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

June 14, 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, June 14, 1979, at 3:40 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
Mr. Sidney R. Frank
Mr. Eli Luria
Mr. Benjamin P. J. Wells (left at 5:25 p.m.)
Mr. Tim J. Clarke, Student Member

Member absent:

Mrs. Ann Gutshall

Others present for all or a portion of the meeting:

Dr. David Mertes, 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. Alfred Silvera, Administrative Dean, Student Services
Mr. Glenn Gaston, President, Academic Senate
Mr. Steve Zaharias, ASB President-elect
Dr. Abelino Bailon, Asst. Dean, Continuing Education
Mrs. Betty Bartels, Principal Clerk, Facilities & Operations
Mr. Charles Brown, Guest
Mrs. Linn Brown, Student
Miss Shirley Conklin, Asst. Dean, Health Education & Technology
Mrs. Lucille Dungan, Statistical Clerk, Research & Grants
Mr. Mel Elkins, Asst. Dean, Occupational & Career Education
Mr. Dave Emerson, Asst. Dean, Instructional Operations
Dr. Pope Freeman, Director, Theatre Management
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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. Eugenio M. Lujan, Asst. Director, Classified Personnel
Mr. Burt Miller, Admin. Asst. to the Sup't/President
Mrs. Claudia Mitchell, Asst. Professor, ADN
Mr. Daniel Oroz, Director, Personnel/Affirmative Action Officer
Mr. Leonard Ramirez, President, CSEA
Mr. Cal Reynolds, Asst. Dean, Student Activities
Dr. Richard Sanchez, Asst. Dean, Ed. Planning & Development
Dr. Curt Solberg, Professor, History
Mr. John Tobin, Business Services Supervisor
Mrs. Elsie Brandt, Secretary to Superintendent/Board of Trustees

1.3 WELCOME TO GUESTS

Dr. Dobbs extended a cordial welcome to all present and invited their participation.

1.4 EXECUTIVE SESSION

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

1.5 MINUTES - REGULAR MEETING OF MAY 10, 1979

- SPECIAL MEETING OF MAY 17, 1979

Upon motion of Mr. Wells, seconded by Mr. Frank, the minutes of the regular meeting of May 10, 1979, and the special meeting of May 17, 1979, were approved by the Board of Trustees as delivered.

1.6 HEARING OF CITIZENS

None

1.7 COMMUNICATIONS

a. 1979 NOMINATIONS TO BOARD OF DIRECTORS, CALIFORNIA COMMUNITY COLLEGE TRUSTEES, Enclosure #1

Dr. Mertes stated that this is an information item at this time. The period for nominations is now open until July 15.

Dr. Dobbs' term on the Board of Directors goes for one more year. He encouraged Tim Clarke to consider nominating a student for the new student position.

No action was taken and the item will be brought back on the June 28 agenda.
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1. GENERAL FUNCTIONS - continued:

1.7 COMMUNICATIONS - continued:

b. UPDATED REPORT ON FISCAL LEGISLATION

Dr. Mertes reported briefly on the three finance bills still "alive." AB 8 (long-term) is a comprehensive bill including community colleges. That section basically is Vasconcellos' bill AB 1548 which is moving under AB 8. AB 8 passed unanimously out of Assembly committee. The Senate Education Committee passed it after adding four amendments which Vasconcellos strongly opposed. The bill will move to the Senate Finance Committee next week. AB 8 has an inflation factor that goes back to 1977-78 and is ADA sensitive. The bill was opposed by all agencies representing community colleges because of the wide variations of impact on districts. This district might come out about at the average, but there is no accurate data at this time.

SB 186 (Rodda), the short-term bill, is the third bill being heard. By the end of next week, there may be news on whether this bill and AB 8 received votes to move along the process. AB 1548 is still in the Assembly committee and Vasconcellos will try to move it in opposition to the other two bills.

