MINUTES
REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

June 28, 1984

3:30 p.m. - CLOSED SESSION
Room A-151

4:00 p.m. - REGULAR MEETING
Room A-211
Administration Building
Santa Barbara City College

1. GENERAL FUNCTIONS

1.1 CALL TO ORDER

The meeting was called to order by the Board President, Benjamin Wells, at 4:08 p.m.

1.2 ROLL CALL

Members present:

Mr. Benjamin Wells, President
Mr. Gary Ricks, Vice-President (left meeting at 4:21 p.m.)
Ms. Kathryn Alexander
Ms. Joyce Powell
Mr. Sid Frank

Members absent:

Dr. Joe Dobbs
Mr. Eli Luria

Others present for all or a portion of the meeting:

Dr. Peter MacDougall, Superintendent/President and Secretary/Clerk to the Board
Dr. Martin Bobgan, Dean, Continuing Education
Ms. Sheryl Bolger, 1984-85 Business Manager/Editor, The Channels
Mr. Ray Canton, Advisor, The Channels
Dr. Bernard Cleyet, Lab Technician, Physics
Mr. Robert Dinaberg, Athletic Director
Mr. Mel Elkins, Assistant Dean, Instruction
Ms. Lynda Fairly, Dean, Student Services
Mr. Tom Grewe, CCC 3,000-meter Steeplechase Champion
Mr. Darren Griffiths, Lab Teaching Assistant
Dr. Charles Hanson, Business Manager
Dr. Tom Lionvale, SBCC Track Coach
Mr. John Romo, Assistant Dean, Instruction
Dr. Richard Sanchez, Assistant Dean, Instruction
Ms. Christy Short, Teacher, Children's Center
Ms. Dorothy K. Taylor, Campus Garden Volunteer
1.3 WELCOME

Mr. Wells extended a cordial welcome to all present.

1.4 CLOSED SESSION

Mr. Wells stated that a Closed Session had been called at 3:38 p.m. upon motion by Ms. Alexander, seconded by Ms. Powell. In attendance were Mr. Wells, Ms. Alexander, Mr. Powell, Mr. Ricks, and Mr. Frank (arriving at 3:43 p.m.). Also present were Dr. MacDougall and Mr. Oroz. Upon motion by Ms. Alexander, seconded by Ms. Powell, the Closed Session ended at 4:05 p.m.

Mr. Wells announced that a discussion had been held regarding personnel matters and negotiations.

1.5 MINUTES OF REGULAR MEETING OF June 14, 1984

Upon motion by Mr. Ricks, seconded by Ms. Alexander, the Minutes of the meeting of June 14, 1984, were approved as delivered.

(AAT THIS POINT, AGENDA ITEMS 5.2-c THROUGH 5.2-g WERE TAKEN OUT OF ORDER. THE ACTIONS INVOLVE BOARD RESOLUTIONS WHICH REQUIRE A 5/7 VOTE OF THE FULL BOARD, AND IT WAS ANTICIPATED THAT MR. RICKS WOULD NEED TO LEAVE THE MEETING BEFORE THE AGENDA MOVED TO THOSE ITEMS.)

1.6 HEARING OF CITIZENS - No citizens expressed a wish to address the Board.

1.7 COMMUNICATIONS

a. REPORT BY ACADEMIC SENATE - No Report

b. REPORT BY ASSOCIATED STUDENTS - No Report

c. REPORT ON CURRENT EVENTS - Mr. Jim Williams

Mr. Williams reported on items of interest scheduled by the College for the period of June 28 through July 12. He highlighted the Semana Nautica Basketball Jamboree, the season debut of the Santa Barbara Repertory Theater, and the Great Teachers Seminar.

d. REPORT ON CURRENT ISSUES - Dr. Peter MacDougall

Dr. MacDougall reported that Landscape/Horticulture Instructor Jerry Sortomme had recently been involved in an automobile accident. Although his injuries are very serious, the physician's prognosis is very positive.

Dr. MacDougall announced that the Cal-SOAP proposal for increasing the number of minority students enrolled in higher education which was submitted cooperatively with UCSB, Carpinteria Schools, Santa Barbara City Schools, and Westmont College has been approved by the
Chancellor's Office. He commended Dean Fairly and her staff, especially Assistant Dean Bill Cordero, for their preparation of this framework to link the College in formal ways with the other educational entities.

