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, January 13, 1966, at 4:05 p.m. in the Board Room at Santa Barbara City College.

1.2 Roll Call

Members present: Mrs. Kathryn O. Alexander
Mr. Sidney R. Frank
Mr. James R. Garvin
Mrs. Winifred H. Lancaster
Mrs. Dorothy N. Meigs
Mr. Benjamin P. J. Wells

Member absent: Mr. Wilbur L. Fillippini

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

Dr. Robert C. Rockwell, Superintendent-President and Secretary-Clerk to the Board, SBCC
Mr. Lorenzo Dall'Armi, Administrative Dean Business Services, SBCC
Mr. M. L. Huglin, Administrative Dean, Instruction SBCC
Mr. Selmer O. Wake, Director-Administrative Dean, Adult Education, SBCC
Mr. Spencer Blickenstaff, Assistant Dean, Adult Education, SBCC
Mr. Lisle C. Bresslin, Assistant Dean, Admissions and Records, SBCC
Mr. James E. Foxx, Assistant Dean, Technical-Vocational, SBCC
Mr. Charles F. Rheinschmidt, Assistant Dean, Student Activities, SBCC
Dr. John Forsyth, President, Academic Senate, SBCC
Mr. Ralph E. Vernon, President, SBCC Instructors' Association
Mr. Richard D. Buffum, President, Advisory Council for Adult Education, and Editor of Goleta Gazette-Citizen
Mr. Richard B. Taylor, Landscape Architect
Mrs. Louise H. Thornton, Executive Secretary, SBCC
A few other SBCC staff members
Mrs. Laverne Marcy, observer, League of Women Voters
Mrs. Katherine McCloskey, Santa Barbara News-Press reporter
Mr. Mike Parfit, SBCC Channels reporter

The President declared that a quorum was present and ordered that the Board proceed with the regular order of business.

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 Mrs. Alexander, and unanimously carried, to approve the minutes as submitted for the regular meeting of December 23, 1965.

1.5 Hearing of Citizens and Petitions

None.

1.6 Communications

None.

2. Personnel

2.1 Certificated Personnel Assignments

It was moved by Mrs. Lancaster, seconded by Mr. Frank, and unanimously carried, that certificated personnel assignments recommended in Attachment 2.1 and in the addenda be approved.

2.2 Classified Personnel Assignments

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

3. Curriculum and Instruction

3.1 New Courses to be Approved for Spring Semester 1966 and for 1966-67

Mr. Huglin and division chairmen answered questions from the Board members. It was moved by Mrs. Meigs, seconded by Mr. Frank,
and unanimously carried, to approve the new courses for spring semester 1966 and for the year 1966-67, as submitted in Attachment 3.1.

3.2 Teacher Load

Mr. Huglin reviewed the teacher load policy and explained that teacher load is determined by student contact hours, the number of unrepeated preparations by the instructor, and the number of lecture and lab hours taught. To the question of how SBCC compares with other colleges of its size, he replied, "in the middle."

Mrs. Lancaster asked for more specific details concerning the column headed "Other" under "Teacher Load Units"; Mr. Huglin will supply this information. In reply to another query, Mr. Huglin gave the reasons for variances in the equation of certain lecture and laboratory hours.

It was moved by Mrs. Alexander, seconded by Mr. Wells, and unanimously carried, to approve the teacher load report, with commendations for its comprehensiveness.

3.3 Registered Nursing Program

Mr. Garvin expressed the Board's interest in knowing the basic problems involved if the District is to establish a two-year Registered Nursing program. Mr. Foxx opened his presentation by explaining why a two-year, rather than the three-year program now offered by Knapp College of Nursing, is proposed for SBCC: the two-year curriculum prepares the R.N. to treat patients; if the nurse then wishes to teach or to become a supervisor, she must transfer to an institution with a baccalaureate program.

Among the guidelines quoted by Mr. Foxx from the State Registered Nursing Board regulations regarding establishment of new basic programs were: (1) Form an Advisory Committee for the anticipated program;
(2) Employ professional Nurse-Director for proposed program in nursing; this appointment is to be at least one year in advance of anticipated admission of students. He also described the duties of the Nurse-Director.

