MINUTES

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

March 26, 1981

3:00 p.m. - CLOSED SESSION
Room A-151

4:00 p.m. - REGULAR MEETING
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 at 4:22 p.m. on Thursday, March 26, 1981, in Room A-211, Administration Building, Santa Barbara City College, Santa Barbara, California.

The regular meeting was preceded by a scheduled closed session. See details under Item 1.4.

1.2 ROLL CALL

Members Present:

Mrs. Joyce Powell, President
Mrs. Kathryn Alexander
Dr. Joe W. Dobbs, (arrived at 3:45 p.m.)
Mr. Sidney R. Frank, (Arrived at 3:40 p.m.)
Mr. Gary R. Ricks
Mr. Benjamin P. J. Wells
Mr. Robert Creenan, Student Member

Members Absent:

Mr. Eli Luria, Vice-President

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 Assistant Secretary/
Clerk to the Board of Trustees
Dr. Martin Bobgan, Administrative Dean, Continuing Education
Mr. M. L. "Pat" Huglin, Administrative Dean, Instruction Office
Dr. Alfred Silvera, Administrative Dean, Student Services
Mr. Glenn Gaston, President, Academic Senate
Miss Valerie Green, Reporter, THE CHANNELS
Mr. Robert Malone, Vice-President, Student Senate
Mr. Jim Williams, College Information Officer
1. GENERAL FUNCTIONS - continued:

1.2 ROLL CALL - continued:

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

Dr. Abelino M. Bailon, Assistant Dean, Continuing Education
Mrs. Betty Bartels, Principal Clerk, Facilities and Operations
Ms. Shirley Conklin, Assistant Dean, Health Technologies
Dr. Barbara T. Crawford, Sabbatical Leave Committee, Chairperson
Mr. Joe M. Crow, Auditor
Mrs. Trish Dupart, President, CSEA, Chapter #289
Mr. Mel Elkins, Assistant Dean, Occupational & Career Education
Mr. Charles T. Garey, Assistant Professor, Theatre Arts
Mr. Dennis Goebel, Athletic Trainer, Appointee, Physical Education
Mrs. Rita Harrington, CSEA Secretary #289
Mr. John Kendall, Auditor
Mr. Dan Oroz, Director, Personnel
Mr. David Pickering, Controller
Mr. Bill Regis, Library Technician
Ms. Dorothy Taylor, Neighbor
Mr. John Tobin, Personnel Specialist
Mrs. Elsie Brandt, Secretary to the Superintendent/Board of Trustees

1.3 WELCOME

Mrs. Powell extended a cordial welcome to all in the audience.

1.4 CLOSED SESSION

Upon motion of Mrs. Alexander, seconded by Mr. Wells, Mrs. Powell declared the start of the CLOSED SESSION at 3:35 p.m. Present were Board Members Mrs. Powell, Mrs. Alexander, Mr. Ricks and Mr. Wells, and Superintendent Dr. David Mertes. Mr. Frank arrived at 3:40 p.m. and Dr. Dobbs arrived at 3:45 p.m. Both joined the CLOSED SESSION.

At 4:21 p.m., the CLOSED SESSION ended upon motion of Dr. Dobbs, seconded by Mrs. Alexander. All proceeded to Room A-211 for the regular meeting.

Mrs. Powell stated the discussion in the CLOSED SESSION was on preliminary CSEA negotiations and no action was taken.

1.5 MINUTES OF REGULAR MEETING OF MARCH 12, 1981

Upon motion of Mr. Frank, seconded by Mrs. Alexander, the minutes of the regular meeting of March 12, 1981, were approved by the Board of Trustees as delivered.

1.6 HEARING OF CITIZENS

None
1. GENERAL FUNCTION - continued:

1.7 COMMUNICATIONS

ADDED: Dr. Mertes reported on the armed robbery last night (Wednesday). When four HRM students were counting the day's receipts, two individuals with sawed-off shotgun and pistol forced the students to the floor and fled with the money. The City Police are investigating, and have been asked also for assistance in more security in that area. It was most fortunate that no one was injured.

ADDED: Dr. Mertes stated that the main water line into campus is cracked and leaking. It can only be repaired if all water is turned off. This will be done during the Spring break to have minimum affect on individuals.

