REGULAR MEETING OF BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING
SANTA BARBARA JUNIOR COLLEGE DISTRICT

July 14, 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, July 14, 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. Fillippini
Mr. Sidney R. Frank
Mr. James R. Garvin
Mrs. Winifred H. Lancaster
Mrs. Dorothy N. Meigs
Mr. Benjamin P. J. Wells

Members absent: None

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
Presonnel
Mr. Selmer O. Wake, Director-Administrative Dean,
Adult Education
Mr. Spencer Blickenstaff, Assistant Dean, Evening
College
Mr. James E. Foxx, Assistant Dean, Instruction,
Technical-Vocational
Mr. Charles F. Rheinschmidt, Assistant Dean,
Student Activities
Mrs. Margaret F. McGillin, Director, Nursing Education
Mr. Ronald G. Atwood, Coordinator, MDTA Program
Miss Henriella Stiles, Director, Vocational
Nursing
Mr. Ralph E. Vernon, Past President, SBCC Instructors
Association
Mrs. Louise H. Thornton, Secretary to Superintendent
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 Mrs. Alexander, seconded by Mr. Wells, and
unanimously carried, to approve the minutes as submitted for the
regular meeting of June 23, 1966.

1.5 Hearing of Citizens and Petitions

None.

1.6 Communications

1.7 Adoption of Policy on Terms of Office for Officers

Because the Board did not adopt a policy when officers were elected
at the beginning of the 1965-66 school year, members discussed adopting
a policy regarding the terms of office of Board officers.

Mr. Fillippini: "Rotation is an excellent idea; it gives everyone
who desires it the opportunity to hold an office. I think the term
should be for one or two years, terms not to run consecutively."

Mr. Frank: "I think this is a fair policy, since it is mandatory
to reorganize each year."

Mrs. Lancaster: "Most boards do have a rotation policy. Because
of the very special circumstances at this time, I would prefer the
one-year term for the benefit of those members who drew two-year terms
when we first organized, while four of us fortunate ones drew four-
year terms. This is certainly not to cast reflection on the present
able and dedicated officers; I would simply deem it a courtesy to give
the other two men the honor of being elected to office this coming year."

Mrs. Alexander: "I appreciate Mrs. Lancaster's statements, and I
can see some advantages to each side. However, for the good of the
college there is something to be said for officers serving two-year
terms, because it takes time to get into many problems--such as working
into the bond issue."

Mrs. Meigs: "I would like to see the incumbents serve again."

Mr. Wells: "The two-year term is probably better, with a two-year
limit so that a person could not succeed himself."

It was moved by Mr. Fillippini and seconded by Mrs. Alexander that
officers of the Board of Trustees of the Santa Barbara Junior College
District be limited to serving in a given office for two consecutive
years. The motion carried 6-1, with Mrs. Lancaster dissenting.

To Mrs. Lancaster's query if a policy were needed regarding the
terms of the Secretary-Clerk and the Assistant Secretary-Clerk, Dr.
Rockwell answered, "The Education Code specifies election of a secretary
each year; policy is set by law."

1.8 Election of Officers

It was moved by Mr. Fillippini, seconded by Mr. Wells, and unani-
mously carried, that Mr. Garvin be elected President of the Board of
Trustees of the Santa Barbara Junior College District for 1966-67.

It was moved by Mr. Wells, seconded by Mr. Frank, and unanimously
carried, that Mr. Fillippini be elected Vice-President of the Board of
Trustees of the Santa Barbara Junior College District for 1966-67.

It was moved by Mrs. Alexander, seconded by Mr. Fillippini, and
unanimously carried, that Mr. Wells be elected the Board's representative
to the County Committee for 1966-67.

It was moved by Mrs. Meigs, seconded by Mr. Fillippini, and unanimously
carried, that Dr. Rockwell be elected Secretary-Clerk to the Board of
Trustees of the Santa Barbara Junior College District for 1966-67.
It was moved by Mr. Frank, seconded by Mr. Wells, and unanimously carried, that Mr. Dall'Armi be elected Assistant Secretary-Clerk to the Board of Trustees of the Santa Barbara Junior College District for 1966-67.

