REGULAR MEETING OF BOARD OF TRUSTEES

SANTA BARBARA JUNIOR COLLEGE DISTRICT

February 24, 1966, 4:00 p.m., Board Room

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, February 24, 1966, at 4:00 p.m. in the Board Room at Santa Barbara City College.

1.2 Roll Call

Members present: Mrs. Kathryn O. Alexander
Mr. Wilbur L. Filippini
Mr. Sidney R. Frank
Mr. James R. Garvin
Mrs. Winifred H. Lancaster
Mrs. Dorothy N. Meigs

Members absent: Mr. Benjamin P. J. Wells

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
Mr. M. L. Huglin, Administrative Dean, Instruction
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
Dr. John Forsyth, President, Academic Senate
Mr. Ralph E. Vernon, President, Instructors' Association
Mr. John E. O’Dea, Chairman, Business Education Division
Mrs. Louise H. Thornton, Executive Secretary
A few other Santa Barbara City College staff members
Mr. Barney Brantingham, Santa Barbara News-Press reporter

Mrs. Laverne Marcy, observer, League of Women Voters
Mrs. Marian D. Barnes, observer, American Association of University Women
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. Fillippini, seconded by Mrs. Alexander, and unanimously carried, to approve the minutes as submitted for the regular meeting of February 10, 1966.

1.5 Hearing of Citizens and Petitions

None.

1.6 Communications

None.

2. PERSONNEL

2.1 Certified Personnel Assignments

Dr. Rockwell announced that Mr. Donald F. Sawyer, assistant librarian, had requested that his letter of resignation be withdrawn.

It was moved by Mrs. Alexander, seconded by Mr. Fillippini, and unanimously carried, that certificated personnel assignments recommended in Attachment 2.1 and in the addenda be approved, with the deletion of Mr. Sawyer's resignation.

2.2 Classified Personnel Assignments

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

3. CURRICULUM AND INSTRUCTION

3.1 Report of Business Education Division

Mr. John E. O'Dea, chairman of the Business Education Division,
distributed copies of "The Philosophy of Business Education at Santa
Barbara City College" (Attachment 3.1) and referred to the "Student
Characteristics Study" (Attachment 6.1 of the February 10, 1966 agenda),
page 4, on which are listed the number of business majors. He introduced
the other members of the Division: Miss Gressel, Mr. Rice, Mr. Rolph,
Mr. Schramm, and Mr. Taylor, and listed their subject areas.

(Mr. Frank entered the meeting at 4:10 p.m.)

The Division, Mr. O'Dea said, attempts to meet the community's needs
and, at the same time, the hopes and needs of the students. Classes are
open to all students, whether or not they are business majors. The
accrediting team, here last November, emphasized that SBCC should stress
vocational education. Mr. O'Dea stated that SBCC has made great strides
in certain of the office occupation classes by adding to equipment through
federal funds and matching funds from the SBJCD, and it is hoped to en-
large data processing and accounting offerings. He described the scopes
of the one-year program and of the two-year program leading to the AA
degree.

The Division is working on a brochure for distribution to high school
seniors, to interest them in enrolling in business courses at SBCC.
Through Mr. Boeseke and Mr. Rice, a Business and Industry Careers Day,
open to high school and college students, is being planned for March 23
at SBCC.

Following Mr. O'Dea's request for questions from the Board and for
an indication of their support of the direction being taken by the Division,
Mr. Garvin expressed appreciation for the comprehensive report and numerous
questions were answered by Division members.

Mr. Fillippini concurred in Mr. O'Dea's remarks on the vital nature
of vocational education. Mr. Frank remarked that the accent on electronics
and business machines equipment is of great importance for the future and he felt that the Division is taking the right direction.

Mrs. Lancaster: How popular are data processing classes? Mr. Rolph: This is our first year; introductory classes are well attended but advanced classes need to attract more students. The caliber of those who attend the advanced classes is excellent. It would be easier to attract enrollees if we had the machinery on campus.

Mrs. Lancaster: Are local job opportunities plentiful? Mr. Rolph: There are not too many, but the pay is good.

Mrs. Lancaster: Are these courses expensive to offer because of cost of equipment or because of the low enrollments? Mr. O'Dea: Primarily, it is the cost of initial equipment.