ADDED: Dr. Mertes reported on his attendance at the Senate Education Committee hearing in Sacramento yesterday (Wednesday). The hearing was on unexpected growth in Community Colleges for both credit and non-credit programs.

As a result of growth, the short-fall was $58 million which will not be allocated this year. To make up for the short-fall, ADA will have to be reduced.

Chancellor Hayward made the initial presentation. It now appears the estimate of the short-fall is too high; there will be some additional dollars; and there will be a short-fall but not to the degree mentioned.

The Senate Education Committee was asked not to take any action so Community Colleges could work out the problem themselves. The Community Colleges would come back in four weeks with a plan. That approach dumb-founded the Senate Committee as this was the first time the Community Colleges have been in agreement on an issue.

Seven superintendents spoke and each pointed out that the growth is accounted for increase in classes for ESL for Indochinese and unemployed returning for re-training in credit classes. They also indicated that the short-fall of dollars should not affect the districts with non-growth. Also, there should be no funding differentiation between credit and non-credit programs. All speakers recommended non-credit programs be funded.

This is the first time Community Colleges have come together on a controversial issue. They were commended by the Senate Committee members on getting their "house in order." What was seen by legislative analysts is a statement of success that Community Colleges responded in a short time to problems. The whole meeting was very illuminating.

a. REPORT OF ACADEMIC SENATE - Mr. Glenn Gaston

Mr. Gaston reported briefly on continuing issues of concern of Representative Council:

1) temporary contract salary schedule: Ad Hoc Committee appointed; met twice; will make recommendation to Representative Council.
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SBCCD Board of Trustees  
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1. GENERAL FUNCTIONS - continued:

1.7 COMMUNICATIONS - continued:

a. continued:

2) faculty availability and evaluation; Academic Freedom & Tenure Committee requested to address the issue; after review that committee recommended a survey of students regarding availability and input from supervisors; will be discussed by Representative Council on April 6.

3) Two professional growth activities:

a) Barbara Crawford has been selected to attend the Great Teachers' Seminar, August 9-14:

b) Ginny Webber has been selected to attend a Media Assisted and Instruction Conference held by USC, April 12-14.

4) Mr. Gaston will be attending the Academic Senate of CCC Spring Conference April 2-4.

Mrs. Powell thanked him for his report.

b. REPORT ON COMING EVENTS - Mr. Jim Williams

Mr. Jim Williams reported on items of interest scheduled by Santa Barbara City College and its Continuing Education Division and Community On-Campus activities for the period of March 27, through April 9, 1981.

ADDED:

Mrs. Alexander expressed appreciation of the fine dinner show presented last week. The talent was exceptionally amazing and she complimented Bob Creenan on his musical contributions to the show.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

It was moved by Mr. Ricks, 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 ADDITIONAL TEMPORARY HOURLY CERTIFICATED PERSONNEL, SPRING 1981 SEMESTER, Attachment 2.1-a(1)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

   a. ROUTINE - continued:

   (2) APPROVAL OF HOURLY INSTRUCTORS, CHANGES/ADDITIONS OF PREVIOUSLY-APPROVED INSTRUCTORS, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION, SPRING 1981 TERM, Attachment 2.1-a(2)

   (3) AUTHORIZATION OF TRAVEL AND CONFERENCE, Attachment 2.1-a(3)

   b. NON-ROUTINE

   (1) APPROVAL OF VOLUNTARY RE-ASSIGNMENT: DR. ALFRED SILVERA, ADMINISTRATIVE DEAN, STUDENT SERVICES, Attachment 2.1-b(1)

      Mr. Dan Oroz stated that Dr. Silvera has requested to be reassigned to a teaching position from an administrative position.

      Dr. Mertes stated that during his time here, it had been a pleasure working with Dr. Silvera in his capacity of Administrative Dean of Student Services. During the difficult fiscal years, Dr. Silvera was one of the administrative staff who tried to find ways to get through problems. Dr. Mertes held professional esteem for Dr. Silvera and wished him every success.

      Mrs. Powell and Mr. Wells both complimented him on the poignant letter requesting this change, and expressed appreciation for his part in administration of the district.

      Dr. Silvera was delighted with the opportunity provided, and grateful for the support of Dr. Mertes and the department in which he will be teaching. He felt Dr. Gooer had phrased it correctly when he said "sometimes barnacles start to grow."

      Mr. Ray Rosales, Head Counselor, stated on behalf of counseling and student services, appreciation of working under Dr. Silvera's fine leadership -- they all think highly of him.

