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

October 11, 1979
3:30 p.m. - Room A-160
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, October 11, 1979, at 3:36 p.m. in Room A-160, 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 (arrived 4:00 p.m.)
Mr. Gary R. Ricks
Mr. Benjamin P. J. Wells
Mr. Steve Zaharias, Student Member

Members absent:

Mr. Eli Luria

Others present for all or a portion of the meeting:

Dr. David Mertes, Superintendent/President and Secretary/Clerk to the Board of Trustees
Mr. M. L. Huglin, Administrative Dean, Instruction
Dr. Alfred Silvera, Administrative Dean, Student Services
Mr. Glenn Gaston, President, Academic Senate
Ms. Elizabeth Lockhart, Associated Student Senator
Miss June Scott, Reporter, The Channels
Mr. Jim Williams, College Information Officer
Dr. Abelino Bailon, Assistant Dean, Continuing Education
Mrs. Betty Bartels, Principal Clerk, Facilities & Operations
Mr. C. Paul Didier, United Way
Mr. Robert Handy, CHAD Representative
Ms. Zoe Iverson, Children's Center
Mr. Howard Menzel, CHAD Representative
Mr. Daniel Oroz, Director, Personnel Services/Affirmative Action Officer
1. GENERAL FUNCTIONS - continued:

1.2 ROLL CALL - continued:

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

Mr. David Pickering, Controller, Business and Accounting
Ms. Betty Songer; Children's Center
Mr. Robert E. Trefry, Executive Vice-President, CHAD
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 - PERSONNEL MATTERS

Dr. Dobbs stated that an executive session would be held at
the end of the regular meeting.

At 5:14 p.m., upon motion of Mr. Frank, seconded by Mr. Ricks,
all Board members and Dr. Mertes proceeded to the President's Office
to hold a session on personnel matters.

Upon motion of Mr. Ricks, seconded by Mr. Frank, Dr. Dobbs ended
the executive session at 6:10 p.m. No statement was issued.

1.5 MINUTES OF REGULAR MEETING OF SEPTEMBER 27, 1979

Upon motion of Mr. Ricks, seconded by Mrs. Powell, the minutes
of the regular meeting of September 27, 1979, were approved by the
Board of Trustees as delivered.

1.6 HEARING OF CITIZENS

a. REQUEST FROM MR. ROBERT HANDY, Attachment 1.6-a

Dr. Mertes indicated that Mr. Handy would like to address
the board and was present to do so.

Mr. Handy requested a delay until all board members were pre-
sent. He was informed that Mr. Luria was out of town and Mr.
Frank had earlier advised staff that he would not be able to arrive
until about 4:00 p.m.

Mr. Handy then stated that he was requesting that the board
reconsider their resolution (passed 8/17/78) limiting charitable
drives on campus to United Way and Red Cross. He introduced Mr.
Robert Trefry, Executive Vice-President on the state level for
Combined Health Agencies Drive (CHAD) who spoke of experiences
in other parts of the state.
1. GENERAL FUNCTIONS - continued:

1.6 HEARING OF CITIZENS - continued:

a. continued:

A lengthy discussion was held in which Mr. Howard Menzel also spoke for CHAD, and Mr. Paul Didier responded for United Way.

Mrs. Alexander expressed appreciation for the appearance of the state officer but felt nothing had been said that would change anything.

Mrs. Powell had a complete opposite viewpoint and felt the policy should be changed. She made a motion to change the policy to allow a CHAD drive. The motion was seconded by Mr. Ricks.

No vote was taken at this time. Dr. Mertes stated that the present policy in effect limits drives to United Way in the fall and Red Cross in the spring. Mrs. Alexander added that this had been done to limit the number of demands on employees.

At 4:00 p.m., Mr. Frank arrived and was told a vote would soon be taken on the motion. Discussion continued on.

Mrs. Powell commented that United Way was aware that their contributions may decrease if another agency is allowed on campus. She felt that last year when this was discussed some board members felt they did not have the right to decide for employees.

Mr. Wells stated that there is a provision for CHAD to participate in the United Way Drive as donors can designate their contributions to member organizations. He recalled that Dr. Glenn Gooder, at last year's discussion, could not imagine why the board was confronted with this issue as it seemed more reasonable that the agencies should settle this among themselves.

Dr. Dobbs ended the discussion and called for a vote on the motion to change the policy to allow a CHAD drive. Mrs. Alexander, Mr. Wells, Mr. Frank, and Dr. Dobbs voted "no". Mrs. Powell and Mr. Ricks voted "yes." The motion was defeated.

