a candidate for the interim appointment at the next regular Board meeting.

President Ann Gutshall appointed Mr. Sidney Frank, Dr. Joe Dobbs, and Mr. Benjamin Wells as an Ad Hoc committee with Mr. Frank serving as chairman.

Dr. Gooder added that after the candidate is appointed at the next meeting that person cannot take official action until 30 days have elapsed. Board action must also be published in at least three places for 10 days.

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

Mr. Jim Williams reported on a few activities scheduled by Santa Barbara City College.

7. ADJOURNMENT

Upon motion of Mr. Wells, seconded by Mrs. Alexander, the Board of Trustees of the Santa Barbara Community College District adjourned their special meeting at 5:12 p.m.

The next regular meeting of the Board of Trustees will be held on Thursday, August 12, 1976, 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

Approved by the Board of Trustees on September 2, 1976.

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