MINUTES

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

January 24, 1980

4:00 p.m. - Room A-211
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 Joyce Powell on Thursday, January 24, 1980 at 4:05 p.m. in Room A-211, Administration Building, Santa Barbara City College, Santa Barbara, California.

1.2 ROLL CALL

Members present:

Mrs. Joyce H. Powell, President
Mr. Eli Luria, Vice-President
Mrs. Kathryn O. Alexander
Dr. Joe W. Dobbs
Mr. Sidney R. Frank
Mr. Gary R. Ricks
Mr. Steve Zaharias, Student Member

Members 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
Mr. Charles Hanson, Business Manager and Asst. Secretary/Clerk to the Board of Trustees
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
Ms. June Scott, Reporter, The Channels
Mr. Jim Williams, College Information Officer
Mrs. Betty Bartels, Principal Clerk, Facilities & Operations
Dr. Ken Berry, Coordinator, Media Services
Mr. David Emerson, Asst. Dean, Instructional Operations
Ms. Renee Heim, Int. Acct. Clerk. appointee, Accounting Dept.
Mr. Fred Marschak, Lab. Teaching Assistant, Astronomy
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1. GENERAL FUNCTIONS - continued:

1.2 ROLL CALL - continued:

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

Ms. Judy Meyer, Asst. Professor, Medical Biology
Mr. Dan Oroz, Director, Personnel Services
Mr. Bill Regis, CSEA President
Dr. Richard Sanchez, Asst. Dean, Educational Planning & Development
Mr. David Vander Schuit, Student Senate
Mrs. Matsuko West, Int. Acct. Clk., appointee, Payroll Dept.
Mrs. Elsie Brandt, Secretary to Superintendent/Board of Trustees

1.3 WELCOME TO GUESTS

Mrs. Powell extended a cordial welcome to all present.

1.4 EXECUTIVE SESSION

Mrs. Powell stated that there would not be an executive session.

1.5 MINUTES OF REGULAR MEETING OF JANUARY 10, 1980

Upon motion of Mrs. Alexander, seconded by Mr. Ricks, the
minutes of the regular meeting of January 10, 1980 were approved by
the Board of Trustees as delivered.

1.6 HEARING OF CITIZENS

None

1.7 COMMUNICATIONS

a. REPORT ON CALIFORNIA COMMUNITY & JUNIOR COLLEGE ASSOCIATION
   LEGISLATIVE MEETING

   Dr. Mertes reported briefly on his attendance at a "Legis-
   lative Day in Sacramento," January 22. A formal talk was
given by Leroy Greene, author of AB8, built around the proposed
Jarvis II bill. Preliminary figures indicate that community
colleges may suffer a 15-30% cutback in funds should Jarvis II
pass in June. Mr. Greene spoke of a 25% figure in his talk.
In-house, the budget process was built with a 20% reduction.
Since 80% of the district's budget is expended on salaries,
the district will be forced into some layoffs.
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1. GENERAL FUNCTIONS - continued:

1.7 COMMUNICATIONS - continued:

a. continued:

Dr. Mertes in his "State of the College Address," given to the faculty January 23rd, had summarized what is known about Jarvis II. He indicated that the possibility of the district being forced into layoff is real and the situation should be understood by all. It would be his recommendation to the Board not to issue notices for the March 15 deadline, as many legislators already felt there would be a need for new legislation as the present legislation was designed in an era of growth—not for mass layoffs.

Dr. Mertes added that AB 8, the two-year bailout bill, carries an inflated clause that would give support to CC's if there are still reserves. Even if Jarvis II does not pass, the district will be operating with limited fiscal resources. A report will be prepared when available data is more firm.

ADDED:

Dr. Mertes stated that there would be a Population Research unit from the Dept. of Finance on campus, Monday, February 4, 1980 to meet with staff members. Their findings will be plugged in with other college visits and used for fiscal projections.

b. REPORT ON COMING EVENTS - Mr. Jim Williams

Mr. Jim Williams reported on items of interest which had been scheduled by Santa Barbara Community College and its Continuing Education Division and community on-campus activities for the period January 25 through February 4, 1980.