Dr. Mertes concluded by indicating that in-house work is still going on in the development of the maintenance budget.

c. REPORT ON COMING EVENTS

In the absence of Jim Williams (on vacation) copies of the brief report were distributed.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

Upon recommendation of the Director, Personnel Services, it was moved by Mr. Frank, 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 ADDITIONAL SUMMER SESSION FACULTY/COUNSELORS/NURSE, Attachment 2.1-a (1)

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

b. NON-ROUTINE

(1) APPROVAL OF HOURLY INSTRUCTORS, SUBSTITUTES, AND CONSULTANT (LECTURER), CONTINUING EDUCATION DIVISION, FOR 1979 SUMMER TERM, Attachment 2.1-b (1)
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2. PERSONNEL - continued:
   2.1 CERTIFICATED PERSONNEL - continued:
      b. NON-ROUTINE - continued:
         (1) continued:

         It was moved by Mr. Wells, seconded by Mrs. Powell, and
         passed by the Board to approve of the instructors for the
         1979 Summer Term, Continuing Education Division, as listed
         on Attachment 2.1-b (1)

         (2) ACCEPTANCE OF RESIGNATION: LESTER L. STEVENS, ASSOC. PROF.,
             PHYSICAL EDUCATION, EFFECTIVE 6/2/79, Attachment 2.1-b (2)

             It was moved by Mrs. Powell, seconded by Mr. Wells, and
             passed by the Board to accept the resignation of Lester L.
             Stevens, Assoc. Prof., Physical Education, effective June 2,
             1979.

         (3) APPROVAL OF REDUCTION IN CONTRACT: ROBERT A. CARMAN, PROF./
             DIRECTOR, LEARNING RESOURCES CENTER, FROM FULL-TIME TO THREE-
             FOURTHS, EFFECTIVE 1979 FALL SEMESTER, Attachment 2.1-b (3)

             Mr. Oroz stated that Dr. Carman requested a reduction
             in contract for the Fall semester to complete a professional
             project.

             It was moved by Mr. Wells, seconded by Mrs. Alexander,
             and passed by the Board to approve of a reduction in contract
             for Dr. Robert Carman, Professor/Director, LRC, from full-time
             to three-fourths for the 1979 Fall semester.

         (4) APPROVAL OF REDUCTION IN CONTRACT: TIMOTHY FETLER, PROF.,
             PHILOSOPHY, FROM FULL-TIME TO FOUR-FIFTHS, EFFECTIVE 1979
             FALL SEMESTER, Attachment 2.1-b (4)

             Mr. Oroz stated that Dr. Fetler, who has been on health
             leave for the past 1-1/2 years, has requested a reduction in
             contract for the coming Fall semester.

             It was moved by Mr. Wells, seconded by Mrs. Alexander,
             and passed by the Board to approve of a reduction in contract
             for Dr. Timothy Fetler, Prof., Philosophy, from full-time to
             four-fifths time, effective for the 1979 Fall semester.

         (5) APPROVAL OF REDUCTION IN CONTRACT: JACK R. HALLORAN, ASSOC.
             PROF., BUSINESS EDUCATION, FROM FULL-TIME TO FOUR-FIFTHS,
             EFFECTIVE 1979 FALL SEMESTER, Attachment 2.1-b (5)

             Mr. Oroz stated that Jack Halloran also has requested a
             reduction in contract for professional activities.

             It was moved by Mrs. Alexander, seconded by Mr. Wells,
             and passed by the Board to approve of a reduction in contract
             for Jack Halloran, Assoc. Prof., Business Education, from full-
             time to four-fifths, effective 1979 Fall semester.
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2. PERSONNEL - continued:  

2.1 CERTIFICATED PERSONNEL - continued:  

b. NON-ROUTINE - continued:  

(6) APPROVAL OF EXTENSION OF CERTIFICATED SALARY SCHEDULES FOR 1979-80  

Mr. Oroz stated that the Education Code requires the Board to set the compensation of certificated employees each year.  

It was moved by Mr. Frank, seconded by Mrs. Alexander, and passed by the Board to approve of the extension of the existing 1978-79 Certificated Salary Schedules, Administrative and Non-Administrative (Appendix C of District Policies), for the 1979-80 fiscal year.  

2.2 CLASSIFIED PERSONNEL  

a. ROUTINE  

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

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

(2) APPROVAL OF HOURLY APPOINTMENTS, CLASSIFIED SERVICE EMPLOYEES, Attachment 2.2-a (2)  

(3) APPROVAL OF REQUEST FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS FOR MAY, 1979, Attachment 2.2-a (3)  

(4) APPROVAL OF PERSONAL LEAVE OF ABSENCE (WITHOUT PAY): BARBARA A. KINDRON, PABX/RECEPTIONIST, SWITCHBOARD, 6/18/79 THROUGH 8/17/79, Attachment 2.2-a (4)  

