M I N U T E S

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

July 15, 1999

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 President Villegas at 4:03 p.m.

1.2 ROLL CALL

Members present:

Dr. Kathryn Alexander
Dr. Joe Dobbs
Ms. Joan Livingston, Vice President
Mr. Eli Luria (left at 5:35 p.m.)
Mr. Desmond O’Neill
Mr. Luis Villegas, President

Member absent:

Mrs. Joyce Powell

Others present for all or a portion of the meeting:

Dr. Peter R. MacDougall, Supt./President and Secretary/Clerk to the Board of Trustees
Ms. Liz Auchincloss, Chair, Classified Council, President, CSEA
Mr. Pablo Buckelew, Dean, Academic Affairs
Mr. Luis Castillo, Maintenance Worker, Facilities & Operations
Ms. Lana Rose, President, Academic Senate
Mr. John Dunn, Director, HRC
Mrs. Patti Dunn, Guest
Mrs. Lynda Fairly, Vice President, Student Affairs
Ms. Carla Friske, Aide to Senator Jack O’Connell
Ms. Ann Frysiak, Director, Student and Alumni Activities
Ms. Francia Gaunt, Development Assistant, Foundation for SBCC
Mr. William Hamre, Associate Vice President, Information Resources
Dr. Charles Hanson, Vice President, Business Services
Ms. Gretchen Hewlett, Annual Fund Director, Foundation for SBCC
Ms. Carla Long, Associate Executive Director, Foundation for SBCC
Ms. Christine Lyon, Aide to Assemblymember Hannah-Beth Jackson
Mr. Sol Morrison, Guest
Mr. Dan Oroz, Vice President, Human Resources
Mr. Alex Pittmon, Director, Facilities and Operations
Mrs. Carole Purdie, Director, STEP Program  
Mr. Donald Matthew Riley, President, Associated Students  
Ms. Lana Rose, President, Academic Senate  
Ms. Patricia Snyder, Executive Director, Foundation for SBCC  
Ms. Gail Tennen, Professor, English Skills Department  
Ms. Carina Zona, SBCC Alumna

1.3 WELCOME

Mr. Villegas extended a cordial welcome to all present.

1.4 CLOSED SESSION - (was taken after item 6)

a. ADJOURN TO CLOSED SESSION

The Board convened to Closed Session at 5:38 p.m. to discuss:

1) Anticipated Litigation: One Case

b. RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 6:12 p.m. Mr. Villegas announced that the Board had given direction to the Superintendent/President regarding the pending litigation.

1.5 MINUTES OF REGULAR MEETING OF JUNE 24, 1999

Upon motion by Mr. O’Neill, seconded by Dr. Alexander, the Board unanimously approved the Minutes of the Regular Meeting of June 24, 1999.

1.6 HEARING OF CITIZENS

Presentation to the board taken out of order (after Item 1.7e)

Mr. Sol Morrison spoke to the Board of Trustees concerning future recommendations for advertising and overall visibility for the College. Mr. Morrison suggested that SBCC’s exposure could be enhanced by contracting to place ads on the bus benches; adding campus pictures and access directions to the local phone book; and improving public road signs to both the campus and GarvinTheatre.

1.7 COMMUNICATIONS

The following reports were presented to the Board of Trustees about various matters involving the District. No action was taken.

a. REPORT BY ACADEMIC SENATE — Ms. Lana Rose

Ms. Lana Rose reported on her recent attendance at a Summer Leadership Institute offered by the Academic Senate which presented opportunities to discuss governance, legal issues and budgets. Ms. Rose described some of the activities of the conference and thanked Dr. MacDougall and the Board of Trustees for the pleasant atmosphere and working environment they have created. Flex activities are being planned for the second year and it is anticipated that a flex program evaluation will be concluded by October of this year. In an effort to improve their
accessibility, the Academic Senate will use a portion of their flex time for a retreat to determine a means of improving efficiency. They will also use this time to review their goals as they relate to the 1999-2002 College Plan. At the July 7, 1999 Academic Senate meeting, members approved an extensive list of curriculum changes (new programs, new courses, modifications, etc.) which will be submitted to the Board of Trustees in August. With recent changes occurring at such a rapid pace, the Academic Senate has decided to submit curricular changes more frequently rather than waiting until year end. Members of the 1999-2000 Academic Senate Steering Committee are: Kathy Molloy, from English; Jim Kruidenier, Vice President, from Mathematics; Mary Lawson, from Academic Support; Tom Garey from Fine Arts; Robin Goodnough, from ESL/Foreign Language; and Kathy O'Connor, from Physical Education.