Dr. MacDougall noted that, although the Governor vetoed $39,000,000 from the allocations sent to him by the Legislature, the community college allocation will be an increase of at least 4% over what was proposed in the budget message in January. Dr. MacDougall said that he is pleased that the College will be ending the worst two years, fiscally, ever experienced, and that the new revenue will enable the College to respond in appropriate ways to staff needs in terms of salaries and benefits for the coming year.

Current summer enrollment is down about 6 percent from last year at the same point, reported Dr. MacDougall.

Mr. Romo responded to Board members' questions regarding summer enrollment. The College had added 25 more classes for the summer session, anticipating large enrollment preceding the institution of tuition fees in the fall. So far, 32 classes have been cancelled, and a few others might also be cancelled. He said that English, history, math, Spanish, and computer science have strong enrollments.

(At this point, Mr. Ricks left the meeting.)

Dr. MacDougall introduced Athletic Director Bob Dinaberg and Men's Track and Field Coach Tom Lionvale, who presented to the Board Santa Barbara City College Sophomore Mr. Tom Grewe. Mr. Grewe recently completed an outstanding season by winning the 3,000-meter steeplechase in the California Community College Track and Field Championships. Mr. Dinaberg commended Mr. Lionvale for his excellent direction of the East Relays during the past two years and for the outstanding coaching he provides on his 60% contract.

Mr. Lionvale commended Mr. Grewe for setting the Nation's best time for community college athletes in the steeplechase. He described Mr. Grewe as being very talented, willing to work hard to develop his talents, and possessing great intelligence and a fine GPA.

Mr. Grewe indicated that he will be attending UCLA next year on an athletic scholarship. He thanked Board members for inviting him to the meeting and for providing the very supportive coaches and athletic program that enabled him to succeed.

Board members congratulated Mr. Grewe for his accomplishments and wished him well in his future endeavors.

Dr. MacDougall introduced Mr. Ray Canton, who presented Ms. Sheryl Bolger to the Board. Ms. Bolger will be the 1984-85 Editor-in-Chief and Business Manager for The Channels. Mr. Canton described Ms. Bolger as a very accomplished, mature individual whom he expects to do a very fine job in the "most demanding position on campus."

Ms. Bolger and Mr. Canton presented Board members with bound copies
of the 1983-84 The Channels, thanking them for their support and for the support of the administration.

2. PERSONNEL

2.1 CONSENT ITEMS

Upon motion by Mr. Frank, seconded by Ms. Powell, the Board approved the personnel items as contained in the Meeting Agenda.

Dr. MacDougall described Dr. Richard Sanchez, resigning Assistant Dean of Instruction, as an administrator who epitomizes the high quality of the College's administrative staff in his dedication and enthusiasm. He stated that Dr. Sanchez' appointment as Vice-President, Instruction, at College of the Sequoias was a measure of the quality of our College's staff. He said that he would be sorry to lose Dr. Sanchez and his demonstrated effectiveness in working with all members of our college community, but that he recognized the fine opportunity being offered to Dr. Sanchez in his new appointment. Dr. MacDougall extended the College's appreciation to Dr. Sanchez for the years of service he has given to the College.

Mr. Romo stated that he wished to share Dean Huglin's and his own appreciation for Dr. Sanchez' contributions to the Instructional Division. He said that it is sincerely felt by those in the Instructional Division and by others throughout the College that he has been an excellent person with whom to work. He described Dr. Sanchez as having all the qualities desired in a good administrator, including the very important personal quality of treating people with respect. Mr. Romo predicted that Dr. Sanchez would do extremely well in his new responsibilities, and wished him well.

Ms. Powell thanked Dr. Sanchez for the balanced and articulate resource information he has provided at the many Board Subcommittee meetings. Mr. Frank added his appreciation for the extremely thorough work Dr. Sanchez has done. Mr. Wells offered his congratulations and appreciation to Dr. Sanchez on behalf of the absent Board members.

Dr. Sanchez stated that he will leave the College with fine memories, and he thanked the Board and staff for their comments.

