MINUTES
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT
June 12, 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, June 12, 1980 at 4:13 p.m. in Room A-211,
   Administration Building, Santa Barbara City College, Santa Barbara,
   California.

   1.2 ROLL CALL

   Members present:

   Mrs. Joyce Powell, President
   Mrs. Kathryn O. Alexander
   Mr. Sidney R. Frank
   Dr. Joe Dobbs

   Members absent:

   Mr. Eli Luria, Vice-President
   Mr. Gary R. Ricks
   Mr. Benjamin P. J. Wells
   Mr. Steve Zaharias, Student Member

   Others present for all or a part 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
   Mr. M. L. Huglin, Administrative Dean, Instruction
   Dr. Alfred Silvera, Administrative Dean, Student Services
   Mr. Jim Williams, College Information Officer
   Mr. Dean Ankeny, Director, Purchasing
   Dr. Abelino Bailon, Assistant Dean, Continuing Education
   Mrs. Betty Bartels, Principal Clerk, Facilities & Operations
   Dr. Kenneth Berry, Coordinator, Media Services
   Ms. Linda Buwalda, Int. Acct. Clk., Accounting, appointee
   Ms. Joyce Christian, Continuing Educ. ESL Programs Coordinator
   Mr. Bill Cordero, Coordinator, Financial Aids/Placement
   Mr. John Dunn, Assoc. Professor, Hotel/Restaurant Management
1. GENERAL INFORMATION - continued:

1.2 ROLL CALL - continued:

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

Mr. Burton P. Miller, Adm. Asst. to the Superintendent/President
Mr. Daniel Oroz, Director, Personnel Services
Mr. Glenn K. Reinhart, Audio Visual Technician, Media Services
Mr. John Romo, Asst. Professor, English/Journalism
Mr. Sid Smith, President, Adult Educ. Advisory
Ms. Dorothy Taylor, Neighbor
Mr. John Tobin, Business Services Supervisor
Mrs. Elsie Brandt, Secretary to Superintendent/Board of Trustees

1.3 WELCOME

Mrs. Powell extended a cordial greeting to all. In particular, she welcomed Mr. Sidney Smith, President of the Adult Education Advisory group, attending for the first time.

1.4 EXECUTIVE SESSION

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

1.5 MINUTES OF REGULAR MEETING OF MAY 22, 1980

Upon motion of Mrs. Alexander, seconded by Mr. Frank, the minutes of the regular meeting of May 22, 1980 were approved by the Board of Trustees as delivered.

1.6 HEARING OF CITIZENS

None

1.7 COMMUNICATIONS

a. 1980 NOMINATIONS TO BOARD OF DIRECTORS, CALIFORNIA COMMUNITY COLLEGE TRUSTEES, Enclosure #1

The nomination period for vacancies on the CCCT Board is now open. Dr. Dobbs has served as a director since 1977.

It was moved by Mrs. Alexander, seconded by Mr. Frank, and passed by the board to again nominate Dr. Joe W. Dobbs and to direct staff to forward the required Recommendation Form.
1. GENERAL FUNCTIONS - continued:

1.7 COMMUNICATIONS - continued:

b. LETTER FROM SAN JOAQUIN DELTA COLLEGE RE: ORGANIZATION OF CALIFORNIA COMMUNITY AND JUNIOR COLLEGE ASSOCIATION (CCJCA), Attachment 1.7-b

Dr. Dobbs stated that the proposal from San Joaquin Delta College had been inappropriately presented to the CCCT at their annual conference. The issue will be taken up for discussion this coming weekend. He felt a letter of support would be of no value at this time, but a courtesy letter could be sent.

Dr. Mertes was directed to send a letter indicating that this board agreed to leave the issue with CCCT for discussion.

ADDED:

Dr. Mertes with pleasure drew attention to Mr. M. L. Huglin who is completing 25 years with the district. The last 17 years he has served as Dean of Instruction and is well-known throughout the state. He was commended for his many years of service and, in particular, during the trying times of this past year.

Board members all concurred in the commendation and extended congratulations.

Mr. Huglin thanked all for their kind words.

ADDED:

Dr. Mertes stated that with the defeat of Prop. #9, many changes must now be made. Later in the summer, a report will be presented as to direction relative to Contingency Planning and budget preparations.

ADDED:

Dr. Mertes indicated that the Loma Alta widening project has started and it is anticipated that 95% will be completed before the opening of the fall semester. Parking lots will be open for summer session.

