1. **GENERAL FUNCTIONS**

1.1 **Call to Order**

A regular meeting of the Board of Trustees of the Santa Barbara Junior College District was called to order by President Garvin on Thursday, December 9, 1965, at 4:00 p.m. in the Board Room at Santa Barbara City College.

1.2 **Roll Call**

Members present: Mr. Wilbur L. Fillippini  
Mr. Sidney R. Frank  
Mr. James R. Garvin  
Mrs. Winifred H. Lancaster  
Mrs. Dorothy N. Meigs  
Mr. Benjamin P. J. Wells

Members absent: Mrs. Kathryn O. Alexander

Others present for all or a portion of the meeting included:

- Dr. Robert C. Rockwell, Superintendent-President and Secretary-Clerk to the Board  
- Mr. Lorenzo Dall'Armi, Administrative Dean, Business Services  
- Mrs. Marie Lantagne, Administrative Dean, Student Personnel  
- Mr. Selmer O. Wake, Director-Administrative Dean, Adult Education  
- Mr. Spencer Blickenstaff, Assistant Dean, Adult Education  
- Mr. Lisle C. Bresslin, Assistant Dean, Admissions and Records  
- Mr. Charles F. Rheinschmidt, Assistant Dean, Student Activities  
- Dr. John Forsyth, President, Academic Senate  
- Mr. Henry Bagish, representing Instructors' Association  
- A few other staff members  
- Mr. Bruce Dunsmore, project architect, Daniel, Mann, Johnson, and Mendenhall  
- Mrs. Marion Barnes, observer, American Association of University Women
1.3 Welcome to Guests

Mr. Garvin welcomed the guests and staff members present.

1.4 Minutes

It was moved by Mr. Wells, seconded by Mr. Fillippini, and unanimously carried, to approve the minutes as submitted for the adjourned meeting of November 22, 1965. (Mr. Frank entered the meeting at 4:05 p.m., Mrs. Lancaster at 4:10 p.m.)

1.5 Hearing of Citizens and Petitions

None.

1.6 Communications

a. Letter from City of Santa Barbara to City College Students

Dr. Rockwell commented that this letter, thanking a group of students for helping to fill sandbags during the recent flooding conditions, brings attention to the fine attitude of our students.

b. Letter from Santa Barbara County Taxpayers' Association, Inc.

Dr. Rockwell read a letter from the executive secretary, Mr. Arthur Mackenzie, requesting an estimate of the junior college tax rate for the years from 1966-67 to 1970-71. Dr. Rockwell asked the Board for suggestions in answering the letter.

After discussion, it was agreed to explain to Mr. Mackenzie that if the figures had been presently available they would have been given to him immediately. However, the District is making a space adequacy study; when it is completed, the District can then
project operating costs. The District wishes to cooperate with
the Association and will forward the information as soon as it is
available.

2. **PERSONNEL**

2.1 **Certificated Personnel Assignments**

It was moved by Mrs. Meigs, seconded by Mr. Wells, and unanimously
carried, that certificated personnel assignments recommended in Attach-
ment 2.1 and the addenda be approved.

2.2 **Classified Personnel Assignments**

It was moved by Mr. Wells, seconded by Mrs. Lancaster, and unani-
mously carried, that classified personnel assignments recommended in
Attachment 2.2 and the addenda be approved.

2.3 **Revision of District Travel Policy**

Mr. Dall'Armi explained that the current budget is based on existing
travel rates, so that the revised policy, if approved, would be effect-
ive July 1, 1966. He added that if the Board wanted an earlier effect-
ive date, funds could be transferred from undistributed reserve; however,
the Board members expressed the opinion that the policy should not be
retroactive.

It was moved by Mrs. Meigs, seconded by Mrs. Lancaster, and unani-
mously carried, that the revised Guide for Submitting and Processing
Claims for Authorized Travel Expense Reimbursement be adopted, effective
July 1, 1966.