Regarding a timetable for SBCC, the R.N. program could be offered in 1967-68 if planning begins immediately with the formation of an advisory committee and a survey. The Nurse-Director would have to begin work on September 1, 1966, and the curriculum would have to be submitted by March 1, 1967.

Dr. Rockwell stated that the program could not be offered before Fall 1967, partly because of the financial burden. The College very much wants to offer the program, being cognizant of community needs, but must face the reality of the costs and the need to obtain financial aid from a foundation or private funds. Some "feelers" are already out regarding the latter, he said. In the early experimental years of this type of nursing program, the Kellogg Foundation furnished funds; this aid has been discontinued and other sources must now be sought. Another possible solution might be a tax override, Dr. Rockwell added, since this would be a service program.

Students of this district can be and are being sent, at District cost, to Ventura College to enroll in its R.N. program; the charge is a much lower expense to the District than would be the establishment of our own program.

Answering questions of Board members, Mr. Foxx said that all clinical facilities of Knapp (including classroom space, if needed) would be made available for the SBCC program. A student-teacher ratio of 10-1 (rather than 15-1 as stated in Attachment 3.3) is recommended by the State Board, according to information received since Mr. Foxx'
report was written. It would cost the District 40 per cent more to
train a qualified R.N. than to educate other students, including
pre-med.

Dr. Rockwell commented that at the Knapp Board meeting he attended
it was indicated that if SBCC could not assume this program, the Knapp
Board might reconsider the discontinuance of Knapp College of Nursing.

Dr. Rockwell suggested that the Board might like to appoint a
committee, as mentioned in Mr. Foxx' report, for further study.

The R.N. program would run parallel to the Vocational Nursing
program—probably with one director supervising both programs. Major
expense would be for instructors' salaries.

Mrs. Lancaster pointed out that since SBCC already holds classes
for Knapp students, perhaps the time allotted by the State Board for
preparing curriculum for the new program could be cut down—saving
some of the Nurse-Director's salary for this phase of the preparations.
She added that since the federal government needs nurses desperately,
it might furnish some funds.

The question was raised as to whether Knapp itself might be the
source of some continuing funds. However, it would appear from
ensuing discussion that this could not be expected because Knapp is a
private institution, established primarily by an endowment and financed
by tuition fees, contributions from Cottage Hospital, and private
sources.

Mrs. Alexander stated that an important part of a junior college
program is vocational training, and nursing is an especially valuable
contribution to the community. It might be desirable, she said, to
tell the Knapp Board that while no action is being taken by SBCC at
this point, a study committee will be appointed which, using facts
gleaned from its initial study, will then investigate all sources of federal and foundation monies.

Mr. Frank concurred that the Board should consider the R.N. program seriously, as SBCC has a responsibility to fill community needs.

It was moved by Mrs. Alexander, seconded by Mr. Wells, and unanimously carried, to implement the recommendations set forth in Mr. Foxx' report: (1) appoint a Nursing Advisory Committee to work with representatives of the College, in the development of an appropriate curriculum in Nursing Education; (2) authorize the College to proceed with investigation to determine specific sources of financial assistance available from federal sources or private foundations.

3.4 Vocational Nursing Program

Dr. Rockwell reported that he had just received a report on the 22 members of the Vocational Nursing program at SBCC who took the 1965 licensure examination in October of 1965. According to the Board of Vocational Nurse Examiners, SBCC ranked eighth among the 37 colleges participating. The Board authorized Dr. Rockwell to extend its congratulations to the director and instructors of the V.N. program.

3.5 Information Regarding MDTA Program

Mr. Wake stated that he wished to give recognition to the work of the Parent Education Program at Los Ninos Nursery School, in connection with Attachment 3.5 dealing with the MDTA program and the Work Training Program, Inc. He introduced Mrs. Ida Cordero, project director of the WTP; Mrs. Helen Barry, assistant and senior counselor; Mr. Harold Danehower, senior counselor; and Mr. George Montgomery, MDTA Coordinator.

Mr. Wake reported that 80 per cent of those enrolled in the program are on assistance, and added that since the inception of the WTP on June 28, 1965, it has been discovered that a remedial reading program
is needed for 20 per cent of the students taking the basic education courses. Mr. Danehower told of his work in dealing with strephosymbolia, a delay or difficulty in learning to read.