      It was moved by Mr. Ricks, seconded by Mr. Wells and passed by the board with reluctance to approve of the reassignment of Dr. Alfred Silvera to a teaching position, effective September 8, 1981.

   (2) APPROVAL OF PERSONAL LEAVE OF ABSENCE (WITHOUT PAY): DR. ALFRED SILVERA, Attachment 2.1-b(2)

      Mr. Oroz stated that Dr. Silvera, in conjunction with the above reassignment, requested a leave for the Fall Semester in order to attend some classes.

      (continued on next page)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) continued:

It was moved by Mrs. Alexander, seconded by Dr. Dobbs and passed by the board to approve a personal leave of absence (without pay) for Dr. Alfred Silvera for the Fall Semester, September 8, 1981 through January 26, 1982.

(3) APPROVAL OF REDUCED WORKLOAD FOR RETIREMENT: DR. HAROLD M. DUNN, PROFESSOR, MUSIC, Attachment 2.1-b(3)

Mr. Oroz stated that Dr. Harold Dunn has requested part-time contractual status to be credited toward full-time retirement. This is permissible by Education Code and district policy.

It was moved by Mrs. Alexander, seconded by Mr. Frank and passed by the board to approve of a reduced contractual status for Dr. Harold M. Dunn to 90%, effective September 8, 1981, in accordance with Education Code Section 87483 and District Policy Section 2342.

(4) APPROVAL OF WORKING DAY SCHEDULES FOR CERTIFICATED PERSONNEL FOR THE 1981-82 COLLEGE YEAR, Enclosure #1

Mr. Oroz stated that annually the board establishes the number of required working days for each category of certificated personnel.

It was moved by Mr. Wells, seconded by Dr. Dobbs and passed by the board to approve of the Working Day Schedules for 10-month certificated, 12-month administrative, and Children's Center personnel as contained in Enclosure #1.

(5) APPROVAL OF SABBATICAL LEAVES FOR 1981-82

Dr. Mertes indicated that he had two recommendations: 1) sabbaticals for 1981-82, and 2) a meeting of Board Subcommittee with faculty members.

Dr. Mertes first related that the board had been presented with 23 applications for sabbatical leaves for 1981-82. During a lengthy discussion, the board expressed concern at the large number of applications and the fact that, if all were granted, there could be an impact in certain programs or the college itself. The board was very concerned about continuity. It was understood that administrative staff would conduct a review and come back with a recommendation based on that review and relating to impact on institutional and program continuity.

(continued on next page)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(5) continued:

The review process was important. Dr. Mertes and Mr. Huglin met with Academic Senate President and with Representative Council and it was understood that the review was of impact on program continuity; not a review of quality of sabbatical in any department. The quality of sabbaticals had been addressed by the faculty itself in accordance with existing policy. The responsibility of the President's Office and the Dean of Instruction's Office related to program, cluster, or institutional continuity. Mr. Huglin contacted each department and asked for a prioritization relative to program continuity, some responded and gave recommendations; other departments responded in writing they could not comply with the request because all sabbaticals met with the minimum requirements.

There were two kinds of input: 1) some departments and administrative ideas were identical in every case, and 2) where the departments did not give any input, there was nothing to react to, and the recommendation was based by the Dean of Instruction on his evaluation of an impact.

Then the entire was reviewed by Dr. Mertes with Mr. Huglin and the final recommendation is contained in the agenda item. Also, Dr. Mertes sent a copy of the entire agenda item to each of the 23 applicants, Academic Senate President and Chairperson of Sabbatical Leave Committee, so they would know what was being recommended today.

Dr. Mertes stated that the recommendation is that sixteen leaves be approved for 1981-82 as stated in original applications, and two leaves be approved but changed to one semester instead of two semesters.

Dr. Mertes wished publicly to commend Mr. Huglin for the role he played in this difficult subject area. Staff realized this was a judgmental kind of activity but the district is fortunate in having Mr. Huglin as Dean of Instruction who had to arrive at recommendations without input from affected departments.

