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

July 13, 1978

3:30 p.m. - Room A-121
Administration Building
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, July 13, 1978 at 3:37 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. Kathryn O. Alexander
Mr. Sidney R. Frank
Mrs. Ann Gutshall
Mr. Eli Luria
Mr. Tim Clarke, Associated Student President

Members absent:

Mrs. Joyce H. Powell, Vice-President
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, Asst. Superintendent, Business Services
and Asst. 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
Dr. John Kay, President, Academic Senate
Mr. Ted McKeown, Reporter, NEWS PRESS
Mr. Jim Williams, College Information Officer
Mr. Henry Bagish, Professional Standards & Leave Committee
Mrs. Betty Bartels, Principal Clerk, Facilities & Operations
Mr. J. Byron Culbertson, Associate Professor, Mathematics
Mr. Robert Dinaberg, Director of Athletics
1. GENERAL FUNCTIONS - continued:

1.2 ROLL CALL - continued:

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

Mr. John G. Dittmar, Medic-Aid
Mr. David Emerson, Asst. Dean, Instructional Operations
Ms. Lucille Greger, Statistical Clerk, Research & Grants
Dr. Joan Grunman, Professional Standards & Leave Committee
Dr. Joanne Hendrick, Associate Professor, Nursery School
Mrs. Bea Howorth, Hourly Instructor, Fashion Merchandising
Ms. Jacqueline Huth, Instructor, Vocational Nursing
Mr. Tom Kotz, Isla Vista
Mr. Eugenio M. Lujan, Assistant Director, Classified Personnel
Mr. Raymond O'Connor, Associate Professor, Chemistry
Mr. Desmond O'Neill, Santa Barbara Marathon
Mr. Daniel Oroz, Director, Personnel/Affirmative Action Officer
Ms. Marian Rapp, Administrative Secretary, Business Services
Ms. Lana Rose, Division Aide, Life Sciences
Mr. Merle E. Taylor, Professor, Business Administration
Mr. Jonathan Young, Clinical Consultants of Montecito

Dr. Ken Berry, Coordinator, Audio-Visual
Ms. Janaki Wilkinson, Media Services Student Technician
Mrs. Elsie Brandt, Secretary to Superintendent/Board of Trustees

1.3 WELCOME TO GUESTS

Dr. Dobbs extended a special welcome to Mr. Tim Clarke attending his first official meeting as the student member of the Board of Trustees.

Dr. Dobbs also welcomed all guests present and invited their participation in the meeting.

1.4 EXECUTIVE SESSION

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

1.5 MINUTES OF REGULAR MEETING OF JUNE 22, 1978 AND SPECIAL MEETING OF JUNE 29, 1978

Upon motion of Mrs. Gutshall, seconded by Mr. Clarke, the minutes of the regular meeting of June 22, 1978 and special meeting of June 29, 1978 were approved by the Board of Trustees as delivered.

1.6 HEARING OF CITIZENS

None
MINUTES - Regular Meeting
Board of Trustees - SBCCD
July 13, 1978

1. GENERAL FUNCTIONS - continued:

1.7 COMMUNICATIONS

a. REPORT OF SUMMER SESSION ENROLLMENT

Dr. Silvera reported that as of July 12 enrollment for the 1978 Summer Session totalled 1,726 students. Last year the total enrollment was 2,327.

Mr. Emerson added that this year's Summer Session has met all vocalized student needs, even though TLU's had been reduced by 40%.

b. REPORT ON COMING EVENTS, MR. JIM WILLIAMS

Mr. Williams noted some of the events listed in his last bulletin dated July 14 through August 10:

The Summer Repertory Theatre will present in the James R. Garvin Memorial Theatre:

HMS PINAFORE starting July 18 - 10 performances
ARSENIC & OLD LACE starting July 25 - 17 performances
ROMEO & JULIET starting July 28 - 11 performances

Applications are due for Fall day credit students on August 3, and for Fall evening (only) credit students on August 8. Registration for the Fall semester will be August 10 through August 17 in the Campus Center.

Mr. Williams stated that the Fall Schedule of Classes will be contained in a special tabloid insert in the NEWS PRESS on July 23. This was done to more widely inform the community of the early opening date for the Fall semester.

Dr. Bobigan added that the Fall Schedule of Classes for the Continuing Education Division will be available on August 27.

Mr. Frank commented on the enjoyable Chamber Music Festival recently held in the James R. Garvin Memorial Theatre.

