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

April 26, 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, April 26, 1979, at 3:35 p.m. in Room A-160 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 (arrived 4:00 p.m.)
Mr. Sidney R. Frank (arrived 4:10 p.m.)
Mrs. Ann Gutshall
Mr. Eli Luria
Mr. Tim Clarke, Student Member (arrived 3:45 p.m.)

Member absent:

Mr. Benjamin P. J. Wells

Others present for all or a portion of the meeting:

Dr. David Mertes, Superintendent/President and Secretary/Clerk to the Board of Trustees
Dr. Martin Bobgan, Administrative Dean, Continuing Education
Dr. Alfred Silvera, Administrative Dean, Student Services
Dr. John Kay, President, Academic Senate
Mr. Armando Ramos, Vice-President, ASB
Mr. Dennis Walters, THE CHANNELS
Mr. Jim Williams, College Information Office
Mrs. Betty Bartels, Principal Clerk, Facilities & Operations
Mr. David Emerson, Assistant Dean, Instructional Operations
Ms. Eugenia Lennon, Long-term Substitute, ADN Program
Mr. Burton P. Miller, Admin. Asst. to the Sup't/President
Ms. Claudia Mitchell, Asst. Professor, ADN
Mr. Daniel Oroz, Director, Personnel/Affirmative Action Officer
Mr. Cal Reynolds, Asst. Dean, Student Activities
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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. Gilbert Robledo, EOPS Director/Counselor
Dr. Richard Sanchez, Asst. Dean, Educational Planning & Development
Mrs. Elsie Brandt, Secretary to Superintendent/Board of Trustees

1.3 WELCOME TO GUESTS

Dr. Dobbs extended a cordial welcome to all present.

1.4 EXECUTIVE SESSION

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

At 4:18 p.m., upon motion of Mr. Luria, seconded by Mr. Frank, Dr. Dobbs announced that the Board would adjourn to the President's Office for an executive session on personnel matters. Dr. Dobbs was accompanied by the other five Board members and Dr. Mertes, Superintendent/President.

At 6:20 p.m., the executive session ended upon a motion made by Mr. Frank and seconded by Mrs. Gutshall.

After the executive session ended, it was moved by Mrs. Gutshall, seconded by Mrs. Powell, and passed by the Board that the following should be the schedule for Board meetings in the month of May:

May 10 - Regular Meeting - Proposed ADN Selection Procedures to be discussed as a committee-of-the-whole
May 17 - Special meeting to be scheduled for action items
May 24 - Regular meeting to be canceled

During the executive session Mrs. Alexander left at 5:05 p.m. to go to a Board of Governors' meeting in Los Angeles.

1.5 MINUTES OF ADJOURNED MEETING OF MARCH 29, 1979

MINUTES OF SPECIAL MEETING OF MARCH 30, 1979

Upon motion of Mrs. Gutshall, seconded by Mrs. Powell, the minutes of the adjourned meeting of March 29, 1979, and the minutes of the special meeting of March 30, 1979, were approved by the Board of Trustees as delivered.

1.6 HEARING OF CITIZENS

None

1.7 COMMUNICATIONS

a. REPORT ON CCJCA DELEGATE ASSEMBLY, APRIL 20-21, 1979

Dr. Mertes reported that the District was represented by the following at the CCJCA Delegate Assembly:

continued . .
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1. GENERAL FUNCTIONS - continued:

1.7 COMMUNICATIONS - continued:

a. continued:

Mrs. Kathryn Alexander, Trustee
Dr. John Kay, Faculty
Mr. Armando Ramos, Student
Dr. David Mertes, Administrator

The meeting was a "shining star" in the recent history of CCJCA meetings. Dr. Kay served as parliamentarian, and Mrs. Alexander obtained adoption of a resolution that CCJCA initiate a review of the Master Plan to see if it reflected the message of community colleges. The District was served well by its delegation. Dr. Mertes was re-elected to a 3-year term on the Board of Directors.

b. 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 April 27 to May 10, 1979, inclusive.

In particular, he noted the Annual Student Awards Dinner (May 4), the Open House for the Marine Technology Building (May 20), and Commencement Exercises (May 31).

