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

January 13, 1970 -- 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, January 13, 1970, at 4:00 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 (Arrived during 1.7 -- 4:10 p.m.)
Mr. Sidney R. Frank (Arrived during 1.7 -- 4:15 p.m.)
Mr. James R. Garvin
Mrs. Ann Gutshall
Mrs. Dorothy N. Meigs (Arrived during 1.6 -- 4:03 p.m.)
Mr. Benjamin P. J. Wells

Members absent:

None

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. James E. Foxx, Assistant Dean, Technical-Vocational
Mr. Lisle C. Bresslin, Assistant Dean, Admissions and Records
Mrs. Margaret F. McGillin, Assistant Dean, Health Education
Mr. Russell S. Wenzlau, Coordinator of Evening College and Director of Summer Session, 1970
Mr. Theron Barnes, Audio-Visual Department
Mr. James M. Williams, College Community Relations Assistant
Miss Gloria A. Castleberg, Personnel Assistant
Mr. Loring J. McAuliffe, Director of Data Processing
Mr. David R. Williams, Instructor, Physical Science
Mr. Myron D. Rice, Chairman, Business Education Division
Mr. Henry H. Bagish, Instructor, Social Science
Mr. John D. Kay, Instructor, Social Science
A number of other SBCC Staff Members
Miss Shirley Rodriguez, The Channels
Mr. W. W. Bertka, Recreation Superintendent, City of Santa Barbara
Col. R. L. Temple, Interim Executive Secretary, Santa Barbara County Taxpayers' Association, Inc.

Dean H. Ankeney
Irene Evans, Secretary to the Superintendent
Minutes - Regular Meeting, SBJCD
Board of Trustees
January 13, 1970

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, December 16, 1969

On motion of Mr. Garvin, seconded by Mrs. Gutshall, the minutes of the Regular Meeting of December 16, 1969, were unanimously approved as mailed.

1.5 Hearing of Citizens and Petitions

None

1.6 Communications

a. Letter and Resolution from Palomar College Regarding Financial Support for Community Colleges

A letter and Resolution from Palomar College under date of December 10, 1969, was acknowledged by the Board. The Superintendent recommended no Board action be taken on this matter at this time.

(Attachment 1.6-a)

Col. Temple advised that this Resolution will come up for consideration at the January 22 meeting of the Santa Barbara County Taxpayers' Association.

Mr. Wells announced that he has again been appointed as a Delegate Assembly member by the California School Boards Association.

b. Letter of Appreciation, Fred J. Greenough, County Superintendent of Schools, retired

The Board acknowledged the letter of appreciation from Fred J. Greenough for the commendations contained in the Resolution adopted by the Board on December 16, 1969. (Attachment 1.6-b)

1.7 Executive Session

At 4:08 p.m., the Board adjourned to go into executive session with Dr. Bortolazzo in the Superintendent's office. Board members Sidney R. Frank and Kathryn O. Alexander arrived during the executive session, and joined the other members in the office of the Superintendent for discussion of personnel matters.

At 4:25 p.m., the regular meeting of the Board of Trustees of the Santa Barbara Junior College District reconvened in regular session in the Board Room of Santa Barbara City College. President Fillippini stated that six personnel matters had been considered, each of which is contained in the Agenda.

2. PERSONNEL

2.1 Certificated Personnel
a. Approval of Certificated Personnel Assignments

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

b. Approval of Certificated Personnel, Spring Semester, 1969-70 College Year

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Meigs, and carried unanimously, to approve the appointment of Certificated Personnel for the Spring Semester, 1969-70 College Year, as set forth in attachment 2.1-b.

c. Acceptance of Resignation of Margaret A. Covert, Instructor, Anthropology

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mr. Garvin, and carried unanimously, to accept the resignation of Margaret A. Covert effective June 30, 1970. (Attachment 2.1-c)

d. Approval for Leave of Absence, Gordon H. Santee, Counselor, 1970-71 College Year

Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Mrs. Alexander, and carried unanimously, to approve a leave of absence for Gordon H. Santee, Counselor, for the 1970-71 College Year, as set forth in attachment 2.1-d.

e. Appointment of Russell S. Wenzlau, Assistant Dean Evening College and Director of Summer Session, 1970-71 College Year