ADDED:

Dr. Mertes then introduced Mr. John Dunn who gave an updated report on the recent Tour de Cuisine event at the Coral Casino.

Mr. Dunn, in his usual enthusiastic manner, reported that a gross of $48,108 had been collected. After expenses, the net is approximately $43,000 from that highly successful event. Additional funds will be allocated by the state and there is about $55,000 in the cafeteria account. According to his figure, there is still a need for about $62,000.
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1. GENERAL FUNCTIONS - continued:

   1.7 COMMUNICATIONS - continued:

       Mr. Dunn sincerely thanked everybody for their support—financially and otherwise.

       Board members complimented Mr. Dunn on a beautiful party, gracious and well-trained students, and the excellent public relations created by all.

   c. REPORT ON COMING EVENTS - Mr. Jim Williams

       Mr. Jim Williams reported on items of interest which had been scheduled by Santa Barbara City College and its Continuing Education Division and community on-campus activities for the period June 13 through June 26, 1980.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

   a. ROUTINE

       Upon recommendation of the Personnel Director, it was moved by Mrs. Alexander, seconded by Dr. Dobbs, and passed by the board to approve of the following routine Certificated Personnel items, as described in the attachments:

       (1) APPROVAL OF HOURLY INSTRUCTORS, Attachment 2.1-a(1)

       (2) APPROVAL OF INSTRUCTORS, 1980 SUMMER INTERSESSION, Attachment 2.1-a(2)

       (3) APPROVAL OF HOURLY INSTRUCTORS, CONTINUING EDUCATION DIVISION, SUMMER 1980, Attachment 2.1-a(3)

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

   b. NON-Routine

       (1) APPROVAL OF APPOINTMENT: RAY ROSALES, ASSOC. PROFESSOR/COUNSELOR, AS HEAD COUNSELOR, Attachment 2.1-b(1)

       Mr. Oroz stated that Mr. Glenn Gaston wishes to be relieved of his duties as Head Counselor. Mr. Ray Rosales has been recommended as his replacement.
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2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(1) continued:

It was moved by Dr. Dobbs, seconded by Mr. Frank, and passed by the board to approve of the appointment of Ray Rosales, Assoc. Professor/Counselor, as Head Counselor for a 2-year period beginning with the 1980-81 college year.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

(2) APPROVAL OF STUDENT APPOINTMENTS: COLLEGE WORK STUDY (ON-AND OFF-CAMPUS) AND GENERAL PROGRAMS, Attachment 2.2-a(2)

(3) APPROVAL OF REQUEST FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS FOR MAY, 1980, Attachment 2.2-a(3)

(4) APPROVAL OF PERSONAL LEAVES OF ABSENCE (WITHOUT PAY):
   JOSEPHINE RAMOS, Keypunch Oper. 7/1/80 THRU 9/1/80
   Data Processing Dept.
   NANCY BAIRD, Sr. Secretary 8/1/80 THRU 8/29/80
   Health Ed & Technology

(5) APPROVAL OF TERMINATION OF CETA EMPLOYEE: HILARY HACKER,
    DEPT. TRAINEE, THEATRE ARTS, EFFECTIVE JUNE 30, 1980,
    Attachment 2.2-a(5)

(6) ACCEPTANCE OF FOLLOWING RESIGNATIONS:
    MAURICIO FLORES, Custodian  Eff: 5/30/80
    Facil. & Operations
    Health Ed & Technology
    STEYL HOLDER, Sr. Secretary  Eff: 6/30/80
    Cont. Education Division

(7) APPROVAL OF ANNUAL SALARY INCREMENTS, Attachment 2.2-a(7)
b. NON-Routine

(1) APPROVAL OF LONGEVITY INCREMENT: HELEN C. CAPES, ADMISSIONS & RECORDS CLERK, 15 YEARS, EFFECTIVE 7/1/80, Attachment 2.2-b(1)

Mr. Oroz indicated that Helen Capes, a Records Clerk in the Admissions office, has completed fifteen years with the district.

It was moved by Dr. Dobbs, seconded by Mr. Frank, and passed by the board to approve of a longevity increment (15 years) for Helen C. Capes, Admissions & Records Clerk, effective July 1, 1980.

(2) APPROVAL OF APPOINTMENT: LINDA BUWALDA, INT.ACCT.CLK., ACCOUNTING (REPLACING B. JONES), EFFECTIVE 6/13/80, Attachment 2.2-b(2)

Mr. Oroz recommended Linda Buwalda to a vacant position in the Accounting office.