b. REPORT BY CLASSIFIED COUNCIL — Ms. Liz Auchincloss

Ms. Auchincloss reported on one of the primary duties of Classified Council which is to evaluate and recommend Professional Growth increments. Fourteen people received new or added increments during this period. The Professional Growth Manual is currently being updated and should be ready for approval during the fall 99 semester at which time staff will be able to begin working towards the fifth professional growth increment now available to them.

c. REPORT BY ASSOCIATED STUDENTS — Mr. Donald "Matt" Riley

Mr. Donald "Matt" Riley, the new ASB President, reported on the transition to his current position - organizing files and learning new systems. Mr. Riley reported that the Student Body is looking forward to supporting the bond measure. A major area of focus for the Associated Student Body at this time is fundraising. A list of local merchants willing to support a discount program for Student Activity Passes is being compiled at present. Mr. Riley thanked Ms. Ann Fryslie, Director of Student and Alumni activities for her support and guidance during this transition. Ms. Livingston questioned whether or not compensation for student body president has been continued for this year. Since it is unclear whether payment was approved on an ongoing basis, Mr. Riley thanked the Board and said that he will look into the matter.

d. REPORT ON CURRENT EVENTS — Ms. Patricia Kistler

Ms. Kistler did not give a report. Her July/August calendar of events was distributed in Board Members’ packets.

e. REPORT ON CURRENT ISSUES — Dr. Peter MacDougall

1) Acknowledged John Romo’s acceptance of a new position and the significant changes in leadership that are occurring at this time. Dr. MacDougall expressed his appreciation for Mr. Romo and the exceptional work and institutional leadership he has provided and wished him well in his new venture. Mr. Romo thanked the Board of Trustees and Dr. MacDougall for their leadership and support.

2) Acknowledged the resignation of Dr. Bruce Smith, Dean of Academic Affairs. Dr. Smith has accepted a position with the Community College of San Francisco beginning August 2, 1999.

3) Announced that Mrs. Ann Smith and Mr. Eli Luria will be the Co-Chairs for the District Bond Committee. They will be serving on the Bond Steering Committee. Dr. Hanson, Ms. Snyder and Dr. Alexander represented the College at the Santa Barbara Taxpayer's Association Meeting on July 8, 1999 and initial reports indicate that the meeting went well.
4) Commended faculty who have contributed their efforts to make flex week successful and expressed confidence that they will conduct a thorough and fair evaluation of flex week activities.

5) With regard to the number of classified staff on the agenda receiving Professional Growth increments, Dr. MacDougall noted that this was an excellent representation of classified staff development for the College and that their efforts to improve their skills are commendable.

6) Noted the current status of two construction projects, the Administration Building remodel and Life Science Geology (LSG). While the upper level of the Administration Building should be prepared without any difficulty, Dr. MacDougall indicated that the lower level was behind schedule and a matter of some concern. If the lower level is not completed by the opening of school, it will be finished in time for the Digital Arts Center grand opening which is scheduled for August 27, 1999.

The LSG Building remodel is a major concern. Visitors are expected on July 23, 1999 from the Chancellor's Office, Department of Finance and they will make a determination as to whether or not the changes Santa Barbara City College is requesting are valid. Dr. MacDougall commended Dr. Hanson on the excellent manner in which he has prepared for this meeting and mentioned that he would be asking a member of the Board of Trustees to become involved in the Chancellor's Office site visit.

7) Reported that the College completed the year with a 1.7 percent increase in enrollments above the base. Two thirds of this growth can be attributed to Adult Education. At this time applications are 25 percent above the fall 1998 period, yet enrollments remain the same.