(5) APPROVAL OF EXTENSION OF PERSONAL LEAVE OF ABSENCE (WITHOUT PAY): BEATRICE WILLIS, SR. SECTY., COLLEGE INFORMATION, 7/1/79 THROUGH 8/31/79, Attachment 2.2-a (5)  

(6) ACCEPTANCE OF RESIGNATIONS:  

MICHAEL E. COMBS, COORD., STUDENT ACTIVITIES, 5/31/79  
SAUL B. MORALES, CUSTODIAN, FACIL. & OPER., 5/11/79  
MARIA ZILIOTTO, INT. TYP. CLK., PERSONNEL (CETA), 6/15/79  
JOHN G. MOORE, TUTOR II, READING CENTER, 6/8/79  

(7) APPROVAL OF PROBATIONARY DISMISSAL: JOHN A. JELLISON, CUSTODIAN, FAC. & OPER., EFFECTIVE 5/23/79, Attach. 2.2-a (7)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE

(1) APPROVAL OF RETIREMENT: ELINOR R. ROULSTON, SR. SECRETARY, CONTINUING EDUCATION DIVISION, EFFECTIVE JUNE 29, 1979
Attachment 2.2-b (1)

Mr. Oroz stated that Elinor Roulston plans to retire. She has served the District almost seven years.

It was moved by Mr. Wells, seconded by Mrs. Alexander, and passed by the Board to approve of the retirement of Elinor R. Roulston, Sr. Secretary, Continuing Education Division, effective June 29, 1979.

(2) APPROVAL OF TRANSFER: RACHEL MC KEONE, INT. TYP. CLK., TO COMMUNITY SERVICES, AND ABOLISHMENT OF INT. TYP. CLK. POSITION IN PURCHASING DEPT., EFFECTIVE JULY 1, 1979, Attachment 2.2-b (2)

Mr. Oroz stated that this item is the transfer of a current employee and position from the Purchasing Department to Community Services. This will fill a position that has been vacant for some time due to an employee leaving on disability. This transfer will result in a savings for the District and supply assistance in the area of greater need.

It was moved by Mr. Wells, seconded by Mrs. Powell, and passed by the Board to approve of the transfer of Rachel McKeone, Int. Typ. Clk., to Community Services, and of the abolishment of an Int. Typ. Clk. position in the Purchasing Department, effective July 1, 1979.

(3) APPROVAL OF APPOINTMENT (PROMOTION): JANE MARSH, SR. ACCT. CLK., PAYROLL, BUSINESS SERVICES, (REPLACING GRACE BOWMAN), EFFECTIVE 6/15/79, Attachment 2.2-b (3)

Mr. Oroz recommended the promotion of Jane Marsh to Sr. Account Clerk in the Payroll Department. She will replace Grace Bowman who retired.

It was moved by Mrs. Alexander, seconded by Mr. Luria, and passed by the Board to approve of the appointment (promotion) of Jane Marsh, Sr. Acct. Clk., Payroll Dept. (replacing G. Bowman), effective June 15, 1979.

(4) APPROVAL OF APPOINTMENT: ROBERT W. PHILLIPS, CUSTODIAN, FAC. & OP., (REPLACING S. MORALES), EFFECT. JUNE 15, 1979, Att. 2.2-b (4)

It was moved by Mr. Luria, seconded by Mrs. Powell, and passed by the Board to approve of the appointment of Robert W. Phillips, Custodian, Fac. & Op. Dept. (replacing S. Morales), effective 6/15/79.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(5) APPROVAL OF APPOINTMENT: EDWIN L. PIPERSBURG, CUSTODIAN, FACIL. & OPER., (REPLACING J. ELLISON), EFFECTIVE JUNE 15, 1979, Attachment 2.2-b (5)

It was moved by Mrs. Alexander, seconded by Mr. Wells, and passed by the Board to approve of the appointment of Edwin L. Pipersburg, Custodian, Facil. & Oper. Dept. (replacing J. Jellison), effective 6/15/79.

(6) APPROVAL OF APPOINTMENT: MICHAEL W. TERRY, PROP. CUSTODIAN/TECH., MARINE TECHNOLOGY (REPLACING E. HUGHES), EFFECTIVE JUNE 15, 1979, Attachment 2.2-b (6)

It was moved by Mrs. Alexander, seconded by Mr. Frank, and passed by the Board to approve of the appointment of Michael W. Terry as Prop. Custodian/Tech., Marine Technology (replacing E. Hughes), effective 6/15/79.

