AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

August 17, 1978

3:30 p.m. - BOARD ROOM
Santa Barbara City College
Santa Barbara, California

1. GENERAL FUNCTIONS
   1.1 CALL TO ORDER
   1.2 ROLL CALL
   1.3 WELCOME TO GUESTS
   1.4 EXECUTIVE SESSION
      a. DISCUSS PENDING LEGAL MATTERS
   1.5 MINUTES OF REGULAR MEETING OF JULY 27, 1978
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. REPORT ON 1978 SUMMER SESSION
   b. REPORT ON ENROLLMENT FOR FALL 1978 SEMESTER
   c. REPORT ON COMING EVENTS - Mr. Jim Williams
   1.8 ELECTION OF SECRETARY/CLERK TO THE BOARD OF TRUSTEES

      With the retirement of Dr. Glenn G. Goeder on August 30, 1978, it is
      recommended that Dr. David Mertes, Superintendent/President, be elected
      Secretary/Clerk to the Board of Trustees for the period from August 31, 1978
      through March 31, 1979.

2. PERSONNEL
   2.1 CERTIFIED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF HOURLY SUBSTITUTES

      Attachment 2.1-a(1)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF APPOINTMENTS (SABBATICAL REPLACEMENTS); FALL 1978 SEMESTER

Attachment 2.1-a(2)

(3) RECOMMENDED APPROVAL OF CHANGE/CANCELLATION OF SABBATICAL LEAVES: JAN WHITING and BICKY RIPPE

Attachment 2.1-a(3)

(4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(4)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY CERTIFICATED INSTRUCTORS, FALL 1978 SEMESTER

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF CERTIFICATED HOURLY, SUBSTITUTES, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION, 1978-79

Enclosure #1

Enclosure #1 contains the list of hourly faculty, substitutes, and consultants for the Continuing Education Division for 1978-79.

It is recommended that the list be approved, and that the additional recommendations listed on page 19 of the enclosure be approved authorizing additional service as described.

(3) RECOMMENDED APPROVAL OF RE-APPOINTMENT OF VAUGHN W. WESTERMeyer, M.D., CONSULTANT, STUDENT HEALTH SERVICES, FOR 1978-79

Attachment 2.1-b(3)

Dr. Vaughn Westermeyer has served as the consultant for Student Health Services for several years. He is available to continue in this capacity for 1978-79.

It is recommended that, subject to approval of a later agenda item, Dr. Vaughn W. Westermeyer be re-appointed as Consultant, Student Health Services, for 1978-79 on an as-needed basis at a rate of $15.73 per consultation period.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(4) RECOMMENDED APPROVAL OF RE-APPOINTMENT OF RICHARD H. LAMBERT, M.D. CONSULTANT, COUNSELING DEPARTMENT FOR 1978-79

Attachment 2.1-b(4)

Dr. Richard Lambert has served as a psychiatric consultant to the Counseling Department for several years. He is available to continue in this capacity for 1978-79. His compensation will be from the Student Health Services Budget.

It is recommended that, subject to approval of a later agenda item, Dr. Richard H. Lambert be re-appointed as Consultant, Counseling Department, for 1978-79 on an as-needed basis at a rate of $30 per consultation period.

(5) RECOMMENDED APPROVAL OF PART-TIME PERSONAL LEAVE OF ABSENCE: C. RICHARD WILLINGHAM, ASST. PROF., ASTRONOMY, FALL 1978 SEMESTER

Attachment 2.1-b(5)

A request has been received from Mr. Willingham for a 2/5 personal leave of absence without pay during the 1978 Fall semester. He will be replaced on an hourly basis.

It is recommended that the request be approved.

(6) RECOMMENDED APPROVAL OF 40% ASSIGNMENTS FOR MANUEL UNZUETA AND LUIS VILLEGAS, EOPS/ETHNIC STUDIES

Attachment 2.1-b(6)

Special funding has been received which makes possible the addition of special support services for EOPS/Ethnic Studies.

Arrangements have been made for 40 percent assignments for a Cultural Facilitator, EOPS/Ethnic Studies, and Learning Facilitator, EOPS/Ethnic Studies. Attachment 2.1-b(6) contains descriptions of the services to be performed.