1.8 APPROVAL OF UPDATED POLICIES FOR BOARD OF TRUSTEES, Enclosure #1

Dr. Gooder indicated that Enclosure #1 contained an updated version of Board of Trustees' policies. There were no significant changes as the revision resulted mostly from changes in education code section numbers.

Legislation adding a student member to the Board was considered and approved by the Board on April 13, 1978 (Section 0190). This section will now be added to the updated policies.

It was moved by Mrs. Alexander, seconded by Mr. Frank, and passed by the Board to approve of the updated policies for the Board of Trustees as contained in Enclosure #1.
2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

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

(1) APPROVAL OF HOURLY INSTRUCTOR, AND HOURLY INSTRUCTOR AND SUBSTITUTES FOR CONTINUING EDUCATION DIVISION, Attachment 2.1-a(1)

(2) APPROVAL OF ADDITIONAL INSTRUCTORS AND CHANGE FOR PREVIOUSLY-APPROVED INSTRUCTOR, 1978 SUMMER SESSION, Attachment 2.1-a(2)

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

b. NON-ROUTINE

(1) ACCEPTANCE OF RESIGNATION: DR. BETTY DEAN, ASSOC. PROF., ADN/ASST. DIR., ADN, EFFECTIVE JUNE 16, 1978, Attachment 2.1-b(1)

Mr. Oroz stated that Dr. Dean has accepted a full-time administrative position at another college. The attachment contained a brief summary of her contributions to the District during her eight years at Santa Barbara City College.

Dr. Coober added that the summary did not do justice to Dr. Dean's accomplishments. He believed that this institution is losing a lot of talent and that there are many changes in store that will mean a difference in the quality of instruction.

A motion was made by Mrs. Gutshall, seconded by Mr. Frank, and passed by the Board to regretfully accept the resignation of Dr. Betty Dean, Assistant Director of the ADN Program, effective June 16, 1978.

Dr. Dobbs, and many others, admitted that Dr. Dean will be sorely missed here.
MINUTES - Regular Meeting
Board of Trustees - SBCCD
July 13, 1978

2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) CONSIDERATION OF REPLACEMENT FOR MRS. GWEN M. JENKINS

Mr. Oroz stated that Mrs. Jenkins has retired from her position as LVN instructor. Replacement for her position was reviewed and approved by the Resources Allocation Review Board on July 12. The department had followed regular advertising and interviewing procedures and recommended the appointment of the top candidate, Jane Metiu who is a permanent classified employee. (Copies of the attachment sheet on this appointment were distributed at this time.) This position was included in the Maintenance Budget.

It was moved by Mrs. Alexander, seconded by Mr. Clarke, and passed by the Board to approve of the appointment of Jane Metiu as LVN Instructor, ADN Program, for the 1978-79 college year.

(3) CONSIDERATION OF REPLACEMENT FOR MR. ED DELACY

Dr. Gooder stated that RARB had been asked to review this replacement. This position is not in the Maintenance Budget and many of the 18 unfilled classified positions are not included. Action by RARB was to postpone consideration of all these positions until next week.

Dr. Gooder added that after advertising and interviewing, a candidate had been selected and was awaiting final word on this appointment.

At Dr. Gooder's request, this item was withdrawn until a recommendation is received from RARB.

(4) ADOPTION OF CERTIFICATED SALARY SCHEDULES FOR 1978-79, Enclosure #2

Mr. Oroz stated that the Board on June 22, 1978 had approved continuation of the 1977-78 salary schedules for certificated personnel to apply for the 1978-79 year.

It was moved by Mrs. Gutshall, seconded by Mrs. Alexander, and passed by the Board to adopt the 1978-79 Certificated Salary Schedules, as described in Enclosure #2.
MINUTES - Regular Meeting  
Board of Trustees - SBCCD  
July 13, 1978  

2. PERSONNEL - continued:  

2.1 CERTIFICATED PERSONNEL - continued:  

b. NON-ROUTINE - continued:  

(5) APPROVAL OF CHANGES IN CERTIFICATED EVALUATION POLICY, 
Enclosure #3  

Dr. Goeder stated that Enclosure #3 contained proposed changes in the Certificated Evaluation Policy. This had been reviewed and was recommended by the Subcommittee on Educational Policies.  

It was moved by Mr. Frank, seconded by Mrs. Gutshall, and passed by the Board to approve of the changes in the Certificated Evaluation Policy, as described in Enclosure #3.  