8) Commented on the background information provided to Board Members with their packets which addressed the joint governance statement between the Board of Governors and the CCCT group. Dr. MacDougall asked that questions pertaining to the bilateral issue be addressed to the Board President.

9) While Dr. MacDougall acknowledged the efforts of Mr. Dan Oroz and Dr. Charles Hanson in finding an alternative benefit plan for retirees, he expressed concern with the alternatives for that option. The lower plan cost is only guaranteed through January 2000.

10) Mentioned new programs in International Education: Marbella and London in summer 2000; Washington, D.C. in fall 2000; Cambridge in spring 2000; a semester program in Marbella; and two tours are planned for both the Santa Barbara City College Quire of Voyces and the Choir.

11) Enthusiastically reported on the success of the current production at the Garvin Theatre: The Buddy Holly Story.

12) Recommended that today's Board Meeting be adjourned in honor of Joseph Cosand who passed away recently. Dr. Cosand was the first President of Santa Barbara City College, 1958-1963.
1.8 GOVERNING BOARD

a. RESOLUTION NO. 1 (1999-2000) HONORING MRS. ALMA LEDBETTER UPON THE OCCASION OF HER RETIREMENT

Upon motion by Mr. O'Neill, seconded by Dr. Alexander, the Board unanimously approved Resolution No. 1 (1999-2000) in recognition of Alma Ledbetter's years of exemplary service as Secretary to the Superintendent/President and Board of Trustees. The vote follows:

Ayes: Dr. Alexander, Dr. Dobbs, Ms. Livingston, Mr. Luria, Mr. O'Neill and Mr. Villegas

Noes: None

Absent: Mrs. Powell

Concur: None

b. RESOLUTION NO. 2 (1999-2000) HONORING MR. JOHN DUNN UPON THE OCCASION OF HIS RETIREMENT

Upon motion by Mr. O'Neill, seconded by Ms. Livingston, the Board unanimously approved Resolution No. 2 (1999-2000) in recognition of Mr. Dunn's 29 years of distinguished service to the Hotel/Restaurant/Culinary Department and Santa Barbara City College. The vote follows:

Ayes: Dr. Alexander, Dr. Dobbs, Ms. Livingston, Mr. Luria, Mr. O'Neill and Mr. Villegas

Noes: None

Absent: Mrs. Powell

Concur: None

2. HUMAN RESOURCES – Mr. Dan Oroz

2.1 HUMAN RESOURCES CONSENT ITEMS

a. Director, Infant/Toddler Center

Upon motion by Ms. Livingston, seconded by Dr. Dobbs, the Board unanimously approved Resolution No. 5 (1999-2000) which will authorize the Director of Santa Barbara City College Infant Care Center to apply for, submit and receive all documents pertaining to the Center. The vote follows:

Ayes: Dr. Alexander, Dr. Dobbs, Ms. Livingston, Mr. Luria, Mr. O'Neill and Mr. Villegas

Noes: None

Absent: Mrs. Powell

Concur: None
b. Mr. Oroz announced the following Certificated Faculty appointments:

Elizabeth Rizo  
Dir., Infant/Toddler Center  
8/9/99  
Temp Contract 100% Cat Funded

Maricruz Alvarado  
Caregiver, Infant/Toddler Center  
8/9/99  
Temp Contract 100% Cat Funded

Christine Oliver  
Caregiver, Infant/Toddler Center  
8/9/99  
Temp Contract 100% Cat Funded

Mimi Shiffman  
Caregiver, Infant/Toddler Center  
8/9/99  
Temp Contract 100% Cat Funded

Gladys Sanchez  
Caregiver, Infant/Toddler Center  
8/9/99  
Temp Contract 100% Cat Funded

Janice Watts  
Caregiver, Infant/Toddler Center  
8/9/99  
Temp Contract 100% Cat Funded

CERTIFICATED EDUCATIONAL ADMINISTRATOR APPOINTMENTS:

Dr. MacDougall recommended the appointments of Mr. William Cordero and Mr. Keith McLellan as Interim Associate Vice Presidents for Student Affairs to fill in for Vice President Fairly who transferred to the Continuing Education Division.