1.8 APPROVAL OF SPECIAL CERTIFICATE OF APPRECIATION - INMATES OF SHERIFF'S HONOR FARM, Attachment 1.8

Dr. Mertes stated that certainly everyone must be aware by now that the campus is more secure and safe than before. One of the problem areas was the hillside. Among many ideas of things to do, several of which are complete, was a proposal to put an 8' fence around the campus at Pershing Park. This would have cost approximately $30,000. As a result of publicity on security problems of the campus, the Sheriff's Dept. offered the assistance of Honor Farm inmates who volunteered to clear the hillsides. At least 15 inmates worked through the months of December and January. College staff assisted with information on which plants should be retained for water-shed, etc., and the Fire Department supervised a controlled burn in certain areas. 
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1. GENERAL FUNCTIONS - continued:

1.8 continued:

As a 'thank you,' the Student Senate organized and will sponsor a barbeque with music for the Honor Farm inmates on Saturday, January 26.

Dr. Mertes read a Certificate of Appreciation that had been printed, signed and framed and would be presented at the barbeque to the inmates. Also, a thank you letter will be sent to all who helped in some way to save the college an estimated $25,000 to $30,000.

It was moved by Dr. Dobbs, seconded by Mr. Ricks, and unanimously passed by the board to approve of the special Certificate of Appreciation for the inmates of the County Honor Farm, and to direct staff to send formal letters of appreciation on behalf of the board and the college community to the agencies and individuals listed in Attachment 1.8.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

Upon recommendation of the Personnel Director, it was moved by Mrs. Alexander, 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, SPRING 1980 SEMESTER, Attachment 2.1-a(1)

(2) APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, ADDITIONS/CHANGES OF PREVIOUSLY-APPROVED INSTRUCTORS, AND SUBSTITUTES, CONTINUING EDUCATION DIVISION, Attachment 2.1-a(2)

(3) APPROVAL OF TEMPORARY HOURLY (NON-TEACHING) CERTIFICATED PERSONNEL, SPRING 1980 SEMESTER, Attachment 2.1-a(3)

(4) AUTHORIZATION FOR TRAVEL AND CONFERENCE, Attachment 2.1-a(4)

b. NON-ROUTINE

No items
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

Upon recommendation of the Personnel Director, it was moved by Mr. Frank, seconded by Dr. Dobbs, 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, AND HOURLY APPOINTMENT (CLASSIFIED SERVICE EMPLOYEE), 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 RE-ASSIGNMENT: GLADYS ZIETZ, TYP. CLK., INT., FROM EOPS/WOMEN'S CENTER TO EOPS/SECURITY, EFFECTIVE 1/15/80, Attachment 2.2-a(3)

(4) APPROVAL OF CHANGE OF STATUS: DEBORAH MC CLEISTER, LAB. TECH., LIFE SCIENCE, FROM 10 Mo/Yr. TO 12 Mo/Yr. (REPLACING S. HOSTETTER), EFFECTIVE 2/1/80, Attachment 2.2-a(4)

(5) APPROVAL OF TRANSFER, CHANGE OF SHIFT/WORKWEEK: DAVID CHAVEZ, CUSTODIAN, FACIL. & OPER., FROM DAY SHIFT TO SWING SHIFT, EFFECTIVE 1/15/80, Attachment 2.2-a(5)

(6) ACCEPTANCE OF RESIGNATIONS: TERRI J. FAWCETT, ACCT. CLK., SR., STUDENT FINANCE, EFFECTIVE 1/25/80, AND NAOMI E. SULLWOLD, GEOSCI. ILLUSTR., EARTH SCIENCE DEPT., EFFECTIVE 1/2/80, Attachment 2.2-a(6)

(7) APPROVAL OF PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS FOR DECEMBER, 1979 and JANUARY, 1980, Attachment 2.2-a(7)

