MINUTES

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

September 6, 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 special meeting of the Board of Trustees of the Santa Barbara Community College District was called to order by President Joe Dobbs on Thursday, September 6, 1979 at 3:31 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
Mr. Eli Luria
Mr. Gary R. Ricks (provisional appointee)
Mr. Benjamin P. J. Wells
Mr. Steve Zaharias, Student Member

Members absent:

Mrs. Kathryn O. Alexander
Mr. Sidney R. Frank

Others present for all or a portion of the meeting:

Dr. David Mertes, Superintendent/President and Secretary/Clerk to the Board of Trustees
Mr. Charles Hanson, Business Manager

Dr. Martin Bobgan, Administrative Dean, Continuing Education
Mr. M. L. Huglin, Administrative Dean, Instruction
Dr. Alfred Silvera, Administrative Dean, Student Services

Mr. Glenn Gaston, President, Academic Senate
Miss June Scott, Reporter, THE CHANNELS
Mr. Jim Williams, College Information Officer

Mrs. Betty Bartels, Principal Clerk, Facilities & Operations
Mr. Mel Elkins, Assistant Dean, Occupational & Career Education
Mr. David Emerson, Assistant Dean, Instructional Operations
Mrs. Bea Howorth, Hourly Instructor, Fashion Merchandising
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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. Dick Lane, Candidate, Board of Trustees, Area #3
Mr. Richard LaPaglia, Advisor, Student Activities
Mr. Burt Miller, Admin. Asst. to Superintendent/President
Mr. Dan Oroz, Director, Personnel Services/Affirmative
    Action Officer
Mr. David Pickering, Controller, Business Services
Mr. Leonard Ramirez, President, CSEA Chapter 289
Mr. Cal Reynolds, Assistant Dean, Student Activities
Mrs. Lynda Rodrigues, Assistant Dean, Admissions & Records
Dr. Richard N. Sanchez, Assistant Dean, Educational Planning
    & Development
Dr. Donald K. Sorsabal, visitor
Ms. Dorothy Taylor, neighbor
Mrs. Elsie Brandt, Secretary to Superintendent/Board of Trustees

1.3 WELCOME TO GUESTS

Dr. Dobbs extended a welcome to all in the audience and, in
particular, to Mr. Gary Ricks, newly-appointed Board member. (This
was Mr. Rick's first meeting sitting at the Board table but he would
not be able to vote officially until the next meeting on September 27.)
Dr. Dobbs invited all to participate during the meeting.

1.4 EXECUTIVE SESSION

Dr. Dobbs announced that an executive session would be held at
the end of today's meeting regarding personnel matters.

Upon motion of Mr. Wells, seconded by Mr. Luria, Dr. Dobbs de-
clared that an executive session would begin - the time being 5:42 pm.
All Board members, Mr. Dan Oroz, Mr. Charles Hanson and Dr. Mertes
proceeded to the President's office to hold the session.

At 6:12 p.m., Dr. Dobbs ended the executive session upon motion
of Mr. Luria, seconded by Mrs. Powell. No statement was issued.

1.5 MINUTES OF REGULAR MEETING OF AUGUST 23, 1979

Upon motion of Mr. Wells, seconded by Mrs. Powell, the minutes of
the regular meeting of August 23, 1979 were approved by the Board of
Trustees as delivered.

1.6 HEARING OF CITIZENS

None
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1. GENERAL FUNCTIONS - continued:

1.7 COMMUNICATIONS

ADDED: Dr. Mertes stated that Dr. Dobbs had been in Sacramento this week regarding AB 1551 - proposed legislation for student trustee members to attend executive sessions of the board.

Dr. Dobbs reported that about 25 other trustees were also in Sacramento lobbying against this bill. He was able to meet with Senator Omer Rains to voice opposition. The bill was voted down in the senate by a count of 21 to 10.

Mr. Steve Zaharias indicated that he had informed Dr. Mertes earlier that he was in favor of a student trustee being able to make and second motions as a beneficial means of truly representing students but also opposed attendance in executive sessions as there was no need for students to sit in on confidential issues.

ADDED: In regard to enrollment for the 1979 Fall semester, Dr. Mertes stated that a report on WSCH is not yet available.

