

M I N U T E S

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

January 29, 1981

4:00 pm - Room A-211
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 Joyce Powell at 4:12 pm on Thursday, January 29, 1981, 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 (left at 5:30 pm)
Mrs. Kathryn O. Alexander
Dr. Joe W. Dobbs
Mr. Sidney Frank
Mr. Gary Ricks
Mr. Benjamin P. J. Wells
Mr. Robert Crennan, Student Member

Members Absent:

None

Others present for all or a portion of the meeting:

Dr. David Mertes, Superintendent/President and Secretary Clerk to the Board of Trustees
Dr. Martin Bobgan, Administrative Dean, Continuing Education
Dr. Alfred Silvera, Administrative Dean, Student Services
Mr. Glenn Gaston, President, Academic Senate
Miss Valerie Green, Reporter, THE CHANNELS
Dr. Abelino M Bailon, Assistant Dean, Continuing Education
Mrs. Betty Bartels, Principal Clerk, Facilities and Operations
Mr. Ken Berry, Coordinator, Media Services
Mr. Pablo Buckelew, Assoc.Prof./Director Learning Assistance Center
Mrs. Rita Harrington, Reporter, CSEA
Mrs. Roberta Jackson, Instr./College Spec., Hand.Prog.
Mrs. Charlotte Ley, Bookstore Manager, Bookstore
Mr. Filiberto Lomeli, Bookstore Supply Clerk, Bookstore
Mrs. Rachel McKeone, Int. Typist Clerk, Community Services

1. GENERAL FUNCTIONS - continued:

1.2 ROLL CALL - continued:

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

Mr. Burt Miller, Admin.Asst. to the Superintendent/President
Mr. Dan Oroz, Director, Personnel Department
Mr. David L. Pickering, Controller, Business & Accounting
Mr. John Romo, Asst.Dean, Instructional Operations
Dr. Richard Sanchez, Asst.Dean, Educ.Plan.& Dev.
Ms. Meg Torres, Senior Typist Clerk, Financial Aids
Mrs. E. Brandt, Secretary to the Superintendent/Board of Trustees

The following were present for a slide show of field trips presented by the Geology Department prior to the formal board meeting.

Charles Brewster, SBCC Student, Geology
Ken Smith, SBCC Student, Geology
Richard Swanson, SBCC Student, Geology
Dorothy Torres, Visitor
Lisa J. Lennon, SBCC Student, Geology
Paul Pastione
Teri Plake, Lab Tech. Asst., Earth Science
Bill Parker, SBCC Student, Geology
Tom Yaniola, SBCC Student, Geology
Ron Nixon, SBCC Student, Geology
Steve Wik
Dr. Harold Alexander, SBCC Student, Geology
Stephanie Bagish Hebert, SBCC Student, Art
Lisa Marie Nolton, SBCC Student, Geology
Nancy Plake, SBCC Student, Geology
Ethan D. Brown, SBCC Student, Geology
Margaret Tarabaugh, SBCC Student, HRM
David Trout, SBCC Student, HRM
Larry Olson, SBCC Student, HRM
Joan Harz, SBCC Student, Geology
Bill Harz, Laboratory Technician Supervisor, Geology
Steven S. Graham
Humbertho G. Monsory, SBCC Student
Jan Schulz, SBCC Student
David McCants, Visitor
Dr. David Mertes
Mrs. Kathryn Alexander
Mrs. Joyce H. Powell
Dr. Joe Dobbs
Mr. Eli Luria
Mr. M. Huglin

1. GENERAL FUNCTIONS - continued:

1.3 WELCOME

Mrs. Powell extended a cordial welcome to all in the audience. She expressed appreciation of the slide show which was enjoyed by all.

1.4 CLOSED SESSION

Mrs. Powell stated that there would not be a closed session today.

1.5 MINUTES OF SPECIAL MEETING OF JANUARY 15, 1981

Upon motion of Dr. Dobbs, seconded by Mr. Luria, the minutes of the special meeting of January 15, 1981, were approved by the Board of Trustees as delivered.