1.7 COMMUNICATIONS

ADDED:

Dr. Mertes reported that the Faculty In-Service Day on October 9, had been very successful. Many figures were given to assess who it is that this district serves. Characteristics were reported on SBCC students and in the afternoon the 3-Year Curriculum Plan was described to the faculty. All departments will participate in this 3-Year Plan thereby giving all involved the opportunity to evaluate their own programs and goals. The same materials and evaluation procedures will become part of the accreditation process the following year.
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1. GENERAL FUNCTIONS - continued:
   1.7 COMMUNICATIONS - continued:

   Mrs. Alexander and Mrs. Powell had attended and were both pleased
   with the amount of information presented and how pertinent it is
   for the district.

   Dr. Dobbs stated that at a recent national meeting of ACCT,
   the theme was on the changing population of students—looking at
   older returning students—and careers are the dominant issue.

   ADDED:
   Mr. Wells reported on a recent CCJCA Commission on Public
   Relations meeting. With the aid of a grant, a film is being prepared
   on what community colleges are doing. It will have well-known guests
   and will be geared and shown to legislators.

   a. REPORT ON COMING EVENTS - MR. JIM WILLIAMS

      Mr. Jim Williams reported on 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 October 12 to October 25, inclusive.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

   a. ROUTINE

      Upon recommendation of the Director, Personnel Services,
      it was moved by Mrs. Powell, 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 ADDITIONAL TEMPORARY HOURLY INSTRUCTORS, FALL
       1979 SEMESTER, Attachment 2.1-a(1)

   (2) APPROVAL OF ADDITIONAL TEMPORARY HOURLY (NON-TEACHING)
       CERTIFICATED PERSONNEL, FALL 1979 SEMESTER, Attachment 2.1-a(2)

   (3) APPROVAL OF HOURLY INSTRUCTOR, CHANGES OF PREVIOUSLY-
       APPROVED INSTRUCTORS: SUBSTITUTES, AND CONSULTANT (LECTURER),
       CONTINUING EDUCATION DIVISION, Attachment 2.1-a(3)

   (4) AUTHORIZATION FOR TRAVEL AND CONFERENCE, Attachment 2.1-a(4)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE

(1) APPROVAL OF APPOINTMENT: BETTY E. SONGER, HEAD TEACHER, CHILDREN'S CENTER (REPLACING P. MACHADO) EFFECTIVE OCTOBER 15, 1979, Attachment 2.1-b(1)

The director of the Children's Center, Zoe Iverson, introduced Betty Songer who is recommended as the new Head Teacher. She has been a substitute teacher and had good rapport with the parents in the Center.

It was moved by Mr. Wells, seconded by Mrs. Alexander, and passed by the board to approve of the appointment of Betty E. Songer as Head Teacher, Children's Center (replacing P. Machado) effective October 15, 1979.

Dr. Dobbs welcomed her to the staff.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

Upon recommendation of the Director, Personnel Services, it was moved by Mrs. Alexander, 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), MAIN CAMPUS AND CONTINUING EDUCATION DIVISION, Attachment 2.2-a(1)

(2) APPROVAL OF HOURLY APPOINTMENT (CLASSIFIED SERVICE EMPLOYEE), MAIN CAMPUS, Attachment 2.2-a(2)

(3) APPROVAL OF STUDENT APPOINTMENTS: COLLEGE WORK STUDY (ON- AND OFF-CAMPUS), GENERAL AND TUTORIAL PROGRAMS, Attachment 2.2-a(3)

(4) AUTHORIZATION FOR TRAVEL AND CONFERENCE, Attachment 2.2-a(4)

(5) APPROVAL OF CHANGE FOR PREVIOUSLY-APPROVED APPOINTMENT, Attachment 2.2-a(5)

(6) ACCEPTANCE OF RESIGNATIONS: MARILYN WORCOTT, TYP. CLK., SR., PLACEMENT/FINANCIAL AIDS, EFFECTIVE 9/28/79, Attachment 2.2-a(6)

(7) APPROVAL OF MATERNITY LEAVE OF ABSENCE WITHOUT PAY: THELMA DAWALLO, TYP. CLK., SR., TUTORIAL CENTER, Attachment 2.2-a(7)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE

(1) APPROVAL OF PROMOTION: JOYCE HATHeway, ADMISSIONS & RECORDS OFFICE SUPERVISOR (REPLACING J. WASIL), EFFECTIVE 10/12/79, Attachment 2.2-b(1)

Mr. Oroz stated that a current employee in the admissions office is recommended for promotion. Her position will not be refilled. She will retain some of her present duties and assume new duties in the supervisory position. Other staff members will be assigned the balance of work from the combination of the two positions.

