MINUTES

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

March 24, 1977

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, March 24, 1977, 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 (arrived 4:04 p.m.)
Mrs. Kathryn O. Alexander
Mr. Sidney R. Frank (arrived 4:02 p.m.)
Mr. Eli Luria
Mrs. Joyce H. Powell

Member absent:

Mr. Benjamin P. J. Wells

Others present for all or a portion of the meeting:

Dr. Glenn G. Gooder, Superintendent/President and Secretary/
Clerk to the Board of Trustees
Dr. Donald K. Sorsabal, Ass't Superintendent, Business Services,
and Ass't Secretary/Clerk to the Board of Trustees

Dr. Martin Bobgan, Administrative Dean, Continuing Education
Mr. M. L. Huglin, Administrative Dean, Instruction
Dr. Alfred Silvera, Administrative Dean, Student Services
and Activities

Mr. Randy Polak, President, Associated Students
Dr. Elwood Schapansky, President, Academic Senate

Mr. Jim Williams, College Information Office
Miss Muareen Winn, Reporter, THE CHANNELS

Mrs. Betty Bartels, Principal Clerk, Facilities & Operations
Mrs. Irene Butler, Administrative Secretary, Business Services
Mrs. Trish Dupart, Principal Clerk, Learning Resources Center
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1. GENERAL FUNCTIONS - continued:

1.2 ROLL CALL - continued:

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

Mr. Tony Cillaran, Associate Professor, English, SBCC
Mr. Graham H. Lewis
Mrs. Ardith G. Liercke, Women's Center Assistant
Mr. Eugenio M. Lujan, Asst Director, Classified Personnel
Mr. Daniel Oroz, Director, Personnel Services/Affirmative
Action Officer
Mr. Leonard M. Ramirez, Vice-President, CSEA
Mr. Bill Regis, President, CSEA
Mr. Cal Reynolds, Assoc. Professor/Counselor
Mrs. Lynda Rodrigues, Ass't Dean, Student Activities
Mrs. Dee Sorsabal, Sr. Secretary, Facilities Development
Mr. Don Trent, Director, Facilities Development
Mrs. Lois Whittaker, Secretary, CSEA

Mrs. Elsie Brandt, Secretary to Superintendent/Board of Trustees
Mr. Jerry Morin, Audio-visual Technician

1.3 WELCOME TO GUESTS

Mrs. Gutshall extended a welcome to all present.

1.4 EXECUTIVE SESSION

Mrs. Gutshall announced that there would be an executive session
after Mr. Tom Anderle arrives.

At 4:04 p.m. Mrs. Gutshall declared the meeting adjourned for an
executive session. Mr. Tom Anderle joined Board members Mrs. Gutshall,
Dr. Dobbs, Mrs. Alexander, Mr. Frank, Mr. Luria, and Mrs. Powell and
Mr. Huglin, Mr. Oroz, and Dr. Gooder in the President's Office.

Mr. Anderle left the executive session at 4:47 p.m. by returning
to the Board Room and then leaving campus.

At 5:10 p.m., Board members, Dr. Gooder, Mr. Huglin, and Mr. Oroz
returned to the Board Room.

Mrs. Gutshall stated that the executive session had dealt with
pending litigation and personnel matters.

1.5 MINUTES OF ADJOURNED MEETING OF MARCH 3, 1977

MINUTES OF REGULAR MEETING OF MARCH 10, 1977

Upon motion of Mrs. Powell, seconded by Mr. Luria, the minutes of
the adjourned meeting of March 3, 1977, and the minutes of the regular
meeting of March 10, 1977, were approved by the Board of Trustees as
delivered.

1.6 HEARING OF CITIZENS

None
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1. GENERAL FUNCTIONS - continued:

1.7 COMMUNICATIONS

a. OFFICIAL REPORT OF RESULTS OF MARCH 8, 1977, GOVERNING BOARD ELECTION

Dr. Gooder was delighted to announce the official results of the March 8, 1977, governing Board election in which Mrs. Alexander was the successful re-elected candidate. The results from the County Clerk-Recorder's Office were:

Mrs. Alexander  15,746 votes
Mr. Donald Ford  6,892 "
Mrs. Lois Bunn   2,979 "

OUT OF ORDER:

After Item 1.8, the following announcements were made by Dr. Gooder:

-- packets delivered to Board members had contained a memo in response to Mrs. Powell's question about the number of women participating in athletics;

-- also in packets had been a report from the Task Force on crime;

-- the outstanding basketball team under Coach Ed Delacy had come within just 3 points of the State championship last week in Fresno;

-- the county office will hold a special meeting on School Finance (Serrano bill) on Monday, April 4, from 9:30 a.m. to 12:00 noon in the County Board Room;

-- in folders was a copy of Student Characteristics Statistics for Spring, 1977, and a memo on the status of uncanceled checks;

-- Landscape Horticulture students in their first entry had received awards at the recent Orchid Show; their instructor is Charles Arluckowski.

