M I N U T E S

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

February 9, 1978

3:00 p.m. - Room A-121
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 Joe Dobbs on Thursday, February 9, 1978 at 3:04 p.m. in Room A-121 of the Administration Building, Santa Barbara City College, Santa Barbara, California.

1.2 ROLL CALL

Members present:

Dr. Joe W. Dobbs, President
Mrs. Joyce H. Powell, Vice-President
Mrs. Kathryn O. Alexander
Mr. Sidney R. Frank (left 8:30 pm)
Mrs. Ann Gutshall (arrived 4:10 pm)
Mr. Benjamin P. J. Wells (left 4:40 pm)

Member absent:

Mr. Eli Luria

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, Asst. Superintendent, Business Services and Asst. Secretary/Clerk to the Board of Trustees
Dr. Martin M. Bobgan, Administrative Dean, Continuing Education
Mr. M. L. Huglin, Administrative Dean, Instruction
Dr. Alfred Silvera, Administrative Dean, Student Services and Activities
Miss Lauren Chambliss, Reporter, THE CHANNELS
Dr. John Kay, President, Academic Senate
Mr. Greg Perger, President, Associated Students
Mr. Jim Williams, College Information Officer
Mr. Richard Armstrong, Assistant Professor, Anatomy/Cluster Leader
Dr. Abelino Bailon, Assistant Dean, Continuing Education
Mrs. Betty Bartels, Principal Clerk, Facilities & Operations
Mr. John W. Dunn, Director, Food Services
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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. Melvin Elkins, Assistant Dean, Occupation & Career Education
Mr. David Emerson, Assistant Dean, Instructional Operations
Mr. Paul Floyd, Visitor
Dr. George E. Frakes, Professor, History/RARB Member
Mr. Robert L. Grant, Arendt/Mosher/Grant/Pederson/Phillips architects
Mr. Eugenio M. Lujan, Assistant Director, Classified Personnel
Mr. Juan J. Martin, Custodial appointee, Facilities & Operations
Mr. Burt Miller, Administrative Assistant to the Superintendent/President
Mr. John P. Morrishon, Associate Professor, Graphics/Photography
Mr. Daniel Oroz, Director, Personnel Services/Affirmative Action Officer
Mr. Cuy H. Peterson, Professor, English/RARB Member
Mr. Leonard Ramirez, President, CSEA, Chapter 289
Mr. Cal Reynolds, Assistant Dean, Student Activities & Community Services
Mr. Gil Robledo, EOPS Director/Counselor
Dr. Richard M. Sanchez, Assistant Dean, Educational Planning & Development
Mr. John Tobin, Payroll Supervisor/RARB Member
Mr. Donald L. Trent, Director, Facilities Development
Mrs. Elsie Brandt, Secretary to Superintendent/Board of Trustees

1.3 WELCOME TO GUESTS

Dr. Dobbs extended a welcome to all present.

1.4 EXECUTIVE SESSION

Dr. Dobbs stated that there would not be an executive session.

1.5 MINUTES OF REGULAR MEETING OF JANUARY 26, 1978

Upon motion of Mr. Wells, seconded by Mrs. Powell, the minutes of the regular meeting of January 26, 1978 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

ADDED ITEM: A special guest, Mr. Paul Floyd, was introduced to the Board.
Dr. Sorsabal stated that Mr. Floyd has been with the County of Santa
Barbara as an auditor, and is now serving an internship with County
Schools as a School Business Official. He is available to the busi-
ness offices of the various schools in the area.

Dr. Dobbs welcomed him to the Trustees' meeting.

ADDED ITEM: Dr. Gooder announced that Dr. Dobbs has been named chairman of
the 1978 CCCCT Conference. This will be held in Monterey in the fall.

ADDED ITEM: Dr. Gooder reported on the chancellor's meeting with the Super-
intendents and Presidents yesterday. The main item of special interest
was the Jarvis-Gann initiative: estimated loss to local agencies is be-
tween 7 to 8 billion; would limit amount of property tax to 1% of market
value; bill is silent on many critical issues, such as personal property
tax, new construction, etc.; an analysis by Taxpayers Association indi-
cates that 65% would end as business relief; reference is made to the
County collecting the 1% and redistributing to the school districts;
Dept. of Finance indicates that possibly many community colleges may
close.

The chancellor asked for an estimate of the impact to the districts
and a response indicated a third loss of operating income with five dis-
tricts reporting 26-38% loss.

