MINUTES OF REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA JUNIOR COLLEGE DISTRICT

December 16, 1969 -- 4:00 p.m. -- Board Room
Santa Barbara City College
Santa Barbara, California

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 Fillippini
on Tuesday, December 16, 1969, at 4:05 p.m., in the Board Room, Santa
Barbara City College, Santa Barbara, California.

1.2 Roll Call

Members present:

Mr. Wilbur L. Fillippini
Mrs. Kathryn O. Alexander
Mr. Sidney R. Frank
Mr. James R. Garvin
Mrs. Ann Gutshall
Mrs. Dorothy N. Meigs

(Arrived during 3:50 -- 4:40 p.m.)

Members absent:

Mr. Benjamin P. J. Wells

Others present for all or a portion of the meeting:

Dr. Julio L. Bortolazzo, Superintendent-President and Secretary-
Clerk to the Board of Trustees
Mr. M. L. (Pat) Huglin, Administrative Dean, Instruction
Mrs. Marie Lantagne, Administrative Dean, Student Personnel
Dr. Donald K. Sorsabal, Administrative Dean, Business Services,
and Assistant Secretary-Clerk to the Board of Trustees
Mr. Selmer O. Wake, Director-Administrative Dean, Adult Education
Mr. Lisle C. Bresslin, Assistant Dean, Admissions and Records
Mr. James E. Foxx, Assistant Dean, Technical-Vocational
Mrs. Margaret F. McGillan, Assistant Dean, Health Education
Mr. Cedric B. Boeseke, Coordinator, Placement and Financial Aids
Dr. David B. Probert, Coordinator, Adult Education
Mrs. Alma R. Ritchie, Coordinator, Adult Education
Dr. Martin M. Bobgan, Assistant Dean, Adult Education
Mr. Russell S. Wenzlau, Coordinator of Evening College and Director
of Summer Session, 1970
Mr. Alfred L. Silvera, Assistant Dean, Student Activities
Mr. Theron Barnes, Audio-Visual Department
Mr. James M. Williams, College Community Relations Assistant
Miss Gloria A. Castleberg, Personnel Assistant
Mr. Ray O'Connor, President, Academic Senate
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Dr. Robert Casier, Instructor, Social Science
Mr. Robert Traughber, Chairman, Math Department
A number of other SBCG Staff Members
Ray Deitcher, President, Kiwanis, Inc.
Phillip Feenstra, Director, Workshop for Handicapped
Mrs. Katherine McCloskey, Santa Barbara News-Press
Irene Evans, Secretary to the Superintendent

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

1.3 Welcome to Guests

Mr. Fillippini welcomed guests and invited comments from the audience during the course of the meeting.

1.4 Minutes of Regular Meeting, November 25, 1969

On motion of Mr. Garvin, seconded by Mrs. Gutshall, the minutes of the Regular Meeting of November 25, 1969, were unanimously approved as mailed.

1.5 Hearing of Citizens and Petitions

None.

1.6 Communications

Mr. Fillippini stated that Col. R. L. Temple, Interim Executive Secretary, Santa Barbara County Taxpayers' Association, had called to express regrets for his inability to be present at the meeting, due to a conflict. Col. Temple extended "Holiday Greetings" to the Board and staff members of the College from the "friendly" Taxpayers' Association.

A letter received from Santa Barbara County and City Chamber of Commerce under date of November 25, 1969, signed by Bruce D. O'Neal, President, was acknowledged by Mr. Fillippini. Copies of this letter had been provided for members of the Board under attachment 1.6-a.

2. PERSONNEL

2.1 Certificated Personnel

a. Appointment of Dr. Thomas F. MacMillan as Director of Research and Development

Upon recommendation of the Superintendent, it was moved by
Mrs. Meigs, seconded by Mrs. Gutshall, and carried unanimously to approve the appointment of Dr. Thomas F. MacMillan to the position of Director of Research and Development (replacing Mr. Dall'Armi), effective February 2, 1970, under Administrative Salary Schedule, level II, step 1, as set forth in attachment 2.1-a.

The Superintendent reviewed the background and qualifications of Dr. MacMillan, and stated that he felt Dr. MacMillan would be an excellent addition to the administrative staff of the College.

b. Increase in Annual Compensation for College Librarian and Head Counselor as Division Chairmen

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Gutshall, and carried unanimously to approve the recommended increase in annual compensation for the College Librarian and Head Counselor as Division Chairmen from $300.00 per year to $500.00 per year.

Attachment 2.1-b

c. Approval of Certificated Personnel Assignments

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Meigs, and carried unanimously to approve the Certificated Personnel Assignments as set forth in attachment 2.1-c.

d. Addenda -- Certificated Personnel and Travel and Conference Authorization

Upon recommendation of the Superintendent, it was moved by Mrs. Gutshall, seconded by Mrs. Meigs, and carried unanimously to approve the Certificated Personnel Assignment and Travel and Conference Request as set forth in Addenda item 2.1-d.