1.8 OATH OF OFFICE FOR RE-ELECTED MEMBER OF THE GOVERNING BOARD

Dr. Gooder requested the honor to administer the oath of office to Mrs. Alexander.

With right hand raised, Mrs. Alexander repeated the oath of office and will represent Area #4 for a four-year term for the period April 1, 1977, through March 31, 1981.

While the Board members and audience applauded, Dr. Gooder presented Mrs. Alexander with an official Certificate of Election from the County Clerk-Recorder's Office.

The oath of office, after Mrs. Alexander signed it, was notorized by Mrs. Irene Butler, Notary Public for the District.

Mrs. Gutshall on behalf of the Board offered sincere congratulations to Mrs. Alexander.
2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

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

1. APPROVAL OF HOURLY INSTRUCTORS (DAY), HOURLY INSTRUCTORS AND SUBSTITUTES (EVENING COLLEGE), AND T.V. INSTRUCTORS, SPRING 1977 SEMESTER, Attachment 2.1-a (1)

2. APPROVAL OF PROFESSIONAL VOLUNTEER STATUS: RICHARD FISHBACK (AKIDO) AND KARL HALBACH (VOLLEYBALL), SPRING 1977 SEMESTER, Attachment 2.1-a (2)

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

b. NON-ROUTINE

1. APPROVAL OF HOURLY INSTRUCTORS, CHANGES/ADDITIONS OF PREVIOUSLY-APPROVED INSTRUCTORS, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION, SPRING 1977 TERM, Attachment 2.1-b (1)

   Mr. Oroz stated that Attachment 2.1-b (1) contained the certificated personnel for the Continuing Education Division for the Spring term.

   It was moved by Dr. Dobbs, seconded by Mr. Frank, and passed by the Board to approve of the certificated personnel appointments for the Continuing Education Division for the Spring term, as delineated in Attachment 2.1-b (1).

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

Upon recommendation of the Director, Personnel Services, it was moved by Mr. Frank, 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), AND HOURLY APPOINTMENTS (NON-CLASSIFIED SERVICE EMPLOYEES), 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-a (2)
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2. PERSONNEL - continued:
   2.2 CLASSIFIED PERSONNEL - continued:
      a. ROUTINE - continued:

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

(4) APPROVAL OF HEALTH LEAVE OF ABSENCE: FRANK HOLGUIN, ATH.
    EQPT. ATTENDANT, P.E. DEPT., EFFECTIVE 3/25/77, FOR
    APPROXIMATELY 4-6 WEEKS, Attachment 2.2-a (4)

(5) APPROVAL OF EXTENSION OF HEALTH LEAVE OF ABSENCE: CLAIRE
    PETERSEN, TYP. CLK., SR., LIBRARY, EFFECTIVE 3/25/77 FOR
    APPROXIMATELY 4-8 WEEKS, Attachment 2.2-a (5)

(6) APPROVAL OF PROFESSIONAL VOLUNTEER STATUS: VERA PELIZZONI,
    GEN. CLERICAL DUTIES, VARIOUS DEPTS., THROUGH 6/30/77,
    Attachment 2.2-a (6)

(7) ACCEPTANCE OF RESIGNATION: MARGARITA DEL R. AVILES, OFFSET
    DUP. MACH. OPER., DUPLECTATING DEPT., EFFECTIVE 4/29/77,
    Attachment 2.2-a (7)

(8) APPROVAL OF EXTENSION OF MATERNITY LEAVE OF ABSENCE:
    ANNETTE V. CORDERO, TUTOR II, TUTORIAL CENTER, UNTIL
    6/30/77, Attachment 2.2-a (8)

(9) APPROVAL OF YEARLY SALARY INCREMENTS, Attachment 2.2-a (9)

b. NON-ROUTINE

(1) APPROVAL OF RETIREMENT: JOSEPH G. PONZINE, CUSTODIAL
    SUPERVISOR, FACILITIES & OPERATIONS DEPT., EFFECTIVE
    MARCH 31, 1977, Attachment 2.2-b (1)

    Mr. Oroz stated Joseph Ponzine will be retiring the end of this month as he has reached the age of 67 years, the mandatory age of retirement. Since Mr. Ponzine worked the graveyard shift, he is unknown by day workers.