Another pending bill, the Behr Bill (co-sponsored by Omer Rains),
would give homeowners a tax reduction and reduce speculation. This bill
is stirring lots of interest.

Dr. Gooder stated that the Jarvis-Gann initiative, which is so
flawed and impossible, will be so recognized by the people of the State
between now and June.

Mr. Greg Perger asked if the initiative passes, if students will be
charged tuition. Dr. Gooder responded that the thought was expressed by
some of those attending yesterday's meeting. He emphatically stated then
that tuition should be the last alternative to consider.

Other items at the chancellor's meeting covered:
.. EOPS Allocations
.. Legislative Report
.. Sheltered Workshop Regulations
.. 50% law position papers
.. Fund for Improvement of Instruction

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1. GENERAL FUNCTIONS - continued:

1.7 COMMUNICATIONS - continued:

a. REPORT ON COMING EVENTS, MR. JIM 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 February 10 through February 23, 1978.

In particular, Mr. Williams announced that there will be a full-page coverage of Vocational Education Programs of the college in the Sunday edition of the News Press.

ADDED ITEM: Mr. Frank reported briefly on his recent attendance at a legislative seminar in Washington, D.C.

He met one official, Mr. Stanley Patterson, who is greatly enthused about cooperative education and claims there are available funds. Also, Mr. Frank attended a meeting hosted by Senators Hayakawa and Cranston. Both senators are on an educational subcommittee and Mr. Hayakawa is very enthusiastic about community colleges. Mr. Frank concluded that California is well represented on the federal scene and community college needs are well known.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

Mr. Oroz, Director, Personnel Services, noted a correction on Attachment 2.1-a(4), page 3 of 4: Ralph Swichard change 'pending' to V-2.

With this change, it was moved by Mrs. Powell, seconded by Mrs. Alexander, and passed by the Board to approve of the following routine Certificated Personnel items, as described in the attachments:

(1) APPROVAL OF ADDITION FOR PREVIOUSLY-APPROVED INSTRUCTOR, AND ADDITIONAL CONSULTANTS, CONTINUING EDUCATION DIVISION, Attachment 2.1-a(1)

(2) APPROVAL OF PROFESSIONAL EXPERT (CONSULTANT), P.E. DEPT., LARRY MCKINNON, DANCE, Attachment 2.1a(2)

(3) APPROVAL OF HOURLY SUBSTITUTES (DAY & EVENING), Attachment 2.1-a(3)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(4) APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, 1978 SPRING SEMESTER, Attachment 2.1-a(4)

(5) AUTHORIZATION FOR TRAVEL AND CONFERENCE, Attachment 2.1-a(5)

b. NON-ROUTINE


Mr. Oroz stated that Dr. Fetler will not be able to return for the Spring semester and he recommended an extension of the health leave of absence.

It was moved by Mr. Wells, seconded by Mrs. Alexander, and passed by the Board to approve of an extension of the health leave of absence for Dr. Timothy Fetler for the period January 30 through June 15, 1978.

(2) APPROVAL OF RETIREMENT: GWEN JENKINS, ASSISTANT PROFESSOR, HEALTH OCCUPATIONS, LVN, EFFECTIVE JUNE 30, 1978, Attachment 2.1-b(2)

Mr. Oroz stated that Gwen Jenkins, an Assistant Professor in the LVN Program, plans to retire this June.

The attachment contained a brief summary of her twelve years of service with the district. Mr. Oroz read the summary for all present and indicated that it had not been possible for Mrs. Jenkins to be in attendance at this meeting.

It was moved by Mr. Wells, seconded by Mrs. Alexander, and passed by the Board to approve of the retirement of Gwen Jenkins, Assistant Professor, LVN Program, Health Occupations Dept., effective June 30, 1978.

Dr. Dobbs, on behalf of the Board, extended good wishes for health and happiness in her retirement.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) ADOPTION OF RETIREMENT-EMPLOYEE'S COMPETENCE POLICY, CERTIFICATED PERSONNEL, EFFECTIVE FEBRUARY 9, 1978, Attachment 2.1-b(3)

Mr. Oroz stated that passage of AB 568 permits certificated employees to continue working beyond the age of 65 under certain conditions.

The attachment contained a proposed policy implementing the legislation which had been reviewed by County Counsel. It was, also, recommended by the Subcommittee on Educational Policies, according to Mrs. Alexander, who reviewed it on February 2.