Approval of the assignments as described is recommended.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (CLASSIFIED SERVICE EMPLOYEES), SUBJECT TO FUNDING OF THE PUBLICATION BUDGET IN LATER AGENDA ITEM

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (NON-CLASSIFIED SERVICE EMPLOYEES), SUBJECT TO FUNDING OF THE PUBLICATION BUDGET IN LATER AGENDA ITEM

Attachment 2.2-a(2)

(3) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (NON-CLASSIFIED SERVICE EMPLOYEES), CONTINUING EDUCATION DIVISION

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS, ENABLER PROGRAM (NON-CLASSIFIED SERVICE EMPLOYEES), SUBJECT TO FUNDING IN A LATER AGENDA ITEM

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS, COLLEGE WORK STUDY (ON- AND OFF-CAMPUS) PROGRAM

Attachment 2.2-a(5)

(6) RECOMMENDED APPROVAL OF REQUEST FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS FOR JULY, 1978

Attachment 2.2-a(6)

(7) RECOMMENDED APPROVAL OF EXTENSION OF HEALTH LEAVE OF ABSENCE: BRUNO PAROLA, GROUNDSKEEPER, FAC. & OPER., 8/16/78 THROUGH 11/27/78

Attachment 2.2-a(7)

(8) RECOMMENDED APPROVAL OF AMENDED LEAVE WITHOUT PAY: BARBARA KINDRON, PABX OPER./RECEPT., SWITCHBOARD, 8/21/78 THROUGH 9/8/78

Attachment 2.2-a(8)
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2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(7) RECOMMENDED APPROVAL OF CHANGE IN BOARD POLICY REGARDING CERTIFICATED EMPLOYEE ASSIGNMENTS

It is recommended that the following paragraph from Section 1910.1 of Non-Administrative Certificated Personnel Policy be amended as indicated below:

PRESENT: "It is understood at Santa Barbara City College that a contract instructor should not have a night assignment as part of his regular teaching load. However, because enrollments are difficult to predict, there may be instances of overstaffing. In this case, a contract teacher may have to teach nights as part of his regular contract load."

PROPOSED: "A contract faculty member ordinarily does not teach or serve in the Evening College as a part of his or her regular assignment. However, it may be necessary upon approval of the Superintendent-President to assign employees to both the Day and Evening Credit Program."
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(9) RECOMMENDED ACCEPTANCE OF RESIGNATIONS: LINDA J. JONES, CONT. EDUCATION (8/11/78); JANE METIU, HEALTH OCCUPATIONS (7/21/78); AND SYLVIA SPARKS, DATA PROCESSING (12/7/78)

Attachment 2.2-a(9)

(10) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREASEMENTS

Attachment 2.2-a(10)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF LONGEVITY INCREMENT (15 YEARS): BARBARA CELLS, OFF-SET DUPLICATING MACHINE OPERATOR, SR., EFFECTIVE 9/1/78

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF EXTENSION OF ASSIGNMENT: MARILYN WEBER, TYP.CLK.INT., EOPS, EFFECTIVE 8/21/78

Attachment 2.2-b(2)

An increase in the State allocation for EOPS makes it possible to provide for a needed addition in the assignment of Marilyn Weber, Intermediate Typist Clerk in the EOPS office. The EOPS budget is included in and will be considered with the Publication Budget later in the agenda.

It is recommended that the extended assignment of Marilyn Weber be approved, subject to approval of funding in a later agenda item.

(3) RECOMMENDED APPROVAL OF APPOINTMENT: LOIS M. DOERGE, ACCT. CLK.SR., CONT. EDUCATION DIVISION (REPLACING L. JONES), EFFECTIVE 8/28/78

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: MARILYN PANEL, TYP. CLK.INT., CONT. EDUCATION DIVISION (REPLACING B. ORTIZ), EFFECTIVE 8/18/78

Attachment 2.2-b(4)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(5) RECOMMENDED APPROVAL OF APPOINTMENT: ROSALIE RAMIREZ, TYP.CLK.INT., ENABLER PROGRAM (SUBJECT TO FUNDING IN A LATER AGENDA ITEM), EFFECTIVE 8/18/78

Attachment 2.2-b(5)

2.3 GENERAL PERSONNEL

a. ROUTINE


Attachment 2.3-a(1)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF P.E. COACHING ASSIGNMENTS: V. BATASTINI, J. MOORE, R. SCHAACK, FALL 1978 SEMESTER

Attachment 2.3-b(1)

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN ARTS DEGREE AND ASSOCIATE IN SCIENCE DEGREE, SUMMER 1978 SESSION

Attachment 3.2

The Superintendent recommends that the Board of Trustees confer the Associate in Arts degree (48) and the Associate in Science Degree (11) upon each of the candidates listed in Attachment 3.2, subject to completion of the State and local requirements for the degrees.
3. STUDENT SERVICES - continued:

3.3 REPORT ON 1977-78 ACTIVITIES OF SANTA BARBARA CITY COLLEGE'S EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

Enclosure #2

Each year the College submits a year-end report of the Extended Opportunity Programs and Services to the California Community College's Chancellor's Office.