(6) APPROVAL OF UPDATED POLICIES FOR ADMINISTRATORS, 
Enclosure #4  

Dr. Goeder indicated that Enclosure #4 contained an updated version of the Policies For Administrators. Most of the revisions resulted from changes in education code section numbers. Also, all job descriptions have been updated.  

It was moved by Mr. Luria, seconded by Mrs. Gutshall, and passed by the Board to approve of the updated Policies For Administrators, as contained in Enclosure #4.  

2.2 CLASSIFIED PERSONNEL  

a. ROUTINE  

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

(1) APPROVAL OF HOURLY APPOINTMENTS:, INCLUDING CONTINUING 
EDUCATION DIVISION, NON-CLASSIFIED SERVICE EMPLOYEES, 
Attachment 2.2-a(1)  

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

(3) ACCEPTANCE OF RESIGNATIONS: CHRISTYANN CARNAGHI, ADM. & 
REC.CLK., ADMISSIONS, EFFECTIVE 7/5/78, AND SUNG IN HORTON, 
TYP.CLK.SR., LIBRARY, EFFECTIVE 7/11/78, Attachment 2.2-a(3)
MINUTES - Regular Meeting  
Board of Trustees - SBCCD  
July 13, 1978

2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(4) APPROVAL OF PROBATIONARY DISMISSAL: LINDA J. HUGHES, FIN. AIDS CLK., PLACEMENT/FINANCIAL AIDS, EFFECTIVE 6/30/78, Attachment 2.2-a(4)

(5) APPROVAL OF REQUEST FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS FOR JUNE, 1978, Attachment 2.2-a(5)

(6) APPROVAL OF HEALTH LEAVE OF ABSENCE: MARILYN M. PATELLI, ACCT.CLAK.SR., ACCOUNTING, EFFECTIVE 7/3/78, APPROXIMATELY 6-8 WEEKS, Attachment 2.2-a(6)

b. NON-ROUTINE

(1) APPROVAL OF RE-ASSIGNMENT AND LAYOFF, Attachment 2.2-b(1)

Mr. Oroz stated that the parking ticket function was eliminated to reduce expenditures by Board action on June 22, 1978 due to passage of Prop. #13. The incumbent shall be re-assigned to the graveyard shift and this will result in the lay off of the least senior security officer, Mr. Joseph McEnulty.

According to Mr. Oroz, Mr. McEnulty was offered a transfer to another permanent position at the same salary level which he declined. Therefore, it was recommended that he be laid off and placed on the reemployment list.

It was moved by Mrs. Alexander, seconded by Mr. Frank, and passed by the Board to approve of the following personnel actions:

1. Eliminate the position of Security Officer (C. Pyle, incumbent-day shift), effective 7/5/78.

2. Reassign Cynthia Pyle, Security Officer, to the graveyard shift and extend her assignment to 12 months per year, effective 7/5/78.

3. Issue a Notice of Layoff to Joseph L. McEnulty per Section 1524, Classified Rules & Regulations, with layoff to be effective August 14, 1978.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) APPROVAL OF REORGANIZATION OF FACILITIES DEVELOPMENT DEPARTMENT AND CHANGE IN JOB DESCRIPTIONS, EFFECTIVE JULY 3, 1978, Enclosure #5

Mr. Oroz stated that due to the resignation of the Director, Facilities Development, the slow down in construction of district projects and the need to reduce personnel costs, it was recommended that the functions of the Facilities Development Department be assumed by existing staff members. The shift in assigned functions is fully described in Enclosure #5, Part A. Mr. Oroz stated that the new additional duties were as follows:

Assistant Superintendent, Business Services:
a. Coordinate and supervise construction contracts.
b. Assist in studies to increase effective and efficient use of facilities.
c. Coordinate facility development effort.

Administrative Asst. to Superintendent/President:
a. Establish and maintain data base describing district facilities, including resources and needs.
b. Coordinate facility planning and development.
c. Prepares requests for grants and financial assistance for facilities.

Director, Facilities & Operations:
a. Coordinate and supervise construction projects.
b. Plan, coordinate and supervise the district's security effort and security personnel.

Asst. Director, Facilities & Operations:
a. Plan, coordinate and supervise functions of maintenance staff.