It was moved by Mr. Frank, seconded by Mr. wells and passed by the board to approve of the following sabbatical leaves for 1981-82:

1. Henry Bagish (Soc/Anthro) ---- Fall, 1981
2. John Bowman (F.I.R.E.) -------- 1981-82 Year

(continued on next page)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-Routine - continued

(5) continued:

3. Susan Culler (Math/German) ------- Spring, 1982
4. Robert Frame (Art) --------------- Fall, 1981
5. Charles Garey (Theatre Arts) --- 1981-82 Year
6. Myrna Harker (Bus. Office) ------ 1981-82 Year
7. Evanne Jardine (English) ------- 1981-82 Year
8. William McAdams (Theatre Arts) - 1981-82 Year
9. Judith Meyer (Life Science) ---- 1981-82 Year
10. Phil Olsen (Geology) ---------- 1981-82 Year
12. Ralph Schiferl (Computer Sci.) - 1981-82 Year
13. Sydney Siemens (A.D.N.) ------- Fall, 1981
14. Curtis Solberg (History) ------- Spring, 1982
15. Jane Spira (English) ---------- 1981-82 Year
16. Conrad Weiler (Life Science) --- 1981-82 Year

and the following with modification from one year to one semester.

1. Oscar Bucher (Art)
2. Edwin Soule (Machine Shop)

Dr. Mertes stated his second recommendation reflects a concern of his. Each year as this subject comes to the board, it engenders a great deal of discussion with uneasiness on the part of the board, faculty and staff. The issue never moves in a systematic way. This recommendation was discussed at Representative Council with Dr. Mertes speaking for the Board of Trustees. Dr. Mertes' statement based on discussions with the board, individually and collectively, was that the board is supportive of the concept of sabbatical leaves. The whole intent is to strengthen the concept. From the discussions, the concerns expressed were: 1) number of people away from the college at any one time and impact that has on program continuity; 2) the quality of sabbatical application itself and the report that comes in on completion of leave; and 3) what is the intent of the sabbatical program - what kinds of things should be granted - what sorts of things are not eligible - are their priorities so that parameters should be established.

Dr. Mertes recommended that the Board Subcommittee on Educational Policies meet with faculty representatives appointed by Glenn Gaston to address those three main categories and any other. If there are changes that are desired in policies, that be discussed with the faculty representative.

(continued on next page)
2. PERSONNEL - continued:

2.1 CERTIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(5) continued:

At conclusion, staff would develop policies consistent with the discussions. The intent is to have at the start of the Fall Semester a policy that is consistent with views of the board and how the policy will operate.

It was so moved by Mr. Wells, seconded by Mr. Ricks and accepted by the board to have the Board Subcommittee on Educational Policies meet with faculty representatives selected by the Academic Senate President to address the concerns voiced by Dr. Mertes.

Mr. Gaston added that faculty is looking forward to this kind of communication as they also have concerns on this subject.

Mrs. Powell stated that at the request of Mrs. Alexander, Chairperson for that subcommittee, the full board will meet once before meeting with the faculty.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

It was moved by Mr. Frank, 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 CHANGE OF PREVIOUSLY-APPROVED HOURLY APPOINTMENT, 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 CHANGE OF PREVIOUSLY-APPROVED APPOINTMENT - EFFECTIVE DATE FOR CHRISTINE STEVENS IS 3/20/81, Attachment 2.2-a(3)

(4) AUTHORIZATION OF TRAVEL AND CONFERENCE, Attachment 2.2-a(4)

(5) APPROVAL OF ANNUAL SALARY INCREASES, Attachment 2.2-a(5)
2. PERSONNEL - continued

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine

(1) APPROVAL OF APPOINTMENT: DENNIS GOEBEL, ATHLETIC TRAINER/COORD. GYM FACILT., (REPLACING P. PIFER), EFFECTIVE APRIL 1, 1981, ATTACHMENT 2.2-b(1)

Mr. Oroz introduced Dennis Goebel who has been selected to be the Athletic Trainer in the Physical Education Department.

It was moved by Mrs. Alexander and seconded by Dr. Dobbs, and passed by the board to approve of the appointment of Dennis Goebel as Athletic Trainer (replacing P. Pifer), effective April 1, 1981.

Mrs. Powell congratulated Mr. Goebel on his appointment.

(2) APPROVAL OF VOLUNTARY RE-ASSIGNMENT: MARJORIE LYNN, SECRETARY, CONF., PRESIDENT'S OFFICE, EFFECTIVE 4/13/81, ATTACHMENT 2.2-b(2)

Mr. Oroz stated that at the request of the employee a re-assignment is being made. This is in accordance with district policy.