    Dr. Gooder read the unique tribute Mr. Robert Eyre had written about his night custodial supervisor.

    Board members and Dr. Gooder expressed best wishes for Mr. Ponzine in the days ahead.

    It was moved by Dr. Dobbs, seconded by Mr. Frank, and passed by the Board to approve of the retirement of Joseph G. Ponzine, Custodial Supervisor, Facilities & Operations Dept., effective March 31, 1977.
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) APPROVAL OF WORKING-OUT-OF-CLASSIFICATION: JOYCE HATHEWAY, ADMISSIONS & RECORDS CLERK, SR., ADMISSIONS OFFICE, EFFECTIVE 2/7/77 THROUGH 3/25/77, Attachment 2.2-b (2)

Mr. Oroz explained that Joyce Hatheway had assumed all of the duties of Thelma Nielsen on February 7. Mrs. Nielsen began a vacation on that date which would carry her on District payroll until the effective date of her retirement, March 25, 1977. Mr. Oroz recommended out-of-classification pay for Joyce Hatheway.

It was moved by Mrs. Powell, seconded by Mr. Frank, and passed by the Board to approve of working-out-of-classification pay for Joyce Hatheway as Admissions & Records Clk., Sr., Range 27, Step E, for the period February 7 through March 25, 1977.

(3) PRESENTATION OF INITIAL CSEA COLLECTIVE BARGAINING CONTRACT PROPOSAL FOR 1977-78 SCHOOL YEAR

Mr. Oroz stated that CSEA is prepared to present their initial collective bargaining contract proposal.

Mr. William Regis, CSEA president, presented copies of the contract proposal for the 1977-78 school year. Each Board member received a copy without the complete appendices. Complete proposals were provided for the Superintendent/President, the news media, and for public perusal in the President’s Office.

Mr. Regis read the table of contents and acknowledged that a public hearing would have to be held. He indicated it contained many new items but also contained many items from the existing Classified Rules & Regulations manual.

Dr. Goeder commented that much time will be required to review this large document and Board members will want to prepare a response to the proposal. He advised caution due to the amount of material to be reviewed and the need for the Board Subcommittee on Salary to meet.

Mrs. Gutshall concurred that this was the best approach and indicated that the Board Subcommittee would set a meeting date soon.

It was moved by Dr. Dobbs, seconded by Mrs. Alexander, and passed by the Board to:

1. Officially receive the CSEA initial proposal,

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

   2. make the CSEA proposal a matter for public record for public pickup in the Superintendent's Office and the Personnel Department, and

   3. give notice by District news release to the public that at its next Board meeting on April 14, 1977, a hearing will be held to provide the public with an opportunity to express itself regarding the CSEA proposal.

2.3 GENERAL PERSONNEL

   No items.

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

   Randy Polak, President of the Associated Student Body, stated that approval of two items was requested: the first being the sign for the entrance to the campus.

   (Upon agreement of Board members, Mrs. Gutshall moved on to Item 5.2-a.)

   Mr. Polak announced a movie to be held on campus as a fund raising function. He also indicated that the mural is nearing completion and inquired opinions of Board members on it.

   Mr. Luria expressed a dislike for the mural, especially its location. Mrs. Alexander was enthusiastic about the mural and pleased that the end result was true to the original design.

3.2 APPROVAL OF AGREEMENT FOR INSTALLATION AND USE OF VIDEO COMPUTER GAMES (PONG GAMES), SERVOMATION CORP., SANTA BARBARA DISTRICT, Attachment 3.2

   Mr. Polak requested approval of a contract to have pong-type video game machines in the Student Lounge as a means to increase revenue. The contract in the attachment had been reviewed and approved by Dr. Sorsabal and County Counsel. The contract is with Servovation Corp., and the proceeds will be divided equally between the A. S. B. and Servovation. Mr. Polak anticipated receipts of $50 per week for the A. S. B.

   continued on next page ...
3. STUDENT SERVICES - continued:

3.2 continued:

It will remain to be seen what the reaction of students will be. Mr. Polak contended that the Student Lounge is a lounge, not a study room, and reactions of the majority of students will be watched.