Dr. Sorsabal spoke in detail to the changes and noted in particular that the biggest problem would be coordination of effort. At this time, he is extremely busy with the preparation of the budget and can not take time to handle some needs in the Facilities Development office. In a later agenda item, it would be recommended that a consultant be hired for one year to train Dr. Sorsabal and Mr. Miller in the planning aspects of facilities development through the Five-Year Plan and the requirements of the State Construction Act.

Mr. Oroz added that there are no changes in lines of authority with the exception that Mr. Miller will report to Dr. Sorsabal on planning needs and their effect on the Master Plan. Also, no change is recommended in job classification continued on next page....
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) continued:

at this time. The job descriptions (Part B in the enclosure) have been revised to reflect changes in assigned duties and responsibilities.

It was moved by Mrs. Gutshall, seconded by Mrs. Alexander, and passed by the Board to approve of the Reorganization of the Facilities Development Department as described in Enclosure #5, Part A, and the new job descriptions, Part B, effective July 5, 1978.

(3) APPROVAL OF NEW SECTION 1524.13, DISPLACEMENT RIGHTS, OF CLASSIFIED PERSONNEL RULES & REGULATIONS, EFFECTIVE JULY 14, 1978, Attachment 2.2b(3)

Mr. Oroz indicated that current policies contain no provision for employee displacement rights (bumping procedures). County Counsel has advised that in the event of lay off of classified employees this provision be available on the basis of seniority by classification. This had been reviewed by the Board Subcommittee on Educational Policies on July 6, 1978.

It was moved by Mr. Frank, seconded by Mr. Luria, and passed by the Board to approve of the addition of Section 1524.13, Displacement Rights, to the Classified Personnel Rules & Regulations, effective July 14, 1978.

2.3 GENERAL PERSONNEL

a. ROUTINE

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

(1) APPROVAL OF PROFESSIONAL CONSULTANTS - SUMMER REPERTORY THEATRE, Attachment 2.3-a(1)

(2) APPROVAL OF PROFESSIONAL VOLUNTEER STATUS: BRIAN ANDERSON, EARTH SCIENCE, AND ROBIN WEILER, LIFE SCIENCE, Attachment 2.3-a(2)
MINUTES - Regular Meeting
Board of Trustees - SBCCD
July 13, 1978

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

Mr. Tim Clarke reported that letters had been sent to all demo-
cratic and republican candidates congratulating them on their success-
ful nominations and extending an invitation to speak on campus some
time in October.

There will be a leadership workshop for the Student Senate on
August 13 and another held off campus after the senators-at-large have
been selected.

3.2 APPROVAL OF CHANGE IN WITHDRAWAL POLICY

Dr. Gooder stated that a proposed change in the withdrawal policy
recommended by Representative Council was reviewed by the Subcommittee
on Educational Policies. It is the intention of the staff to enforce
the policy in order that students with a record of withdrawal will not
take available class space from more serious students.

It was moved by Mr. Luria, seconded by Mrs. Alexander, and passed
by the Board to approve of the change in the Withdrawal Policy to now
read as follows:

" A student who fails to complete two-thirds (2/3rds) of the units attempted during the semester shall be placed on withdrawal probation except students enrolled in 6 units or less. A student on withdrawal probation who fails to complete two-thirds (2/3rds) of the units attempted during the semester will be subject to dis-
qualification except students enrolled in 6 units or less."

3.3 APPROVAL OF CHANGE IN LIBRARY CHARGE POLICY, Attachment 3.3

Dr. Gooder indicated that a change is proposed to extend the
Library Charge policy to cover situations in which students have not
paid outstanding fines even though the book may have been returned.

It was moved by Mrs. Gutshall, seconded by Mrs. Alexander, and
passed by the Board to approve of the change in policy for Library
Charges, as described in Attachment 3.3.

3.4 CHANGE IN MANDATORY STUDENT HEALTH FEE

Dr. Gooder stated that by law a student health fee of up to $10
per semester can be charged by the district. A mandatory fee has
been in effect since 1973, and in March of 1978, it was extended to
cover evening credit students.

It was proposed that effective August 21, 1978, the fees be in-
creased from $2 to $5 for those taking 7 or more units; from $1 to $2
for those taking 6 units or less; and a $2 fee for all credit students
in Summer Session beginning next year.

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

3.4 continued:

Dr. Silvera stated that this change would produce additional income which would be used for the expenses of the health office, including salaries and supplies. It would result in about a $40,000 savings to the district.

Mr. Clarke commented that it appears this is the first of changes to come that will place the burden on the students. He felt it was too bad that due to the financial picture, the community college is losing its original purpose: 'helping people'.