It was moved by Dr. Dobbs, seconded by Mrs. Alexander and passed by the board to approve of the voluntary re-assignment of Marjorie Lynn from the Instruction Office to the President's Office as delineated in attachment 2.2-b(2) and effective April 13, 1981.

(3) PUBLIC HEARING ON CSEA COLLECTIVE BARGAINING CONTRACT PROPOSAL FOR 1981-82 FISCAL YEAR

Mr. Oroz stated that on March 12, 1981, CSEA presented their proposal for the 1981-82 fiscal year. This was officially acknowledged by the board and a news release was issued pertaining to a public hearing.

Mr. Charles Hanson, Business Manager, stated that the proposed request of 15% would cost about $425,000. The additional requested for Health & Welfare benefits is difficult to put a level on -- cost would be $108,000 - $146,000 depending on a number of assumptions and the mix in the group. For the two portions, it could cost in total $530,000 to $570,000.

Then at motion of Dr. Dobbs, seconded by Mr. Ricks, Mrs. Powell declared the meeting open at 5:12 p.m. for the public to express itself regarding the CSEA proposal. There (continued on next page)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(3) continued:

was no one in the audience expressing a desire to speak. Mrs. Powell therefore closed the public hearing portion at 5:12 ½ p.m.

Dr. Mertes stated that the next step is the district will present its offer at the next meeting on April 9. Then, as mandated by law, there will be a public hearing held on that proposal. After that, negotiations will begin at the bargaining table.

2.3 GENERAL PERSONNEL

a. ROUTINE

It was moved by Mr. Wells, 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, Attachment 2.3-a(1)

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

Mr. Creenan reported briefly that a survey has been completed in the last two days. Over 500 forms with 30 questions each will be tabulated and results given later. Another survey is being conducted to evaluate student services on campus.

The benefit at the Carvin Theatre last Sunday was not successful - the loss was $325 - only 65 persons attended. The Senate allocated $25 to the United Nations Model in Oregon, and $75 for Cinco de Mayo activities. The Talent Contest is continuing each Wednesday and there may be a dance held on April 17.

3.2 APPROVAL OF REVISION OF THE POLICY WHICH PROVIDES FOR THE NON-VOTING STUDENT MEMBER OF THE BOARD OF TRUSTEES, Attachment 3.2

Dr. Mertes indicated that the proposed change separates the A.S. President and non-voting student board member into two positions.

Mr. Creenan stated that performing both functions has proven to be a heavy lead and responsibility. The Senate Vice-President should coordinate committees, and the A.S. President should be chairing Senate meetings.

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3. STUDENT SERVICES - continued:

3.2 continued:

Discussion was held by board members on the timing of student elections and the pros and cons of the new position in the Senate being a non-voting member. (Copies of changes in Student Constitution approved by the Senate were distributed.)

Mr. Robert Malone, new Vice-President, stated that if a voting member in the Senate, that person would be as involved as the existing person and it was felt it would be better to have that person function solely as a member of the board and give reports to the Senate.

Dr. Mertes stated that it would be appropriate for Cal Reynolds and Dr. Silvera to meet with the Senate on the changes in the Constitution.

It was moved by Mr. Ricks, seconded by Mr. Wells and passed by the board to approve of the revisions to the policy on the non-voting student member of the Board of Trustees, as contained in attachment 3.2.

4. CURRICULUM AND INSTRUCTION

4.1 STATUS OF DENTAL AND MEDICAL ASSISTING PROGRAMS, Attachment 4.1

Mr. Huglin stated that there were two positive events: Proposition #13 was defeated and that led staff into contingency planning. As a result of that, eight programs were identified having low enrollment and high cost. This year with the added assistance of the College Planning Committee (CPC), all was again reviewed and three programs were identified in the same way. Dental Assisting, Medical Assisting and American Ethnic Studies. All other programs will continue to be monitored.

In American Ethnic Studies, it may be possible to make a re-assignment.

In Medical Assisting, the instructor, Vi Benavides, realized the problem and has resigned. This affords staff the opportunity to eliminate the program. Two - three core type courses will be explored to give an entry-type approach for this area.

In Dental Assisting Program; the Superintendent and staff had met with the Advisory Committee. The program will be continued for 1981-82, but in the event, the level of 25 student enrollments is not reached by Fall, the program would be eliminated for 1982-83. John Romo is monitoring this closely and it is hoped that, with the assistance of local dentists, enrollment will increase.