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

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

(1) APPROVAL OF CHANGES FOR PREVIOUSLY-APPROVED INSTRUCTORS AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION, Attachment 2.1-a (1)

(2) AUTHORIZATION FOR TRAVEL AND CONFERENCE, Attachment 2.1-a (2)

b. NON-ROUTINE

(1) ACCEPTANCE OF RESIGNATION: DONNA COFFMAN, DIRECTOR, CHILDREN'S CENTER, EFFECTIVE JUNE 13, 1979, Attachment 2.1-b (1)

Mr. Oroz stated that Mrs. Donna Coffman wishes to resign as Director of the Children's Center for the pursuit of personal interests. She has served in this capacity for the past five years.

continued . . .
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2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(1) continued:

It was moved by Mr. Luria, seconded by Mrs. Gutshall, and passed by the Board to accept with regret the resignation of Donna Coffman, Director, Children's Center, effective June 13, 1979.

(2) APPROVAL OF PERSONAL LEAVE OF ABSENCE (WITHOUT PAY): WILLIAM J. CORDERO, COORDINATOR, STUDENT SERVICES, EFFECTIVE MAY 1 - MAY 31, 1979, Attachment 2.1-b (2)

Mr. Oroz indicated that Bill Cordero submitted a request for a personal leave during the month of May.

In response to the Board, Dr. Mertes stated that the request had been reviewed with the Administrative Dean of Student Services, and there would be sufficient coverage in the affected offices.

Dr. Mertes also announced that a moratorium has been placed on the administrative sabbatical leave policy for two years until the uncertain funding period has ended.

It was moved by Mrs. Powell, seconded by Mrs. Gutshall, and passed by the Board to approve of a personal leave of absence (without pay) for William J. Cordero, Coordinator of Student Services, for the period May 1, 1979, through May 31, 1979.

(3) APPROVAL OF APPOINTMENT OF NEW CLUSTER LEADERS

Upon recommendation of the Administrative Dean of Instruction, it was moved by Mrs. Powell, seconded by Mrs. Gutshall, and passed by the Board to approve of the appointment of the following Cluster Leaders:

Robert Gray Life Science/Geology/Marine Technology effective immediately
Jeanette Webber English/Journalism effective Fall, 1979

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

Upon recommendation of the Director, Personnel Services, it was moved by Mrs. Powell, seconded by Mr. Luria, 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), Attachment 2.2-a (1)
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2. PERSONNEL - continued:  

2.2 CLASSIFIED PERSONNEL - continued  

a. ROUTINE - continued:  

(2) APPROVAL OF HOURLY APPOINTMENT (NON-CLASSIFIED SERVICE EMPLOYEE), CONTINUING EDUCATION DIVISION, Attachment 2.2-a (2)  

(3) APPROVAL OF STUDENT APPOINTMENTS: GENERAL PROGRAM, Attachment 2.2-a (3)  

(4) ACCEPTANCE OF RESIGNATIONS: EMERY HUGHES, PROP. CUST. TECH., MARINE TECH., EFFECTIVE 5/21/79, AND IVA SCHATZ, TYP. CLK. SR., PLACEMENT OFFICE, EFFECTIVE 6/1/79, Attachment 2.2-a (4)  

(5) APPROVAL OF HEALTH LEAVE OF ABSENCE: GLORIA L. CATHCART, TYP. CLK. SR., CAREER DEVELOP., EFFECTIVE 5/12/79 THROUGH 6/22/79, Attachment 2.2-a (5)  

(6) APPROVAL OF LEAVE OF ABSENCE (WITHOUT PAY): NAOMI AICHES, CRED. CLK., PERSONNEL DEPT., EFFECTIVE 6/4/79 THROUGH 8/31/79, Attachment 2.2-a (6)  

(7) APPROVAL OF ANNUAL SALARY INCREASES, Attachment 2.2-a (7)  

(8) AUTHORIZATION FOR TRAVEL AND CONFERENCE, Attachment 2.2-a (8)  

b. NON-ROUTINE  

(1) APPROVAL OF REINSTATEMENT OF FORMER EMPLOYEE: JAMES F. LYNN, CUSTODIAN, FAC. & OPERATIONS, DEPT., EFFECTIVE MAY 1, 1979, Attachment 2.2-b (1)  

Mr. Oroz recommended the reinstatement of James Lynn as Custodian. He had served the District well in recent years and wished to return.  

It was moved by Mrs. Powell, seconded by Mr. Luria, and passed by the Board to approve of the reinstatement of James F. Lynn, Custodian, Facilities and Operations Dept., effective May 1, 1979.  