Mrs. Lynda Rodrigues stated that as far as body count goes there is a 9.5% increase this fall compared to fall of 1978. Over 8700 students have enrolled. The first census report will be compiled next Monday (the fourth week). Registration is closed except for those who present add cards or those enrolling in short courses that start at a future date.

ADDED: On behalf of Dr. Bobgan, Dr. Mertes extended an invitation to all to the open house planned for the Goleta Valley Adult Education Center on Sunday, September 16, 1979 from 3:00 to 5:00 p.m.

a. REPORT ON COMING EVENTS

Mr. Jim Williams 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 September 6 through September 27, 1979.

1.8 1979 ELECTION - BOARD OF DIRECTORS FOR CALIFORNIA COMMUNITY COLLEGE TRUSTEES

a. BALLOT FOR CCCT BOARD OF DIRECTORS, Enclosure #1

Dr. Mertes indicated that Enclosure #1 contained information on candidates for vacancies on the Board of Directors for CCCT. A copy of the ballot was in Board folders for their use today and the official ballot must be mailed with a postmark prior to September 30, 1979.

As a member of the Board of Directors, Dr. Dobbs reviewed the background of most of the candidates. After a short discussion among Board members, it was agreed to take action at this time.

continued on next page...
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1. GENERAL FUNCTIONS - continued:

1.8 continued:

a. continued:

A motion was made by Mr. Wells, seconded by Mr. Luria, and passed by the Board to vote for the following candidates:

Arthur H. Bronson          Ian W. Hardie
Frances Compton            Harry E. Hiraoka
Fred M. Duman              Roberta L. Mason
Carol Eros                 Eleanor D. Nettle
Daniel B. Grady            George Rodda, Jr.

b. BALLOT FOR CCCT STUDENT TRUSTEE DIRECTOR, Enclosure #2

Dr. Mertes stated that a ballot was provided for the student trustee in his folder.

Mr. Steve Zaharias requested that his vote be cast for Catherine J. Crader.

This ballot will be sent with the first ballot via the official ballot envelope.

c. ELECTION OF ASSISTANT SECRETARY/CLERK TO BOARD OF TRUSTEES

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Powell, and passed by the Board to elect Mr. Charles Hanson Assistant Secretary/Clerk to the Board of Trustees for the period September 11, 1979, through November 30, 1979.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

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

(1) APPROVAL OF TEMPORARY HOURLY INSTRUCTORS, FALL 1979 SEMESTER, Attachment 2.1-a (1)

(2) APPROVAL OF HOURLY INSTRUCTORS, CHANGE FOR PREVIOUSLY-APPROVED INSTRUCTORS, SUBSTITUTE, AND CONSULTANT (LECTURER), CONTINUING EDUCATION DIVISION, Attachment 2.1-a (2)
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2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(3) APPROVAL OF TEMPORARY HOURLY CERTIFICATED PERSONNEL,
Attachment 2.1-a (3)

(4) APPROVAL OF HEALTH LEAVE OF ABSENCE: RUTH O. LITTLE,
PROFESSOR/LIBRARIAN, EFFECTIVE 8/20/79 - 12/21/79,
Attachment 2.1-a (4)

(5) AUTHORIZATION FOR TRAVEL AND CONFERENCE, Attachment
2.1-a (5)

b. NON-ROUTINE

(1) ACKNOWLEDGEMENT OF RESIGNATION OF JAMES G. LARSEN,
ASSOCIATE PROFESSOR, CHEMISTRY, Attachment 2.1-b (1)

Mr. Oroz stated at the last executive session held by
the Board of Trustees on August 23, 1979, the Board members
had taken action to accept the resignation submitted by James
G. Larsen, Associate Professor, Chemistry, effective August
17, 1979. That action also included a public announcement
to be made of the resignation at the next Board meeting
(today's meeting).

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

Upon recommendation of the Director, Personnel Services, it
was moved by Mr. Luria, 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 STUDENT APPOINTMENTS: COLLEGE WORK STUDY
(ON- AND OFF-CAMPUS), GENERAL AND TUTORIAL PROGRAMS,
Attachment 2.2-a (2)

(3) APPROVAL OF HOURLY APPOINTMENTS (CLASSIFIED SERVICE
EMPLOYEES), Attachment 2.2-a (3)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(4) APPROVAL OF CHANGE IN DATE FOR REDUCTION OF ASSIGNMENT:
CHARLES E. CHRISTIAN, LAB. TECH. SR., PHYSICS, FROM
8/31/79 TO 9/4/79, Attachment 2.2-a (4)