Dr. Dobbs complimented Dr. Mertes and Mr. Huglin on their approach to the local dentists. He felt it appropriate for the dentists to help in some way with recruitment.

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4. CURRICULUM AND INSTRUCTION - continued:

4.1 continued:

Mrs. Powell felt it was good that staff was working closely with the profession in town.

It was moved by Mr. Wells, seconded by Mr. Frank and passed by the board:

1) to eliminate the Medical Assisting Program, effective June 30, 1981;

2) to continue the Dental Assisting Program for 1981-82, but, if fewer than 25 students are enrolled in the program next Fall, the program would be eliminated for 1982-83.

4.2 APPROVAL OF NEW COURSES FOR SPRING TERM 1981, CONTINUING EDUCATION DIVISION, Enclosure #2

Dr. Martin Bobgan stated that the Spring Recess for the Continuing Education Division will be one week later than the credit program, and the Spring Term will begin April 13.

The Spring Term is the largest term ever with 505 classes. The term will last nine weeks.

In response to an excessive number of calls regarding Tear Gas classes, those classes will continue to be offered now with two instructors instead of just one. To date, 1,279 individuals have completed this course - two-thirds of which were women. Classes will be scheduled until all demands have been filled.

Dr. Bobgan spoke briefly to specific courses listed on the enclosure. He also added two courses not on the enclosure: "Shakespeare the Poet" and "Body Conditioning; Slimnastics."

It was moved by Dr. Dobbs, seconded by Mr. Frank and passed by the board to approve of the new courses for Spring Term 1981 for the Continuing Education Division, as listed on Enclosure #2 and the two classes added above.

5. BUSINESS SERVICES

5.1 ROUTINE

Upon recommendation of the Superintendent, it was moved by Mr. Frank, seconded by Mr. Ricks and passed by the board to approve of the following routine Business Services items as described in the attachments:

(1) AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS PO1-1673 THROUGH AND INCLUDING PO1-1785 FOR SUPPLIES, EQUIPMENT AND SERVICES, Attachment 5.1-a
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

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

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*Value estimated by donor

d. APPROVAL OF DISTRICT MILEAGE ALLOWANCE RATE INCREASE FOR DISTRICT VANS, EFFECTIVE JULY 1, 1981, ESTABLISHED AT 26¢ PER MILE.

5.2 NON-ROUTINE

a. ACKNOWLEDGEMENT OF RECEIPT OF AUDITOR'S MANAGEMENT LETTER,
Enclosure #3

Mr. Hanson stated that with last year's audit, he requested the auditor to expand the review in certain areas. The 3-page letter in the enclosure is a management letter as a result of that expanded review. The enclosure also contained staff response to the auditor's letter.

Mr. Hanson spoke briefly to each item of the response letter. He introduced two members of the auditor's office: Mr. John Kendall and Mr. Joe Crow.

Board members commented on the report considered an excellent one and hoped corrections, where possible, would be in place next year.

Mr. Kendall indicated that a number of major concerns in Student Activities Office were corrected before the Fall Semester. It is a busy office where 7,500 checks are written each year and about 2,500 receipts are written. The accounting system used was for a small student body. Transactions have outgrown the system and the problem is compounded when additional help can not be hired.

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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

a. continued:

Mr. David Pickering, Controller, has been directed to review the entire system and perhaps a different Data Processing system can be considered.

It was moved by Dr. Dobbs, seconded by Mr. Frank and passed by the board to acknowledge receipt of the auditor's Management Letter, as contained in Enclosure #3.

b. ACCEPTANCE OF BID FOR THE GARFIELD SCHOOL PARKING PROJECT, Enclosure #4

Mr. Hanson stated that bids had been received from five firms. The engineer's estimate had been $150,000 and the low bid came in at $142,327.

After reviewing the soils report, staff felt the best way to go was for the complete job and avoid a large maintenance problem.

Mr. Frank indicated that the bids had been reviewed by the Facilities Subcommittee and the members agreed to recommend the low bid on alternate "A" to the full board. The complete bid list is contained in Enclosure #4.

Mr. Hanson added that there may be a change order due to the kilns requiring a cement base.