In thanking Mr. Wake for his report, Mr. Garvin said that the Board would await other periodic communications on the progress of this program.

3.6 Publicity for Adult Education Courses

Mrs. Alexander asked who was responsible for the publicizing of Adult Education courses and if other colleges had public relations persons to do this work. Dr. Rockwell replied that Mr. Wake and his administrative, instructional, and secretarial staff cooperated in this undertaking; he added that it is ideal to have a public relations person but that as yet we cannot afford one. He recalled that the accreditation team had suggested that the SBCC begin to consider such a possibility. The approach to regular day students is, for the most part, through a type of publicity different from that for Adult Education--i.e., the catalog, etc.

3.7 Use of Lobero Theater for Adult Education Activities

Mrs. Meigs referred to a recent newspaper story stating that the Lobero was used only 94 of 365 days and that Adult Education accounted for 30 of these days. It appeared to her that if Adult Education withdrew its activities, Lobero activity would be severely reduced.

Mrs. Lancaster said that she had discussed this very question with Mr. Scofield, Santa Barbara News-Press writer, asking him why duplication of facilities was being considered when the Lobero had so much free time. Mr. Scofield explained that continuous classes could not be accommodated, with the unpredictable scheduling of road show productions and resultant cancellation of Adult Education classes.
The suggestion was made that perhaps the SBCC Theater productions could use Lobero facilities.

4. COLLEGE PLANTS AND PROPERTY

4.1 Change Order for Extending the Contract Time on Administration Building Rehabilitation (Change Order No. 7)

Mr. Dall'Armi reported that as of January 13, 1966, the rehabilitation of the Administration Building had been completed to the satisfaction of the administration and architects, and that the warranty runs for one year.

It was moved by Mr. Wells, seconded by Mr. Frank, and unanimously carried, to approve the extension of an additional 23 days, at no charge to the Santa Barbara Junior College District, to bring the completion date up to January 13, 1966; and to accept the work performed by Don Greene, General Contractor, in the rehabilitation of the Administration Building, with authorization for the Business Office to file notice of completion.

Breakdown of the time required to complete additional work under Change Order numbers 2, 3, 4, and 6 is as follows:

<table>
<thead>
<tr>
<th>Change Order</th>
<th>Work Description</th>
<th>Days</th>
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<tbody>
<tr>
<td>C.O. No. 2</td>
<td>Item B - Boiler Room Revisions</td>
<td>10</td>
</tr>
<tr>
<td>C.O. No. 2</td>
<td>Item C - Chemistry Room Revisions</td>
<td>15</td>
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<tr>
<td>C.O. No. 2</td>
<td>Item D - Painting Exterior Steel Sash</td>
<td>5</td>
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<tr>
<td>C.O. No. 2</td>
<td>Item E - Renovation of Doors and Hardware</td>
<td>5</td>
</tr>
<tr>
<td>C.O. No. 2</td>
<td>Item F - Stairwell Painting</td>
<td>2</td>
</tr>
<tr>
<td>C.O. No. 3</td>
<td>Item A - Electric Changes, Boiler Room</td>
<td>10</td>
</tr>
<tr>
<td>C.O. No. 4</td>
<td>Item A - Wooden Platform</td>
<td>2</td>
</tr>
<tr>
<td>C.O. No. 4</td>
<td>Item B - Telephone Pull Box</td>
<td>2</td>
</tr>
<tr>
<td>C.O. No. 6</td>
<td>Item A - Aluminum Sash Installation</td>
<td>51</td>
</tr>
</tbody>
</table>

**TOTAL** 102 Days

4.2 Carpeting for Administration Building Staff Lounge

Mr. Dall'Armi displayed samples of a moderately priced carpeting made of polypropylene olefin fiber. He said that if the Board should wish to consider carpeting the entire Board Room and platform, rather than just the lounge area, it would cost less than $1,000.
Mrs. Lancaster suggested that it might be wise to install the folding partition and then test for acoustics before deciding whether or not to install any carpeting. There was also some feeling that carpeting only one portion might give a "patchy" appearance to the room when the folding partition was open. After further discussion, it was agreed to defer a decision until after the partition is in.