2.2 Classified Personnel

a. Upon recommendation of the Superintendent, it was moved by Mrs. Gutshall, seconded by Mrs. Meigs, and carried unanimously to approve the Classified Personnel Assignments and Travel and Conference Authorization as set forth in attachment 2.2-a and Addenda Item 2.2-b.
3. CURRICULUM AND INSTRUCTION

3.1 Progress Report on Manpower Development Training Program Projects

Mr. Wake reviewed the five training courses which have been completed under the Manpower Development Training Program, attachment 3.1, and the one course which is now nearing completion. It was noted that the Department of Human Resource Development selects all the trainees from their files of unemployed persons, and upon completion of their vocational training they are placed in jobs by this State office.

During full discussion of this training program, the Superintendent pointed out that the purpose of this program is to train the hard core unemployed, many of whom are second and third generation unemployed. Most of the drop outs are caused by economic and social problems. When considering this program from all aspects, it can be said that the program has been successful, and we are learning as we proceed with these programs.

3.2 Approval of Adult Education Classes for Winter Term, 1969-70 College Year

Upon recommendation of the Superintendent, it was moved by Mrs. Gutshall, seconded by Mrs. Meigs, and carried unanimously to approve the Adult Education Classes for the Winter Term, 1969-70 college year, as listed in attachment 3.2.

3.3 Approval of Workshop for the Handicapped Adult

Mr. Wake stated that for many years the Adult Education Department has had a workshop for the Handicapped which was carried on in cooperation with Alpha School. However, last year this workshop was discontinued when Alpha School reorganized its program. Many of the handicapped who were participating in that program will now be served by this workshop, organized by the Kiwanis Club, and called Work Inc. The instructional program will be entirely funded by the Vocational Act of 1960, under the provisions relating to the handicapped, and will be located at 324 State Street.

The Superintendent recommended the approval of the Workshop for the Handicapped Adult, but requested that the budget as indicated in attachment 3.3-b be disregarded, as it was prepared in Mr. Wake's absence. The Superintendent stated that in all probability this workshop
will be self-supporting.

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Gutshall, and carried unanimously to approve the Workshop for the Handicapped Adult as described in attachment 3.3-a.

Mr. Wake introduced Mr. Ray Deitche, President of Kiwanis, Inc., and Mr. Phillip Feenstra, who will serve as Director of the Workshop. Mr. Deitche addressed the Board and elaborated on the workshop program.

3.4 Memorandum from Leland P. Baldwin, Assistant Chancellor, California Community Colleges, concerning Vocational Regions

The Superintendent directed the attention of the Board to Mr. Leland P. Baldwin's memorandum under date of November 24, 1969, and the map of Vocational Regions which was attached. It was noted that Santa Barbara County, San Luis Obispo County, and Ventura County will comprise the Vocational Region for this area. The Superintendent stated that he favored this regional approach for the development of cooperative projects, and that response to the memorandum was not necessary at this time.

3.5 Progress Report on Evening College Program

Mr. Russell S. Wenzlau addressed the Board and directed their attention to the brochure containing the Evening College Schedule of Classes for the Spring, 1970. Mr. Wenzlau stated that this is the first time the Evening College has had their own schedule of classes. The preregistration program inaugurated this year for continuing students and adults was reviewed, and Mr. Wenzlau stated that it had been accepted with enthusiasm.

Mr. Frank arrived during Mr. Wenzlau's presentation -- 4:40 p.m.

4. PLANTS AND PROPERTY

4.1 Resolution #8 - Notice of Intent to Sell Surplus Real Estate

Subsequent to Board action at the regular meeting of November 25, 1969, whereby the administration was authorized to proceed to have the resolution drawn by the County Counsel declaring the Board's intention to sell surplus District property located on the corner of Cliff Drive
and Weldon, and a parcel at Canon Perdido and Olive Streets, Resolution #8 was prepared for adoption.

Upon recommendation of the Superintendent, it was moved by Mrs. Gutshall, seconded by Mr. Frank, and unanimously agreed (as determined by poll of the Board), to adopt Resolution #8, as set forth in attachment 4.1

4.2 Declaration of Surplus Equipment and Authorization for Disposal by Private Sale

Dr. Sorsabal reported that the District has several pieces of obsolete equipment which are surplus to the needs of the District. This equipment has an accumulative value of less than $200, and in accordance with the Education Code, such property may be disposed of by private sale without formal advertising for bids.