It was moved by Mr. Luria, seconded by Mrs. Powell, and passed by the Board to approve of the agreement between Servomation Corp., Santa Barbara District, and the Associated Student Body, as described in Attachment 3.2, for installation and use of video computer games in the Student Lounge.

4. CURRICULUM AND INSTRUCTION

No items.

5. BUSINESS SERVICES

5.1 ROUTINE

Upon recommendation of the Superintendent, it was moved by Mrs. Powell, 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. (One item on page 2 will be double-checked for accuracy.)

5.2 NON-Routine

OUT OF ORDER:

a. ACCEPTANCE OF OFFER OF GIFT FROM ASSOCIATED STUDENT SENATE

The Associated Students offered to replace the main campus sign. Mr. Polak stated that the Student Senate will finance the project. Graham Lewis, a student, who will make the sign displayed the revised sketch that was reviewed and approved by the Student Senate. The lettering will conform to the lettering selected by the Board for new site and building graphics.

Board members were pleased with the design displayed by Graham Lewis.

It was moved by Mr. Frank, seconded by Mr. Luria, and passed by the Board to accept with appreciation the sign offer of the Student Senate and to approve of the design presented at the meeting.

Mrs. Gutshall on behalf of the Board expressed appreciation for the project and requested thanks be extended to the Student Senate.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. ADOPTION OF RESOLUTION No. 41 (1976-77) REGARDING SPONSORSHIP OF THE SANTA BARBARA EAST ERL RELAYS, Attachment 5.2-b

Dr. Gooder stated that the Board had previously approved an agreement to co-sponsor the Easter Relays with the Santa Barbara Junior Chamber of Commerce. A resolution had been prepared as a means of bringing public attention to the event.

It was moved by Dr. Dobbs, seconded by Mrs. Powell, and passed by the Board to adopt Resolution No. 41 (1976-77) indicating support of the Easter Relays. Upon poll of the members, the vote was as follows:

Ayes: Mrs. Gutshall, Dr. Dobbs, Mrs. Alexander, Mr. Frank, Mr. Luria, Mrs. Powell

Noes: None

Absent: Mr. Wells

c. ACCEPTANCE OF ELECTRONICS EQUIPMENT FROM ATKINSON TELEVISION, Attachment 5.2-c

Dr. Gooder indicated that Mr. W. R. Atkinson had offered a gift of electronics equipment to the Continuing Education Division. The items listed in the attachment will be of use in the Television Service class and have an estimated value of $4,171.

It was moved by Mrs. Powell, seconded by Mr. Luria, and passed by the Board to accept the gift of electronics equipment, as listed in Attachment 5.2-c, and to direct the staff to send a letter of appreciation to Mr. W. R. Atkinson.

d. ACCEPTANCE OF A GIFT OF A SET OF GREAT SOVIET ENCYCLOPEDIA FROM MR. GREG GENTLING OF RADIO STATION KTYD, Attachment 5.2-d

Dr. Gooder stated that Mr. Greg Gentling generously offered a set of Great Soviet Encyclopedia to the Library. Mrs. Ruth Little considers this an especially valuable addition to the Library and will provide valuable reference work for the Political Science Department. The set has a value of $1,800, and additional volumes will be donated as they are published.

It was moved by Mrs. Powell, seconded by Mr. Luria, and passed by the Board to accept the gift of Great Soviet Encyclopedia and to direct the staff to send a letter of appreciation to Mr. Greg Gentling of Radio Station KTYD.

e. APPROVAL OF APPROPRIATION TRANSFER #77-078 AND ADOPTION OF RESOLUTION No. 42 (1976-77), Attachment 5.2-e

Dr. Gooder indicated that this transfer covers the membership fees for the Radiologic Technology Program approved at the March 3rd meeting.

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

       It was moved by Dr. Dobbs, seconded by Mrs. Alexander, and
       passed by the Board to adopt Resolution No. 42 (1976-77) approving
       of Appropriation Transfer #77-078. Upon poll of the members, the
       vote was as follows:

       Ayes:    Mrs. Gutshall, Dr. Dobbs, Mrs. Alexander,
         Mr. Frank, Mr. Luria, Mrs. Powell

       Noes:    None

       Absent: Mr. Wells

       f. APPROVAL OF AMENDMENT TO THE INTRA-DISTRICT TRAVEL ALLOWANCE
          LIST FOR 1976-77, Attachment 5.2-f

          Upon recommendation of the Superintendent/President, it was
          moved by Mr. Frank, seconded by Dr. Dobbs, and passed by the
          Board to approve of the amendment to the Intra-District Travel
          Allowance List for 1976-77 to include travel allowance for Work
          Experience activities for the Spring 1977 semester, as delineated
          in Attachment 5.2-f.

       g. APPROVAL OF EXTRA SERVICES TO THE ARCHITECTURAL CONTRACT WITH
          HALL & VISIONI, A.I.A., FOR THE WAREHOUSE FACILITY, Attachment 5.2-g

          Dr. Sorsabal stated that extra services had been performed
          by the architect for the Warehouse Facility when an application
          was prepared for Federal Public Works funds.