It was moved by Mrs. Gutshall, seconded by Mr. Luria, and passed by the Board to approve of the increase in mandatory Student Health Fee, as follows:

1. $5 per semester for credit students enrolled in 7 or more units
2. $2 per semester for students enrolled in 6 units or less
3. $2 for all credit students enrolled in Summer Session beginning with Summer 1979

4. CURRICULUM AND INSTRUCTION

4.1 APPROVAL OF CHANGE IN TEACHER AIDE ASSISTANCE POLICY, Attachment 4.1

Dr. Gooder stated that a slight change is proposed in the policy regarding teacher aide assistance. Present policy provides teacher aide assistance for classes above 60 students and the change would lower that number to 50 students. No new staffing would be required, according to the Office of Instruction. It is hoped that this would encourage more large class enrollment.

It was moved by Mr. Clarke, seconded by Mr. Frank, and passed by the Board to approve of the change in Teacher Aide Assistance policy, as delineated in Attachment 4.1.

5. BUSINESS SERVICES

5.1 ROUTINE

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mr. Luria, 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 P78-2539 THROUGH AND INCLUDING P78-2571 FOR SUPPLIES, EQUIPMENT AND SERVICES.
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

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 REPORTS FOR CONSTRUCTION PROJECTS FOR PERIOD ENDING JUNE 30, 1978, Attachment 5.1-c

This was an information item only. Dr. Sorsabal reported that the Marine Technology project may be completed prior to the opening of school.

5.2 NON-ROUTINE

a. POSTPONED CONSIDERATION OF SABBATICAL LEAVES

Dr. Gooder stated that this item had been considered by the Budget Subcommittee on July 7, 1978 where the following motion was made and passed:

"It is moved that sabbatical leaves be approved for 1978-79 at no cost to the district by paying those on leave the difference between their contract salary and the salary of their replacement(s)."

The Committee also made clear that "it is the further sense of the motion that the District by this action at no extra cost encourages continued growth and professional development of the faculty while creating opportunities for temporary or part-time experience for new and younger teachers who may otherwise not be able to teach." Dr. Gooder added that faculty, departments, clusters and the Office of Instruction share the responsibility to see that quality of instruction is maintained.

Dr. Kay stated that he felt the Sabbatical Leave Policy was one of the most important for the school, the students and the faculty. There is no additional cost to the District with this new approach.

Mr. Henry Bagish agreed with all comments made and only added that the faculty take great pride in the sabbatical policy.

Discussion was held on the wording in the motion in clarifying the cost to the District. It was agreed to change the wording to read "at no additional cost".

Dr. Sorsabal added that this will result in a problem in payroll but an adjustment check could be issued at the end of the semester.

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

5.2 NON-ROUTINE - continued:

a. continued:

Mr. Clarke commented that an effort should be made to hire young faculty members. This college has a reputation of being one of the very best in the State and should have some young faculty members on campus.

It was moved by Mrs. Alexander, seconded by Mrs. Gutshall, and passed by the Board that sabbatical leaves be approved for 1978-79 at no additional cost to the district by paying those on leave the difference between their contract salary and the salary of their replacement(s).

b. APPROVAL OF MEDICAL CARRIERS AND PREMIUM FOR EMPLOYEE BENEFIT PROGRAM FOR 1978-79, Attachment 5.2-b

Dr. Sorsabal indicated that a committee worked from September until mid-May examining alternatives to the District's Benefits Program. Self-insurance was investigated but has been discounted for the present. Three proposals were received for medical coverage: Blue Cross, The Travelers and California Medical Group Health Plan, Inc. (CMG). A proposal was also received from Medic-Aid after the Personnel Benefits Committee had disbanded. This committee recommended acceptance of proposals from Blue Cross and CMG. The Blue Cross proposal contains the same rates for 1977-78 and CMG rates were 4% lower than last year. The late proposal from Medic-Aid would have provided a 9% rate lower than Blue Cross for the same coverage.

Mr. John Dittmar, representing Medic-Aid, stated briefly that his proposal gave the same coverage as Blue Cross. His company is a young firm and does not advertise so it does not wish to use premium funds for such a purpose. He thanked Dr. Sorsabal and the Board for courtesies and time extended to him.

Dr. Sorsabal added that the District has a contractual obligation with CSFA which sets a time period for this type of item of 60 days prior to the close of the fiscal year. Medic-Aid's proposal can be considered next year when there is ample time to notify all employees.