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Gutshall, and carried unanimously, to appoint Russell S. Wenzlau, Assistant Dean of the Evening College and Director of Summer Session for the 1970-71 college year. (Attachment 2.1-e)

f. Appointment of Richard R. Weist, Division Chairman, 1970-71 College Year

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Gutshall, and carried unanimously, to appoint Richard R. Weist, Division Chairman, Physical Education, for the 1970-71 college year, replacing Russel S. Wenzlau. (Attachment 2.1-f)

g. Appointment of Dwight L. Anderson, Counselor, 1970-71 College Year

Upon recommendation of Mr. Frank, seconded by Mr. Wells, and carried unanimously, Dwight L. Anderson was appointed as Counselor for the 1970-71 college year. (Attachment 2.1-g)

h. Appointment of Frank Fowler, Instructor, Drama, Adult Education Division

Upon recommendation of Mr. Garvin, seconded by Mrs. Alexander, and carried unanimously, Frank Fowler was appointed Instructor, Drama, Adult Education Division, on four/fifths time for the 1970-71 college year in accordance with E.C. 13325 which cites the suspension of tenure at age 65, and employment on or after that date or age is on a year-to-year basis.
i. Adoption of Administrator Vacation Policy for 1970-71 College Year

The Superintendent reviewed the recommended Administrator Vacation Policy, stating that this policy is a clarification of existing practice, with the exception that the Superintendent, Deans, and Assistant Deans would all have 22 days vacation per year accumulative to a maximum of 30 working days. In addition, said administrators shall be entitled to one calendar week off during the Christmas recess and three working days during the spring recess.

Full-time Coordinators shall be entitled to vacation (in addition to the legal and Board holidays) of fifteen working days, to be taken during the Christmas and spring recesses, unless otherwise approved by the Superintendent.

On motion of Mr. Wells, seconded by Mrs. Alexander, the Administrator Vacation Policy for the 1970-71 College Year, as set forth in Attachment 2.1-i, was approved unanimously.

j. Adoption of Sabbatical Leave Policy as recommended by Academic Senate for College Year 1970-71 and 1971-72

Mr. John D. Kay, Chairman, Professional Standards and Leave Committee, addressed the Board and reviewed the Sabbatical Leave Policy recommended by the Academic Senate. Mr. Kay stressed the eligibility for such leaves, compensation, replacement, and District support for the sabbatical leave program. It was noted that the support level established for the year 1969-70 was $26,000, and it was agreed that this support level should be maintained by the district during the experimental period adopted for this policy. (Attachment 2.1-j)

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mr. Carvin, and carried unanimously to approve the Sabbatical Leave Policy as recommended by the Academic Senate for the College years 1970-71 and 1971-72.

President Fillippini complimented the committee, and stated that within the past two to three months some very important policies have been developed, and the Board is very encouraged and pleased to see such fine cooperation between the Superintendent-President and the various committees.

2.2 Classified Personnel

a. Approval of Classified Personnel Assignments

Upon recommendation of the Superintendent, it was moved by Mr. Carvin, seconded by Mrs. Meigs, and carried unanimously to approve the Classified
Personnel Assignments as set forth in attachment 2.2-a.

b. Appointment of Director of Purchasing, Classified Salary Schedule Range 47, Step 3

Dr. Sorsabal stated that Mr. Dean H. Ankeny was his recommended choice for the position of Director of Purchasing. He reviewed Mr. Ankeny's background and experience, as set forth in attachment 2.2-b.

Upon recommendation of Dr. Sorsabal, it was moved by Mr. Frank, seconded by Mr. Wells, and carried unanimously to appoint Mr. Dean H. Ankeny to the position of Director of Purchasing effective January 19, 1970.

c. Approval of Sick Leave Policy for Classified Personnel

Dr. Sorsabal stated that Legislation passed at the 1969 session and effective on November 13, 1969, provides for substantive change in sick leave benefits for classified personnel. The Proposed Sick Leave Policy for Classified Personnel was reviewed in detail. Col. Temple stated that the Taxpayers' Association does not endorse the legislative changes in sick leave benefits for classified personnel, their feeling being that it should be the same as that given to certificated personnel.

The Superintendent pointed out that the benefits provided through legislation were mandatory, and recommended the adoption of the Proposed Sick Leave Policy for Classified Personnel as presented by Dr. Sorsabal and set forth in attachment 2.2-c. On motion of Mr. Frank, seconded by Mr. Wells, the proposed policy was adopted unanimously.