It was moved by Mrs. Alexander, seconded by Mrs. Powell, and passed by the Board to approve of the adoption of the Retirement-Employee's Competence Policy, Certificated Personnel, effective February 9, 1978.

(4) PRESENTATION FOR INFORMATION OF PROPOSED POLICIES FOR CERTIFICATED NON-ADMINISTRATIVE PERSONNEL, Enclosure #1

Mr. Oroz stated that Enclosure #1 contained the compilation of certificated personnel policies which have been in practice. They will now be established in one manual for easy reference.

This was presented for a first reading only and will be brought back for action at the next Board meeting.

Dr. John Kay commented that he had personally reviewed the complete enclosure and was in accord with its contents.

(5) APPROVAL OF SPECIFICATIONS FOR SUPERINTENDENT/PRESIDENT AND OF TENTATIVE CALENDAR FOR SELECTION, Attachment 2.1-b(5)

Mr. Oroz stated that the Screening Committee had met twice since the last Board meeting. The attachment contained summaries of those two meetings.

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2. PERSONNEL – continued:

2.1 CERTIFIED PERSONNEL – continued:

b. NON-ROUTINE – continued:

(5) continued:

Dr. Gooder, in response to Board questions, stated that the President of the Associated Students, or designee, had been recommended as a member of the Committee. Mr. Greg Perger is the new ASB president and has replaced Mrs. Virginia Teter, acting Vice-President. Also, the chairperson of the Cluster Leaders Council, or designee, was recommended to be on the Committee. Mrs. Lorraine Hatch, as CLC Chairperson, has appointed Richard Armstrong, CLC member, to the committee in her place. Other specific questions were also answered.

Two issues were raised by Board members: a statement regarding Continuing Education Program should be included in the brochure, and clarification on the salary should indicate that it is competitive with other comparably-sized college districts.

The attachment also contained a proposed calendar which showed advertising for the position would begin on February 17 and the deadline date for receipt of applications would be April 6. Candidates will be interviewed by the Trustees in early May.

It was moved by Mrs. Alexander, seconded by Mr. Wells, and passed by the Board to approve of the recommendations contained in Attachment 2.1-b(5), including clarification of the salary and inclusion of a statement on the Continuing Education Program in the brochure, and of the proposed calendar as presented by the Screening Committee for the Superintendent/President's position.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

Upon recommendation of the Director, Personnel Services, it was moved by Mr. Wells, 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 HOURLY APPOINTMENTS (NON-CLASSIFIED SERVICE EMPLOYEES), AND HOURLY, CONTINUING EDUCATION DIVISION, Attachment 2.2-a(1)
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

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

(3) APPROVAL OF REQUESTS FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS (1/16/78 THROUGH 1/23/78), Attachment 2.2a(3)

(4) APPROVAL OF ANNUAL SALARY INCREASES, Attachment 2.2-a(4)

(5) ACCEPTANCE OF RESIGNATIONS: JAIME R. GONZALES, EFFECTIVE 1/31/78; JOE J. MENDOZA, EFFECTIVE 1/10/78, BOTH CUSTODIANS, FACILITIES & OPERATIONS DEPT., Attachment 2.2-a(5)

b. NON-ROUTINE

(1) APPROVAL OF APPOINTMENT: JUAN J. MARTIN, CUSTODIAN (REPLACING G. ANDERSON), EFFECTIVE 2/9/78, Attachment 2.2-b(1)

Mr. Oroz recommended the appointment of Juan Martin as a custodian in the Facilities & Operations Department.

It was moved by Mrs. Alexander, seconded by Mrs. Powell, and passed by the Board to approve the appointment of Juan J. Martin, Custodian, Facilities & Operations Dept. (replacing G. Anderson), effective February 9, 1978.

Mr. Oroz introduced Mr. Martin to the Board. Dr. Dobbs welcomed him to the staff.

(2) APPROVAL OF NEW POSITION AND CLASSIFICATION FOR MUSIC DEPARTMENT AIDE, EFFECTIVE FEBRUARY 10, 1978, Attachment 2.2-b(2)

Mr. Oroz indicated that a full-time, 10-month classified position approved by the Board last November has been given a classification study to properly determine the title and salary range. It was recommended that the new classification be Department Aide at Range 25. The classification study and job description were contained in the attachment.

A brief discussion was held on the time lapse between approving the item in November and now having to approve a classification study for the same position. It was noted that a classification study does require a lot of time and staff only does these studies when there is some assurance of Board approval.