Mr. Oroz introduced Ms. Christy Short, new Children's Center Teacher, Dr. Bernard Cleyet, new Lab Technician, and Mr. Darren Griffiths, new Lab Teaching Assistant. The new staff members were extended a warm welcome to Santa Barbara City College by Mr. Wells.

2.2 PERSONNEL ACTION ITEMS

a. POST-RETIREMENT CONTRACT - SHIRLEY CONKLIN

Upon motion by Mr. Frank, seconded by Ms. Powell, a post-retirement contract was approved for Ms. Shirley Conklin to perform duties involved in coordinating the College's Institutional Self-Study for the accreditation visit anticipated in October, 1985, as outlined in the Agenda to the meeting, with a contract limit of $5,640.
b. SABBATICAL LEAVE POLICY CHANGE (Attachment 2.2-b)

Upon motion by Ms. Powell, seconded by Ms. Alexander, the Board approved the revised policy as contained in the attachment to the meeting Agenda.

3. STUDENT SERVICES

3.1 HEALTH SERVICES CONTRACT WITH ST. FRANCIS HOSPITAL

Board members discussed the contract with Dean Fairly and Dr. MacDougall, learning that there is no cost to the District in making the discounted service available to students. Health care offered by the College is without charge; St. Francis Hospital will charge students at a reduced rate. Dr. MacDougall commended Dean Fairly and her staff for arranging the contract with the hospital.

Upon motion by Mr. Frank, seconded by Ms. Alexander, the Board approved the health services contract with St. Francis Hospital as described in the meeting Agenda.

4. CURRICULUM AND INSTRUCTION

4.1 INFORMATION ITEM

a. REPORT ON PROGRAM EVALUATION AND REVIEW (Enclosure 1)

Dr. Sanchez described the Program Evaluation and Review, which has been an on-going activity at Santa Barbara City College. During the 1983-84 year, a new approach was implemented which involved the Instruction Office, Departments, and the Division Chair Council. Dr. Sanchez reported that the outcome allowed the College to create a source of qualitative and quantitative data for every department. Departments heading for enrollment trouble can be identified early, and departments experiencing high student attrition can be worked with early. Dr. Sanchez said that the faculty has been supportive and perceive the program as non-threatening; that the process has greatly enhanced awareness at the department level of student contact hours and other important factors. Program evaluation and review will be a future part of the College planning process, he stated.

Dr. MacDougall noted that the program evaluation and review is an important factor to insure program viability and to assure programs are contributing as they should to the College and to the students. He stated his belief that follow-up will be greatly enhanced within the Instructional Office, and that this program, linked with change in administrative responsibility for deans, will do a great deal to improve the quality of our academic departments.

Ms. Alexander congratulated Dr. Sanchez for the degree of cooperation he received from the faculty. Ms. Powell and Mr. Frank added their enthusiastic comments.
5. BUSINESS SERVICES

5.1 CONSENT ITEMS

Upon motion by Mr. Frank, seconded by Ms. Powell, the Board approved the following items, as described here and in the attachments to the Agenda:

a. RATIFICATION OF PURCHASE ORDERS, Attachment 5.1-a

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

c. ACKNOWLEDGEMENT OF GIFTS TO THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE, Attachment 5.1-c

d. PROFESSIONAL CONSULTANT

Ken Delgado May-June 1984 Computer Programming $1200
Stewart Shapiro June 13, 1984 Management Workshop Speaker $50

e. INTERNAL APPROPRIATION TRANSFERS 0236 THRU 0246, Attachment 5.1-d

f. RENEWAL OF AGREEMENT WITH SANTA BARBARA COUNTY SCHOOLS FOR DATA PROCESSING EQUIPMENT RENTAL AND SERVICES

The renewal agreement authorizes continued District use of the County Schools business data processing services for the period July 1, 1984, to June 30, 1985, with a fee of $900 for the use of one terminal and modem used to process payroll data.

g. PROPERTY AND LIABILITY INSURANCE COVERAGE FOR 1984-85

Last year the District was able to obtain a 24-month rate guarantee on the property and liability insurance rates for 1983-85. Due to the slight increase in projected ADA, the total for 1984-85 is $39,804 rather than $39,613 for the identical coverage.