5. BUSINESS AND FINANCE

5.1 Purchase Order Reports

It was moved by Mrs. Lancaster, seconded by Mr. Frank, and unanimously carried, that the purchase of supplies, equipment, and services on purchase order numbers 9924 through 9985, as listed in Attachments 5.1-a through 5.1-c, be approved.

5.2 Payment of Claims

It was moved by Mrs. Lancaster, seconded by Mr. Frank, and unanimously carried, that payment of claims listed in Attachment 5.2-a and in the addenda be approved.

5.3 Blue Cross

Mr. Dall'Armi asked Board members enrolling in Blue Cross to return the completed application, with a check for one month's premium, to his office by the time of the January 27 Board meeting. Subsequently, participants must submit a regular monthly check for 10 months of each year (excluding the two summer months).

6. STUDENT PERSONNEL

No report.

7. COMMUNITY RELATIONS

No report.
8. GENERAL INFORMATION


Mrs. Lancaster reported on reorganizational and policy items of business, speeches given at the conference, and her visits to three junior colleges in the Bay area.

The CSBA decided to establish regional representation, to add a director representing the area of junior colleges to the Board; and to hold the annual conference in October, rather than December, beginning in 1967. Sha named the newly-elected officers.

It was agreed that, in the future, the Junior College Section will meet the day prior to the general meeting. An executive committee will handle legislative matters. CSBA discussed a separate state board for junior colleges; no unified voice for the junior colleges is presently apparent. There will be further study and, Mrs. Lancaster said, enlargement of the State Board of Education to take better care of junior college functions will probably be recommended.

Excerpts from speeches: With respect to federal funds for higher education, the junior colleges are getting only $7,000,000 out of the $35,000,000 available, although they education 75 per cent of the lower division students. Foothill and San Mateo junior colleges have received the bulk of the $7,000,000.

California is fifth in large class sizes. The ratio of certificated personnel in classes to those outside of classes is 7-1. It was predicted that by 1975 there will be a 200 per cent increase in the number of teachers needed, and a 300 per cent increase in taxation will be needed. (Of interest at the conference, also, Mrs. Lancaster said, was a display of mobile rentals for use as temporary classrooms.)
Mrs. Lancaster commented on Foothill College's magnificent library, the facilities at College of San Mateo, and San Francisco City College's hotel and restaurant training school.

8.2 AASA and AAJC Conventions

Mr. Garvin will attend the annual conference of the American Association of School Administrators in Atlantic City on February 12-16, 1966. Dr. Rockwell will attend the American Association of Junior Colleges convention in St. Louis on February 28-March 4, 1966. Board members interested in going to the latter meeting should notify the Superintendent immediately so that hotel reservations can be secured.

8.3 Visit to Junior Colleges Near Los Angeles

Dr. Rockwell announced that he and Mr. Dunsmore of DMJM, architects, had conferred about a possible visit by the Board to some outstanding junior colleges in the Los Angeles area. Board members evinced great interest and a date for the visit will be set soon.

8.4 Report on Physical Needs for the Next 20 Years

Dr. Rockwell said that his report on The Physical Needs of SBCC in the Next Twenty Years will be mailed to Board members in the coming week. In addition to outlining the physical needs of the College, the report also suggests how they can be implemented. It is hoped that, at the January 27 meeting of the Board, the Board will be able to make some recommendations, he added.

Dr. Elwood P. Lehman, Bureau of School Planning, State Department of Education, who served as a member of the visiting Accreditation team in November of 1965, and who eventually will receive the College's preliminary plans for approval, will be at SBCC on January 26 and 27 for consultation and for questioning by the Board.
8.5 Business Practices Consultants

Dr. Lloyd Nelson's report, as described in the minutes of the December 9, 1965, Board meeting, will be presented on February 2, 1966, at 4:00 p.m. in the Board Room, at which time a meeting will be held to hear his findings and recommendations. Rather than Dr. Muelder, previously mentioned, Dr. Schuyler C. Joyner will work with Dr. Nelson. Dr. Joyner, Deputy Superintendent, Business and Educational Services, Los Angeles Junior College District, also teaches at the University of Southern California.

9. ADJOURNMENT

No further business being presented, it was moved by Mr. Frank, seconded by Mrs. Meigs, and unanimously carried, that the meeting be adjourned at 6:05 p.m. The next regular meeting will be held on Thursday, January 27, 1966, 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 January 27, 1966.