1.6 HEARING OF CITIZENS

None

1.7 COMMUNICATIONS

- ADDED: Dr. Mertes reported on:
- ... Recognition of this day set by President Reagan as a "Day for the Hostages."
 - ... Sunday, January 25th, pinning ceremony by nursing graduates; outstanding event organized and put on by students followed by reception with families and friends.
 - ... notice of special workshop for Board Members - March 23rd and 24th; copies of flyer will be mailed.
 - ... new HRM dining room will be open for lunch starting February 17th; call Ext. 459 for reservations. Coffee Shop will be open for breakfast and lunch starting February 9th.
 - ... current fiscal issue: C. Hanson at a school officials meeting phoned that the trend for legislation follows a pattern that has been discussed; figure for inflation will be 5% on this year's base; still undetermined but being considered is some equalization for low-income districts.
 - ... articulation between state colleges and community colleges: a controversial matter since the issuance of an executive order by Chancellor Dumke changing the approach of community colleges verifying the satisfactory completion of General Education requirements by students; the order permits each state college to develop its own entrance requirements with students subject to review; many students will have problems to transfer. At ACCCA meeting it was agreed each district superintendent would write protesting implementation intended for March 1st; a meeting has been requested by Community College Presidents with representatives of state colleges; information will be provided as soon as available; greatest harm could come to those in career areas.

1. GENERAL FUNCTIONS - continued:

1.7 COMMUNICATIONS - continued:

ADDED: Dr. Dobbs made known a letter to CCCT from Senator David Roberti regarding latest appointments by Governor Brown of Irene Tovar and John Jaeger to the Public Employment Relations Board (PERB). Both appointees have background experience in labor organizations resulting in a board with no representation for management. Dr. Dobbs suggested a letter be written voicing opposition to the appointments which must be confirmed by the Senate.

Board Members agreed that PERB membership should represent both sides of an issue. A neutral person on the 5-member PERB board would comprise a more fair membership.

It was motioned by Mrs. Alexander, seconded by Dr. Dobbs, and unanimously passed by the board to direct the Superintendent/President to send a letter to Senator David Roberti expressing concern of the appointments to PERB and what this district feels the membership on that board should be. Also, a copy of the letter should be sent to all state senators.

ADDED: Mr. Sidney Frank reported on a recent computer seminar he attended that was sponsored by the California Community College Trustees organization in San Diego.

a. REPORT ON ACADEMIC SENATE - Mr. Glenn Gaston

Mr. Glenn Gaston reported on current major items of interest to faculty:

- ... temporary contract salary placement; placed in hands of an ad hoc committee; concerns that there be equity; possible negative effects of long-term replacements.
- ... grading policy: Rep Council has taken action on recommendations of Scholastic Standards Committee; has been forwarded to Dr. Mertes for future meeting with Educational Policies Subcommittee.
- ... sabbatical leave applications; 23 faculty members submitted applications; have cleared through Rep Council as all being worthy projects; because of uncertainty of sufficient funding, Rep Council will rank the applications and present a prioritized list to the Superintendent. (Last year there were 12 applications.)
- ... CHAD Drive: Rep Council recommends such a drive be instituted next year.

b. REPORT ON COMING EVENTS - Mr. Jim Williams

Mr. Williams suffered a fractured elbow this morning from a fall and was not present. Copies of his report were distributed among the audience.

The report contained items of interest scheduled by Santa Barbara Community College and its Continuing Education Division, and community on-campus activities for the period January 30, through February 19, 1981.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

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

- (1) APPROVAL OF HOURLY INSTRUCTORS, ADDITIONS FOR PREVIOUSLY-APPROVED INSTRUCTORS, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION, Attachment 2.1-a(1)
- (2) APPROVAL OF TEMPORARY CONTRACTUAL APPOINTMENTS, SPRING 1981 SEMESTER, Attachment 2.1-a(2)
- (3) AUTHORIZATION OF TRAVEL AND CONFERENCE, Attachment 2.1-a(3)

b. NON-ROUTINE

- (1) APPROVAL OF HOURLY INSTRUCTORS, SPRING 1981 SEMESTER, Attachment 2.1-b(1)

Upon recommendation of the Personnel Director, it was motioned by Mrs. Alexander, seconded by Dr. Dobbs, and passed by the board to approve of the hourly instructors listed in attachment 2.1-b(1) for the Spring 1981 semester.

- (2) APPROVAL OF REDUCTION IN CONTRACT: W. ROYCE ADAMS, PROFESSOR, ENGLISH DEPT., FROM FULL-TIME TO 4/5's, EFFECTIVE 2/9/81 - 6/25/81, Attachment 2.1-b(2)

Mr. Oroz stated a request had been received from Mr. Adams for a reduction in contract for one semester.

It was motioned by Dr. Dobbs, seconded by Mr. Frank, and passed by the board to approve of a four-fifths contract for W. Royce Adams, Professor, English Dept., for the period February 9, 1981 through June 25, 1981.