Upon recommendation of the Superintendent, it was moved by Mrs. Gutshall, seconded by Mr. Garvin, and unanimously approved to dispose of the following surplus property in compliance with the Education Code:

1. O'Keefe & Merritt Stove - 4 burners
1. Burroughs Sensimatic Adding Machine, Electric Series F, Type 4
1. Underwood Sunstrand Adding Machine, Electric, Serial No. E204090
1. Remington Typewriter
1. Water Vac - Model 612 Clock, Serial No. 3984
1. Wickes Simplex Printer, Serial No. 104

4.3 Approval of Change Order #15 - Life Science-Geology Building, McCleod Construction Co., Contractor

Dr. Sorsabal stated that Change Order #15 is requested to provide labor, material and equipment to fasten perimeter studs to curb with stud pins manufactured by United Shoe Machinery Corporation. This change has preliminary approval from the State Office of Architecture and Construction, and is neither an addition to nor a deduction from the contract price.

| Original Contract Price | $1,039,900.00 |
| Change Order #1 - 14   | 4,208.16      |
| Change Order #15       | --0--         |
| New Contract Price     | $1,044,108.16 |

Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Mr. Garvin, and carried unanimously to approve Change Order #15 to the McCleod Construction Company contract for the Life Science-Geology Building.
4.4 Approval of Change Order #16 - Life Science-Geology Building, McCleod Construction Co., Contractor

Dr. Sorsabal stated that Change Order #16 is requested to extend the contract time an additional eighty-four days due to the effect of the plumbers' strike which started on July 1, 1969 and was settled on September 22, 1969. The new contract completion date resulting from this change order would be March 16, 1970. This change is neither an addition to nor a deduction from the contract price.

Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Mr. Frank, and unanimously agreed to ratify Change Order #16 extending the contract of McCleod Construction Company for an additional 84 days, with completion date of March 16, 1970, thereafter, the Penalty Clause would be exercised, if applicable.

4.5 Approval of Change Order #1 - Fixed Equipment, Life Science-Geology Building, Kewaunee Technical Furniture Co., Contractor

Dr. Sorsabal stated that this change order is requested to provide labor, material and equipment to install full-height shelving for 13 offices in the Life Science-Geology Building. This change will be an addition to the contract price.

<table>
<thead>
<tr>
<th>Original Contract Price</th>
<th>$173,694.00</th>
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<tbody>
<tr>
<td>Change Order #1 plus</td>
<td>2,296.00</td>
</tr>
<tr>
<td>New Contract Price</td>
<td>$175,990.00</td>
</tr>
</tbody>
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Upon recommendation of the Superintendent, on motion of Mrs. Alexander, seconded by Mrs. Gutshall, and carried unanimously, the Board approved Change Order #1, Life Science-Geology Building, Kewaunee Technical Furniture Company, contractor, in the additive amount of $2,296.00

4.6 Progress Report on Construction, Life Science-Geology Building

Dr. Sorsabal stated that construction was moving along and was 75% complete to date, with the interior lathing and plastering moving ahead rapidly. The heating and ventilating workmen are installing the air handling units.

4.7 Addenda - Board Authorization to Advertise for Bids for the Construction of the Physical Education Complex

The Superintendent stated that the revised working drawings for
this project were reviewed at the November 13 meeting of the Board of Trustees, at which time the proposed revisions (Addenda 4.7) were approved subject to detailed review by himself and Mr. Grey. The cost estimate for this facility has been set at $2,335,000. The revised working drawings have been submitted to O.A.C., and their approval has been received. The plans will now be forwarded to HEW, and it is anticipated that they will be approved promptly, and the project will be ready to advertise for bids on January 5, 1970. A 30-day bid period will be specified, and this will be extended only on request of the bidders.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Gutshall and carried unanimously to authorize Daniel, Mann, Johnson & Mendenhall to advertise for bids for the construction of the Physical Education complex on January 5, 1970.

5. BUSINESS AND FINANCE

5.1 Authorization and/or Ratification of Purchase Orders and R numbers for Supplies, Equipment and Services

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Meigs, and carried unanimously to authorize and/or ratify purchases of supplies, equipment, and services as listed in attachment 5.1-a.

5.2 Authorization and/or Ratification of Payment of Claims

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Alexander and carried unanimously to authorize and/or ratify the payment of claims as listed in attachments 5.2-a, b, and c.

5.3 Approval of Rules and Regulations for Solicitation of Tax Sheltered Annuities

Dr. Sorsabal stated that the District plan for Tax Sheltered Annuities requires that written rules and regulations be developed by the District which solicitors and Tax Sheltered Annuities will follow; these have been set forth in attachment 5.3.
Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mr. Frank, and carried unanimously to approve the "Rules and Regulations for Agents and Companies Desiring to Sell Tax Sheltered Annuities in the Santa Barbara Junior College District."