h. TRAINING PROGRAMS FUNDED BY THE JTPA OF THE PRIVATE INDUSTRY COUNCIL

On April 26, 1984, the Board approved submittal of seven training proposals for 1984-85 funding under the JTPA (Job Training Partnership Act) to the Private Industry Council (PIC). Three projects in which the Continuing Education Division would train disadvantaged and/or disabled individuals for jobs have been funded:

Office Skills $8,580 Start July 16, 1984
Electronic Assembly $5,155 Start July 16, 1984
Computer Operator (Blind) $8,270 Start September 24, 1984

i. APPLICATION FOR VOCATIONAL EDUCATION (VEA) FUNDING FOR 1984-85

Dr. MacDougall commended Assistant Dean Mel Elkins for his excellent efforts in preparing the application for funding. He stated that
funds would be used to maintain and improve existing programs and to place new emphasis on computer assisted drafting and computerized numerical control machining, as well as on computer maintenance.

Mr. Mel Elkins, in response to Mr. Frank's question regarding the possibility of implementing a course of study featuring Robotics, indicated that, although the subject area would bear close watching, it is felt at the present there is more opportunity for students in the area of computer applications.

j. CONTRACTED INSTRUCTION AGREEMENT - SHEET METAL WORKERS LOCAL #273

The proposed agreement involves a custom-designed curriculum for journeyman sheet metal worker skill training by the Continuing Education Division. Training will take place at the Wake Center on Monday and Wednesday evenings from July 9 to August 1, 1984. Local #273 will pay the District $320 for facility usage and $1,036 for training, for a total of $1,356.

5.2 BUSINESS ACTION ITEMS

a. PROPOSED RETURNED CHECK CHARGE

Upon motion by Ms. Alexander, seconded by Ms. Powell, the Board approved institution of a returned check charge of $5 per returned check, effective immediately.

b. AGREEMENT FOR SERVICES FROM THE SANTA BARBARA COUNTY SCHOOLS OFFICE

Upon motion by Ms. Alexander, seconded by Ms. Powell, the Board approved an agreement providing for the County Superintendent of Schools to retain the District's share of interest earned on "Group B Funds" in lieu of the District's paying for charges for payroll and commercial warrant services provided by the County Schools Office. The proposed agreement will be effective July 1, 1984 through June 30, 1985. "Group B Funds" include Commercial Warrant Clearance, Payroll Warrant Clearance, Superintendent Trust Fund, School Payroll Transfer, and School Bank Deposit funds.

c. RESOLUTION #17 (1983-84) ESTABLISHING THE 1984-85 APPROPRIATION LIMIT

Upon motion by Mr. Frank, seconded by Ms. Powell, the Board approved Resolution #17 (1983-84) establishing a $28,358,010 appropriation limit for 1984-85.

The roll call vote follows:

Ayes: Mr. Wells, Mr. Ricks, Ms. Alexander, Ms. Powell, Mr. Frank

Noes: None

Absent: Dr. Dobbs Mr. Luria
d. RESOLUTION #18 (1983-84) TRANSFERRING FUNDS TO THE CENTRAL COAST COMPUTING AUTHORITY

Upon motion by Mr. Ricks, seconded by Mr. Frank, the Board approved Resolution #18 (1983-84) transferring $16,475 from the District Data Processing Equipment Account to the Central Coast Computing Authority for the purchase of data processing training and data communication equipment needed by the District.

The roll call vote follows:

Ayes: Mr. Wells, Mr. Ricks, Ms. Alexander, Ms. Powell, Mr. Frank

Noes: None

Absent: Dr. Dobbs
       Mr. Luria

e. RESOLUTION #19 (1983-84) TRANSFERRING FUNDS TO DESIGNATED RESERVES

Upon motion by Ms. Powell, seconded by Mr. Frank, the Board approved Resolution #19 (1983-84) transferring $42,282 (parking fees collected from students) from the General Fund to the Designated Reserve Fund earmarked for parking-related expenditures.

The roll call vote follows:

Ayes: Mr. Wells, Mr. Ricks, Ms. Alexander, Ms. Powell, Mr. Frank

Noes: None

Absent: Dr. Dobbs
       Mr. Luria

f. RESOLUTION #20 (1983-84) TRANSFERRING FUNDS TO DESIGNATED RESERVES

At the March 22, 1984, Board meeting the restoration of funds was categorized into various expenditure budgets. The Board approved $61,364 for parking lot maintenance in the General Fund.