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2. PERSONNEL - continued:  

2.2 CLASSIFIED PERSONNEL - continued:  

b. NON-Routine - continued:  

(2) continued:  

It was moved by Mrs. Powell, seconded by Mr. Wells, and passed by the Board to approve of the new classification of Department Aide, salary Range 25, and of the job description in Attachment 2.2-b(2), effective 2/10/78.  

(4) APPROVAL OF RECLASSIFICATION OF ACCOUNTING OFFICE SUPERVISOR AND PAYROLL SUPERVISOR TO BUSINESS SERVICES SUPERVISOR, EFFECTIVE 2/1/78, Attachment 2.2-b(4)  

Mr. Oroz indicated that at the last meeting, the Board had approved of a reorganization in the Business Services Accounting Department. As a result, it was recommended that a new classification of Accounting Office Supervisor be established and two current employees be re-classified as they will assume the major responsibilities from a position abolished due to a retirement.  

It was moved by Mrs. Powell, seconded by Mr. Wells, and passed by the Board to abolish the class of Business Services Assistant and to approve of the reclassification of the present Accounting Office Supervisor, Range 31, and Payroll Supervisor, Range 29, to Business Services Supervisor, Range 35, effective February 1, 1978.  

(5) APPROVAL OF ADOPTION OF RETIREMENT-EMPLOYEE'S COMPETENCE POLICY, CLASSIFIED RULES & REGULATIONS, EFFECTIVE FEBRUARY 9, 1978, Attachment 2.2-b(5)  

Mr. Oroz stated that this item is similar to the previous policy adopted for certificated employees. This proposed policy permits competent classified employees to extend their employment beyond age 67 following certain requirements.  

This had also been reviewed by County Counsel and the Subcommittee on Educational Policies.  

It was moved by Mr. Frank, seconded by Mr. Wells, and passed by the Board to approve of the adoption of the Retirement-Employee's Competence Policy, Classified Rules & Regulations (Management and CSEA Unit Members), effective 2/9/78.
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2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

Mr. Greg Perger announced that Herman Ross has transferred to Cal State Fullerton and consequently he has assumed the presidency of the Associated students. Virginia Teter has been appointed the Vice-President and the semester change has left six (6) vacancies in the Senate.

Mr. Perger indicated that the main thrust was still to contact students questioning their needs and concerns.

In response to Board question, Mr. Perger stated that the Student Senate had decided that the student representative on the Board should be the current president.

Dr. Gooder noted that a procedure must be set before July 1 to seat such a representative.

Mrs. Alexander expressed appreciation for the dedication of Herman Ross who, although he could not attend many of the Board meetings, always kept in touch with his Vice-President to help inform the Board members of student activities and concerns. She desired a letter of thanks be sent to Mr. Ross. Dr. Gooder agreed to send such a communication.

Dr. Dobbs and Mr. Frank expressed pleasure that Mr. Perger is the new President and thanked him for the up-to-date information he has given to the Board at their meetings.

4. CURRICULUM AND INSTRUCTION

4.1 APPROVAL OF SCHEDULE OF CLASSES FOR SPRING, 1978 SEMESTER TWILIGHT COLLEGE, Attachment 4.1

Dr. Gooder indicated that the attachment contained a list of proposed classes for the Twilight College for the Spring semester.

Dr. Sanchez commented that of 24 courses submitted only 18 are recommended for approval. He distributed a handout outlining a framework for evaluating the Twilight College program proposals.

Mr. Huglin stated that a significant step has been made since last Fall and this course list shows more creativity. He added that it is not the intent of the Twilight College to detract from regular areas.

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4. CURRICULUM AND INSTRUCTION - continued:

4.1 continued:

It was moved by Mr. Wells, seconded by Mrs. Alexander, and passed by the Board to approve of the schedule of classes for the Spring 1978 semester Twilight College, as contained in Attachment 4.1.

(During discussion of the above item, at approximately 4:10 p.m., Mrs. Gutshall arrived for the meeting.)

5. BUSINESS SERVICES

5.1 ROUTINE

Upon recommendation of the Superintendent, it was moved by Mr. Frank, seconded by Mrs. Gutshall, 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 ORDER NUMBERS P78-1475 THROUGH AND INCLUDING P78-1570 FOR SUPPLIES, EQUIPMENT AND SERVICES.

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.

c. INSPECTOR'S REPORT No. 4, MARINE TECHNOLOGY BUILDING PROJECT, Attachment 5.1-c

This report is presented as an information item only.