(2) APPROVAL OF TRANSFER: JULIETTE SANGSTER, FROM TYP. CLK. INTER., LIBRARY TO TEACHER'S AIDE, LIFE SCIENCE (REPLACING E. ROULSTON), EFFECTIVE MAY 1, 1979, Attachment 2.2-b (2)  

Mr. Oroz recommended the transfer of Juliette Sangster to the vacant Teacher's Aide position in the Life Science Dept. For the past 12 years, she has been an intermediate typist clerk in the Library.
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) continued;

It was moved by Mr. Luria, seconded by Mrs. Gutshall, and passed by the Board to approve of the transfer of Juliette D. Sangster to Teacher's Aide, Life Science Dept. (replacing Ellie Roulston), effective May 1, 1979.

2.3 GENERAL PERSONNEL

a. ROUTINE

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

(1) APPROVAL OF PROFESSIONAL EXPERT (CONSULTANT) STATUS: THEODORE KNAPP, WELDING, SPRING 1979 SEMESTER, Attachment 2.1-a (1)

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

Mr. Tim Clarke introduced Armando Ramos who was present to give the Student Senate report. Mr. Clarke commended Mr. Ramos for accepting and serving as vice-president when a sudden vacancy arose during mid-term. As a senator, Mr. Ramos had served enthusiastically, and, according to Mr. Clarke, he was much appreciated in a time of need.

Mr. Ramos stated that student elections are in progress today and tomorrow. One issue on the ballot relates to the new calendar. All results will be announced at a dance scheduled for Friday night in the Campus Center.

He also reported that the recent Easter Egg Hunt was a great success. Between 100 - 125 people attended, and two letters of appreciation were received by the Senate.

Mr. Ramos expressed pleasure at his attendance at the recent CCJCA Delegate Assembly. He was most impressed with the whole event and felt confident that this district was very well represented by those who attended for SBCC.

Mr. Clarke expressed some disappointment in the apathy of students for election of Student Senate.

Mrs. Gutshall encouraged him and all who had worked in the Student Senate to continue in their ambitions and attitudes. This year's Senate has been outstanding, and many things have been learned by all.

continued . . .
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3. STUDENT SERVICES - continued:  
   3.1 continued:  
    
    Mr. Ramos stated that there will be an intensive orientation presented to the new members of the Senate during the Summer months.  
    
    Dr. Dobbs thanked them both for their attendance and reports.  
    
    (At this point, Mrs. Alexander arrived at 4:00 p.m.)  

4. CURRICULUM AND INSTRUCTION  

4.1 APPROVAL OF 1979 SUMMER SESSION SCHEDULE, Enclosure #1  
    
    Dr. Mertes stated that Enclosure #1 contained the Summer Session Schedule for 1979.  
    
    Mr. David Emerson, who had prepared the schedule of classes, stated that last year's Summer Session was offered at 60 percent of the 1977 schedule as a quick reaction to Proposition #13. This year there will be offered more of a balance between the day and night classes. There will be more occupational programs and, again, a Summer Repertory Theatre.  
    
    It was moved by Mrs. Powell, seconded by Mrs. Gutshall, and passed by the Board to approve of the 1979 Summer Session Schedule, as contained in Enclosure #1.  

5. BUSINESS SERVICES  

5.1 ROUTINE  
    
    Upon recommendation of the Superintendent, it was moved by Mrs. Powell, seconded by Mrs. Gutshall, and passed by the Board to approve of the following routine Business Service items, as described in the attachments:  
    
    a. AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS NO. P89-1573 THROUGH AND INCLUDING P89-1648 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.  

5.2 NON-ROUTINE  
    
    a. ACCEPTANCE OF GIFT ON BEHALF OF THE FUND FOR SANTA BARBARA CITY COLLEGE, Attachment 5.2-a  
    
    Dr. Mertes stated that a gift of records had been donated to the College. These can be used for instructional purposes in the Learning Resource Center and have an estimated value of $300.  
    
    continued . . .
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

a. continued:

It was moved by Mrs. Gutshall, seconded by Mr. Luria, and passed by the Board to accept the gift on behalf of THE FUND FOR SANTA BARBARA CITY COLLEGE and to direct staff to send a letter of appreciation to Mr. and Mrs. Ronald Ousey.

b. APPROVAL OF THE SUBMISSION OF AN APPLICATION FOR NURSING CAPITATION GRANT, Enclosure #2

Dr. Mertes indicated that Enclosure #2 contained an application for Nursing Capitation Grant funds. The funds can be used in any way to further the ADN Program, and no matching funds are required of the District.