- (3) APPROVAL OF REINSTATEMENT: ELAINE HARKINS, ASSOC. PROFESSOR, ENGLISH DEPT., EFFECTIVE SPRING 1981 SEMESTER, Attachment 2.1-b(3)

Mr. Oroz stated that a request had been received from Ms. Elaine Harkins to return to a full-time contract. (By Board approval, Ms. Harkins is on a 60% contract for the 1980-81 school year.)

It was motioned by Mrs. Alexander, seconded by Mr. Luria, and passed by the board to approve of the re-instatement of Elaine Harkins, Associate Professor, English Dept., to a full-time contract effective Spring 1981 semester.

2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

Upon recommendation of the Personnel Director, it was motioned by Mrs. Alexander, seconded by Mr. Frank 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 HOURLY APPOINTMENTS (CLASSIFIED SERVICE EMPLOYEES), MAIN CAMPUS AND CONTINUING EDUCATION DIVISION, Attachment 2.2-a(2)
- (3) APPROVAL OF STUDENT APPOINTMENTS: COLLEGE WORK STUDY (ON- AND OFF-CAMPUS), GENERAL AND TUTORIAL PROGRAMS, Attachment 2.2-a(3)
- (4) APPROVAL OF ANNUAL SALARY INCREMENTS, Attachment 2.2-a(4)
- (5) APPROVAL OF EXTENSION OF HEALTH LEAVE OF ABSENCE: SALVADOR JIMENEZ, CUSTODIAN, EFFECTIVE 1/8/81, 6-8 WEEKS, Attachment 2.2-a(5)
- (6) ACCEPTANCE OF RESIGNATIONS: L. DUNGAN, STATS. CLK., RESEARCH & GRANTS (2/27/81); T. CORDINGLY, LAB. TCHG. ASST., HEALTH TECH. (1/30/81); AND C. ROCKWOOD, LAB TCHG. ASST., AUTO SHOP (1/30/81), Attachment 2.2-a(6)
- (7) APPROVAL OF CHANGE OF SHIFT: JOHN APPLEQUIST, CUSTODIAN, FROM GRAVEYARD SHIFT TO SWING SHIFT, EFFECTIVE 1/19/81, Attachment 2.2-a(7)

b. NON-ROUTINE

- (1) APPROVAL OF LONGEVITY INCREMENTS, Attachment 2.2-b(1)

It was motioned by Mrs. Alexander and seconded by Mr. Frank, and passed by the board to approve of the longevity increments as delineated in attachment 2.2-b(1).

Mr. Oroz introduced Rachael McKeone and Charlotte Ley in the audience. Mr. Clemons was not able to be present.

Dr. Mertes stated that Mrs. McKeone's title does not reflect her duties; she coordinates use of campus facilities with a wide range of individuals from off campus groups. How this is done is extremely important as it reflects the image of the college. He commended her for her performance and her 'style'.

(At the request of board members, information will be provided on how to make reservations for facilities, particularly the new HRM food services.)

2. PERSONNEL - continued

2.2 CLASSIFIED PERSONNEL - continued

b. NON-ROUTINE - continued

(1) APPROVAL OF LONGEVITY INCREMENTS - continued:

Mrs. Powell, experienced in retail sales, commended Charlotte Ley for her faithful 15 years in the Campus Bookstore.

Mrs. Ley stated that the new additional space is working well and soon they will be expanding into a photo service.

Mrs. Powell extended congratulations to the employees for their service to the district.

(2) APPROVAL OF PROMOTION: VALERIE LEWIS, FINAN. AIDS ADVISOR, FINANCIAL AIDS (REPLACING N. WADE), EFFECTIVE 2/20/81 (OR SOONER, IF POSSIBLE), Attachment 2.2-b(2)

It was motioned by Mrs. Alexander, seconded by Mr. Wells, and passed by the board to approve of the promotion of Valerie Lewis to the position of Financial Aids Advisor, Financial Aids (replacing N. Wade), effective February 20, 1981, or sooner.

2.3 GENERAL PERSONNEL

a. ROUTINE

It was motioned 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 CONSULTANT STATUS-P.E./ATHLETIC COACHING: EDWIN PIPERSBURG, TRACK, 1980-81 SEASON, Attachment 2.3-a(1)

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

Robert Creenan reported on:

- ... successful State meeting of Student Government on January 24th on campus; luncheon hosted by HRM was rated the best program in the state.
- ... Bike Technology program: set for late March or early April; a 8-10 week program to be held at Open Air Shop.
- ... Vice-President and six senators have resigned; exploring new department location for Senate with possibility of credit for work performed by officers/senators.

Mrs. Alexander expressed appreciation for time and work expended by Mr. Creenan and the Senate. This benefits all students at the college.