It was moved by Mr. Frank, seconded by Dr. Dobbs, and passed by the board to approve of the appointment of Linda Buwalda, Int. Account Clerk, Accounting (replacing B. Jones), effective 6/13/80.

Mr. Oroz introduced Ms. Buwalda to the board members.

Mrs. Powell welcomed her to the staff.

(3) APPROVAL OF APPOINTMENT: THEODORE M. DOLAS, THEATRE TECH., THEATRE ARTS (REPLACING N. VIESSELMAN) EFFECTIVE 6/13/80, Attachment 2.2-b(3)

Mr. Oroz recommended the appointment of Theodore Dolas to the vacant position in the Theatre Arts Department. Mr. Oroz noted the excellent background for this specialized position.

It was moved by Dr. Dobbs, seconded by Mrs. Alexander, and passed by the board to approve of the appointment of Theodore M. Dolas, Theatre Technician, Theatre Arts Dept. (replacing N. Viesselman), effective 6/13/80.

Mr. Dolas was not able to be present.
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2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

No items

3. STUDENT SERVICES

No items

4. CURRICULUM AND INSTRUCTION

4.1 APPROVAL OF ADDITIONAL NEW COURSES, Attachment 4.1

Dr. Richard Sanchez indicated that the attachment listed twelve additional courses proposed for the fall semester and subsequent years. These courses have no cost implications for the district. Together with previous courses approved on April 24, 1980, they will be part of regular department offerings. Three of the courses are TV courses which will begin in Fall.

It was moved by Mrs. Alexander, seconded by Dr. Dobbs, and passed by the board to approve of the new courses listed in Attachment 4.1.

4.2 APPROVAL OF CONTINUING EDUCATION DIVISION CLASSES FOR SUMMER 1980, Attachment 4.2

Dr. Abelino Bailon stated that the usual practice is to offer some specialized summer courses, including programs for the handicapped.

Mrs. Joyce Christian, coordinator of the ESL programs, was present and responded to questions from board members in their interest to become more informed of the ESL program in the Continuing Education Division.

Day classes are conducted at Goleta Valley Adult Ed Center and evening classes in Isla Vista. There are advanced, intermediate, and beginning levels of Indo-chinese enrollees. Registration figures show 150 but during the year that total rises to 230-240. The program would normally end June 27. An application to extend the program until October 31 will be submitted due to word that this is possible with additional outside funding.

Ms. Christian indicated that there is a shift of responsibility in process from the federal to the state. So far the needs of the refugee people are being met with the English classes. They also have vocational needs and are then referred to CETA training programs. There are about 15 persons on a waiting list and an average of 50 new refugees arrive each month with some locating in Goleta,
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4. CURRICULUM AND INSTRUCTION - continued:

4.2 continued:

Santa Barbara, and Lompoc. Word was received from a Los Angeles agency that some 30,000 Cubans are expected in the state during the coming year. It is unknown at this time if some of these will locate in this area.

It was moved by Dr. Dobbs, seconded by Mrs. Alexander, and passed by the board to approve of the Continuing Education Division classes, listed in Attachment 4.2, for the 1980 Summer term.

Mrs. Powell thanked Ms. Christian for her informative responses.

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:

a. AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS No. P90-1831 THROUGH AND INCLUDING P90-1929 FOR SUPPLIES, EQUIPMENT AND SERVICES, Attachment 5.1-a

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

c. ACCEPTANCE OF GIFTS ON BEHALF OF THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE, Attachment 5.1-c

Dr. Mertes indicated that Attachment 5.1-c contained a long list of donors, mostly for the HRM Program, and letters of appreciation will be sent to all.

5.2 NON-Routine


Mr. Charles Hanson indicated that in both reports the auditor has determined that regulations are being followed in a satisfactory manner. The three recommendations on page 16 will be implemented by staff.

Mr. Hanson stated that from his past experience, he found the audit trail was good and the independent review was performed well.
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5. BUSINESS SERVICES - continued;

5.2 NON-ROUTINE - continued:

   a. continued:

   Mr. Bill Cordero was present and responded to questions from board members. He was commended for the manner in which his office carefully treated students and handled the affairs of that department.

   It was moved by Dr. Dobbs, seconded by Mrs. Alexander, and passed by the board to officially acknowledge receipt of the audit reports for the Financial Aids Programs for July 1, 1976 through June 30, 1978.