          It was moved by Dr. Dobbs, seconded by Mrs. Powell, and
          passed by the Board to approve of the payment of extra services
          in the amount of $830 to the contract with Hall & Visioni for
          the Warehouse Facility.

       h. OCCUPANCY OF A PORTION OF THE DRAMA/MUSIC FACILITY

          Dr. Gooder stated that storage space is needed for equipment
          arriving before the Drama/Music building is complete.

          On the tour of the building, prior to today's meeting, the
          inner instrumental room was viewed by Board members. Dr. Sorsabal
          stated that except for final waxing of the floor, the room is
          acceptable to staff, District inspector, and architect. Occupancy
          by the District is allowed under the General Conditions of the
          Contract.

          Mr. Trent stated that verbal agreement only has been obtained
          from the contractor and architect. Letters of approval are expected
          from both sources.

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

5.2 NON-ROUTINE - continued:

h. continued:

It was moved by Mr. Luria, seconded by Dr. Dobbs, and passed by the Board to approve of the occupancy by the District of a portion of the Drama/Music Facility, listed as the instrumental lab room No. 105, with the stipulation that such occupancy will not increase the cost or delay the work, all in accord with the contractor and architect from whom written approval will be received.

i. APPROVAL OF CHANGE ORDER No. 19, DRAMA/MUSIC FACILITIES PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR, Attachment 5.2-i

Dr. Goeder indicated that this change order allows the credit for re-testing that is required for connections. The total deduction to the contract amounts to $1,198.96 with no time extension requested.

It was moved by Mr. Luria, seconded by Mrs. Powell, and passed by the Board to approve of Change Order No. 19 to the contract with Don Greene Contractor, Inc., contractor, Drama/Music Facility project, at a decrease of $1,198.96 to the contract price, as detailed below, and no change in completion date of November 6, 1976:

| Original Contract Price | $ 3,087,000.00 |
| Change Orders No. 1-18 | + 144,868.50 |
| Change Order No. 19 | $ 3,231,868.50 |
| New Contract Price | - 1,198.96 |
| New Contract Price | $ 3,230,669.54 |

j. APPROVAL OF CHANGE ORDER No. 20, DRAMA/MUSIC FACILITIES PROJECT, DON GREENE CONTRACTOR, INC., CONTRACTOR, Attachment 5.2-j

Dr. Goeder stated that the additional work in the change order was reviewed during today's tour of the building. One portion is a safety measure with the lift control wiring and the other portion provides adequate communication for remote control of work lights. The total cost of $1,050 is an increase to the contract with no request for an extension of time.

It was moved by Mr. Luria, seconded by Dr. Dobbs, and passed by the Board to approve of Change Order No. 20 to the contract with Don Greene Contractor, Inc., contractor, at an increase of $1,050 to the contract price, as detailed below, and no change in completion date of November 6, 1976:

| Original Contract Price | $ 3,087,000.00 |
| Change Orders No. 1-19 | + 143,669.54 |
| Change Order No. 20 | $ 3,230,669.54 |
| New Contract Price | + 1,050.00 |
| New Contract Price | $ 3,231,719.54 |
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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 activi-
ties for the period March 25 to April 14, 1977, inclusive.

ADDED
ITEM:
Mrs. Gutshall requested Board members to remain after adjournment
so meetings could be scheduled for the Facilities Committee and Salary
Committee.

7. ADJOURNMENT

It was agreed by the Board that the annual organizational meeting of
the Board of Trustees would be held on Thursday, April 14, 1977.

Upon motion of Mr. Luria, seconded by Mrs. Powell, the Board of Trustees
of the Santa Barbara Community College District adjourned their regular meet-
ing at 5:44 p.m.

The next meeting will be a regular meeting and the annual organizational
meeting held on Thursday, April 14, 1977, at 4:00 p.m. in the Board Room of
Santa Barbara City College, Santa Barbara, California.

ATTEST:

[Signatures]

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 April 14, 1977.