Dr. Alexander made a motion to approve the temporary appointments of Mr. William Cordero and Mr. Keith McLellan to Associate Vice President’s for Student Affairs. An offer to amend the motion by Ms. Livingston in order to discuss the item in closed session failed with two ayes (Ms. Livingston and Mr. O’Neill) and two noes (Dr. Alexander and Dr. Dobbs).

William Cordero  
Vice President  
Student Affairs Duties  
TBD  
7/16/99  
1-Yr Ed Administrator Temporary

Keith McLellan  
Vice President  
Student Affairs Duties  
TBD  
7/16/99  
1-Yr Ed Administrator Temporary

CLASSIFIED APPOINTMENTS:

Jill Charboneau  
Health Technologies  
Special Projects Coord. (M/S/C)  
40C  
08/16/99  
Temporary  
10 Mo. new position. Attachment 2.1-d

Deleted from Agenda  
IRD  
Comp.Repair Tech.I  
TBD  
TBD  
RE: J. Thornell  
FT/12 Mo.

Ramirez, Kara  
Counseling  
Typist Clerk, Int.  
21B  
08/02/99  
RE: L. Padilla  
FT/12 Mo.

Gray, Jennifer  
Security  
Typist Clerk, Int.  
21C  
08/16/99  
RE: A. Jimenez  
FT/10 Mo.
Deleted from Agenda
Financial Aid

Financial Aid
Computer Specialist
TBD
TBD
RE: P. Krsnak
FT/12 Mo.

Hollems, Diane
Academic Affairs

Tech Prep Coord. (M/S/C)
TBD
TBD
New position
Cat. Funding
Attachment 2.1-e

Deleted from Agenda
Cont. Ed.

STEP Prog. Advisor
TBD
TBD
RE: M. Castellon
FT/11 Mo.

CLASSIFIED LONGEVITY CAREER INCREMENT

Mr. Alex Pittmon, Facilities Manager, spoke to the 15-year longevity career increment of Mr. Luis Castillo (Maintenance Worker II, Facilities Department), noting that Mr. Castillo provides excellent service and superb support to the College. On behalf of Board members, Dr. MacDougall presented Mr. Castillo with a Certificate of Appreciation recognizing him for 15 years of service to Santa Barbara City College.

Upon motion by Dr. Alexander, seconded by Mr. Luria (abstained - Mr. Villegas), the Board approved the Human Resources Consent Items as contained in the Agenda and the Attachments.

3. STUDENT AFFAIRS – Mrs. Lynda Fairly – No items to report

4. ACADEMIC AFFAIRS – Dr. Jack Friedlander/Mr. John Romo

4.1 SABBATICAL LEAVE REPORT

Ms. Gail Tennen, English Professor, reported on her sabbatical leave activities during the 1996-97 academic year, “Improving Student Success in Social Sciences,” which entailed four components: researching what was needed and what really existed to improve the student success in Social Science classes; developing and adapting instruments to assess student weaknesses in specific classes; designing instructional techniques and materials for faculty to use in those classes; and designing materials for student use. Ms. Tennen explained each component along with the process which was followed to achieve the desired results and embellished on the tools that were developed to improve the students success in Textbook Reading Skills, Listening Skills, Test Taking, Motivation and Study Skills. Modules were also developed to help students who continue to experience problems in specific area, i.e., note taking, listening and outlining skills.

Ms. Tennen thanked the Board and Dr. MacDougall for the opportunity afforded her by her sabbatical which she stated was both challenging and rewarding. It was also an experience that helped her to develop a profound respect for her colleagues at Santa Barbara City College and the amount of caring they have for their students’ success. Members of the Board expressed their fascination with Ms. Tennen’s project and posed questions concerning the origination of this concept.