Dr. Gilbert Robledo will be present to speak to the summarization of the EOPS activities.

3.4 RECOMMENDED APPROVAL OF THE STUDENT HEALTH SERVICES BUDGET

Attachment 3.4

On July 13, 1978, the Board of Trustees approved an increase in the mandatory student health fee to provide by that means for the continued operation of the college nurse's office and student health services. The Board requested the opportunity to review the distribution of funds derived from the collection of the student health fees. The budget is contained in Attachment 3.4 and represents a saving of approximately $40,000 to the District's General Fund. At the same time, provision is made for services to be extended to students attending evening classes and summer session.

Adoption of the Student Health Services Budget is recommended.

3.5 RECOMMENDED APPROVAL OF THE 1978-79 CO-CURRICULAR BUDGET

Attachment 3.5

Attachment 3.5 is presented as the Co-curricular Budget for 1978-79. Most of the expenditure items have been reduced 20% from the 1977-78 budget. A district contribution from past years has been reduced. As a result of recent legislation, it is necessary to assume responsibility for athletic insurance in this budget. Recent purchases of a new vehicle and of photo I.D. equipment for student body cards will reduce the ending balance, but the reserve is at an acceptable level for such a budget.

Adoption of the 1978-79 Co-curricular Budget is recommended.
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4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF CONTINUING EDUCATION COURSES FOR THE FALL 1978 TERM

Enclosure #3

Enclosure #3 contains the list of courses recommended for the Fall 1978 Term in Continuing Education. Fees to be charged are indicated for each course in which there is to be a fee.

Dr. Bobgan will describe the proposed schedule and respond to questions.

Approval of the Fall 1978 Term Continuing Education Schedule of Courses is recommended.

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDER NUMBERS FOR SUPPLIES, EQUIPMENT AND SERVICES

Attachment 5.1-a

The Superintendent recommends authorization and/or ratification of the purchase of supplies, equipment and services on Purchase P89-0052 through and including P89-0175.

b. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PAYMENT OF CLAIMS

Attachment 5.1-b

The Superintendent recommends authorization and/or ratification of payment of claims listed on Attachment 5.1-b and such other claims as may arise prior to the meeting.

c. INSPECTOR'S REPORTS FOR CONSTRUCTION PROJECTS FOR PERIOD ENDING JULY 31, 1978

Attachment 5.1-c

Attachment 5.1-c contains the inspector's reports for the following projects now under construction:

- Marine Technology 74% complete
- Physical Science Addition 31% complete
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE

a. RECOMMENDED ACCEPTANCE OF NURSING STUDENT LOAN AND NURSING SCHOLARSHIP, DEPT. OF HEALTH, EDUCATION AND WELFARE

Attachment 5.2-a

The District has been notified that it has been awarded $3,903 for Nursing Student Loans and $3,308 for Nursing Scholarships. The acceptance of these funds will require $434 of District funds which are not now in the expenditure budget.

The Superintendent recommends acceptance of the funds from the Dept. of Health, Education and Welfare for Nursing Student Loans and Scholarships in the total amount of $7,211 distributed pursuant to Attachment 5.2-a. Further, it is recommended that $434 be allocated from District funds for the required 1/9 to match.

b. RECOMMENDED ACCEPTANCE OF THIRD YEAR GRANT FOR RADIOLOGIC TECHNOLOGY PROGRAM

Attachment 5.2-b

The College has been notified of the award of $655 for the continuation of the project to improve the Radiologic Technology Program. These funds, together with $20,224 in unexpended funds from the first year of the project, will enable the College to conduct the third year of the planned three-year project.

The Superintendent recommends acceptance of this grant.

c. NOTIFICATION OF TITLE II, VOCATIONAL EDUCATION, SUBPART 2 OF PART A (BASIC GRANT), AND SUBPART 5 OF PART A (CONSUMER AND HOMEMAKING EDUCATION)

Attachment 5.2-c

The District has been informed that it has been granted an allocation for the VEA Basic Grant in the amount of $174,961 and $13,729 for Consumer and Homemaking Education. These amounts are included in the Publication Budget.