(8) APPROVAL OF HEALTH LEAVE OF ABSENCE: JANICE J. DEPENDAHL, LAB. TCH. ASST., GEOLOGY DEPT. EFFECTIVE 1/14/80 (APPROXIMATELY 6-8 WEEKS), Attachment 2.2-a(8)

(9) APPROVAL OF ANNUAL SALARY INCREASES, Attachment 2.2-a(9)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE

(1) APPROVAL OF LONGEVITY INCREMENTS: JOHN SCARVER, FACIL. & OPER. DEPT., (15 YEARS), AND DEAN H. ANKENY, PURCHASING DIRECTOR (10 YEARS), EFFECTIVE FEBRUARY 1, 1980, Attachment 2.2-b(1)

Mr. Oroz indicated that two employees have served the district many years.

It was moved by Mrs. Alexander, seconded by Mr. Ricks, and passed by the board to approve of longevity increments for John Scarver (15 years) and Dean Ankeny (10 years), effective February 1, 1980.

(2) APPROVAL OF APPOINTMENT: RENEE M. HEIM, ACCT. CLK., INT., ACCOUNTING DEPT. (REPLACING, D. LOPEZ), EFFECTIVE 1/25/80, Attachment 2.2-b(2)

Mr. Oroz recommended the appointment of Renee Heim to a vacant position in the Accounting Department.

It was moved by Mrs. Alexander, seconded by Dr. Dobbs, and passed by the board to approve of the appointment of Renee M. Heim, Acct. Clk. Int., (replacing D. Lopez), Accounting Dept., effective January 25, 1980.

Ms. Heim was introduced to the board members. Mrs. Powell welcomed her to the staff.

(3) APPROVAL OF APPOINTMENT: MUTSUKO K. WEST, ACCT. CLK. INT., PAYROLL DEPT. (REPLACING L. FIGONE), EFF: 1/25/80, Attachment 2.2-b(3)

Mr. Oroz recommended the appointment of Mutsuko West to the vacant position in the Payroll Department.

It was moved by Mr. Ricks, seconded by Mr. Luria, and passed by the board to approve of the appointment of Mutsuko K. West, Acct. Clk. Int. (Replacing L. Figone), Payroll Department, effective 1/25/80.

Ms. West was introduced to the board. Mrs. Powell welcomed her to the staff.
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2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

a. ROUTINE

Upon recommendation of the Personnel Director, it was moved by Dr. Dobbs, seconded by Mr. Frank, and passed by the board to approve of the following routine General Personnel item, as described in the attachment:

(1) APPROVAL OF PROFESSIONAL VOLUNTEER STATUS: MARY ANN MC LAUGHLIN, WOMEN'S BASKETBALL, SPRING 1980 SEMESTER, Attachment 2.3-a(1)

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

Steve Zaharias reported on activities: the Welcome Back Dance on January 19 was unsuccessful - other activities will be explored to gain better attendance; elections for senators are underway and a talent show is being planned.

Also, the senate is working on plans for a bike pathway on campus and alternate locations for bikes to decrease the number of stolen vehicles.

Mr. David Vander Schuit, Senator, is working on this project which, when ready, will be given first to Mr. Don Seaver for his review; then the proposal will be forwarded to administration.

Mrs. Powell commented that, in view of the energy crunch, such an approach is long overdue, and she looked forward to seeing what the proposal covered.

3.2 RECOMMENDED APPROVAL OF 1980-81 COLLEGE CALENDAR, Attachment 3.2

At the request of the Superintendent, this item was deferred for review by one more group before board action.

4. CURRICULUM AND INSTRUCTION

4.1 APPROVAL OF CONTINUING EDUCATION CLASS -- SELF-DEFENSE FOR SECURITY PERSONNEL

Dr. Mertes stated that this course is recommended by Don Seaver as part of the security program.

Dr. Bobgan added that it is a self defense class and will be open to the public.
4. CURRICULUM AND INSTRUCTION - continued:

4.1 continued:

In response to questions, Dr. Mertes stated that campus security officers have taken the course on Mace Certification but that none of them are carrying mace on campus. Such a recommendation will be forthcoming at a future meeting.