4.2 RECOMMEND APPROVAL OF MOU AND IMPLEMENTATION PLAN FOR THE PRE-CALCULUS PROJECT WITH UCSB

Upon motion by Dr. Alexander, seconded by Dr. Dobbs, the Board unanimously approved the Memorandum of Understanding and implementation plan for the pre-calculus project with UCSB as contained in the Agenda and the Attachments.
4.3 REPORT ON S.T.E.P. – THE NON-CREDIT STUDENT MATRICULATION PROGRAM

Ms. Carole Purdie, S.T.E.P. Program Coordinator reported on the non-credit student matriculation program, including accomplishments to date and the program’s future direction. S.T.E.P., the Continuing Education Matriculation Program that began in fall 1998 is a Santa Barbara City College Continuing Education Division Assistance program dedicated to serving an adult population that requires the structure, encouragement and support needed to progress step-by-step through education and employment preparation. S.T.E.P. is the acronym for “Steps to Employment Process” and “Steps to Educational Process.”

The continuum of services offered by the S.T.E.P. program create the opportunity to pair each student with a personal S.T.E.P. Advisor who helps the student develop an Individual Career/Educational Plan (ICEP). This plan lists the classes and activities that support the student’s educational and career goals. During the first year, the STEP Program succeeded in accomplishing development of over 1,000 ICEPs; collaborated with 40 community agencies; identified 14 participants who wanted to transition to the credit program; and succeeded in transitioning 25 students to the credit program.

Ms. Purdie extended her appreciation to the Board and John Romo for the opportunity to participate in the most challenging and exciting assignment of her career. Ms. Purdie was complimented on her accomplishments.

5. BUSINESS SERVICES – Dr. Charles Hanson

5.1 BUSINESS CONSENT ITEMS

Upon motion by Dr. Dobbs, seconded by Dr. Alexander, the Board unanimously approved the following Business Consent Items:

a. RATIFICATION OF PURCHASE ORDERS, Attachment 5.1-a

b. RATIFICATION OF PAYMENTS AS SUMMARIZED BELOW (Detailed report may be viewed in the Accounting Office, A-130.)

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

d. AUTHORIZATION TO INCREASE MONTHLY MILEAGE: LYNDAA FAIRLY, FROM $34 TO $98/MONTH, CONTINUING EDUCATION, EFFECTIVE 7/16/99

e. AUTHORIZATION TO EXTEND CONTRACT FROM 6/30/99 THROUGH 9/30/99 FOR RUDY PUENTES, CONSTRUCTION INSPECTOR

f. APPROVAL OF KRUGER BENSEN ZIEMER ARCHITECTS FOR DESIGN SERVICES, A-161 AND A-162, $17,930, Attachment 5.1-f
g. APPROVAL OF ANDERSON SYSTEMS FOR ENGINEERING DESIGN SERVICES, STUEVEN ENGINEERING CONSULTANTS, H.V.A.C. – ADMINISTRATION BLDG NORTHWEST WING, Attachment 5.1-g

h. ACCEPTANCE OF 1999-00 ECONOMIC DEVELOPMENT GRANTS AND RETROACTIVE APPROVAL OF AGREEMENTS WITH CHANCELLOR’S OFFICE

1) $178,875 - New Media/Multimedia Entertainment Centers, #99-0204-004, Attachment 5.1-h 1)
2) $178,875 - Health Care Delivery Centers (Regional Health Occupations Resource Centers - RHORC), #99-226-004, Attachment 5.1-h 2)

i. APPROVAL OF 1999-00 AGREEMENT WITH SANTA BARBARA VENDING & VIDEO, INC., FOR FOOD VENDING SERVICES EFFECTIVE 7/15/99 – 7/14/2000, Attachment 5.1-i.

5.2 BUSINESS ACTION ITEMS

a. RECOMMENDED ADOPTION OF RESOLUTION NO. 3 (1999-00) PROVIDING FOR 1999-00 BUDGET REVISIONS AND TRANSFERS

Upon motion by Dr. Alexander, seconded by Mr. O’Neill, the Board unanimously approved Resolution No. 3 (1999-2000) authorizing budget revisions and transfers as contained in the Agenda and the Attachment 5.2-a. The vote follows:

Ayes: Dr. Alexander, Dr. Dobbs, Ms. Livingston, Mr. Luria, Mr. O’Neill and Mr. Villegas