It was moved by Mrs. Alexander, seconded by Mrs. Gutshall, and passed by the Board to approve of the proposals from Blue Cross and California Medical Group Health Plan, Inc. as the medical carriers for the 1978-79 college year at the rates indicated in Attachment 5.2-b.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. APPROVAL OF CHANGE IN TRAVEL AND CONFERENCE ADMINISTRATIVE REGULATIONS AND PROCEDURES, Attachment 5.2-c

Dr. Sorsabal indicated that it is proposed to change the policy to delete reimbursement for meals for travel not involving overnight stay. This was due to a change in accounting rules by the Internal Revenue Service.

It was moved by Mrs. Gutshall, seconded by Mr. Clarke, and passed by the Board to approve of the change in Travel and Conference Administrative Regulations and Procedures, as delineated in Attachment 5.2-c.

d. APPROVAL OF DISTRICT MEMBERSHIPS, Attachment 5.2-d

Dr. Gooder stated that the list of selected memberships was considered by the Budget Subcommittee and the Resources Allocation Review Board. He noted that CCJCA had reduced their fees by 15%. Besides the five listed in the agenda item, RARB was asked to consider and did approve of adding: S.B. County School Board Association and the CCC Academic Senate. These are all included in the Tentative Budget.

Dr. Gooder advised further consideration later of the TV Consortium as ADA generates reimbursement to the District. He also indicated that the Washington office will require support funds from all the districts.

It was moved by Mrs. Alexander, seconded by Mrs. Gutshall, and passed by the Board to approve of District membership in the following:

Accrediting Commission for Community & Junior Colleges
California Community College Trustees
California Community College Academic Senate
California Community and Junior College Association
Joint Review Committee on Education in Radiologic Technology
National League for Nursing
Santa Barbara County School Board Association

e. APPROVAL OF POLICY TO RESTRICT USE OF FACILITY USE FEES

Dr. Sorsabal indicated that with the passage of Prop. 13, the District has lost the availability of special funds for community use of facilities. Now, the District will require payment of full cost of facilities use. In the past, the funds collected have offset the need for taxes in the subsequent years. It was suggested that such fees should be used to replace or repair facilities and equipment used by outside agencies, and, further, suggested that these funds be placed in a restricted account.

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

5.2 NON-ROUTINE - continued:

e. continued:

Mrs. Alexander expressed a wish to postpone action on this item if there was no urgency at the moment. Dr. Sorsabal responded that there was no urgency.

It was moved by Mr. Clarke, and seconded by Mrs. Alexander to table this item.

f. APPROVAL OF SUNDAY USE OF FACILITIES AT NO COST TO THE DISTRICT, Attachment 5.2-f

Dr. Gooder stated that a request had been received for use of the stadium and its facilities in connection with the Santa Barbara Marathon on Sunday, October 22, 1978.

Mr. Des O'Neill added that only the locker and shower rooms will be used and there will be no cost to the District. He invited all to come out and participate.

It was moved by Mrs. Gutshall, seconded by Mrs. Alexander, and passed by the Board to approve of use of facilities on Sunday, October 22, 1978 for the Santa Barbara Marathon, subject to an agreement which results in no cost to the District.

g. CONSIDERATION OF REQUEST FOR FACILITIES FOR A STAN KENTON CONCERT, Attachment 5.2-g

Dr. Gooder stated that a request had been received from the Arts and Lectures Committee to use the Sports Pavilion for a fund-raising concert featuring the Stan Kenton orchestra. It was presented for Board consideration as it is a proposed concert.

Dr. Sorsabal responded to questions stating that tickets will be $2.50 and $3.50 and anticipated income will be about $2,000.

It was moved by Mrs. Alexander, seconded by Mr. Luria, and passed by the Board to approve of the request of the Sports Pavilion for a fund-raising concert on Friday, September 22, 1978, as requested by the Arts and Lectures Committee.

h. APPROVAL OF RENEWAL CONTRACT FOR THE CENTRAL COAST PERSONNEL JOINT POWERS AGREEMENT, Enclosure #6

Dr. Gooder indicated that the contract with the Central Coast Personnel Joint Council expired on June 30, 1978. It was recommended that the contract be renewed for a two-year period at an annual cost of $750. This amount has been included in the Tentative Budget.

continued on next page.
July 13, 1978
Regular Meeting of the Board of
Trustees Minutes

Page 16 of the July 13, 1978 Minutes of the Regular Meeting of the Board is missing.
MINUTES - Regular Meeting  
Board of Trustees - SBCCD  
July 13, 1978

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

j. continued:

Mr. Luria expressed appreciation for the hard work it took to accomplish this resultant proposal.