No. 6

2.4 **Adoption of Resolution Authorizing Designated Subjects Teaching Credential**

Mr. Wake reviewed the qualifications of Mr. Gerd H. Koch, artist.
It was moved by Mr. Filippini and seconded by Mr. Frank that Mr. Koch
be granted a Designated Subjects Teaching Credential. Roll call vote
was as follows:
Ayes:       Mr. Fillippini
            Mr. Frank
            Mr. Garvin
            Mrs. Lancaster
            Mrs. Meigs
            Mr. Wells

Nays:       None

Absent:     Mrs. Alexander

3.  CURRICULUM AND INSTRUCTION

3.1  Academic Rank

Dr. Rockwell explained that the proposed policy on academic rank for Santa Barbara City College instructors is not tied in with the salary schedule. To Mr. Garvin's query if this proposed ranking were on a par with the University and other junior colleges, Mr. Henry Bagish, instructor, replied that it is not comparable to the University rankings but that many junior colleges are adopting similar policies.

Board members asked the purpose of the proposed policy. Mr. Bagish said that it was a public relations move; it was hoped that the rankings would add prestige to the college in the eyes of the community and the students. The policy would not involve judgment by one's peers but would be automatic.

After further discussion, it was moved by Mr. Fillippini, seconded by Mrs. Meigs, and unanimously carried, that the academic rank policy be adopted as submitted:

<table>
<thead>
<tr>
<th>RANK</th>
<th>QUALIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer</td>
<td>Hourly personnel</td>
</tr>
<tr>
<td>Instructor</td>
<td>First three years (probationary)</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>Fourth, fifth, sixth, seventh year of teaching, plus an MA degree or a Vocational Arts Class A credential</td>
</tr>
</tbody>
</table>
Regular Meeting, SBJCD Board of Trustees, December 9, 1965

Associate Professor  Eighth year of teaching and beyond, plus an MA degree plus 24 units, or a Vocational Arts Class A credential plus a Bachelor's degree

Professor  No criteria established at present

College teaching only will apply. Reciprocity will be given for moves on the college level.

4. COLLEGE PLANTS AND PROPERTY

4.1 Study of Ultimate Student Capacity of Present Campus

Mr. Bruce Dunsmore, project architect from Daniel, Mann, Johnson, and Mendenhall, presented plot plans depicting proposed new buildings and showing existing and proposed parking areas (including multi-level parking structures) for a full-time enrollment of 3,000, 4,000, and 5,000 students. He said that only the science building addition would need to be three stories; all other new buildings would be one or two stories.

Parking accommodations and cost estimates for completion of the present campus were given as shown below:

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>No. Cars*</th>
<th>Site Preparation</th>
<th>Buildings</th>
<th>Total Cost#</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,000</td>
<td>2,509</td>
<td>$ 450,000</td>
<td>$ 6,768,000</td>
<td>$ 7,218,000</td>
</tr>
<tr>
<td>4,000</td>
<td>3,322</td>
<td>3,030,000+</td>
<td>8,136,000</td>
<td>11,166,000</td>
</tr>
<tr>
<td>5,000</td>
<td>4,046</td>
<td>5,750,000+</td>
<td>10,104,000</td>
<td>15,854,000</td>
</tr>
</tbody>
</table>

*4,000 enrollment might require a multi-level garage; 5,000 enrollment probably would require a second multi-level garage (assuming that one would be needed at 4,000).

#20-25 per cent should be added for contingencies and alterations to buildings.

+Including parking structures.

The physical education program can be satisfactorily accommodated sitewise, Mr. Dunsmore said. Access from the lower student parking lots could be afforded by ramps. No landscaping, lighting, sub-surface drainage, or widening of Leadbetter Road costs are included in the above figures.
After thanking Mr. Dunsmore for his report, Dr. Rockwell said that he was preparing a supplementary report for the Board, containing such factors as the District's financial condition through 1985, enrollment projections, increased assessed valuation, and comparison of costs of developing two or three campuses. He will meet with the Santa Barbara City College Planning Committee (composed of administration and instructional staff representatives). The report will be ready for the next Board meeting; it will also be presented to the entire instructional staff for reactions and suggestions. Later, Dr. Rockwell and Mr. Dunsmore will have a refined "package" report to make, before any decision is reached. Mr. Dunsmore needs figures on which to base his planning, and the Board must decide whether to raise funds by a tax override or by bonding.

Mr. Garvin expressed appreciation for the report of the architect. Mrs. Meigs asked if the back road could be developed in the interests of safety and convenience. Dr. Rockwell and Mr. Dall'Armi will investigate the possibility; the City will be consulted, emphasizing the alleviation of traffic congestion if this could be done—particularly during the next building phase.