   Mrs. Powell thanked both Mr. Hanson and Mr. Cordero for the manner in which that area is being taken care of.

   b. APPROVAL OF RENEWAL CONTRACT FOR THE CENTRAL COAST PERSONNEL JOINT POWERS AGREEMENT, Enclosure #3

   Dr. Mertes indicated that the district has benefitted from belonging to this council. Mr. Oroz is active in the group where many discussions are held on like issues, and inservice training workshops are held on negotiations, collective bargaining, etc.

   It was moved by Dr. Dobbs, seconded by Mrs. Alexander, and passed by the board to approve of renewal of the Joint Powers Agreement with the Central Coast Personnel Council for the period July 1, 1980 through June 30, 1982, at an approximate annual cost of $1,500.

   c. APPROVAL OF RENEWAL OF COSMETOLOGY CONTRACT (REVISED) FOR 1980-81, Enclosure #4

   Mr. Hanson stated that the contract in Enclosure #4 is similar to past years, except that the cosmetician component has been deleted. The other charge is the hourly contractual cost now at 92 cents per student attendance hour. The college still comes out well with ADA.

   Dr. Bailon responded to questions on the non-credit portion of this program. The field still offers opportunities as many graduates use this skill as a backup job. There is a six-week waiting period for new students. A brief report will be compiled on enrollments, those completing, etc. and sent to board members.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. continued:

It was moved by Mr. Frank, seconded by Mrs. Alexander, and passed by the board to approve of the renewal of the cosmetology contract (revised), as contained in Enclosure #4, for the 1980-81 year.

d. RATIFICATION OF THE SUBMISSION OF PROPOSAL FOR INDO-CHINESE ESL PROGRAM, Enclosure #5

Dr. Mertes stated that this application was mailed to meet a deadline date. Funds will permit the continuation of the ongoing ESL program for Indo-chinese refugees.

It was moved by Dr. Dobbs, seconded by Mrs. Alexander, and passed by the board to ratify the submission of the proposal for the Indo-chinese ESL Program.

e. APPROVAL OF SUBMISSION OF PROPOSAL TO CONTINUE THE BILINGUAL TEACHER AIDE PROGRAM, Attachment 5.2-e

Mr. Huglin indicated that the federal application had been previously approved by the board and this proposal is for the state portion. Leadership of the program has been turned over to John Romo.

Mr. Romo stated that the program has been operating for three years at SBCC and each semester it has grown stronger. Four students this year transferred to the University and next year nine more are expected to transfer to UCSB. It is anticipated that there will be 35 new students next year. Ms. Pat Chavez-Nunez will be assisting the program during the summer.

In response to questions, Mr. Romo indicated that an approach was made by the high school to be included in the program for SBCC to take over on training of their instructional aides. Also, staff is involved with the assistance program to Hispanics at UCSB. So far, this involvement has been with graduate students but no contact with the persons giving advice to the students. There is a problem along the junior and senior years, especially since SBCC students are working people and cannot go full-time for three years. It may not be possible for UC to offer a part-time program. Discussions and meetings are planned at UC and SBCC staff will participate fully although there are signs of some movement for next year.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. continued:

Dr. Mertes added that around the state there is talk of moving part-time students into the universities—talk is intense at those institutions having enrollment problems.

It was moved by Dr. Dobbs, seconded by Mrs. Alexander, and passed by the board to approve of the submission of the application to continue the Bilingual Teacher Aide Program.

Mrs. Powell thanked Mr. Romo for his information.

5.3 INFORMATION ITEMS

a. INSPECTOR'S REPORTS FOR PERIOD ENDING MAY 31, 1980,
   Attachment 5.3-a

   Dr. Mertes stated that the elevator is nearing completion. It is anticipated that all board members will be present at the June 26 meeting and a brief discussion can be held on merits of the new board table.

b. RESULTS OF DISPOSAL OF SURPLUS PROPERTY AT COUNTY AUCTION,
   Attachment 5.3-b

   This was notification that the county auction yielded $2,277.32 to the district from sale of surplus items.

6. GENERAL INFORMATION

ADDED: Dr. Mertes stated that a meeting should be scheduled of the Finance Subcommittee. Members will be contacted to set a date. At the next board meeting, changes in board meeting dates for the summer months will be suggested—all will meet legal requirements for budget process.

7. ADJOURNMENT

Upon motion of Dr. Dobbs, seconded by Mrs. Alexander, the Board of Trustees adjourned their regular meeting at 5:38 p.m.

ATTEST:

Joyce H. Powell                      David Mertes
President, Board of Trustees         Superintendent/President and Secretary/
Santa Barbara Community College      Clerk to the Board of Trustees
District

Approved by the Board of Trustees

on June 26, 1980