It was moved by Mr. Luria, seconded by Mr. Frank, and passed by the board to approve of the Self Defense Class to be conducted by Continuing Education Division on February 2 and 9, 1980 from 9:00 a.m. to 1:00 p.m.

4.2 APPROVAL OF UPDATED EDUCATIONAL PROGRAM PLAN, Enclosure #1

Dr. Mertes stated that the Chancellor's Office requires an annual update of a district's Educational Program Plan.

Dr. Richard Sanchez added that the updated plan, contained in Enclosure #1, projects six degree programs and ten certificate programs as potential offerings for the next five-year period. All projections, of course, depending on the funding situation.

It was moved by Dr. Dobbs, seconded by Mr. Ricks and passed by the board to approve of the submission of the updated Educational Master Plan, as contained in Enclosure #1, to the Chancellor's Office.

4.3 PRESENTATION OF REPORT ON TELEVISION CONSORTIUM

Mr. David Emerson stated that, as a result of the district belonging to the TV consortium, several of the college's programs are offered on television. He showed a 15-minute film on the benefits of the consortium.

Beginning in February, six instruction-by-television courses will be offered for SBCC students. Currently, figures show over 300 students have enrolled.

Ms. Judy Meyer reported on her experiences and those of students in her TV Biology course. Also, Fred Marschak gave some positive comments on his course "Project Universe." Both staff members were very enthusiastic about the benefits of television courses.

Mrs. Powell on behalf of the board thanked Mr. Emerson, Ms. Meyer, and Mr. Marschak for their excellent presentation. It was thoroughly enjoyed by all board members.
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5. BUSINESS SERVICES

5.1 ROUTINE

Upon recommendation of the Superintendent, it was moved by Dr. Dobbs, seconded by Mr. Frank, 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 ORDER Nos. P90-1077 THROUGH AND INCLUDING P90-1153 FOR SUPPLIES, EQUIPMENT AND SERVICES, Attachment 5.1-a

b. AUTHORIZATION AND/OR RATIFICATION OF PAYMENT OF CLAIMS AS LISTED AND SUCH OTHER CLAIMS AS MAY ARISE PRIOR TO THE MEETING, Attachment 5.1-b

c. APPROVAL OF ADDITIONAL PERSONNEL AUTHORIZED TO ISSUE PARKING CITATIONS, Attachment 5.1-c

d. ACCEPTANCE OF THE FOLLOWING DATA PROCESSING EQUIPMENT FROM ARBITAGE ASSOCIATES, A PARTNERSHIP, ON BEHALF OF THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE

e. ACCEPTANCE OF THE FOLLOWING GIFTS ON BEHALF OF THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE

Dr. Mertes stated that appropriate letters of appreciation would be sent to the donors in Items d and e.

Mr. Frank stated that the large donation of the computer was to be commended. It will be of valuable assistance in the classroom.

5.2 NON-ROUTINE

a. APPROVAL OF DECLARATION OF SURPLUS REAL PROPERTY - CANON PERDIDO AND OLIVE STREETS, SANTA BARBARA

Mr. Hanson stated that as a result of a review of the appraisal report, it was generally agreed that the vacant lot on Olive and Canon Perdido Streets is surplus to the needs of the district. The property at 914 Santa Barbara Street, operated by the Continuing Education Division, is under discussion with the City of Santa Barbara.

It was moved by Mr. Luria, seconded by Mr. Ricks, and passed by the board to declare the district-owned property on Olive and Canon Perdido Streets to be surplus to the needs of the district.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. ADOPTION OF RESOLUTION No. 15(1979-80) TO PERMIT EMPLOYEES IN THE STATE TEACHERS RETIREMENT SYSTEM TO PARTICIPATE IN ITS TAX SHELTERED ANNUITY PROGRAM, Attachment 5.2-b

Mr. Hanson stated that the State Teachers Retirement System offers a tax-sheltered annuity program. A resolution is required by the State in order for us to make this program available to STRS members.

