ADJOURNED MEETING OF BOARD OF TRUSTEES
SANTA BARBARA JUNIOR COLLEGE DISTRICT
June 10, 1965, 4:00 P.M., Room PS-101

1. GENERAL FUNCTIONS

1.1 Call to Order

An adjourned meeting of the Board of Trustees of the Santa Barbara Junior College District was called to order by President Garvin on Thursday, June 10, 1965 at 4:00 p.m. in Room 101 of the Physical Science Building of Santa Barbara City College.

1.2 Roll Call

Present:  Mrs. Kathryn O. Alexander
          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

Absent:   None

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

Dr. Robert C. Rockwell, Superintendent-elect and President, Santa Barbara City College
Mr. Lorenzo Dall'Armi, Administrative Assistant, Business Services, Santa Barbara City College
Mr. M. L. Huglin, Dean of Instruction, Santa Barbara City College
Mrs. Marie Lantagne, Dean of Student Personnel, Santa Barbara City College
Mr. Selmer O. Wake, Director of Adult Division, Santa Barbara City College
Mr. Lisle C. Bresslin, Assistant Dean of Student Personnel, Santa Barbara City College
Mr. Carl M. Hentschke, Coordinator of Student Activities, Santa Barbara City College
Dr. John Forsyth, President, Academic Senate of Santa Barbara City College
Mr. Gary Mouck, President, Santa Barbara City College Instructors' Association
Mr. William E. Miller, Chairman, Salary Study Sub-committee of SBCC Instructors' Association
Mr. Charles F. Rheinschmidt, Chairman, Academic Study Sub-committee of SBCC Instructors' Association
Mr. Spencer Blickenstaff, Assistant Director of Adult Division, Santa Barbara City College
1.3 **Welcome to Guests**

Mr. Garvin welcomed the guests and staff members present at the meeting.

1.4 **Minutes**

It was moved by Mrs. Lancaster, seconded by Mr. Frank, and unanimously carried, to approve the minutes as submitted for the regular meeting of May 27, 1965.

1.5 **Hearing of Citizens and Petitions**

None

1.6 **Communications**

Dr. Rockwell read a letter from Mr. Michael Daniel, President of the Associated Students of Santa Barbara City College, asking for the opportunity of appearing at the June 10, 1965 Board meeting to present the new Board members with name plaques, gift of the Associated Students.

Mr. Daniel then presented the plaques, conveying the student body's pride in the new Board and appreciation for "the members' commitment to one of the finest junior colleges in the state." Mr. Garvin asked Mr. Daniel to extend the Board's thanks to the Associated Students.

2. **PERSONNEL**

2.1 **Certificated Personnel Assignments**

a. It was moved by Mr. Fillippini, seconded by Mrs. Lancaster, and unanimously carried, that the items in Attachment 2. which were approved by the Board of Education at its June 3, 1965 meeting (including the addenda item) be approved and made a part of the minutes of the Board of Trustees' June 10, 1965 meeting.

b. It was moved by Mrs. Meigs, seconded by Mr. Frank, and carried unanimously, that all personnel listed in/ the agenda for the Board of Trustees' June 10, 1965 meeting be approved as follows:
2.2 Classified Personnel Assignments

a. It was moved by Mrs. Lancaster, seconded by Mr. Wells, and carried unanimously, that all items in Attachment 2.2 which were approved by the Board of Education at its June 3, 1965 meeting be approved and made a part of the minutes of the Board of Trustees' June 10, 1965 meeting.

b. It was moved by Mr. Fillippini, seconded by Mr. Frank, and carried unanimously, that personnel listed in item 2.2-b of the agenda for the Board of Trustees' June 10, 1965 meeting be approved as follows:

Helen C. Capes  Acct. Clk. 10-A  $350 mon. Effective 6-2-65
Replaces Marion Clemmer

2.3 Resignations and Retirements of Certificated Personnel

Dr. Rockwell suggested that the Board recognize the distinguished services of Mr. Robert C. McNeill, Mr. Carl M. Hentschke, Miss Ida M. Meier, and Miss L. Elisabeth Oster by sending each a letter of thanks, and said that the college is very sorry to lose these staff members. Mrs. Lancaster added that, through her years of working with these persons, she knew them to be extremely dedicated.

It was moved by Mr. Wells, seconded by Mr. Frank, and unanimously carried, that suitable letters be written to each of these certificated employees.