(5) APPROVAL OF HEALTH LEAVE OF ABSENCE: VIOLA ROBLES,
PLACEMENT CLK., PLACEMENT OFFICE, EFFECTIVE 8/15/79
THROUGH 10/1/79, Attachment 2.2-a (5)

b. NON-ROUTINE

(1) APPROVAL OF APPOINTMENT: LAURA J. FIGONE, ACCT. CLK., JR.
(REPLACING J. BLANKENSHIP), BUSINESS SERVICES, EFFECTIVE
9/10/79, Attachment 2.2-b (1)

Upon recommendation of the Director, Personnel Services,
it was moved by Mr. Wells, seconded by Mrs. Powell, and passed
by the Board to approve of the appointment of Laura J. Figone
as Sr. Account Clerk, Payroll Department (replacing J. Blanken-
ship), effective September 10, 1979.

Ms. Figone was not able to be present.

(2) APPROVAL OF PROMOTION: DAVID E. ORTEGA, FROM CUSTODIAN TO
GROUNDSKEEPER, FACIL. & OPER. DEPT. (NEW POSITION),
EFFECTIVE 9/7/79, Attachment 2.2-b (2)

Mr. Oroz recommended the promotion of David Ortega from
Custodian to the new Groundskeeper position. This position
will be funded by the Grounds Supervisor position which will
not be filled due to internal reorganization in the Facilities &
Operations Department.

It was moved by Mr. Wells, seconded by Mr. Luria, and
passed by the Board to approve of the promotion of David E.
Ortega to Groundskeeper (new position), effective 9/7/79.

(3) APPROVAL OF PROMOTION: SHAR-LYNN L. TIMM, CRED. CLK.
(REPLACING N. AICHES), PERSONNEL OFFICE, EFFECTIVE 9/12/79,
Attachment 2.2-b (3)

Mr. Oroz recommended the promotion of Shar-Lynn Timm
from Int. Typist Clerk to Credentials Clerk to fill the
vacancy in the Personnel Office due to retirement of an
employee.

It was moved by Mr. Wells, seconded by Mr. Luria, and
passed by the Board to approve of the promotion of Shar-Lynn L.
Timm, Credentials Clerk (replacing N. Aiches), Personnel Office,
effective 9/12/79.
2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

Mr. Steve Zaharias reported that the new Vice-President is Mike Rocco, and Joan Smith is the new Secretary.

The ASB budget is $4,795 this year—about a $200 increase over last year. The first dance netted a profit of $179.

Elections will be held toward the end of September to fill six Senator seats. All Club Day will be held September 13 and 14 and September 26 will be Law Day. A survey will be conducted to find out what students desire in the way of noontime entertainment, services, etc.

Prior to the first home football game, a campaign will be directed towards selling activity cards. Due to the power failure during registration, sales were down.

Dr. Dobbs thanked him for his fine report and looked forward to a good year.

4. CURRICULUM AND INSTRUCTION

No items

5. BUSINESS SERVICES

5.1 ROUTINE

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Powell, and passed by the Board to approve of the following routine Business Services items, as described in the attachments:

a. AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS NO. P90-0273 THROUGH AND INCLUDING P90-0374 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 AUGUST 31, 1979, Attachment 5.1-c

This was an information item only.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine

a. PUBLIC HEARING AND RECOMMENDED APPROVAL OF 1979-80 BUDGET, Enclosure #3

Dr. Mertes stated that Enclosure #3 contained the proposed final budget for 1979-80. As required by law, a public hearing must be held at this time.

Upon motion of Mr. Wells, seconded by Mr. Luria, Dr. Dobbs declared the meeting as an open public hearing at 4:01 p.m. He requested Dr. Mertes to be the first speaker.

Dr. Mertes briefly reviewed the process conducted to prepare the budget. It had been agreed that a Tentative Budget would be based on 1978-79 expenditures. In June, a Preliminary Budget had been approved which was the 1978-79 budget plus mandated add-ons. A conservative estimate of income produced a 4.1% increase in the Preliminary Budget which was an austere minimal budget within the framework of low income.