It was moved by Mr. Frank, seconded by Dr. Dobbs and passed by the board to accept the low bid of $142,327 and to direct staff to award a contract to the Granite Construction Company.

c. APPROVAL OF DISPOSAL OF SURPLUS ELEMENTARY PLAYGROUND EQUIPMENT

Mr. Hanson stated that several pieces of playground equipment must be removed now so the parking lot project can get started.

City Schools has removed what they can use and other pieces were moved to the Parent/Child Workshop centers. Several private schools have expressed an interest in the remaining pieces of equipment. Mr. Hanson wished to conduct a private sale rather than submit the pieces to scrap.

At the suggestion of Mrs. Powell, Mr. Hanson will contact City Parks to see if they are interested in having any of the equipment.

It was moved by Dr. Dobbs, seconded by Mr. Frank and passed by the board to authorize staff to dispose of the surplus playground equipment as described.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

d. ACCEPTANCE OF FUNDS IN THE AMOUNT OF $4,599 FROM THE SAN JOSE STATE UNIVERSITY FOUNDATION AND AUTHORIZATION TO SIGN THE LETTER OF AGREEMENT, Enclosure #5

Dr. Abelino Bailon indicated that these funds will assist with the cost for assistant instructors and supplies. The Letter of Agreement includes a budget.

It was moved by Mr. Wells and seconded by Dr. Dobbs, and passed by the board to accept the funds in the amount of $4,599 and authorize staff to sign the Letter of Agreement contained in Enclosure #5.

e. APPROVAL OF AUGMENTED VOCATIONAL EDUCATION FUNDS FOR 1980-81 SCHOOL YEAR, Attachment 5.2-e

Dr. Mertes stated that an augmentation has been received for the 1980-81 year. The attachment describes allocation of the funds.

It was moved by Dr. Dobbs and seconded by Mr. Frank and passed by the board to approve of the augmented Vocational Education funds in the amount of $6,595 for the 1980-81 year.

f. APPROVAL OF EMPLOYMENT OF CONTRACT AUDITOR FOR THE 1980-81 FISCAL YEAR, WILLIAM D. KENDALL, C.P.A., Attachment 5.2-f

Mr. Hanson recommended that Mr. William Kendall be employed as the auditor for the current fiscal year.

It was moved by Mrs. Alexander, seconded by Dr. Dobbs and passed by the board to approve of the employment of William D. Kendall, C.P.A., as the district's auditor for the 1980-81 fiscal year at an estimated cost not to exceed $5,900.

g. USE OF DISTRICT FACILITIES ON A SUNDAY DATE, Attachment 5.2-g

Dr. Mertes stated that a similar request by the same institution had been honored in the past. Cal Poly University plan to offer an extension course as a two day session.

It was moved by Dr. Dobbs, seconded by Mr. Wells and passed by the board to approve of the use of facilities at the Goleta Valley Adult Education Center on Sunday, August 23, 1981.

6. GENERAL INFORMATION

6.1 PRESENTATION OF A.D.N. ACCREDITATION REPORT

Miss Shirley Conklin stated that the A.D.N. Accreditation report has been mailed to the California Board of Registered Nursing.

(continued on next page)
6. GENERAL INFORMATION - continued:

6.1 continued:

The document contained a narrative followed by materials requested and identified as appendices A thru O. Copies of an agenda for the 3-day visit were distributed to Board Members. The visit is scheduled on the same days as the Western Association of Schools and Colleges visit for the college's Self-Study.

On Thursday, there will be an exit report at 9:00 a.m. at which board members are welcome to attend.

Miss Conklin added a brief report on the random selection held the past Monday for the Nursing Program. There were 56 applicants who met the qualifications compared to 96 last year. This is the second year of the new procedure for selection. The national trend shows declining enrollment in the nursing profession. In view of the severe shortage of nurses all over the country, the declining enrollment situation does not help.

7. ADJOURNMENT

Upon motion of Mrs. Alexander, seconded by Mr. Ricks the Board of Trustees scheduled a CLOSED SESSION to begin at 3:00 p.m., April 9, 1981, and to schedule a Special Meeting on April 14, 1981, to start at 7:00 a.m. Both CLOSED SESSIONS are for a discussion of personnel matters.

Upon motion of Dr. Dobbs, seconded by Mrs. Alexander, the Board of Trustees adjourned their regular meeting at 6:30 p.m.

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 April 9, 1981