(In response to questions, Board members were informed that there is an almost 100 percent turnover in custodial positions. Four positions were eliminated due to passage of Proposition #13 increasing the workload for remaining custodians. The biggest problem is the work hours, as most carry full-time jobs elsewhere. The three preceding appointments were only replacements for current vacancies.)

(7) APPROVAL OF APPOINTMENT: MARILYN P. WORCOTT, SR. TYP. CLK., PLACEMENT/FIN. AIDS (REPLACING I. SCHATZ), EFFECTIVE JUNE 15, 1979, Attachment 2.2-b (6)

It was moved by Mr. Wells, seconded by Mrs. Powell, and passed by the Board to approve of the appointment of Marilyn P. Worcott as Sr. Typ. Clk., in Placement/Financial AIDS (replacing I. Schatz), effective June 15, 1979.

(8) ADOPTION OF NEW CLASS TITLE, SALARY, RANGE, AND CLASS SPECIFICATIONS OF BUSINESS MANAGER, AND ABOLISHMENT OF ASSISTANT SUPERINTENDENT, BUSINESS SERVICES CLASS, EFFECTIVE JULY 1, 1979, Attachment 2.2-b (8)

Mr. Oroz stated that a new classified position is proposed to replace the certificated position to become vacant on June 30, 1979. In accordance with the Education Code, certification is no longer required. The attachment contained the new job specifications which is proposed at Range 71 approximately equal to the current certificated position.

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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(8) continued:

It was moved by Mr. Wells, seconded by Mr. Frank, and passed by the Board to establish a new Classified, Management position, entitled Business Manager, at Range 71 of the Classified Management/Supervisory/Confidential Salary Schedule, and to abolish the certificated position of Asst. Sup't., Business Services, effective July 1, 1979.

(9) ADOPTION OF BASIC CLASSIFIED SALARY SCHEDULE FOR FISCAL YEAR 1979-80 FOR CSEA BARGAINING UNIT MEMBERS, EFFECTIVE JULY 1, 1979, Attachment 2.2-b (9)

Mr. Oroz stated that, in accordance with Article 6 of the CSEA three-year contract, a 6.5 percent salary adjustment is in order. This applies only to all CSEA unit members.

It was moved by Mr. Frank, seconded by Mrs. Alexander, and passed by the Board to adopt the Basic Classified Salary Schedule, as contained in Attachment 2.2-b (9), reflecting a 6.5 percent increase for CSEA Bargaining Unit Members for the 1979-80 fiscal year, effective July 1, 1979.

(10) APPROVAL OF 6.5% SALARY ADJUSTMENT FOR DOUGLAS WOOD, CETA MAINTENANCE TRAINEE, EFFECTIVE JULY 1, 1979, Attachment 2.2-b (10)

Mr. Oroz stated that CETA regulations require that participants be paid in accordance with regular salary schedules. Therefore, a current CETA employee should receive a 6.5 percent salary adjustment.

It was moved by Mr. Wells, seconded by Mr. Luria, and passed by the Board to approve of a 6.5 percent salary adjustment for Douglas L. Wood, Maintenance Trainee (CETA), effective July 1, 1979.

(11) EXTENSION OF 1978-79 MANAGEMENT/SUPERVISORY/CONFIDENTIAL SALARY SCHEDULE FOR FISCAL YEAR 1979-80

It was moved by Mr. Wells, seconded by Mr. Luria, and passed by the Board to extend the 1978-79 Management/Supervisory/Confidential Salary Schedule for fiscal year 1979-80, effective July 1, 1979.

2.3 GENERAL PERSONNEL

a. ROUTINE

Upon recommendation of the Director, Personnel Services, it was moved by Mrs. Alexander, seconded by Mr. Wells, and passed by

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2. PERSONNEL - continued:
   2.3 GENERAL PERSONNEL - continued:
      a. ROUTINE - continued:
         the Board to approve of the following routine General Personnel
         item, as described in the attachment:

         (1) APPROVAL OF PROFESSIONAL VOLUNTEER STATUS, Attachment 2.3-a (1)

      b. NON-ROUTINE
         No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

   Mr. Steve Zaharias, representing the Student Senate, spoke of plans
   for next year. One major area will be a new policy relating to more
   equitable allocations for various clubs on campus together with guide-
   lines for all requests to be handled in like manner.

   A survey will be made of students to determine their stand on
   certain issues. Also, senators will man a table in the Campus Center
   to be available to students and bring concerns to the Student Senate.
   The goal of the Senate is to work with the Board of Trustees on issues
   that pertain to students.