5.4 Acceptance of Bid 66 - Microscopes and Accessories, Geology Equipment

Dr. Sorsabal stated that bid #66 for microscopes and accessories for the Geology Department was opened on November 25, 1969. The recommended total acceptable bid as listed in attachment 5.4 for this equipment is $9,344.00, the funds for which are derived from the Bond Building Fund.

Upon recommendation of the Superintendent, it was moved by Mr. Frank, seconded by Mrs. Gutshall and carried unanimously to accept the items on Bid #66 as underlined in attachment 5.4 in the total amount of $9,344.00.

5.5 Acceptance of National Science Foundation Institutional Grant in the Amount of $13,005.00

The Superintendent stated that the National Science Foundation had advised that the Santa Barbara Junior College District is eligible for and has been awarded an Institutional Grant in the amount of $13,005.

Upon recommendation of the Superintendent, it was moved by Mr. Frank, seconded by Mrs. Gutshall, and carried unanimously to accept the NSF Institutional Grant in the amount of $13,005.

5.6 Resolution No. 10 - Establishing Payment Schedule on Life Science-Geology Building - Phase II & Equipment

Dr. Sorsabal reported that prior to receiving State reimbursement for a portion of the expenses incurred in the Phase II construction and equipping of the Life Science-Geology Building, it is necessary that the Board adopt a resolution establishing a schedule of payments. The State will then pay to the District the amounts indicated in the schedule, with minor deviations from the schedule allowed upon request.

Upon recommendation of the Superintendent, it was moved by Mr. Frank, seconded by Mrs. Meigs, and carried unanimously (as determined by poll of the Board), to adopt Resolution No. 10 covering the schedule of payments, as outlined in attachment 5.6.
6. STUDENT PERSONNEL

6.1 Approval of the College Grading and Withdrawal Policy

The Superintendent requested Dean Lantagne to present the Recommended Grading and Withdrawal Policy for the College.

Dean Lantagne reviewed the background in the development of the recommended Grading and Withdrawal Policy. It was noted that this policy is unique to Santa Barbara City College. Under the recommended plan a student may withdraw from a class with a "W" grade at any time prior to the last regularly scheduled meeting of the class. A student who has demonstrated a high degree of effort and whose progress has been reviewed in an individual interview prior to the final examination, may be assigned an "E" (Effort) grade rather than an "F" even though he has not passed the course and the final examination. The "E" grade carries no penalty. The present grading system of A,B,C,D and F will not be changed, nor will the standards be changed.

Following full discussion, it was recommended by the Superintendent, moved by Mr. Garvin, seconded by Mrs. Meigs, and carried unanimously to adopt the Recommended College Grading and Withdrawal Policy as set forth in attachment 6.1. It was further agreed that said policy be implemented at the discretion of the Administration.

6.2 Policy for Inter-District Contracts for Exchange of Students, 1970-71 College Year

The Superintendent reviewed the Recommended Policy for Inter-District Contracts for Exchange of Students, as set forth in attachments 6.2-a -- 6.2-d.

Upon recommendation of the Superintendent, it was moved by Mr. Frank, seconded by Mrs. Gutshall and carried unanimously to adopt the recommended policy of Inter-District Contracts for Exchange of Students for the 1970-71 College Year. It was further agreed that the Superintendent be authorized to negotiate with other districts regarding exceptions to the full cost agreement, subject to Board ratification.
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7. GENERAL INFORMATION

7.1 Adoption of Resolution #9 Commending Dr. Fred J. Greenough, retiring County Superintendent of Schools

Upon recommendation of the Superintendent, it was moved by Mr. Carvin, seconded by Mrs. Meigs and carried unanimously (as determined by poll of the Board), to adopt Resolution #9 commending Dr. Fred J. Greenough, retiring County Superintendent of Schools. (Attachment 7.1)

7.2 Re-scheduling of February Board Meetings Due to Observance of February 12 as College Holiday

On recommendation of the Superintendent it was agreed to re-schedule the February meetings of the Board of Trustees as follows: February 10 and February 26. The January meetings were also re-scheduled as follows: January 13 and January 22.

7.3 Report on Coming Events

Mr. Jim Williams reported on the schedule of coming events through January 15, 1970.

8. ADJOURNMENT

At 6:00 p.m., it was moved by Mr. Carvin, seconded by Mrs. Gutshall, and carried unanimously to adjourn. The next meeting will be held on Tuesday, January 13, at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

Attest:

Wilbur L. Filippini
President, Board of Trustees
Santa Barbara Junior College District

Julio L. Bortolazzo
Superintendent-President and Secretary-Clerk to the Board of Trustees
Santa Barbara Junior College District

Approved by the Board of Trustees on January 13, 1970.