It was moved by Mrs. Alexander, seconded by Mr. Frank, and passed by the Board to approve of the risk management program and premiums as delineated in Attachment 5.2-j.

k. APPROVAL OF LICENSING AGREEMENT FOR MUSICAL PERFORMANCES, ASCAP AND BMI

Dr. Gooder indicated that this item had been discussed before and because of the extensive use of music in the District's program, it is essential that some licensing agreement be negotiated. Proposed agreements have been received from ASCAP and BMI which involve a minimum fee per ADA plus a fee for each performance.

Dr. Sorsabal added that the Music Department has requested that SESAC be included in this action.

It was moved by Mrs. Alexander, seconded by Mrs. Gutshall, and passed by the Board to approve of the staff entering into licensing agreements with American Society of Composers, Authors and Publishers (ASCAP), Broadcast Music Incorporated (BMI), and Society of European Stage, Authors and Composers (SESAC) for the period January 1, 1978 through December 31, 1979.

1. APPROVAL OF CONSULTANTS FOR FACILITY PLANNING SERVICES, Enclosure #7

Dr. Gooder indicated that this is the item to employ a consultant, Mr. Poolman, to train existing personnel in the planning aspects of the Facilities Development position. (This had been discussed under Item 2.2-b(2).) The consultant will be employed on an interim basis for specific services outlined in the enclosure.

It was moved by Mrs. Gutshall, seconded by Mrs. Alexander, and passed by the Board to approve of the employment of Robert C. Poolman and Associates at a cost and for the purpose delineated in Enclosure #7.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

m. APPROVAL OF ARCHITECTURAL SERVICES FOR HANDICAPPED TRANSITION PLAN PROJECT, Attachment 5.2-m

Dr. Gooder indicated that a project was submitted in the 1977-78 Five-Year Construction Program to begin the removal of architectural barriers for the handicapped. Preliminary plans must be submitted in detail before October 1. It is, therefore, necessary to employ architects/engineers to prepare documents which will adequately describe what is to be done on campus and at Continuing Education.

Dr. Sorsabal stated that approximately $7,200 will be needed for working drawings for this campus and Continuing Education. The Federal government will reimburse but the amount is uncertain at this time.

A lengthy discussion was held on the uncertainties of knowing what and if there will be reimbursement and how much. Dr. Gooder stated that the only action required today was to approve of the selection of an architectural firm. Kruger, Bensen & Ziener have been active in such projects both at UCSB and with the City of Santa Barbara, and they are doing the Physical Science Addition project on campus.

It was moved by Mr. Luria, seconded by Mrs. Alexander that Kruger, Bensen & Ziener be approved as the architectural firm. No vote was taken on this motion.

Mr. Luria stated that it was his understanding that the Board was being asked to hire a firm to do staff work necessary for preliminary plans to be submitted to the State agency. Dr. Sorsabal agreed and added that there is some urgency in getting started.

Dr. Sorsabal also stated that he would like to have approval from the Board to enter into a contract with the firm to get assistance in developing the preliminary plan to send to the State and for that firm to be the responsible architect for what the college does in that area.

A motion was made by Mr. Luria to table the item. This motion failed for lack of a second.

(At this point, Dr. Sorsabal offered to go to his office to obtain some records for more definite answers. In his absence, Items 5.2-n and 5.2-o were considered by the Board.)

Dr. Sorsabal informed the Board that in February Mr. Trent had estimated construction and equipment for Continuing Education at $215,300 and for the campus at $268,230 for a total of $483,530. He responded to further specific questions from Board members. Reimbursement from the Federal continued on next page...
MINUTES - Regular Meeting
Board of Trustees - SBCCD
July 13, 1978

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

m. continued:

government comes to the District through the State agency. It was believed that approximately $6 million has been set aside to match local funds for handicapped improvements which are mandated by law. Board members were concerned about the reimbursement portion and what the percentage of reimbursement will be.