5.2 NON-ROUTINE

a. REPORT OF ADJUSTED AUTHORIZATION CEILING FOR THE 1977-78 BASIC EDUCATIONAL OPPORTUNITY GRANT PROGRAM (BEOC), Attachment 5.2-a

Dr. Gooden indicated that the District had been notified of a change in the authorization ceiling for the Basic Educational Opportunity Grant program. The line-of-credit system has been increased by $142,514 for a total of $597,094 for the 1977-78 year.

This was presented as an information item only.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. APPROVAL OF ADDITIONAL SERVICES WITH CHARLES MISTRETTA FOR BUSINESS SERVICES VENTILATION PROJECT, Attachment 5.2-b

Mr. Donald Trent indicated that additional services had been requested of the mechanical engineer who was employed to design an exhaust system for the Auto Shop and Quad Area. These additional services for obtaining OSA approval and administering bidding of the project, document printing costs and construction coordination have exceeded the original estimate by $1,039.30. He recommended payment of the extra services.

Mr. Trent also suggested that the problem of air and exhaust in the Accounting rooms (A121, 123A, 124 and 124A) be investigated to improve the circulation and supply air intake in the four small rooms across the hall. This was estimated by Mr. Charles Mistretta to cost $600 for engineering fees and between $2,000 to $3,000 for the actual work.

A discussion was held on the relationship of this additional work to that being performed in the Auto Shop and Quad Area. It was determined that time was not urgent on this, and Board members requested that the issue be channeled back to the Facilities Subcommittee for further consideration and recommendation.

It was moved by Mrs. Alexander, seconded by Mrs. Powell, and passed by the Board to approve of payment of extra costs to the Auto Shop Exhaust Project to Mr. Charles Mistretta in the amount of $1,039.30.

c. APPROVAL OF PRELIMINARY PLANS AND AUTHORIZATION TO PROCEED WITH WORKING DRAWINGS FOR CAMPUS CENTER (HRM) ADDITION AND BOOKSTORE RELOCATION, Attachment 5.2-c

Mr. Robert Grant, architect, presented the preliminary plans for the Campus Center (HRM) Addition which had been revised by the Board. All required approvals have been obtained for the revised program. Mr. Grant also displayed schematic drawings showing: interior of three dining areas; details of kitchen, freezer and working areas; exterior views from different angles; and location of the elevator for use of physically handicapped. In response to questions, he indicated the area to which the Bookstore will be relocated.

It was moved by Mrs. Gutshall, seconded by Mrs. Powell, and passed by the Board to approve of the preliminary drawings for the Campus Center (HRM) Addition and Bookstore Relocation and gave authorization to proceed with working drawings.

(During discussion of the above item at approximately 4:40 p.m., Mr. Wells left the meeting.)
6. GENERAL INFORMATION

At this point, 4:55 p.m., a recess was declared by Dr. Dobbs.

6.1 WORKSHOP ON 1978-79 BUDGET, Attachment 6.1

Dr. Dobbs reconvened the meeting at 5:04 p.m. Upon motion of Mr. Frank, seconded by Mrs. Alexander, the regular meeting recessed to a Committee-of-the-Whole to hold an informal workshop on budget matters.

At 5:48 p.m., Dr. Dobbs declared a dinner recess. All in attendance went to the Campus Center and returned to the meeting room at 6:30 pm for continuation of the workshop.

Another break was declared at 8:06 pm ending at 8:12 pm.

(Mr. Frank left the meeting at 8:30 pm.)

In agreement with the remaining Board members, Dr. Dobbs requested that the balance of the workshop be continued at the end of the next regular Board meeting on February 23. With concurrence of the staff on this arrangement, Dr. Dobbs reconvened the meeting into a regular meeting.

(Note: Minutes of the workshop will be prepared at the conclusion of the entire workshop.)

7. ADJOURNMENT

Upon motion of Mrs. Gutshall, seconded by Mrs. Alexander, the Board of Trustees adjourned their regular meeting at 8:35 p.m.

The next meeting will be a regular meeting on Thursday, February 23, 1978, at 3:00 p.m. in Room A-121 in the Administration Building and will be followed by the second half of the Budget Workshop.

ATTEST:

JOE W. DOBBS
President, Board of Trustees
Santa Barbara Community College District

GLENN G. COODER
Superintendent/President and Secretary/
Clerk to the Board of Trustees

Approved by the Board of Trustees