   Mr. Zaharias added that his Summer will be spent "interning" in
   the office of Senator Omer Rains, attending Summer Session, and working.

   Dr. Dobbs thanked him for his report.

4. CURRICULUM AND INSTRUCTION

4.1 APPROVAL OF NEW COURSES AND CHANGES, Attachment 4.1

   Dr. Richard Sanchez reported that there are 23 new classes endorsed
   by the Curriculum Committee. None of them present any additional cost
   to the District, as all will be offered within existing faculty units
   in every department.

   The new TV course, Introducing Biology, like all other TV courses
   require five on-campus occasions: sign-up, orientation, mid-term, final
   review, and final exam.

   Two course designation changes are also proposed: Secretarial Sci-
   ence as Business Office Careers (BOC), and Correctional Science and Police
   Science as Administration of Justice (A.J.).

   It was moved by Mr. Wells, seconded by Mrs. Alexander, and passed
   by the Board to approve of the new courses and changes as described in
   Attachment 4.1.
4. CURRICULUM AND INSTRUCTION - continued:

4.2 APPROVAL OF COURSES, SUMMER 1979 TERM, CONTINUING EDUCATION DIVISION, Attachment 4.2

Dr. Mertes stated that Attachment 4.2 contained a list of courses for the Summer Term. Most of the courses are on-going, according to Dr. Bailon.

It was moved by Mrs. Powell, seconded by Mrs. Alexander, and passed by the Board to approve of the courses for Summer 1979, Continuing Education Division, as listed on Attachment 4.2.

4.3 APPROVAL OF ADN SELECTION PROCEDURES, Enclosure #2

Dr. Mertes stated that the recommendation is to approve the ADN Selection Procedures as presented in Enclosure #2. These had been reviewed extensively by the Subcommittee on Educational Policies, the College Ad Hoc Committee, and staff.

By way of background, Dr. Mertes stated that essentially two approaches had been researched: 1) develop a point system and take students on a priority basis, and 2) establish a minimum eligibility for the program with a pool of candidates and select randomly from the pool.

This proposal is a model containing factors of both approaches and would establish a threshold for eligibility into the pool. One difference is the entrance is much higher, and there is a standard requirement for performance in Chemistry, Algebra, and SCAT scores. Previously, if a student did not meet the SCAT score requirement, there were alternate ways to enter. Analysis of existing students indicates that better than 50 percent did not meet the SCAT standard in effect at that time and did not go through the SCAT process but used the by-pass route. This proposed model establishes a SCAT threshold with no alternate ways. Entrance into the program would be very firm in definition of course and grade for Chemistry and Algebra, and the Quantitative (Q) and Verbal (V) portions of the SCAT test. If a student does not pass the test, after further preparation, the test can be re-taken. It is felt that high school students will now know what the requirements are, will take the appropriate courses, and will be fully prepared upon entering SBCC. All students must meet the same entrance requirements, such as the older returning student and those with college degrees, etc. Accumulated credits in college/university, or work experience will not benefit or prejudice them.

Mr. Wells, Chairman of the Subcommittee, stated that after five years of trying to develop a process, the proposal recommended today is the closest all involved could arrive at to deal fairly with all. The procedure has flexibility in SCAT scores, and the academic needs have been thoroughly researched and resolved. High school students

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4. CURRICULUM AND INSTRUCTION - continued:

4.3 continued:

can now be counseled and come prepared. The threshold is not "cast in concrete" -- changes can be considered in the future if deemed necessary.

Mrs. Linn Brown, student, stated she was present specifically to speak for students who apply two or more times and never get into the program. Those who are qualified with good grades and continue to work in the nursing field should be allowed into the program independent of random selection.

Mr. Wells responded that her point is well taken except with an impacted program, an established system is necessary.

Mr. Frank, who has been involved the longest in time on this entire issue, stated that serious efforts were made to find some way to consider those with the academic background and work experience in the field. This was very difficult to do, since the program is an impacted one. Mr. Frank expressed feeling very troubled by not being able to "reward" those people and not subject them to random selection. The point system ended up creating much difficulty, and it seems there is no other way to suggest.

Mrs. Alexander expressed agreement that there are still real problems but felt the proposal contained the most fair system.