At the end of August, the Publication Budget was approved by the Board, and prior to that AB8, the finance bill, was signed by the Governor. There followed review of the proposed budget with the Subcommittees on Budget and Facilities in terms of impacts of the finance bill. As a result of that review, certain directions were given staff relating to priorities, and those changes are incorporated in the proposed final budget presented today. Dr. Mertes noted that AB8 takes away some authority of the Board, and the issue of local control is still very important.

In 1977-78, the State funds were 55% of the District's income, and the local share from property taxes was 39%. After Proposition #13, the 1978-79 State share was 69%, and the local share 25%. With the passage of AB8, the District will receive 75% from the State and only 22% from local tax sources. That major shift of funding to Sacramento continues to be an area of concern.

AB8 provides for funding of non-credit courses and thereby eliminates the fees imposed last year on Continuing Education classes. This is a two-year bill and is ADA sensitive. A projected ADA figure was arrived at and is subject to: a) review by the Chancellor's Office; b) funds available for distribution after all districts have been reviewed; and c) actual figures in Spring will be used as a base for funding with possible adjustment in dollars on the income side of the budget.

On the expenditure side, Dr. Mertes stated that the three-year salary increase of 6.5% for CSEA unit members has been included, and all step increments are included. It is a very continuing...
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

a. continued:

austere budget but a workable one. The priority items previously approved by the Board are in this proposed budget: 1) $126,000 for instructional program evaluation; 2) $300,000 for long-term building repair and maintenance; 3) $200,000 for new and replacement instructional equipment; 4) $300,000 for site improvement as related to removal of architectural barriers to handicapped persons; and 5) $125,000 for completion of erosion control projects and the District's share to widen Loma Alta Drive. The only area not specifically covered is the Warehouse now located in a facility for which the lease expires in June of 1980. A decision will be needed prior to that date, but no recommendation is made at this time. A sum of approximately $791,000 is set aside for Contingencies and, according to policy, 5% will be retained as reserves.

Dr. Dobbs then asked if there were any questions from the audience or if anyone from the community wished to speak. There being no requests to speak or questions, Dr. Dobbs closed the public hearing portion upon motion of Mr. Wells, seconded by Mr. Luria, at 4:29 p.m.

Then a motion was made by Mr. Wells, seconded by Mr. Luria, and passed by the Board to adopt the 1979-80 Final Budget as contained in Enclosure #3.

b. APPROVAL OF SUBMISSION OF VEA APPLICATIONS, TITLE II, PART A, SUBPARTS 2, 3, 4 and 5, Enclosure #4

Dr. Mertes stated that Enclosure #4 contained the applications for Vocational Education Funds.

Mr. Mel Elkins explained briefly the four separate parts for which entitlements were received early in August. These applications are sent to the State for review as to whether the college is "living within the entitlements."

It was moved by Mr. Luria, seconded by Mr. Wells, and passed by the Board to approve of the submission of the VEA applications, Title II, Part A, for Subparts 2, 3, 4 and 5, as described in Enclosure #4.

c. APPROVAL OF AUTHORIZED PERSONNEL TO ISSUE PARKING CITATIONS, Attachment 5.2-c

Dr. Mertes stated that due to cutback in security as a result of Proposition #13, a number of campus personnel were authorized to issue citations for parking violations. Due to changes in personnel, the list has been updated.

It was moved by Mr. Wells, seconded by Mr. Luria, and passed by the Board to authorize the personnel listed on Attachment 5.2-c to issue parking citations for the 1979-80 year.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. APPROVAL OF EMPLOYMENT OF CONSULTANT TO ASSIST IN THE PREPARATION
OF 1979-80 FIVE-YEAR FACILITIES PLAN AND SPACE INVENTORY, Attachment
5.2-d

Dr. Mertes stated that the District is required to submit a
five-year facilities plan.

According to Mr. Burt Miller, only what is legally required
will be done this year, and it was proposed to engage the services
of the consultant who had prepared the data for the District last
year. The plan needs to be submitted to the Chancellor's Office
by October 1.

It was moved by Mr. Wells, seconded by Mr. Luria, and passed
by the Board to approve of the employment of Robert C. Poolman
and Associates, consultant, for services as described in Attachment
5.2-d.

e. APPROVAL OF REVISED COMMUNITY SERVICES POLICY AND FEE SCHEDULE,
Attachment 5.2-e

Dr. Mertes stated that some operational changes in policy and
revision in fee schedule are necessary after a review of the exist-
ing Community Services policy. This will bring the college into
line with recent changes made in the K-12 districts within the
Santa Barbara Community College District service area.