It was moved by Mr. Fillippini, seconded by Mr. Wells, and unanimously carried, that the Secretary be instructed to cast a unanimous ballot in favor of the new officers.

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 be approved.

2.2 Classified Personnel Assignments

Referring to the "Appointment" section, Mr. Dall'Armi explained that Mrs. Phillips' time would actually be divided between the offices of the Assistant Dean, Instruction, Technical-Vocational Research, and the Assistant Dean, Evening College.

It was moved by Mrs. Alexander, seconded by Mr. Frank, 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 Technical-Vocational Division

Mr. Foxx, chairman of the Technical-Vocational division, told of the various programs offered and gave the following enrollment figures for technical-vocational programs for the 1965-66 school year:

Credit day classes: 1,361
Credit evening classes: 1,531
Not-for-credit classes: 6,296*

*Exclusive of Parent-Child Workshops

He introduced the following members of the health occupations staff:
Mrs. Margaret F. McGillin, Director, Nursing Education; Miss Henriella Stiles, Director, Vocational Nursing; Mrs. Gwendolyn M. Jenkins, instructor, Vocational Nursing; Mrs. Marion Jalkus, instructor, R.N. Refresher Course; Mrs. Viola D. Benavides, instructor, Medical Assistants Training.

Mr. Garvin thanked Mr. Foxx for his presentation.

Questions from the Board regarding the definition of an "Adult" student were answered by Dr. Rockwell and Mr. Wake. Reference was made by the Board to the accrediting team's comments that it would seem desirable to study the possibility of providing supervision of evening graded classes by the same staff which supervises the day graded classes. Dr. Rockwell said that the Academic Senate has made preliminary studies on this topic and that, in coming months, the Board would have an opportunity to study and discuss this question. Mrs. Lancaster pointed out a parallel situation--UCSB's regular program and University Extension.

Mr. Vernon, past president of the SBCC Instructors Association, explained the bases of pay for contract instructors teaching an evening class as part of their regular loads and those teaching extra classes on the hourly basis. Mr. Huglin said that every effort is made to avoid assigning a regular contract teacher to an evening class, but occasionally it becomes necessary.

Mr. Fillippini commented that fellow members of a hospital commission on which he served volunteered much praise of the SBCC nursing program. Mr. Wake added that there is great competition for the College's Licensed Vocational Nurses.

Mr. Frank described the Science-Engineering Council's reciprocal familiarization program participated in by science instructors and area technical institutions. He said that the National Science Foundation
will provide some funds, with the stipulation that a clearing house monitor the program, and he wondered if the Board would be interested in cooperating if the opportunity arises for Santa Barbara City College. Dr. Rockwell said, "We have not seen anything on this yet, but when we get some definite information we certainly will be interested."

Mrs. Alexander asked if Mr. Frank would collect materials for an open file for Board members' use. She has received materials on Sea Grant Colleges and a file on this subject has been set up in the Superintendent's office. Dr. Rockwell remarked that the College welcomes such contributions.

3.2 Report on Summer Session

The statistics in the agenda were presented solely for the Board's information. Mr. Huglin added that, for the first time in the history of summer session at SBCC, the number of men exceeds the number of women students.

3.3 Request to Employ Consultant to Assist in Planning for Communications Center

Dr. Rockwell summarized the need for a consultant for the educational aspects of the communications center now being planned; there is no one on the College staff capable of this type of planning. Later, the architects will translate these specifications into tangible plans.

Mr. Frank suggested that the consultant rate be kept open for negotiation if necessary; he felt that the $50.00 rate might prove too low. Dr. Rockwell said, "We have in mind a local man who is willing to serve at the $50.00 rate; he probably would be needed six to eight days. Regular reports on his recommendations would be sent to Board members."

It was moved by Mr. Wells, seconded by Mr. Frank, and unanimously
carried, to employ a consultant in the field of communications at a
cost not to exceed $50.00 per day.

To Mr. Frank's inquiry about the possibility of a radio station at
SBCC, Dr. Rockwell said that a group has looked over the UCSB set-up
and will investigate further.