2.4 Formation of an Academic Senate at City College

Before the discussion was opened, Dr. Rockwell explained that the title of this organization was officially "Academic" rather than "Faculty" Senate.
Mr. Charles F. Rheinschmidt, Chairman of the Academic Senate Study
Study Sub-committee of the Santa Barbara City College Instructors'
Association, stated that the function of the Senate would be to advise
the Board, through the President, on professional and academic matters.
The Senate, he said, is a method of letting the faculty participate in
the formation of college policy.

Dr. Rockwell said that the Senate's Constitution is different from
the majority of constitutions of academic senates in the state, in that
it includes the administrators (with the exception of the President of
the college), and that it is expected that the faculty's desire to
include administrators will work out with excellent results.

Mr. Frank asked why the Vice-President's term is for only one year.
Mr. Rheinschmidt replied that there will be no carryover; the structure
will change each year.

Mrs. Alexander inquired if credentialed members of the Adult Division
were included in the membership; Mr. Rheinschmidt said "yes."

It was moved by Mrs. Lancaster, seconded by Mr. Fillippini, and
unanimously carried, that the Constitution, as proposed by the Academic
Senate, be adopted.

2.5 Administrative Organizational Pattern

It was moved by Mrs. Meigs and seconded by Mrs. Alexander that the
second proposed administrative organizational pattern, as shown in
Attachment 2.5, be adopted.

At the request of Miss Elizabeth Clarey, member of the audience, Mr.
Garvin outlined the background of the proposed pattern.

Mr. Fillippini inquired about the placement of the "Coordinator.
Technical-Vocational" (who, in the past, has been 50 per cent responsible
to the Director of the Adult Division and 50 per cent responsible to the Dean of Instruction) in a box directly under the Dean of Instruction. He hoped that the existing lines of command with reference to this administrator would be continued.

Dr. Rockwell first stated that the position will be known as "Assistant Dean, Technical-Vocational", then added that no change in lines of command was contemplated if the second proposed pattern were adopted. This person would still be half-time under each of the two administrators mentioned above. Dr. Rockwell said he would re-draw the pattern to show the Assistant Dean, Technical-Vocation twice: one box under "Administrative Dean, Instruction", and another under "Director, Administrative Dean."

Mrs. Alexander said that she felt the chart in Attachment 2.5 did indicate the 50-50 split in this administrator's assignment. Dr. Rockwell pointed out a similar situation in the placement of the Bookstore under both Student Personnel and Business Services. He said that all descriptions of administrative duties are listed in the college's Faculty Manual, and that in a few weeks he would present revised job specifications.

Mrs. Lancaster asked if the changes of title on the pattern would mean changes in salaries. Dr. Rockwell said that the Assistant Dean, Student Activities' salary would be changed. Miss Clarey asked if there would be a relationship with regard to these salaries, and Mr. Dall'Armi replied that salaries had not yet been discussed. Mr. Fillippini commented that the salary structure is a separate item; the positions may not be on the same salary level even though they are on the same administrative level.

Mrs. Lancaster expressed a preference for dropping the word "Administrative" and calling three administrators "Dean" and the fourth administrator "Director." Dr. Rockwell replied that the title "Administrative"
was used to indicate a high-ranking administrative position and that it was a commonly-used title among junior colleges. He said that the title "Director" should be prefixed by "Administrative Dean" to show that this administrator is on the same level as the other administrative deans.

Mrs. Lancaster reiterated her hope that the Board would study further the question of the placement of the Director of the Adult Division on the proposed administrative organizational pattern. She said that perhaps a committee could be appointed to study the matter along with possible salary changes.

Mr. Garvin stated his belief that lay people should rely on the Superintendent-elect's recommendation, and added that changes can always be made in the future, if it appears necessary.

Dr. Rockwell distributed copies of patterns from other junior colleges and discussed salient points. He remarked that he was confident that his recommendation would stand up anywhere in the state, and that salaries should not be involved in these patterns at this time--this subject will come up later.

Answering Mrs. Lancaster's query, Dr. Rockwell said that the Community Advisory Council for Santa Barbara City College would be shown on the new organizational pattern.

Mrs. Meigs said she thought a pattern is a pattern, to be considered in terms of the situation, not of personalities.

Mr. Garvin called for a vote. The motion carried, with Mrs. Lancaster dissenting.

2.6 Certificated, Classified, and Administrative Salary Schedules for 1965-66

a. Certificated Salary Schedule: Mr. Garvin appointed the following committee to study the existing schedule and alternatives further
and to report back at the Board of Trustees' regular meeting on
June 24, 1965:

Mr. Wells, Chairman
Mr. Fillippini
Mr. Frank

Mr. William E. Miller, Chairman of the Salary Study Sub-committee
of the Santa Barbara City College Instructors' Association, offered
his services to answer any questions that this Committee might have.
Mrs. Lancaster urged that the Board give favorable consideration to
granting the certificated staff's request.