(Mr. Creenan left the meeting at 5:05 pm due to other commitments.)

3. STUDENT SERVICES

3.2 APPROVAL OF CONDIDATES FOR THE ASSOCIATE IN ARTS DEGREE, Attachment 3.2

Upon recommendation of the Superintendent it was moved by Dr. Dobbs, seconded by Mr. Ricks, and unanimously passed by the board to confer upon each of the 91 candidates listed in Attachment 3.2 the Associate in Arts degree, subject to completion of the state and local requirements for the degree.

3.3 APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN SCIENCE DEGREE, Attachment 3.3

Upon recommendation of the Superintendent it was moved by Mr. Wells, seconded by Mr. Frank, and unanimously passed by the board to confer on each of the 55 candidates listed in Attachment 3.3 the Associate in Science degree, subject to completion of the state and local requirements for the degree.

3.4 RESULTS OF A COMPLIANCE SURVEY OF VETERANS SERVICES BY THE VETERANS ADMINISTRATION, Attachment 3.4

Dr. Silvera reported two reviews of records had been made in June and December. Both reviews were rated excellent and credit was due to the staff: Meg Torres and Gordon Santee.

Meg Torres was present and commended by Dr. Mertes and board members for her fine performance with resultant excellent review by the authorities.

This was an information item only.

3.5 ADOPTION OF COLLEGE CALENDAR FOR 1981-82, Attachment 3.5

Dr. Mertes indicated that the college calendar had gone through extensive committee review, and board members can feel assured that this issue was a participatory one. Anyone could submit statements in written form and these were given consideration. The specific calendar in the attachment is the "best thinking" of the whole institution. The fall semester starts September 9 with an In-Service Day on September 8. Every effort was made to coordinate with City Schools whose calendar is a negotiable item as part of their contract.

It was moved by Mrs. Alexander, seconded by Mr. Ricks, and passed by the board to adopt the 1981-82 College Calendar as contained in Attachment 3.5.

4. CURRICULUM AND INSTRUCTION

4.1 REPORT ON THE LEARNING ASSISTANCE CENTER AND THE LEARNING ASSISTANCE CENTER INSTRUCTIONAL DEVELOPMENT GRANTS, Attachment 4.1

Pablo Buckelew reported on the Learning Assistance Center (LAC) - a merger of the Tutorial Center and Learning Resources Center. This resulted from last year's work of the Contingency Planning Committee.

4. CURRICULUM AND INSTRUCTION - continued

4.1 REPORT ON THE LEARNING ASSISTANCE CENTER AND THE LEARNING ASSISTANCE CENTER INSTRUCTIONAL DEVELOPMENT GRANTS, Attachment 4.1 - continued

Also, funds were set aside for the development of Instructional Development Grants. Nine faculty members have been awarded grants under this program. The projects, described in Attachment 4.1, were selected on their effectiveness of the use of audio-visual media and the Learning Resource Center. Mr. Buckelew proudly spoke of the 16-member committee (all volunteers) who met weekly to interview applicants and review projects. The committee, who have turned into an innovative group, wish to continue meeting next semester.

On behalf of the committee and the participants, Mr. Buckelew expressed appreciation to Dr. Mertes, Mr. Huglin and Mr. Romo for funding the projects, and for their leadership and support. Particularly in these tight budget times, words alone cannot express how grateful all involved in this are for the support received.

When the projects have been completed, Mr. Buckelew will present a report to the board.

Mrs. Powell thanked Mr. Buckelew for his report and gave recognition to Dr. Mertes whose idea this was two years ago.

4.2 APPROVAL OF UPDATED EDUCATIONAL MASTER PLAN, Enclosure #1

Dr. Sanchez reported briefly on the Educational Master Plan updated for the next 5-year period.

One program added is Drafting, and six programs deleted from last years' plan.

Dr. Mertes added that the process of planning new programs continues and includes assessment of existing programs. This involves a number of people who deal with student interest, student employability, and cost. One program, Dental Assisting, is being reviewed due to declining enrollment, high turnover, and high cost. No decision has been made to phase out this program for the coming year. Many letters and calls have been received by board members and the Superintendent on this particular program. Dental Assisting, one of many programs, is being evaluated but not phased out for the 1981-82 year. That kind of a decision would be presented to the board for consideration. (Dr. Mertes is meeting with the Advisory Committee on Dental Assisting, at their request, to present the facts.)

It was moved by Mrs. Alexander, seconded by Mr. Ricks, and passed by the board to approve of the updated Educational Master Plan for 1981-82 - 1985-86, as contained in Enclosure #1.