Noes: None

Absent: Mrs. Powell

Concur: None

b. ACCEPTANCE OF BIDS AND AWARD OF CONTRACT – ADMINISTRATION BLDG A.D.A. WALKWAY - LANDSCAPE/IRRIGATION, BID #512

Upon motion by Dr. Alexander, seconded by Mr. Luria, the Board unanimously approved acceptance of the bid and authorization to award the contract to Active Landscape in the amount of $40,462 for the Administration Building A.D.A. Walkway Landscaping and Irrigation.

c. ACCEPTANCE OF BIDS AND AWARD OF CONTRACT FOR MOVE OF PORTABLE BLDGS, PHASE 2 - SITE WORK, BID #513

On July 13, the District received one bid for phase 2, site work for move of portable buildings.

Upon motion by Mr. O’Neill, seconded by Ms. Livingston, the Board unanimously voted to reject the bid in the amount of $499,260.

d. ACCEPTANCE OF BIDS AND AWARD OF CONTRACT FOR MOVE OF PORTABLE BLDGS, PHASE 1 - MOVE, BID #514

On July 13, the District received one bid for the move of portable buildings.
Upon motion by Mr. O'Neill, seconded by Mr. Luria, the Board unanimously voted to reject the bid in the amount of $255,000.

**e. ACCEPTANCE OF BIDS AND AWARD OF CONTRACT - "1999-00 CONTINUING EDUCATION SCHEDULE OF CLASSES," BID #515**

On July 5, 1999, only one vendor fully met the specifications. Upon motion by Dr. Alexander, seconded by Mr. Luria, the Board unanimously approved the bid for the 1999-2000 Continuing Education Schedule of Classes from San Dieguito printers of San Marcos in the amount of $6,988.

**f. ACCEPTANCE OF BIDS AND AWARD OF CONTRACT - H.V.A.C. - A-211, BID #516**

On July 14, 1999, the District received one bid for the contract for the HVAC.

Upon motion by Mr. O'Neill, seconded by Dr. Dobbs, the Board unanimously approved acceptance of the bid and authorization to award the A-211 H.V.A.C. contract to Dahl Air Conditioning in the amount of $82,900.

**g. INTERDISCIPLINARY CENTER AIR CONDITIONING - CHANGE ORDERS NO. 1 and 2**

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Change Orders total: $2,470.00  
Revised contract price: $63,617.00

Upon motion by Mr. O'Neill, seconded by Mr. Luria, the Board unanimously approved Change Orders No. 1 and 2 with a revised contract price amounting to $63,617.

**h. APPROVAL OF ADDITIONAL MEDICAL PLAN FOR RETIREES**

Upon motion by Dr. Dobbs, seconded by Ms. Livingston, the Board approved the addition of the Blue Cross Senior-Secure (Plan II) for District retirees effective October 1, 1999.

This vote did not include Mr. Luria who became ill and left the meeting at 5:35 p.m.


Upon motion by Mr. O'Neill, seconded by Dr. Dobbs, the Board approved Resolution No. 4 (1999-2000) authorizing the Vice President of Business Services to sign an agreement with the California Department of Education for Child Development Services on behalf of the District as contained in the Agenda and the Attachment 5.2-i. The vote follows:

Ayes: Dr. Alexander, Dr. Dobbs, Ms. Livingston, Mr. O'Neill and Mr. Villegas

Noes: None

Absent: Mr. Luria and Mrs. Powell

Concur: None
6. INFORMATION RESOURCES – Mr. William Hamre – No items

7. ADJOURNMENT

Upon motion by Mr. O'Neill, seconded by Livingston, the Board approved adjournment at 6:13 p.m. in memory of the late Dr. Joseph Cosand, President of Santa Barbara City College from 1958 to 1963.

The next Regular Meeting of the Board of Trustees was set for Thursday, August 26, 1999, at 4:00 p.m., in Room A-211.
APPROVED BY THE BOARD OF TRUSTEES ON August 26, 1999

President, Board of Trustees
Luis Villegas

Superintendent/President
Secretary/Clerk of the Board
Peter R. MacDougall