Mr. Frank: Is there cooperation with computer centers? Dr. Rockwell answered that several junior colleges in California have cooperative installations; he described the 24-hour operation at College of Marin, and explained how SBCC contracts for IBM services with the Santa Barbara City Schools. SBCC is now working on a determination of needs and goals, for submission to the Board.

Dr. Rockwell noted that SBCC is getting computer time very economically at UCSB, and Mr. Wake added that the Santa Barbara Medical Clinic has permitted Adult Education to use its equipment for the past seven years.

Mrs. Alexander: Are secretarial students receiving training in English? Miss Gressel: Yes, English is stressed in many courses.

Mr. Garvin: Does SBCC articulate with the high schools? Mr. O'Dea and Mr. Schramm: The Santa Barbara County Vocational Education Committee plans a liaison group, including SBCC and high school representatives, to discuss vocational education offerings. Mrs. Lantagne said that there is good articulation between the high school counselors and SBCC, although
every area cannot be gone into as deeply as might be wished.

To Mrs. Alexander's query, Mrs. Lantagne replied that non-high school graduates 18 or over may enter both day and evening classes. High school seniors under 18 may enroll only by special permission; 10 or 12 are at SBCC this semester. The high school district has ruled that these special students may enroll only for day classes; SBCC would allow them to enroll in the evening if the high schools gave permission.

Mrs. Alexander: Do we have information on the success of our business graduates with AA degrees? Mr. O'Dea: Nothing specific; we would like to do a survey when more time and help are available.

Mr. Schramm: The USES survey of local employment opportunities shows 20-30 secretarial jobs unfilled at any one time. Many of SBCC's business students do not go on to the AA degree because they become employable before completing all requirements and drop college to get jobs. A vocational counselor would be of great assistance on our campus.

Mr. Frank: Is there orientation in the high schools regarding vocational offerings at SBCC? Mrs. Lantagne: San Marcos High School has a guidance room where such information is available. Annually, in March, Student Personnel representatives from SBCC go to each area high school to meet with the seniors prior to testing and programming for fall semester. She said that a follow-up of SBCC vocational students would be done beginning next year.

Mr. Frank: Orienting high school seniors would appear to be of great importance and should be amplified. Mrs. Lantagne and Mr. Rice told how the Business and Industry Careers Day will help to accomplish this.

Mrs. Alexander: Would it be a good idea to have a special section in the News-Press, similar to that put out by Adult Education, to publicize the college program to parents? Dr. Rockwell felt this was not necessary
because of work being done by counselors in parents' meetings at junior and senior high schools.

Mr. Schramm remarked that a selling program using many media is needed; this has been obvious in meetings with business teachers from area high schools. Mrs. Lancaster said she believed that SBCC catalogs are available in high school libraries for consultation on the college's offerings. Mr. Boeseke noted that Miss Gressel has suggested inviting business teachers from junior and senior high schools to SBCC. He stressed that the need is to contact the business students specifically.

Mr. Fillippini said it was his impression that high school students had been kept well-informed about SBCC and that the outstanding high school seniors had been encouraged to attend SBCC during their senior year. Mrs. Meigs agreed with this statement, with respect to Carpinteria students.

Mrs. Lantagne said that SBCC profits from having these able high school students; it is also profitable to the students, because they obtain college credit as a head start in their college careers and they learn what college attendance entails.

4. COLLEGE PLANTS AND PROPERTY

4.1 Landscaping Progress

To Mr. Garvin's query about the seemingly slow progress of the landscaping, Mr. Dall'Armi said that the rains in early February had caused a delay because of slides in the irrigation ditches; this will be further discussed under item 5.7. He added that irrigation system installation and soil fumigation do not show above ground and thus it is sometimes difficult to discern progress. The irrigation system is half completed.
5. BUSINESS AND FINANCE

5.1 Purchase Order Reports

It was moved by Mrs. Lancaster, seconded by Mr. Fillippini, and unanimously carried, that the purchase of supplies, equipment, and services on purchase order numbers 10120 through 10166, as listed in Attachments 5.1-a and 5.1-b, be approved.