Mr. Tim Clarke stated that the proposed procedure is outstanding due to the diligence of staff, Board members, and the committees. In his one-year term as student trustee, he had never seen more people involved trying to cover every aspect of this issue. He felt it would cover, in general, the needs of the community. On behalf of the students, he commended the staff for their work and diligence, and the Board members for their consistent concern.

Dr. Mertes stated that he had been contacted by Mrs. Brown by telephone and recognizes the point she is raising as a point that has stumped everyone. He would not recommend any change to the proposed procedure at this time. The program will be carefully monitored in the next couple of years as to who gets in and is or is not successful. If there is a possibility that a student would enter the pool three times, and be unsuccessful in three draws of the random selection, that concern would then be brought to the Board for consideration. Also, at this time no one knows what effect the threshold will have on the size of the pool.

It was moved by Mr. Wells, seconded by Mrs. Powell, and unanimously passed by the Board to approve of the ADN Selection Procedures, as contained in Enclosure #2, effective July 1, 1979.
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4. CURRICULUM AND INSTRUCTION - continued:  

4.4 PRESENTATION OF THREE-YEAR CURRICULUM PLAN, Enclosure #3  

Dr. Mertes stated that there is always a need for curriculum planning. It has been and is a concern of this Board of Trustees, staff and faculty. This year the Curriculum Committee addressed this issue as a major project. The enclosure contained forms and guidelines for each department on campus to provide necessary data for evaluation of effectiveness of courses and programs.  

Dr. Sanchez, Chairperson of the Curriculum Advisory Committee, spoke in detail to the Three-Year Plan.  

With slides, Dr. Sanchez showed how the plan was applied to the History Department. (Copies of this model were distributed at this time.) The first phase is data gathering and preparation. Department offerings are listed for the last four semesters, including notation of those courses unique to the program and those taught for other programs. Data also requests significant changes made within the last two years, and assessment of enrollment patterns. Phase II is the planning for 1980-81: anticipated changes in goals and objectives, new courses and/or programs to be developed and proposed, and courses to be deleted. Phase III covers planning for 1981-82, and Phase IV covers planning for 1982-83.  

Dr. Curt Solberg, Chairperson of the History Department, added that the Curriculum Advisory Committee strongly feels that curriculum decisions should be accomplished by March 1st prior to a new school year.  

Mrs. Alexander complimented Dr. Sanchez on the idea and his presentation. She felt the first year may be somewhat difficult, but in future years "figures may just leap off the page."  

Dr. Solberg added that to date the department has been running itself without direct assistance. The value in this plan is that it serves the needs of students and encourages faculty accountability without disturbing academic freedom.  

Board members extended congratulations to the Curriculum Advisory Committee.  

No action was necessary on this item.  

(At this point, 5:25 p.m., Mr. Wells left the meeting.)  

5. BUSINESS SERVICES  

5.1 ROUTINE  

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

5.1 ROUTINE - continued:

a. AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS No. P89-0976, AND P89-1852 THROUGH AND INCLUDING P89-1998 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. INSPECTORS' REPORTS FOR PERIOD ENDING MAY 31, 1979

This was presented for information only.

5.2 NON-ROUTINE

a. RESULTS OF DISPOSAL OF SURPLUS PROPERTY AT COUNTY AUCTION

Dr. Mertes stated that this was an information item. Net income to the District from the sale of surplus property is $334.95.

b. APPROVAL OF DISPOSAL OF SURPLUS LIBRARY BOOKS

Dr. Mertes indicated that the Library had books of fiction that were of no further use to the College.

It was moved by Mrs. Powell, seconded by Mr. Luria, and passed by the Board to approve of the disposal of 700 works of fiction and to permit staff to donate the books to a local non-profit organization.

c. APPROVAL OF TAX SHELTERED ANNUITY ACCREDITED PLANS, Attachment 5.2-c

Dr. Mertes stated that the attachment contained the list of approved companies eligible to sell tax sheltered annuity plans to employees. This is submitted on an annual basis. Only one new company has been added to the list from last year.

It was moved by Mrs. Alexander, seconded by Mr. Luria, and passed by the Board to approve of the companies listed on Attachment 5.2-c for the purpose of selling tax sheltered annuities to District employees.

d. APPROVAL OF WORK-STUDY PROGRAM AGREEMENT WITH UCSB, Enclosure #4

Dr. Mertes stated that Enclosure #4 contained an agreement to continue the Work-Study Program with UCSB to provide students as readers.