3.4 Request to File Application for Nurses' Aide/Orderly Training Project
Under the Manpower Development and Training Act of 1962

Mr. Wake stated that in the past MDTA projects have been 100 per
cent Federally-reimbursed; however, informal notice has been received
that this particular project may be only 90 per cent Federally-reimbursed.

Mr. Garvin asked, "Can this be worked out financially in the Adult
Education Division? What if it goes to one-third next year, one-half
the next year, and on up?" Mr. Wake replied, "We could deal with this
each year as it arose, since each year is complete in itself."

Mrs. Alexander said she would like to see a report on the success
of the students in these MDTA projects. Mr. Wake replied that such a
report is being prepared. He then introduced Mr. Ronald G. Atwood,
Coordinator, MDTA Program.

After further discussion, it was moved by Mr. Fillippini, seconded
by Mr. Frank, and unanimously carried, to authorize filing an applica-
tion for a Nurses' Aide/Orderly Training Program under the Manpower

3.5 Classes and Instructors for 1966-67 Adult Education Division Program

Mr. Frank praised the comprehensiveness of the proposed program
and asked how it compared with last year's. Mr. Wake gave the following
figures: 15 per cent increase in ADA; total enrollment of 15,000
including 13,941 different adults, 1,700 evening program students,
21/ povery and special demonstration programs enrollment; 270 part-time
teachers on five campuses; downtown enrollment of 2,000 in the day and 1,800 to 1,900 at night. Mr. Wake then described several of the short series being planned and distributed copies of the Fall Schedule to the Board.

Mrs. Alexander: "Are we responsible for approving the curriculum?"

Dr. Rockwell: "Yes, the Board is responsible; we hope you have confidence in the administration’s not offering anything out of line. Before the Fall Schedule is published in the newspaper, there will be time to delete or alter as desired."

Mr. Wells: "We should have the same confidence as in the past."

Mr. Fillippini: "We have had years of experience of community acceptance of this program. It would take months of study to go into detail on each course and the questions that the public might ask. Even though we are legally responsible, we need to base our approval on having confidence in the Director of Adult Education."

Mrs. Alexander: "There is a policy regarding classroom speakers with controversial topics, but in today’s case we are asked to approve names without course outlines for Adult Education courses."

Mr. Frank: "The parallel comes in here: we have approved faculty for regular day programs, so wouldn't we approve a list of instructors for this Adult Education program?"

Mr. Fillippini: "If there are controversial topics, we must have confidence that both sides will be brought out in the course itself; this should not be done in a debate beforehand at a Board meeting."

Mrs. Meigs: "This could result in going further--into every book and pamphlet."

Mrs. Alexander: "I feel we are not accepting our responsibility if we don't approve a course outline. At the next meeting, I would like
to have the Board approve the material that Mr. Wake has just described. I am thinking of this as a matter of support, not of criticism."

Mr. Wake said that the newspaper deadline for changes before publication would not fall until after the next Board meeting.

It was moved by Mr. Fillippini, seconded by Mr. Frank, and unanimously carried, to approve personnel assignments only, for the 1966-67 Adult Education Division, postponing action on the courses until the next meeting.

4. COLLEGE PLANTS AND PROPERTY

4.1 Proposal for Finalizing Building and Site Needs of the District Preparatory to the Calling of a Bond Election

The Board agreed upon the following schedule of meetings for study of a bond election date, amount of bonds necessary to complete all or part of the proposed program, and any other matters pertinent to this subject--such as organizational planning for the election:

Adjourned meeting of Board of Trustees
Tuesday, July 26, 1966, 4:00 p.m., Board Room.

Committee of the Whole
Tuesday, July 26, 1966, 2:30 p.m., Board Room.

Meetings of two study committees
To be held prior to Committee of the Whole meeting; meeting dates, times, and places will be worked out by the Superintendent's office.

Mr. Garvin appointed two study committees, as follows:

Mrs. Alexander                      Mr. Frank
Mrs. Lancaster                      Mr. Wells
Mrs. Meigs                          Mr. Garvin

(Mr. Fillippini will be unable to serve on a committee because of absence from the City.)