It was moved by Mr. Wells, seconded by Mrs. Alexander, and passed by the board to approve of the promotion of Joyce Hatheway, Admissions & Records Office supervisor (replacing J. Wasil) effective 10/12/79.

(2) APPROVAL OF APPOINTMENT: LINDA TAPPEINER, TYP. CLK. INTER., INSTRUCTION (REPLACING S. TIMM), EFFECTIVE 10/12/79, Attachment 2.2-b(2)

Mr. Oroz introduced Linda Tappeiner who will fill the vacancy in the Instruction Office.

It was moved by Mr. Wells, seconded by Mrs. Alexander, and passed by the board to approve of the appointment of Linda Tappeiner as Typ. Clerk, Int., Instruction Office (replacing S. Timm) effective 10/12/79.

Dr. Dobbs welcomed her to the staff.

2.3 GENERAL PERSONNEL

a. ROUTINE

It was moved by Mrs. Powell, seconded by Mr. Ricks, and passed by the board to approve of the following routine General Personnel items, as described in the attachments:

(1) APPROVAL OF PROFESSIONAL VOLUNTEER STATUS: JACQUE SHEETZ (PHYSICAL EDUCATION), AND GENE WARD (CONTINUING EDUCATION DIVISION), Attachment 2.3-a(1)

(2) APPROVAL OF PROFESSIONAL EXPERTS (CONSULTANTS), GERONTOLOGY PROJECT, AND HOTEL/RESTAURANT MANAGEMENT PROGRAM, Attachment 2.3-a(2)
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2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL - continued:

b. NON-ROUTINE

(1) APPROVAL OF REVISION TO DISTRICT'S AFFIRMATIVE ACTION PROGRAM PLAN, Attachment 2.3-b(1)

Mr. Oroz stated that during review of the district's plan by the Chancellor's Office it was reported that this district is not in compliance in one area. The plan should include a section stating how the policy will be disseminated. An appropriate section was prepared and is contained in the attachment.

It was moved by Mr. Ricks, seconded by Mr. Wells, and passed by the board to approve of the addition to the District's Affirmative Action Program Plan as contained in the Attachment 2.3-b(1).

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

Mr. Steve Zaharias introduced Elizabeth Lockhart, a new Senator.

Mrs. Lockhart reported that there is now a full student senate - having added a full complement of senators. The new "Ride Board" will soon be mounted in the Campus Center lobby and is the result of many hours of work. Plans are progressing for Homecoming with "Roaring 20's" as the theme. The first noon-time music event in the Garvin Theatre was successful—about 150 attended, indicating that communications are improving. A Halloween Film Festival is being planned and the Senate had an entry in the recent Sand Castle Contest on East Beach.

Mr. Zaharias added that "Law Day" was very successful and Mr. Clarke Alexander was most effective in responding to students' questions. This will be on two Wednesdays per month.

Dr. Dobbs thanked Mrs. Lockhart for her report.

4. CURRICULUM AND INSTRUCTION

No items

5. BUSINESS SERVICES

5.1 ROUTINE

Upon recommendation of the Superintendent, it was moved by Mr. Frank, seconded by Mrs. Powell, and passed by the board to approve of the following routine Business Services items, as described in the attachments:
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

a. AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS NO. P89-1923 (Prior year), P90-0306, AND P90-0483 THROUGH AND INCLUDING P90-0573 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 REPORTS FOR PERIOD ENDING SEPTEMBER 30, 1979, Attachment 5.1-c

Dr. Mertes stated that this is an information item. Although the report on the Physical Science Addition shows 100% completion there is still a question on the seating in the large lecture hall.

5.2 NON-ROUTINE

a. ACCEPTENCE OF NURSING STUDENT SCHOLARSHIP FUNDS IN THE AMOUNT OF $3,687, Attachment 5.2-a

Dr. Mertes indicated that the district has been allocated $3,687 for nursing student scholarships. No matching funds are required.

It was moved by Mr. Frank, seconded by Mr. Wells, and passed by the board to accept the 1979-80 fiscal year allocation of nursing student scholarship funds in the amount of $3,687.

b. DISTRIBUTION OF THE 1979-80 ADOPTED DETAIL BUDGET, Enclosure #1

Dr. Mertes indicated that copies of the budget document were placed at each seat today. It shows appropriations allocated to each cost center.