It was moved by Mr. Ricks, seconded by Dr. Dobbs, and passed by the board to adopt Resolution No. 15(1979-80), as contained in Attachment 5.2-b. Upon poll of the members, the vote was as follows:

Ayes: Mrs. Powell, Mr. Luria, Mrs. Alexander, Dr. Dobbs, Mr. Frank, Mr. Ricks
Noes: None
Absent: Mr. Wells

(At the request of board members, staff will obtain additional information on whether there is one TSA plan, or several, and the need for a resolution.)

c. APPROVAL OF AN AGREEMENT WITH THE GOLETA SANITARY DISTRICT FOR SEWERAGE SERVICE, EFFECTIVE DECEMBER 1, 1978, Attachment 5.2-c

Mr. Hanson recommended approval of the agreement for sewerage service at the Goleta Valley Adult Education Center. The agreement is open-ended as the Education Code allows no more than a 5-year span.

It was moved by Mr. Luria, seconded by Dr. Dobbs, and passed by the board to approve of an agreement with the Goleta Sanitary District for sewerage service at the Goleta Valley Adult Education Center.

d. ACCEPTANCE OF GOLETA VALLEY ADULT EDUCATION CENTER PARKING LOTS PROJECT AND AUTHORIZATION TO FILE NOTICE OF COMPLETION, GRANITE CONSTRUCTION CO., CONTRACTOR

Mr. Hanson stated that there are very few minor corrections remaining on this project. A final inspection was conducted by the Project Engineer.

It was moved by Mr. Ricks, seconded by Mr. Luria, and passed by the board to accept the Goleta Valley Adult Education Center Parking Lots Project as substantially complete with the exception of a replacement of a 250-watt light fixture, and to authorize staff to file a Notice of Completion, subject to completion of all conditions of the contract.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. RATIFICATION OF CHANGE ORDER #17, ADMINISTRATION BUILDING RENOVATIONS PROJECT, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACT, Attachment 5.2-e

Mr. Hanson indicated that this change order covered additional costs due to omissions in the as-built drawings. He had contacted members of the Facilities Subcommittee to discuss the change order. In reference to the difference of opinion on the number of additional days, negotiations are still going on with the contractor. The change order was approved according to the new board policy.

It was moved by Mr. Luria, seconded by Mr. Frank, and passed by the board to ratify Change Order #17 to the contract with the J. W. Bailey Construction Company, contractor, for the Administration Building Renovations Project, in the increased amount of $1,967.08, and a new contract completion date of November 9, 1979, as follows:

\[
\begin{align*}
\text{Original Contract Price} & \quad \$853,600.00 \\
\text{Change Orders #1 - 16} & +18,732.56 \\
\text{Change Order #17} & +1,967.08 \\
\text{New Contract Price:} & \quad \$874,299.64
\end{align*}
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6. GENERAL INFORMATION

No items

7. ADJOURNMENT

Due to other commitments of several board members, the board discussed and agreed to reschedule the meetings for the month of February.

It was moved by Dr. Dobbs, seconded by Mr. Ricks, and passed by the board to establish board meetings for the month of February as follows:

<table>
<thead>
<tr>
<th>Scheduled</th>
<th>February 7, 1980</th>
<th>Special Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancelled</td>
<td>February 14, 1980</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>Scheduled</td>
<td>February 21, 1980</td>
<td>Special Meeting</td>
</tr>
<tr>
<td>Cancelled</td>
<td>February 28, 1980</td>
<td>Regular Meeting</td>
</tr>
</tbody>
</table>
7. ADJOURNMENT - continued:

Upon motion of Mr. Ricks, seconded by Mr. Frank, the Board of Trustees adjourned their regular meeting at 6:00 p.m.

ATTEST:

Joyce H. Powell
President, Board of Trustees
Santa Barbara Community College

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

Approved by the Board of Trustees

on February 7, 1980.