4.2 Report on Status of District Buildings with Respect to Field Act Requirements

Mr. Dell'Armi recommended that nothing be done to request a structural analysis of District-owned buildings until after the Board reaches a
decision on the bond proposals, at which time the question of inclusion or exclusion of Adult Education needs will be determined. No deadline for the report to the Attorney General has yet been established, he said; a moratorium may be declared because of the many problems involved.

4.3 Request for Ratification of Change Order No. 4 - Phase II, Landscape Contract

It was moved by Mr. Wells, seconded by Mrs. Meigs, and unanimously carried, to approve Change Order No. 4, granting a 30-day extension of time for completion of work under Phase II of the landscape contract. (There is no charge for this item; thus, the net contract price for this phase is still $65,927.40.)

5. BUSINESS AND FINANCE

5.1 Purchase Order Reports

It was moved by Mr. Wells, seconded by Mrs. Alexander, and unanimously carried, that the purchase of supplies, equipment, and services on purchase order numbers 10557 through 10772, as listed in Attachment 5.1, be approved.

5.2 Payment of Claims

It was moved by Mr. Wells, seconded by Mrs. Alexander, and unanimously carried, that payment of claims listed in Attachment 5.2 be approved.

5.3 Adoption of Publication Budget

Mr. Frank commented, "I am very pleased to see that the community services tax rate was brought down; this is in line with the program we have adopted."

It was moved by Mr. Wells, seconded by Mr. Fillippini, and unanimously carried, to adopt the 1966-67 Publication Budget.

5.4 Retention of Architect to Complete Planning of Adult Education Facilities

It was moved by Mrs. Alexander, seconded by Mrs. Lancaster, and
unanimously carried, to carry this item over to the next meeting, so that the Board will have a chance to discuss the full implications.

Mr. Garvin suggested that perhaps other local architects might be approached.

Mr. Wells asked for Mr. Wake's comments. Mr. Wake reported that discussions had been held with Mr. Arendt, architect, and with Adult Education faculty, advisory committees and building committee. He said that further materials will be furnished for Board use and that Mr. Arendt would be glad to meet again with the Board. Mr. Arendt has taken into account the many constructive suggestions of the staff, but no further drawings have been made since those displayed at a recent Board meeting.

Because Mr. Wake will be on vacation until the middle of August, Mrs. Lancaster suggested it might be well to delay any action until his return.

5.5 Library Materials Grant for $3,785 Allocated to the Santa Barbara Junior College District, Under Terms of Title II of the Higher Education Act of 1965

This item was presented only for the Board's information. Mr. Dall'Armi stated that this amount is reflected in the Publication Budget.

5.6 Demand by the District to Require Viola, Inc., to Submit to Arbitration for the Purpose of Settling Differences Arising from Failure of Viola, Inc., to Correct Deficiencies in New Buildings

It was moved by Mrs. Alexander, seconded by Mr. Wells, and unanimously carried, to ratify the following action on a retroactive basis: Serve notice on Viola, Inc., by July 1, 1966, of the demand by the Santa Barbara Junior College District that the dispute as to the liability of Viola, Inc., to repair, adjust, and otherwise correct or pay for the defective workmanship and materials be submitted to arbitration, said arbitration trial to be conducted at the same time that the Viola, Inc., suit against the
Santa Barbara Junior College District is heard. Tentative date for the trials is September 12, 1966; the amount involved in the District complaint against Viola, Inc., is $35,825.00.

Dr. Rockwell said that when the date is set, Mr. Curiel and Mr. Anderle of the County Counsel's office will attend a Board meeting to explain in more detail the procedure to be followed in conducting the arbitration hearings.

6. STUDENT PERSONNEL

No report.

7. COMMUNITY RELATIONS

No report.

8. GENERAL INFORMATION

8.1 Appointment of Committee on Administrative Salary Survey

Mr. Garvin appointed the following committee to survey methods used by other junior colleges in determining administrative salary schedules, and to report to the Board:

Mr. Frank, chairman
Mrs. Alexander
Mrs. Lancaster

9. ADJOURNMENT

No further business being presented, President Garvin declared the meeting adjourned at 6:05 p.m. An adjourned meeting will be held on Tuesday, July 26, 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 Board of Trustees on July 26, 1966