It was moved by Mr. Frank, seconded by Mrs. Alexander, and
carried unanimously, to refer this item to the Committee named above.

b. Classified Salary Schedule: Mrs. Lancaster suggested that perhaps
the proposed 5 per cent cost-of-living increase might be taken under
consideration by the above committee, in conjunction with a study of
the budget. Mrs. Meigs said she felt that the request was in line,
and Mrs. Alexander pointed out that the proposed increase is included
in the tentative budget (Attachment 5.3 of the June 10, 1965 agenda).

Mrs. Alexander then asked if the classifications now in existence
are satisfactory. Mr. Dall'Armi replied that, for the most part, they
are and that he concurred with the Superintendent-elect's recommendation.
He said that the entire structure of classifications will be studied
next year and some changes are anticipated. Mr. Fillippini opined that,
in the light of local business salary schedules, the request appeared
reasonable.

It was moved by Mr. Fillippini, seconded by Mrs. Lancaster, and
unanimously carried, to approve a 5 per cent increase of the classified
salary schedule, effective the 1965-66 college year.
At this point, Mr. T. C. Osterhaus, member of the audience, inquired if a comparison had been made of payrolls for 1965 with those proposed for 1966 and, if so, what the difference was. Mr. Dall'Armi replied that the comparison had been made. The slight difference between last year and this year is the result of step increments, salary increases, and a few added staff members. At Mr. Osterhaus' request, he gave specific figures and pointed out a savings in maintenance costs which leaves the over-all picture virtually unchanged in total dollars.

c. **Administrative Salary Schedule:** Mr. Dall'Armi referred to Attachment 2.6-c and discussed several points, including the basic types of administrative salary schedules: (1) the ratio or index type, and (2) the type completely separate from the teachers' schedule. With the ratio type, he said, the differential is determined by assessing a time and responsibility factor. These factors have been combined in setting up the Santa Barbara City College administrative salary schedule; administrators are placed on the schedule according to their training and experience.

He explained that it is proposed to drop certain "phasing-in" steps at the end of the year. These steps are inserted now in the interests of economy and expediency. He also described details of 12-month assignments and vacations. After distributing sheets listing figures by names of the administrative personnel, he stated that most of the increase in administrative salaries is attributable to the change in the basic schedule.

Mrs. Lancaster asked for the amount of maximum salaries in five years, assuming that the administrators started and 1 or 2 now; Mr. Dall'Armi gave figures for specific positions. Mrs. Alexander asked
if the maximum increase from the starting salaries would be approximately 9 per cent; Mr. Dall'Armi said "yes" and gave examples. He then distributed copies of "Salaries--Chief Business Officers, Junior Colleges, 1964-65." Mrs. Lancaster asked if the college's business matters wouldn't be handled next year by City Schools personnel. Mr. Dall'Armi answered that the college's business matters would be handled administratively by Santa Barbara City College staff; however, because the college doesn't have the equipment for the mechanics of purchasing, accounting, etc., those services will be contracted for at the City Schools central office.

Mrs. Alexander asked about the possible use of the countywide data processing services. Mr. Dall'Armi replied that the college hopes to have its own, because the countywide services are more appropriate for smaller districts; the time element precludes using the services in Ventura.

It was moved by Mrs. Alexander, seconded by Mrs. Lancaster, and carried unanimously, to refer the proposed administrative salary schedule to the committee named by Mr. Garvin earlier in the meeting (see paragraph 2.6-a).

3. CURRICULUM AND INSTRUCTION

3.1 Presentation of Textbooks Recommended for Adoption

It was moved by Mr. Frank, seconded by Mrs. Lancaster, and unanimously carried, that the list of textbooks adopted by the Board of Education at its June 3, 1965 meeting be approved and made a part of the minutes of the Board of Trustees' June 10, 1965 meeting.

3.2 Proposed New Courses for 1965-66

Following Mr. Frank's expression of interest in the private and commercial pilot training courses, Mr. Huglin told of the origin of the demand for
these courses and of the instructor's qualifications. He then related examples of requests by students and/or faculty for numerous other courses.

Mr. Garvin asked what increase in teaching staff would be required by adding these courses. Mr. Huglin said that some classes would be offered in the evening schedule, some would be taught by part-time, hourly instructors, and some would be worked into the teaching schedules of contract faculty. Dr. Rockwell explained that if the minimum class size is not met, the class is usually cancelled; in some instances, the college feels a moral obligation to certain continuing students, and in cases of hardship there is a deviation from the minimum.