Upon motion by Ms. Powell, seconded by Mr. Ricks, the Board approved Resolution No. 20 (1983-84) transferring $61,364 to the Designated Reserve Fund earmarked for parking-related expenditures.

The roll call vote follows:

Ayes: Mr. Wells, Mr. Ricks, Ms. Alexander, Ms. Powell, Mr. Frank

Noes: None

Absent: Dr. Dobbs
       Mr. Luria
g. RESOLUTION #21 (1983-84) TRANSFERRING FUNDS TO DESIGNATED RESERVES

The need for additional micro-computer capability for Computer Assisted Instruction continues to be a College priority. The instructional areas of English and Accounting have submitted a proposal for CAI labs. The proposed funding of this equipment is from unexpended balances in the Elections account and the President's Office operating expenses, totaling $62,000.

Upon motion by Ms. Powell, seconded by Mr. Frank, the Board approved Resolution No. 21 (1983-84) transferring $62,000 to Designated Reserves earmarked for CAI equipment.

The roll call vote follows:

Ayes: Mr. Wells, Mr. Ricks, Ms. Alexander, Ms. Powell, Mr. Frank

Noes: None

Absent: Dr. Dobbs, Mr. Luria

h. 1984-85 TENTATIVE BUDGET (Enclosure 2)

Dr. Hanson noted that, although the District is required by law to submit a tentative budget to the County Superintendent of Schools by July 1 of each year, the Tentative Budget for 1984-85 presented as an enclosure has been outdated by the Governor's recent budget message providing increased funding to community colleges. The budget was developed on the assumption that the College will make the ADA cap of 8482 and that the Governor's Budget as shown in the Chancellor's Simulation of February 22, 1984, will be signed into law. The Tentative Budget has been reviewed and endorsed by the Board's Fiscal Subcommittee. The final budget, which will include additional revenues, will be submitted to the Board in August.

Upon motion by Ms. Powell, seconded by Ms. Alexander, the Board approved the proposed 1984-85 Tentative Budget as contained in the enclosure.

i. BID FOR PCB REMOVAL AND ELECTRICAL VAULT WORK

Upon motion by Ms. Powell, seconded by Mr. Frank, the Board approved acceptance of BECO Electric's bid of $68,900 for PCB removal and related electrical work under the Deferred Maintenance Program, and directed that the contract be awarded. (See Attachment to the Minutes.)

j. BID FOR TELEPHONE SYSTEM

Dr. Hanson explained that for several months the staff reviewed the present telephone system and prepared specifications for bidding a new system. The Board Facilities and Fiscal Sub-committees reviewed and endorsed progress on the project. On June 14, 1984, five bids
were received and are being analyzed by our communications consultant.

Upon request by the Superintendent/President, this item was tabled to allow more thorough study by College staff and the Board Facilities Committee before a recommendation is made to the Board.

k. CONSULTING AGREEMENT - SMALL BUSINESS COURSES

The purpose of the consulting agreement is to increase the College's effectiveness in presenting business-related credit and non-credit classes to the greater Santa Barbara business community. Offerings of instruction to the small business person will be highlighted. In addition, based upon feedback from business leaders, recommendations will be made in the Fall and Spring Semesters for courses that could be offered to more effectively serve small business people and the business community in general. The cost of this consulting agreement will be $1,500 per semester, with $250 per semester for mileage, for a total cost of $3,500.

Dr. MacDougall noted that the State (administering Federal funds) has created several small business centers. In Oregon, at least one center is located in a community college, and he stated that our college might well consider such a goal as more centers are funded in the future.

Upon motion by Mr. Frank, seconded by Ms. Powell, the Board approved the consulting agreement as outlined.

6. GENERAL INFORMATION - None.

7. ADJOURNMENT

Upon motion by Ms. Powell, seconded by Ms. Alexander, the Board meeting was adjourned at 5:25 p.m.

ATTEST:

[Signatures]

Mr. Benjamin P. J. Wells, President
Board of Trustees, SBCCD

Dr. Peter R. MacDougall
Superintendent/President and
Secretary/Clerk to the Board

Approved by the Board of Trustees

July 12, 1984, 1984