It was moved by Mrs. Alexander, seconded by Mr. Frank, and passed by the Board to approve of the Work-Study Program agreement with UCSB for the period July 1, 1979, through June 30, 1980, as described in Enclosure #4.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. APPROVAL OF REVISED COSMETOLOGY/COSMETICIAN CONTRACT FOR 1979-80, Enclosure #5

Dr. Mertes stated that Enclosure #5 contained a revised contract for the Cosmetology/Cosmetician program for 1979-80.

Mr. Mel Elkins reported that a quick survey shows that all graduates gain employment, and more are being locally employed.

There is an increase in the cost of instruction of about 12% due to rent increases and inflationary costs of supplies for the two contractors. The program has 56% EOPS students with a very low attrition rate. In comparison to other districts of comparable size, the increase in the hourly cost of instruction from .6875 to .8125 appears reasonable. Some 38 students will be served in the Cosmetology program and 25 in the Cosmetician program.

It was moved by Mrs. Alexander, seconded by Mrs. Powell, and passed by the board to approve of the revised Cosmetology/Cosmetician contract, as contained in Enclosure #5 for 1979-80.

f. RATIFICATION OF SUBMISSION OF THREE PROPOSALS TO CONDUCT TRAINING PROGRAMS FOR CETA PARTICIPANTS AND ACCEPTANCE OF FUNDS, Attachment 5.2-f

Dr. Mertes stated that three proposals have been submitted to CETA for training programs. Notification has already been received that the funds are available.

Mr. Burt Miller added that these people are employed, and these funds will provide classroom training pertaining to their work.

It was moved by Mrs. Powell, seconded by Mr. Luria, and passed by the board to ratify the submission of the three proposals described in Attachment 5.2-f and to accept the available funds to conduct the programs as described.

g. RATIFICATION OF SUBMISSION OF GRANT PROPOSAL TO CALIFORNIA ART COUNCIL, Attachment 5.2-g

Dr. Mertes stated that the proposal sent to the California Art Council would provide for an individual to handle publicity and promotion for the College's theatre program. The Summer Repertory Theatre program is underwritten by the district, and income is generated by the program. In addition, the department has taken on an extensive fund-raising drive. An elaborate plaque will be hung on a wall on which will be inscribed names of donors for the summer program.

Mr. Miller added that the proposal is for a one-year grant and the publicity person will develop management procedures for the theatre.

It was moved by Mr. Luria, seconded by Mrs. Powell, and passed by the board to ratify the submission of the grant proposal to the California Art Council, as contained in Attachment 5.2-g.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RATIFICATION OF SUBMISSION OF A PROPOSAL TO CETA TO EXPAND ABE/GED PROGRAM, Attachment 5.2-h

Dr. Mertes stated that a $24,055 CETA contract had been previously approved by the Board to provide an Adult Basic Education program. An additional application has been submitted, as there are more participants than originally expected. A second amount of $20,000 is requested to cover the additional people.

It was moved by Mrs. Powell, seconded by Mr. Luria, and passed by the Board to ratify the submission of the proposal to CETA to expand the ABE/GED program.

i. RATIFICATION OF THE SUBMISSION OF A GRANT PROPOSAL TO CONTINUE INDOCHINESE ESL PROGRAM, Attachment 5.2-i

Dr. Mertes stated that a grant proposal was submitted for funds to continue the Indochinese ESL program at its present level. Total funding requested is $69,218, and no matching funds are required of the District. That amount is not expected; and for whatever sum may be granted, staff will scale the program downwards.

It was moved by Mrs. Powell, seconded by Mr. Luria, and passed by the Board to ratify the submission of the grant proposal to continue the Indochinese ESL program, as described in Attachment 5.2-1.

j. ACCEPTANCE OF GRANT IN THE AMOUNT OF $2,700 TO CONDUCT PROJECT IN INDIVIDUALIZED GERONTOLOGY, Attachment 5.2-j

Dr. Mertes stated that the College has been notified that two out of six proposed projects have been recommended for funding from the Chancellor's Improvement of Instruction fund. One grant to provide classroom training in Gerontology is recommended to be funded for $2,700.

It was moved by Mr. Luria, seconded by Mr. Frank, and passed by the Board to accept the recommended funding of $2,700 subject to action of the Board of Governors at their June 21-22 meeting.

k. ACCEPTANCE OF GRANT IN THE AMOUNT OF $3,400 TO CONDUCT PROJECT IN NON-TRADITIONAL APPROACH TO ENGLISH INSTRUCTION FOR THE DEAF, Attachment 5.2-k

Dr. Mertes stated that the second grant was to conduct an experimental project in English language instruction for the deaf.