A motion was made by Mr. Luria, seconded by Mrs. Alexander, and passed by the Board to approve of Kruger, Bensen & Ziemer, architects, to develop preliminary plans for the Preliminary Plan Package for the Handicapped Transition Plan Project at a cost not to exceed $7,200, subject to the Board being notified of any change at all along the line of reimbursement.

n. ACCEPTANCE OF AND REQUEST FOR AUTHORIZATION TO FILE NOTICE OF COMPLETION FOR DRAINAGE FACILITIES PROJECT

Dr. Gooder stated that staff members inspected this job and all work has been completed in accordance with plans and specifications.

It was moved by Mrs. Alexander, seconded by Mr. Frank, and passed by the Board to accept the Drainage Facilities Project as complete as of July 13, 1978, and to authorize staff to file a Notice of Completion.

(At this point, Item 5.2-q was considered and acted upon; then the Board returned to the following item.)

o. APPROVAL OF FEE SCHEDULE FOR CERTAIN NON-CREDIT CLASSES

Dr. Gooder stated that this is an extremely important item. As a result of Prop. 13, there are no State funds available for certain non-credit classes, and, therefore, enrollment fees may be charged.

A proposal prepared by Dr. Martin Bobgan had been presented to the Board Budget Subcommittee. It calls for:

1. An enrollment fee of approximately 25¢ per hour of instruction be approve for certain non-credit courses which will be identified in the Fall Quarter Schedule.

2. Full-cost enrollment fees be charged for certain non-credit courses which will be identified in the Fall Quarter Schedule.

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

5.2 NON-ROUTINE - continued:

o. continued:

3. Certain classes of a community service nature, which will be identified in the Fall Quarter Schedule, be offered free or without enrollment fees.

4. The staff be directed to prepare a fee schedule identifying those courses in each of the categories mentioned above.

It was, also, proposed that the Continuing Education terms be 10 weeks each instead of 13 weeks. There is to be no fee for the Parent/Child Workshop Program.

Dr. Bobgan added that fees will be rounded out to avoid the need for coin changers. Certain community service events will still be free and without enrollment fees. Approval by the Board at this time will help the Continuing Education Division in getting started on a complete fee schedule.

Mrs. Alexander stated that the subcommittee felt that the Continuing Education Division should bring in a complete program plan rather than have the Board make ad hoc decisions.

It was moved by Mrs. Alexander, seconded by Mr. Frank, and passed by the Board to approve of the above recommendations and to direct the Continuing Education staff to prepare and present a complete program for consideration.

p. REPORT OF STATUS OF BUDGET DEVELOPMENT

Dr. Sorsabal reported briefly on the preparation process of the budget. Copies of a memo he had written to the Superintendent, "Update of Budget Process", were distributed to the Board members at this time.

He stated that two pieces of legislation set the stage for 1978-79 -- S.B. 154 and S.B. 2212. He is a member of a select committee of community college business officials who together with the Governor's budget and the two legislative enactments have combined to give direction for continuing the generation of the community colleges in a manner similar to the past.

There are new guidelines now that require EOPS program to be maintained at the 85% level of last year's support. Also, the District will be required to continue operating its Parent/Child Workshops, apprenticeship program, Children's Center at the 85% level.

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

5.2 NON-ROUTINE - continued:

p. continued:

Dr. Sorsabal responded to questions on funds that can be restricted and for which purpose. He referred Board members to the five recommendations in his memo (page 3).

Dr. Gooder concluded by stating that it is intention of the staff to have the Publication Budget ready to present to the Board by August 17. Legislation provided an extension of 30 days for the final budget which must be adopted by the Board prior to September 8. At the next meeting, re-scheduling of Board meeting dates will be presented for consideration.

ADDENDUM q. ACCEPTANCE OF AND REQUEST FOR AUTHORIZATION TO FILE NOTICE OF COMPLETION FOR AUTO EXHAUST SYSTEM PROJECT

Dr. Sorsabal stated that the work on this project has been completed and accepted by the architect. The project meets all the specifications of the contract.

It was moved by Mr. Frank, seconded by Mr. Luria, and passed by the Board to accept the Auto Exhaust System Project as complete as of July 13, 1978, and to authorize staff to file a Notice of Completion.

6. GENERAL INFORMATION

No items

7. ADJOURNMENT

Upon motion of Mr. Clarke, seconded by Mrs. Gutschall, the Board of Trustees adjourned their regular meeting at 6:26 p.m.

ATTEST:

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

CLENN G. GOODER
Superintendent/President and Secretary/Clerk to the Board of Trustees

Approved by the Board of Trustees