It was moved by Mr. Luria, seconded by Mrs. Alexander, and passed by the Board to approve of the submission of the application for a Nursing Capitation Grant, as delineated in Enclosure #2.

c. RATIFICATION OF SUBMISSION OF GERIATRIC NURSING PROPOSAL, Enclosure #3

Dr. Mertes stated that Enclosure #3 contained an application for a proposed project of Geriatrics integrated into the ADN Program. Authorization had been given to mail the application to meet a deadline date. There are no matching funds required of the District.

It was moved by Mrs. Gutshall, seconded by Mrs. Powell, and passed by the Board to ratify the submission of the Geriatric Nursing Training application, as contained in Enclosure #3.

d. APPROVAL OF APPROPRIATION TRANSFERS #79-026, 033, 060, 061, 062, 063, 068, 070, 071, AND 072, Attachment 5.2-d

Dr. Mertes indicated that these transfers were all internal accounting actions within cost centers.

It was moved by Mrs. Alexander, seconded by Mrs. Powell, and passed by the Board to approve of Appropriation Transfers #79-026, 033, 060, 061, 062, 063, 068, 070, 071, and 072, as delineated in Attachment 5.2-d.

e. AUTHORIZATION TO ORDER SUPPLY AND EQUIPMENT ITEMS FOR FISCAL YEAR 1980

Dr. Mertes stated that it is necessary that certain supply and equipment items be ordered in advance for the opening of the 1979-80 college year. This will be very carefully monitored, and all will be within the minimum budget.

It was moved by Mr. Luria, seconded by Mrs. Alexander, and passed by the Board to authorize staff to issue notices of intent to purchase selected supply and equipment items necessary for the continued...
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5. BUSINESS SERVICES - continued:
   5.2 NON-ROUTINE - continued:

   e. continued:

   1979-80 college year in advance of the budget adoption and that such authorization be limited to an amount not to exceed 50 percent of the total amount budgeted for supply items for the 1978-79 college year.

   (At this point, Mr. Frank arrived at 4:10 p.m.)

   f. AUTHORIZATION FOR THE COUNTY SUPERINTENDENT OF SCHOOLS TO MAKE TRANSFERS IN DISTRICT FUNDS AND ADOPTION OF RESOLUTION NO. 29 (1978-79), Attachment 5.2-f

   Dr. Mertes stated that annually the Board is asked to authorize the County Superintendent to make end-of-the-year adjustments to balance the budget. This action requires adoption of a resolution.

   It was moved by Mrs. Alexander, seconded by Mr. Luria, and passed by the Board to adopt Resolution No. 29 (1978-79) authorizing the County Superintendent to make necessary transfers in Santa Barbara Community College District funds for this year. Upon poll of the members, the vote was as follows:

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

   Noes: None

   Absent: Mr. Wells

   g. DENIAL OF CLAIM: MYRNA HARKER, ASST. PROFESSOR, SECRETARIAL SCIENCE DEPT., Attachment 5.2-g

   Dr. Mertes indicated that Mrs. Myrna Harker submitted a claim for back pay based upon her incorrect salary classification for the years 1973-74 to 1977-78. Procedure for placement involves cooperative effort between the faculty member and the Instruction Office.

   By earlier Board action, Mrs. Harker's current salary classification for 1978-79 was corrected in accordance with District policy. This policy has a one-year limit on retroactive corrections in pay. The claim was reviewed by County Counsel who recommended the claim be denied.

   It was moved by Mrs. Alexander, seconded by Mr. Luria, and passed by the Board to deny the claim of Mrs. Myrna Harker, Asst. Professor, Secretarial Science Dept., and to direct staff to send an appropriate denial of claim to Mrs. Harker.
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6. GENERAL INFORMATION

6.1 ANNUAL INFORMATION REPORT TO ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES, Attachment 6.1

Dr. Mertes stated that Attachment 6.1 contained a summary report of programs that will be sent to the Accrediting Commission for Community and Junior Colleges. This was an information item only.

Dr. Mertes added that SBCC is due for a full accreditation year after next. Staff will determine which method will be the best to follow for the best interests of the District.

(At this point, 4:18 p.m., Board members and Dr. Mertes went to the President's Office to conduct an executive session on personnel matters.)

7. ADJOURNMENT

No announcement was made as a result of the executive session, at the end of which action took place regarding Board meetings for the month of May. (See Item 1.4).

Upon motion of Mrs. Cutshall, seconded by Mrs. Powell, the Board of Trustees adjourned their regular meeting at 6:21 p.m.

The next meeting of the Board of Trustees will be a regularly-scheduled meeting on May 10, 1979, at 3:30 p.m. for the purposes of a general discussion of proposed ADN Selection Procedures.

Attest:

J. 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 May 17, 1979.