5.2 Payment of Claims

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

5.3 Statement of Condition of General Fund, Special Reserve Fund and Excess Tax Funds Cash Accounts

This item was presented solely for the Board's information.

5.4 Statement of Appropriations, Expenditures, Encumbrances, and Balances

This item was presented solely for the Board's information.

5.5 Revision of MDTA Budgets

It was moved by Mr. Fillippini, seconded by Mr. Frank, and unanimously carried, to adopt the revised budgets for the Manpower Development and Training Act program, as follows:

<table>
<thead>
<tr>
<th>Training Program</th>
<th>Original Budget</th>
<th>Increase</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-vocational Basic Education</td>
<td>$76,490.00</td>
<td>$14,124.00</td>
<td>$90,614.00</td>
</tr>
<tr>
<td>Groundskeeper Training</td>
<td>9,238.00</td>
<td>6,055.00</td>
<td>15,293.00</td>
</tr>
<tr>
<td>Home Attendant Training</td>
<td>9,990.00</td>
<td>5,001.00</td>
<td>14,991.00</td>
</tr>
<tr>
<td>Janitor-Porter Training (telephone approval received 2-16-66)</td>
<td>9,328.00</td>
<td>683.00</td>
<td>10,011.00</td>
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</tbody>
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This program is 100 per cent reimbursable from federal funds.

5.6 Request for Authorization to Advertise for Bids on Audio-Visual Items for MDTA Pre-vocational Basic Education Program

It was moved by Mr. Frank, seconded by Mrs. Lancaster, and unanimously carried, (1) to authorize the advertising for bids on audio-visual
items for the MDTA Pre-vocational Basic Education Program, on February 25, 1966, and March 4, 1966, with bid opening scheduled at 2:00 p.m. on March 14, 1966—bid conditions and specifications to be presented at the time of the meeting—and (2) to authorize the Administrative Dean, Business Services, to proceed with the necessary arrangements. It is estimated that the cost of equipment and materials will be approximately $6,800.00.

5.7 Request for Extension of Time on Phase II of Campus Landscape Planting, Irrigation, and Appurtenant Work

Following discussion of the delay caused by inclement weather from January 28, 1966 through February 9, 1966, it was moved by Mrs. Meigs, seconded by Mrs. Alexander, and unanimously carried, to grant a 13-calendar-day extension of time for completion of the landscape work covered in the terms of the contract between the Aka-Tani Landscape Company and the Santa Barbara Junior College District. This extension will increase the number of days allocated for the job to 133.

The Board expressed dissatisfaction with the rate of progress of the work and with the small number of workmen employed, and asked Mr. Dall'Armi to so report to Mr. Richard B. Taylor, landscape architect.

6. STUDENT PERSONNEL

No report.

7. COMMUNITY RELATIONS

No report.

8. GENERAL INFORMATION

8.1 Arbitration Ordered for Viola, Inc., Claim

Dr. Rockwell said that the present Board of Trustees of the Santa Barbara Junior College District is not involved, explaining that members of the City Board of Education, the former governing body for Santa Barbara City College, have been called to testify. For purposes of arbitration,
one member of the arbitration board will be selected by Viola, Inc., and
one member by the SBJCD (to be approved by the County Counsel). These two
will then agree upon a third member. The County Counsel informed Dr.
Rockwell that the SBJCD Board members and he may be called in to verify
certain actions which have taken place, but that the City Board will still
give the bulk of the testimony.

Dr. Rockwell reviewed the problems leading to arbitration. Some Board
members indicated they felt that the architects should take responsibility
in arbitration. Mr. Fillippini commented that architects have no financial
responsibility even though they have been in a supervisory position.

8.2 Report on Future Planning for Business Services

Mrs. Alexander asked if a new date had been set for the report by Dr.
Nelson and Dr. Joyner. Dr. Rockwell replied that the two consultants will
conduct their study during Easter vacation week and will report to the
Board at the regular meeting on April 14, 1966.

9. ADJOURNMENT

No further business being presented, President Garvin declared the meeting
adjourned at 5:15 p.m. The next regular meeting will be held on Thursday,
March 10, 1966 at 4:00 p.m. in the Board Room at Santa Barbara City College.

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

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

Approved by the Board of Trustees
on March 10, 1966