This is an information item.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. RECOMMENDED ACCEPTANCE OF EOPS ALLOCATION OF $194,603 FOR 1978-79

Attachment 5.2-d

Attachment 5.2-d contains notification that the District has been allocated $194,603 for the Extended Opportunity Programs and Services (EOPS). The next agenda item presents a proposed distribution of the funds.

It is recommended that the allocation be accepted.

e. RECOMMENDED APPROVAL OF PROPOSED 1978-70 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES BUDGET

Enclosure #4

Acceptance of a State allocation of $194,603 for Extended Opportunity Programs and Services for 1978-79 was covered in the preceding agenda item. Enclosure #4 contains the proposed budget for 1978-79.

Dr. Gil Robledo will present and speak to the full State-required formal budget at the meeting.

Approval of the EOPS Program and Budget for 1978-79 is recommended.

f. RECOMMENDED ACCEPTANCE OF ALLOCATION OF $65,136 AND APPROVAL OF 1978-79 BUDGET FOR ENABLER PROGRAM

Attachment 5.2-f

Under current law, the District is required to maintain a funding level in 1978-79 of at least 85% of that in the 1977-78 fiscal year for several programs. The Enabler Program is one of those requiring that funding level. The State has allocated $65,136 for the program. With this amount and with budgeted district and other funds, the district will be able to meet the funding level requirements. Attachment 5.2-f delineates the proposed expenditures for 1978-79 for the Enabler Program.

The Superintendent recommends acceptance of the funds and approval of the Enabler budget as shown in Attachment 5.2-f.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

    g. RECOMMENDED APPROVAL OF LICENSE, NAVAL RESERVE CENTER

        Attachment 5.2-g

        Annually, the Continuing Education Division has need for space to conduct its Physical Fitness classes. As in the past, the Naval Reserve Center is available at no cost.

        The Superintendent recommends approval of a license with the U.S. Department of Navy for use of the Naval Reserve Center, 113 Harbor Way, Santa Barbara.

    h. RECOMMENDED APPROVAL OF EXTENSION OF VENDING CONTRACT, RICHARDSON VENDING COMPANY

        In 1976, a two-year vending contract was awarded to Richardson Vending Company, subject to 30-day cancellation and renewal at district option. The services provided by the firm have been extremely good during the term of the contract. Based upon the past performance, the staff is recommending a one-year extension of the contract on the terms and conditions agreed to.

        The Superintendent recommends a one-year extension of exclusive vending contract with the Richardson Vending Company.

    i. RECOMMENDED RE-EMPLOYMENT OF MR. GIL BISHOP, RETIREMENT CONSULTANT, FOR 1978-79 ACADEMIC YEAR

        Enclosure #5

        On May 26, 1977 the Board approved the employment of a professional consultant, Mr. Gil Bishop, to provide consulting services in retirement planning for District employees. During the 1977-78 fiscal year, Mr. Bishop met and consulted with 55 District employees and provided each with an updated retirement handbook (STRS and PERS). Mr. Bishop also provided the administration with a monthly memo covering on-going retirement legislation.

        Based upon the high level of services provided by the consultant and favorable feedback from District employees regarding the services, it is recommended that a contract be entered into with Professional Personnel Leasing, Inc., for the services of Mr. Gil Bishop, Retirement Consultant, for the 1978-79 academic year at a fee of $650.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

j. RECOMMENDED APPROVAL OF WORK STUDY AGREEMENT WITH U.C.S.B.

Attachment 5.2-j

Attachment 5.2-j contains a proposal for continuation of the agreement with U.C.S.B. to provide work-study students as readers.

Approval of the agreement is recommended.

k. RECOMMENDED AUTHORIZATION TO CALL FOR BIDS FOR THE WAREHOUSE PROJECT

In March, bids were received and rejected for the construction of the District's Warehouse. The staff has been working with the project architects to reduce costs of the facility. Prior to the next meeting of the Board (Sept. 7), final architectural recommendation for cost reduction will have been evaluated so that the project can be bid. Because of the impending remodel of the educational portions of the "A" building, it is essential that the Warehouse project be commenced as soon as possible.