It was moved by Mr. Luria, seconded by Mr. Frank, and passed by the Board to accept the recommended funding of $3,400 subject to action of the Board of Governors at their June 21-22 meeting.
MINUTES - Regular Meeting  
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June 14, 1979

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. APPROVAL OF CONSULTANT CONTRACT WITH WALTER REPHUN FOR INSPECTION SERVICES, Attachment 5.2-1

Dr. Sorsabal stated that a new contract is necessitated due to a change in scope of inspection services. There is an increase of about $175 per month, but this will result in a savings to the District on the masonry inspection work.

It was moved by Mr. Frank, seconded by Mr. Luria, and passed by the Board to approve of the contract, as contained in Attachment 5.2-1, with Walter Rephun for construction inspection.

m. APPROVAL OF CHANGE ORDER #3, PHYSICAL SCIENCE ADDITION AND ALTERATION PROJECT, Attachment 5.2-m

Dr. Sorsabal stated that this change returns a credit to the District in the amount of $10,000. After negotiations, it was agreed to allow a substitution of casework materials and an extension of time. Even with this time extension, the project is still in a liquidated damages status. This had been reviewed by the Facilities Subcommittee.

It was moved by Mr. Frank, seconded by Mr. Luria, and passed by the Board to approve of Change Order #3 to the contract with the J. W. Bailey Construction Company, Physical Science Addition and Alteration project, for a decrease in contract price in the amount of $10,000, as shown below, and a change in completion date to April 30, 1979.

\[
\begin{align*}
\text{Original Contract Cost} & \quad $1,029,500.00 \\
\text{Change Orders #1 & #2} & \quad + \quad 5,844.16 \\
\text{Change Order #3} & \quad - \quad 10,000.00 \\
\text{New Contract Price} & \quad \ldots \quad \ldots \quad \ldots \quad $1,025,344.16
\end{align*}
\]

n. RECOMMENDED CONSIDERATION OF POLICY FOR ESTABLISHMENT OF A RESERVE FUND FOR MAINTENANCE OF FACILITIES, GROUNDS AND EQUIPMENT, Attachment 5.2-n

At the request of the Superintendent, this item was deferred until the next Board meeting.

o. APPROVAL OF POLICY FOR APPROVAL AND PROCESSING OF CONSTRUCTION CHANGE ORDERS FOR ACADEMIC YEAR 1979-80, Attachment 5.2-o

Dr. Mertes stated that this is a proposed policy for change orders of a minor nature. The current procedure is causing a negative effect for meeting time schedules.

continued . . .
5. BUSINESS SERVICES - continued:
   5.2 NON-ROUTINE - continued:
      o. continued:

      Mr. Frank stated that this had been reviewed by the Subcommittee on Facilities. The proposal sets a limit of the lesser of 1/2 of 1% of the contract or $2,000 which will cover most items requiring immediate action. These will be approved and signed by both the Superintendent/President and the Business Manager, subject to ratification of the Board.

      It was moved by Mr. Frank, seconded by Mr. Luria, and passed by the Board to authorize the Business Manager and Superintendent/President to approve construction change orders in accordance with the policy outlined in Attachment 5.2-o.

   P. APPROVAL OF EMERGENCY REPAIR CONTRACT FOR REPAIR AND/OR REPLACEMENT OF BOILER WITHOUT ADVERTISING FOR OR INVITING BIDS

      Dr. Sorsabal stated that the main boiler in the Administration Building needs to be replaced, as leaks have been discovered. Normal procedures would require going out to bid, but this would seriously delay reactivating the unit during the Summer Session. This is an emergency situation, and in accordance with statutes requires the approval, also, of the County Superintendent of Schools to waive regular bidding procedures.

      It was moved by Mr. Luria, seconded by Mr. Frank, and passed by the Board to authorize staff to proceed to repair or replace the main boiler in the Administration Building without going to competitive bid pursuant to Education Code Section 81648.

6. GENERAL INFORMATION
   No items

7. ADJOURNMENT

   Upon motion of Mr. Frank, seconded by Mrs. Alexander, the Board of Trustees adjourned their regular meeting at 6:05 p.m.

Attest:

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

Approved by the Board of Trustees


DAVID MERTES
Superintendent/President and Secretary/Clerk to the Board of Trustees