Dr. Mertes added that Mr. Hanson was attending a Business Officials meeting where two important issues are on the agenda: follow-up on AB 8, and impact of the proposed Gann Initiative.

c. APPROVAL OF AMENDMENT TO 1979-80 MILEAGE ALLOWANCE LIST, Attachment 5.2-c

Dr. Mertes indicated that one name had inadvertently been omitted when the master list for mileage allowances had been compiled for the 1979-80 year.

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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. continued:

It was moved by Mrs. Alexander, seconded by Mrs. Powell, and passed by the board to approve of the amendment to the 1979-80 Mileage Allowance List as delineated in attachment 5.2-c.

d. APPROVAL OF BUDGET FOR VETERANS' COST-OF-INSTRUCTION PAYMENTS (VCIP), Attachment 5.2-d

Dr. Mertes indicated that the VCIP budget in the attachment was developed according to Federal Guidelines and Regulations for the initial allocation of $17,937. The award was based on projections of veteran student enrollment. The college is authorized to spend up to one-third of the budget for the period ending October 31, 1979.

It was moved by Mrs. Powell, seconded by Mrs. Alexander, and passed by the board to approve of the budget, contained in Attachment 5.2-d, for the Veterans' Cost-of-Instruction Payments Program.

e. APPROVAL OF A CONTRACT WITH UNITED AIRLINES TO PROVIDE FOOD PREPARATION SERVICE THROUGH THE H.R.M. DEPARTMENT, Enclosure #2

Dr. Mertes stated that, at the last meeting, staff had been authorized by the board to enter negotiations with United Airlines for food preparation service for the new dinner flight. It has been determined that the college is not competing as others were not interested. There have been several meetings with United, John Dunn and Mr. Hanson and the proposed contract was contained in Enclosure #2. The pricing arrangements have been finalized and United will pay the H.R.M. department a fixed overhead charge of $95 per flight plus food costs, and an additional 10% for breakage, etc. This new program will give HRM students valuable experience in a new field.

In response to questions, Mr. Dave Pickering stated that existing liability insurance will cover this added activity. He had checked with the district's agent who also indicated there would be no additional cost.

Mr. Wells expressed a need for reassurance on liability coverage. Dr. Mertes noted that that could be checked out again.

Mrs. Alexander felt that this type of hands-on experience would be invaluable for the students and make them more employable. She stated that full credit should be given John Dunn for this opportunity.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. continued:

It was moved by Mr. Wells, seconded by Mrs. Alexander, and passed by the board to approve of the contract with United Airlines for food preparation services by the H.R.M. Department, as described in Enclosure #2, and subject to review of insurance coverage.

f. RATIFICATION OF CHANGE ORDER #4, CAMPUS CENTER ADDITION PROJECT, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR, Attachment 5.2-f

Dr. Mertes stated this change order had been discussed previously by the Subcommittee on Facilities. It relates to kitchen exhaust dampers and controls. The attachment contained a copy of a letter from the architect explaining the circumstances of the requirement and why the work had already been completed. The Subcommittee discussed it a second time and agreed that the cost should be paid by the district.

It was moved by Mrs. Alexander, seconded by Mr. Ricks, and passed by the board to approve of Change Order #4 to the contract with J. W. Bailey Construction Company, contractor, for the Campus Center Addition Project for the additional amount of $4,110, as follows, and no change in completion date of December 16, 1979:

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6. GENERAL INFORMATION

No items

7. ADJOURNMENT

Due to the upcoming holidays, and the belief that all business could be handled in one meeting each for the months of November and December, it was moved by Mr. Wells, seconded by Mrs. Powell, and passed by the board to cancel the following regularly-scheduled meetings:

November 22, 1979    (Thanksgiving Day)
December 27, 1979    (Christmas week)
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7. ADJOURNMENT - continued:

Upon motion of Mr. Frank, seconded by Mr. Ricks, the Board of Trustees adjourned their regular meeting (at the end of the executive session) at 6:10 p.m.

The next regular meeting is scheduled for Thursday, October 25, 1979, at 3:30 p.m. in Room A-160, Administration Building, Santa Barbara City College, Santa Barbara, California.

ATTEST:

Joe W. Dobbs
President, Board of Trustees
Santa Barbara Community College District

David Mertes
Superintendent/President and Secretary/Clerk to the Board of Trustees

Approved by the Board of Trustees

on October 25, 1979.