The Superintendent recommends that the staff be authorized to call for bids for the Warehouse project upon completion of review of the architect's recommendations for cost savings.

1. RECOMMENDED APPROVAL OF WORKING DRAWINGS AND AUTHORIZATION TO CALL FOR BIDS - RELOCATION OF CAMPUS BOOKSTORE

The working drawings for the relocation of the Bookstore have been reviewed by the staff and appear to meet the requested program needs. The moving of the Bookstore must be completed before the Campus Center addition can be started. In addition to moving the Bookstore, a small 960 sq.ft. extension will be added. This addition is not part of the relocation project, however, but is currently included in the Campus Center addition project.

The Superintendent recommends approval of the working drawings for the relocation of the Bookstore.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

m. RECOMMENDED RATIFICATION OF NOTIFICATION TO PROCEED, HANDICAPPED TRANSITION PLAN

At a previous Board meeting, the architectural firm of Kruger, Bensen & Ziemer was appointed to develop Preliminary Plans for the Handicapped Transition Plan, subject to release of working drawing funds from the State. The District was notified of the release of funds shortly after the last Board meeting and because of the tight time constraints Kruger, Bensen & Ziemer were notified to proceed under terms of the contract.

The Superintendent recommends ratification of the notification to proceed sent to Kruger, Bensen & Ziemer for development of Preliminary Plans for the Handicapped Transition Project.

n. DISCUSSION OF PROPOSED ACQUISITION OF FACILITIES FOR CONTINUING EDUCATION DIVISION

The staff and representatives of THE FUND FOR SANTA BARBARA CITY COLLEGE have been searching for facilities suitable for the Continuing Education Division. The progress of this search and recommendations will be discussed at the meeting.

o. RECOMMENDED ADOPTION OF 1978-79 PUBLICATION BUDGET

Enclosure #6

The Board's Budget Subcommittee has reviewed the proposed Publication Budget and recommends its approval. The Publication Budget includes the first 22 items on the RAB8 Priority List and several items recommended by the Superintendent. The contingency reserve appears large at this time, but, if approved, most will be used for necessary and approved construction projects. The budget, its ramifications and the financial status of the District will be discussed at the meeting.

The Superintendent recommends adoption of the 1978-79 Publication Budget as presented in Enclosure #6.
6. GENERAL INFORMATION

6.1 RECOMMENDED APPOINTMENT OF DR. DAVID H. MERTES AS A MEMBER OF THE BOARD OF DIRECTORS, THE FUND FOR SANTA BARBARA CITY COLLEGE

By-Laws of THE FUND FOR SANTA BARBARA CITY COLLEGE call for the Superintendent of the Santa Barbara Community College District to serve on the Board of Directors. Dr. Mertes should, therefore, be named to replace Dr. Glenn G. Gooder on the Board of Directors of THE FUND.

It is recommended that Dr. David H. Mertes be named as a member of the Board of Directors of THE FUND FOR SANTA BARBARA CITY COLLEGE, effective August 31, 1978.

6.2 RECOMMENDED ADOPTION OF RESOLUTION No. 2 (1978-79) REGARDING CHARITABLE DRIVES

Attachment 6.2

On November 10, 1977, the Board determined to limit fund drives on campus to two: THE UNITED WAY and RED CROSS.

Attachment 6.2 contains a letter from Combined Health Agencies Drive (CHAD) again requesting approval of a CHAD drive and payroll deduction and the accompanying Attorney General's opinion indicates that reasons must be advanced for limiting charitable drives.

Resolution No. 2 (1978-79) sets forth reasons for the limitation. Adoption of the resolution is recommended.

6.3 FINAL REPORT OF ITEMS FOR INSTITUTIONAL STUDY AND ACTION, 1977-78

Enclosure #7

Enclosure #7 contains the final report on Items For Institutional Study and Action for 1977-78.

This is provided for information.
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6. GENERAL INFORMATION - continued:

6.3 ADOPTION OF SPECIAL RECOGNITION RESOLUTION No. 1 (1978-79)

7. ADJOURNMENT

Due to action of the Board on July 27, 1978, following is the schedule of Board meetings through the month of September:

SPECIAL MEETING  SEPTEMBER 7, 1978
-- CANCEL --  SEPTEMBER 14, 1978
REGULAR MEETING  SEPTEMBER 28, 1978

Therefore, the next meeting of the Board of Trustees will be held on September 7, 1978 at 3:30 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.