Mr. Cal Reynolds added that the changes were also reviewed
with Dr. Bobgan of the Continuing Education Center and Dr. Bailon
of the Goleta Valley Adult Education Center.

It was moved by Mr. Wells, seconded by Mrs. Powell, and passed
by the Board to approve of the Community Services policy and Fee
Schedule as contained in Attachment 5.2-e.

f. APPROVAL OF DISTRICT INSTITUTIONAL MEMBERSHIP LIST FOR 1979-80,
Attachment 5.2-f

Dr. Mertes stated that the attachment contained a list of
organizations proposed for membership. The list is the same as
last year which was reduced considerably due to passage of Proposi-
tion #13. Dr. Mertes recommended that the AACJC (American Asso-
ciation of Community and Junior Colleges) which is the national
level of CCJCA be added to the list. The District was a member
prior to last year and would benefit from joining again.

It was moved by Mr. Wells, seconded by Mrs. Powell, and
passed by the Board to approve of the institutional memberships
for 1979-80, as listed on Attachment 5.2-f and with the addition
of the American Association of Community and Junior Colleges
(AACJC).
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

g. REQUEST FOR USE OF DISTRICT FACILITIES, Attachment 5.2-g

Dr. Mertes stated that this request for use of facilities is presented today by direction of the Board.

In the absence of a YFL representative, Dr. Mertes indicated that there were a couple of areas of concern on the part of staff, i.e., extra use of stadium lights and lack of supervision of young persons who are participants or spectators. Due to the Evening College classes, some lights are on in the stadium; consequently, this group contributes towards this cost. The problem of supervision has been discussed by staff with the group and can be resolved by the young people staying in the playing area. With the new security system all cars can be directed to park down below so as not to interfere with parking for evening classes on the upper lot.

Dr. Mertes offered to send a letter to YFL outlining these concerns if the Board again approved use of facilities.

It was moved by Mr. Wells, seconded by Mrs. Powell, and passed by the Board to approve of this request for use of facilities by the Youth Football League according to stipulations to be outlined in letter form by the Superintendent.

h. APPROVAL OF CHANGE ORDER #16, ADMINISTRATION BUILDING RENOVATION PROJECT, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR, Attachment 5.2-h

Dr. Mertes stated that it had not been possible for the Subcommittee on Facilities to meet and review this change order. One part of this change provides for conformance to code for an additional exhaust duct in the mezzanine, and the second part is to accommodate installation of additional equipment in A-210.

It was moved by Mr. Luria, seconded by Mr. Wells, and passed by the Board to approve of Change Order #16 to the contract with the J. W. Bailey Construction Company, contractor, Administration Building Renovation Project, at an increase of $3,052.89, as follows, with no change in completion date of August 29, 1979:

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<th>Description</th>
<th>Amount</th>
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<td>Original Contract Price</td>
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<tr>
<td>Change Orders #1-13*</td>
<td>+ 16,632.67</td>
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<td>+ 3,052.89</td>
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<td>New Contract Price</td>
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</tr>
</tbody>
</table>

(* Change Orders #14 and 15 are pending the next meeting of the subcommittee at which time the issue of correct procedures for change orders will be reviewed.)
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6. GENERAL INFORMATION  

6.1 ELECTION OF ASSISTANT TREASURER, THE FUND FOR SANTA BARBARA CITY COLLEGE  

Dr. Mertes stated that in accordance with the By-laws of THE FUND, it was appropriate to appoint Mr. Hanson as a member of the Board of Directors. He will become the Assistant Treasurer replacing Dr. Donald Sorsabal.  

It was moved by Mr. Wells, seconded by Mr. Luria, and passed by the Board to approve of the appointment of Charles L. Hanson as a member of the Board of Directors of THE FUND FOR SANTA BARBARA CITY COLLEGE and to hold the position of Assistant Treasurer, effective September 11, 1979.  

7. ADJOURNMENT  

Upon motion of Mr. Luria, seconded by Mrs. Powell, the Board of Trustees adjourned their special meeting at 6:12 p.m.  

The next regular meeting is scheduled for Thursday, September 27, 1979, at 3:30 p.m. in Room A-160, Administration Building, Santa Barbara City College, Santa Barbara, California.  

ATTEST:  

[Signatures]  

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 September 27, 1979.