(At this time, 5:30 pm, Mr. Luria left the meeting.)

5. BUSINESS SERVICES

5.1 ROUTINE

Upon recommendation of the Superintendent it was moved by Mrs. Alexander, and seconded by Mr. Ricks, 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 PO1-1263 THROUGH AND INCLUDING PO1-1373 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) APPROVAL OF ADDITIONAL SECURITY PERSONNEL TO ISSUE PARKING CITATIONS, Attachment 5.1-c
- (d) ACCEPTANCE OF GIFTS ON BEHALF OF THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE, Attachment 5.1-d

<u>Value</u>	<u>Donor</u>	<u>Description & Purpose</u>
\$ 250.00	Martha & Regina Brand Foundation	Cash--unrestricted use
2,000.00	Delco Electronics General Motors Corp	Cash--unrestricted use
100.00	Bill Cordero	Cash--Financial Aids Hospitality Fund
		Prizes to be presented to winners of CONCEPT Creative Arts contest:
28.00	Marriott's Biltmore Hotel	Sunday brunch for two
12.50	The Sojourner Coffee House	Dinner for two
10.00	Good Shepherd Restaurant	Dinner for two
7.98	La Sumida Nursery	Poinsettia plant
5.00	Logos Bookstore	Gift certificate
50.00	Roger's Art Supplies	Merchandise awards

5. BUSINESS SERVICES - continued

5.2 NON-ROUTINE

- a. APPROVAL OF APPROPRIATION TRANSFERS #81-024 THROUGH #81-027 AND ADOPTION OF RESOLUTION No. 9 (1980-81) PROVIDING FOR TRANSFER OF FUNDS FROM AND TO THE APPROPRIATION FOR CONTINGENCIES, Attachment 5.2-a

Dr. Mertes indicated that last Spring staff was assured that if they saved any funds, those funds would be forwarded to this year. This resolution carries forward the savings from the Contingencies Account to the individual cost centers.

It was moved by Mr. Frank, seconded by Mr. Wells, and passed by the board to adopt Resolution No. 9 (1980-81) providing for transfer of \$37,569 from the appropriation for Contingencies Account, as delineated in attachment 5.1-d. Upon poll of the members, the vote was as follows:

Ayes: Mrs. Powell, Mrs. Alexander, Dr. Dobbs, Mr. Frank
Mr. Ricks, Mr. Wells

Noes: None

Absent: Mr. Luria (left early)

- b. RATIFICATION OF SUBMISSION OF PROPOSAL TO CONDUCT MACHINIST CLASSES UNDER CWETA, Attachment 5.2-b

Dr. Abelino Bailon briefly described the procedure of receiving CETA and/or CWETA funds and costs inherent in these programs. In this particular training program, the requested \$4,119 will provide supplies and clerical help.

It was moved by Mr. Wells, seconded by Dr. Dobbs, and passed by the board to ratify the submission of the proposal to conduct Machinist Classes, as described in Attachment 5.2-b.

- c. APPROVAL OF FIVE-YEAR CAPITAL CONSTRUCTION PLAN FOR 1982-86, Enclosure #2

Mr. Burt Miller spoke briefly to the 5-year construction plan which is submitted annually to the chancellor's office.

Major items were: erosion control combined with lower parking lot; and removal of request for press box.

Dr. Mertes added that this is a minimal plan; staff time has been held to a minimum until the financial picture is more clear. The major items were selected for safety of students and staff. Later on, the board will be approached on reviewing the existing Master Plan.

It was moved by Mr. Frank, seconded by Mr. Wells, and passed by the board to approve of the submittal of the five-year capital construction plan, as contained in Enclosure #2, to the Chancellor's Office.

6. GENERAL INFORMATION

No Items

7. ADJOURNMENT

At the request of the Superintendent/President, it was moved by Mr. Wells, seconded by Mr. Ricks, and passed by the board to schedule a special meeting on Tuesday, February 3, 1981, to conduct a Closed Session regarding personnel matters.

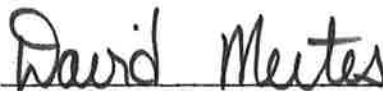
Also, it was moved by Mr. Wells, seconded by Mr. Frank, and passed by the board to start the February 19th board meeting at 3:00 pm for purposes of a Closed Session.

Upon motion of Mrs. Alexander, seconded by Mr. Frank, the Board of Trustees adjourned their special meeting at 6:00 pm.

Attest:



JOYCE H. POWELL
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 February 19, 1981, 1981