4.2 Change Order on Rehabilitation of Administration Building

It was moved by Mr. Frank, seconded by Mrs. Lancaster, and unanimously carried, that Change Order No. 6 be approved as follows:

A. Aluminum Windows

Provide labor, material, and equipment to remove all wood sash throughout the Administration Building exterior walls and replace with aluminum window wall units and aluminum sash.

Charge for this item ......................... Plus $31,950.00

The up-to-date summary of the expenditures on the Administration Building rehabilitation is as follows:
Original contract price ...................... $199,690.00

Change Order No. 1 .......................... Plus 3,181.00
Change Order No. 2 .......................... Plus 10,918.00
Change Order No. 3 .......................... Plus 3,340.00
Change Order No. 4 .......................... Plus 1,385.00
Change Order No. 5 ........................ Minus 40.50

$218,473.50

This Change Order No. 6 ...................... Plus 31,950.00

NEW CONTRACT PRICE ...................... $250,423.50

4.3 Installation of Folding Door at North End of Board Room

Following discussion of the need for installing a folding door in the Board Room in order to provide separate space for a staff lounge next to the kitchen, the Board members agreed that the present staff lounge in the Administration Building is inadequate but questioned the advisability of establishing a lounge in the Board Room, even though the lounge would not be in use during Board meetings. It was hoped that roomier and more suitable quarters could be found. Mr. Fillippini suggested that a movable double-wall partition be examined, thinking that it might be more soundproof.

Mrs. Meigs moved that the folding door be installed; the motion died for lack of a second.

It was moved by Mr. Fillippini, seconded by Mrs. Lancaster, and unanimously carried, to continue this item to the next meeting. Meanwhile, Dr. Rockwell and Mr. Dall'Armi will investigate the cost of the structure described by Mr. Fillippini.

5. BUSINESS AND FINANCE

5.1 Purchase Order Reports

It was moved by Mr. Fillippini, seconded by Mr. Frank, and unanimously carried, that the purchase of supplies, equipment, and services on purchase order numbers 9751 through 9853, as listed in Attachments 5.1-a through 5.1-d be approved.
5.2 Payment of Claims

It was moved by Mr. Wells, seconded by Mrs. Lancaster, and unanimously carried, that payment of claims listed in Attachments 5.2-a and 5.2-b be approved.

5.3 Payment of Hourly Instructors' Salaries for Cancelled Classes

Mr. Dall'Armi reported that it was within the Board's jurisdiction to authorize payment of salaries to hourly employees for classes cancelled because of conditions caused by an act of God. Dr. Rockwell said that the District would apply for the ADA lost from these classes.

It was moved by Mr. Frank, seconded by Mr. Fillippini, and unanimously carried, to authorize payment of salaries to hourly instructors for classes cancelled because of flood conditions on the evening of Tuesday, November 16, 1965.

6. STUDENT PERSONNEL

No report.

7. COMMUNITY RELATIONS

No report.

8. GENERAL INFORMATION

8.1 Study of Santa Barbara Junior College District Business Practices

Dr. Rockwell reported that he and Mr. Dall'Armi had visited Dr. Lloyd Nelson, Professor of Education at USC, who is an authority on school finances. They asked him to serve as a consultant to advise the District on various matters concerning business services. Dr. Nelson agreed to furnish two days of consultant work, advising the District on maintenance operations, payroll, purchasing, and Associated Students and Adult Education student body accounts. (The fee would cover $150 per day consultant fees plus transportation.) Dr. Muelder, also of USC, would do the preliminary work, being already familiar with
the Santa Barbara High School District's procedures; Dr. Nelson would come to Santa Barbara City College to work the second day.

Mr. Frank said he thought it important for the District to get expert advice on business procedures, and all Board members agreed that Dr. Rockwell and Mr. Dall'Armi should proceed as requested and report back to the Board.

9. **ADJOURNMENT**

No further business being presented, the meeting was adjourned at 5:45 p.m. The next regular meeting will be held Thursday, December 23, 1965, at 4:00 p.m. in the Board Room at Santa Barbara City College.

Attest:

James R. Garvin  
President, Board of Trustees  
Santa Barbara Junior College District

Robert C. Rockwell  
Superintendent-President and Secretary-Clerk to the Board of Trustees  
Santa Barbara Junior College District

Approved by Board of Trustees on **December 23**, 1965