Where there is a question of a course being filled, he said, part-time instructors may be employed to make cancellation easier. To Mrs. Meigs' question as to the minimum class size, Dr. Rockwell said "15."

Mrs. Meigs asked for details on the invitational courses. Mr. Huglin explained that they are part of the curriculum. Day program instructors recommend outstanding students for these accelerated, seminar-type courses, a committee screens the names, and 15 students are invited to enroll. Subject areas differ from year to year.

Board members also were told how accelerated high school students are permitted to attend City College mathematics classes. Mr. Frank asked if these classes would always be limited to mathematics, and Mr. Huglin said "not necessarily." The situation with regard to foreign languages is being studied at this time. Mr. Huglin added that qualified high school juniors may attend Santa Barbara City College summer session. Mrs. Meigs asked if teachers of accelerated classes graded on the scale, and was assured that these students would not be penalized--it is conceivable that all students in such a class could receive "A"'s.
Dr. Rockwell pointed out that the high school principals must approve arrangements, and that City College must consider ADA.

Mr. Garvin asked if a group of parents could request a class in the new mathematics for themselves, and Mr. Wake said that such a course had been offered in the adult education program.

It was moved by Mr. Wells, seconded by Mr. Frank, and carried unanimously, that the proposed new courses for 1965-66, as listed in Attachment 3.2, be approved.

4. **COLLEGE PLANTS AND PROPERTY**

Mr. Garvin suggested that a report on landscaping around the new buildings be given soon—perhaps at the next meeting.

5. **BUSINESS AND FINANCE**

It was moved by Mrs. Lancaster, seconded by Mr. Frank, and carried unanimously, that the items in Attachment 5.1, *Purchase Order Report*, and Attachment 5.2, *Payment of Claims*, which were approved by the Board of Education at its June 3, 1965 meeting be approved and made a part of the minutes of the Board of Trustees' June 10, 1965 meeting.

5.3 **Presentation of the 1965-66 Tentative Budget**

Mr. Dall'Armi emphasized that the tentative budget for 1965-66 has been carefully worked out with many revisions since its inception in October, 1964. Proposed salary schedules were taken into account. In answer to Mrs. Meig's question, Mr. Dall'Armi went into detail concerning paragraph 4 of page 1 of Attachment 5.3, concerning loss of equalization aid as a result of annexation of Carpinteria to the junior college district. He added that the district may be able to break even even because of the 35¢ tax levy. The district might lose some money, he said, if the tidelands oil bill is passed; the County Board of Supervisors is handling contacts and correspondence in an effort to help defeat this bill.
Mr. Garvin appointed the following committee to study the tentative budget for 1965-66 and report back at the Board's June 24, 1965 meeting:

Mrs. Alexander, Chairman
Mrs. Lancaster
Mrs. Meigs

Mr. Dall'Armi was asked to meet with this committee.

It was moved by Mr. Fillippini, seconded by Mr. Wells, and carried unanimously, to concur in the appointment of this committee.

Mr. Dall'Armi submitted and distributed copies of the revised budget calendar. By law, Dr. Rockwell said, a tentative budget must be adopted before July 1, 1965. Mr. Garvin asked Board members to notify the Superintendent-elect if they would be out of town on any of the dates listed in the calendar.

6. STUDENT PERSONNEL
   No report

7. COMMUNITY RELATIONS
   No report

8. GENERAL INFORMATION
   Dr. Rockwell announced that letters detailing procedures for those sitting on the platform at Commencement will be mailed out this week. Location of the ceremony has been changed to the interior of the Campus Center. Mr. Garvin said that trustees wishing to participate in Commencement on June 17 need not feel obligated to attend the Board of Education meeting on that date.

9. ADJOURNMENT
   No further business being presented, the meeting was adjourned at 5:50 p.m., subject to the call of the Chair. The next regular meeting will be held Thursday, June 24, at 4:00 p.m., in Room 101 of the Physical Science Building of the Santa Barbara City College.
Adjourned Meeting, Board of Trustees, SBJCD, June 10, 1965

Attest:

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

Dr. Norman B. Scharer, Superintendent
and Secretary-Clerk to Board of Education

Dr. Robert C. Rockwell, Superintendent-elect and Secretary-Clerk-elect to Board of Trustees, Santa Barbara Junior College District

Approved by Board of Trustees

on June 24, 1965