3. CURRICULUM AND INSTRUCTION

3.1 Second Annual Manpower Survey by Santa Barbara County Vocational Advisory Council

Mr. James E. Foxx, Assistant Dean, Vocational-Technical Instruction stated that this survey was used as a guideline in determining the present and future Santa Barbara County employment opportunities and the need for manpower training to fill respective job classifications.

The Superintendent stated that, in his opinion, the survey has real potential for community colleges.

3.2 Federally Funded Projects for the Economically Disadvantaged, Adult Education Division

Mr. Selmer O. Wake, Director-Administrative Dean, Adult Education, briefed the Board on the anti-poverty projects currently in operation by the Adult Education Division which are funded by State and Federal Governments. (Attachment 3.2)
4. PLANTS AND PROPERTY

4.1 Financial Report for Health and Physical Education Complex

Dr. Sorsabal reviewed the Statement of Condition, Bond Building Fund, for the Santa Barbara Junior College District, and the Projected Income Budget for the Health & Physical Education Complex, which reflected the following:

| Total Estimated Project Cost | $2,335,000.00 |
| Federal Share | 500,000.00 |
| State Share | 900,985.00 |
| District Share | 934,015.00 |

Dr. Sorsabal stated that the Health & Physical Education Complex will go to bid on January 9 and 14, with bid opening set for 1:00 p.m. on February 10, 1970. (Attachment 4.1)

4.2 Progress Report on Campus Entrance Project

The Superintendent directed the attention of the Board to a letter received from Daniel, Mann, Johnson, & Mendenhall under date of December 16, 1969. (Attachment 4.2)

It was the recommendation of the Superintendent that the architect be authorized to proceed in the design of the Campus Entrance with the stipulation that the cost not exceed the amount of $7,500, and further, that the plans and budget be approved by the Board before work on the project is commenced.

On motion of Mrs. Meigs, seconded by Mrs. Gutshall, the recommendation of the Superintendent was approved unanimously.

4.3 Approval to Financially Participate with the City of Santa Barbara in the Rehabilitation of the Locker and Shower Rooms at Los Banos Swimming Pool

Dr. Sorsabal stated that under the joint use agreement between the SBJCD and the City of Santa Barbara, the SBJCD has agreed to share capital outlay costs on approved projects involving the Los Banos Swimming Pool. The Recreation Department has requested that the District provide one-half the funds necessary for renovation and modernization of the locker and shower rooms, at a cost to the District of $22,500. Mr. W. W. Bertka, Recreation Superintendent for the City of Santa Barbara has indicated that such project should be handled through the District. Dr. Sorsabal stated that funds for this project had not been budgeted; however, funds could be drawn from the bond or reserve funds or from the $100,000 Pershing Park allocation which will not be used in its entirety this year.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Gutshall and carried unanimously for the District to work with the City of Santa Barbara in the development of adequate locker and
shower facilities at Los Banos swimming pool, at a cost to the District not to exceed $22,500.

4.4 Progress Report, Life Science-Geology Building

Dr. Sorsabal reported that the work on the Life Science-Geology Building was 78% complete at this time. The work is moving along, but at this point it is a slow process.

4.5 Acceptance of Gift - UCSB Art History Department

The Superintendent informed the Board that the Art History Department at UCSB has donated over 1,000 slide transparencies to the SBJCD Art Department. Mr. Nenc of the Art Department reports these slides will be invaluable in the art instruction program.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mr. Wells, and carried unanimously to accept the slide transparencies, and further that a letter of acceptance and deep appreciation be written and delivered to the Art History Department, UCSB.

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 Mr. Wells, 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 Mr. Wells and carried unanimously to authorize and/or ratify the payment of claims as listed in attachment 5.2.

5.3 Acceptance of Funds Approved for January 1, 1970 - June 30, 1970, Work-Study Program

The Superintendent informed the Board that SBCC has received from the Department of Health, Education, and Welfare an award of $20,580 for the College Work-Study Program for the first six months of the grant period, January 1, 1970 through December 31, 1970. This reflects a continued decrease in awards for this program, and the Superintendent stated that, in his opinion, there is cause for great concern since the University of California is going to increase tuition, which will result in increased enrollment at the Junior College level. The Superintendent stated that he had discussed this matter with Congressman Teague, but he felt letters should be directed to all legislators regarding this matter.

Upon recommendation of the Superintendent, it was moved by Mr. Wells,
seconded by Mrs. Gutshall and carried unanimously to accept the award of $20,580, and the Superintendent was authorized to direct letters to the Legislators on behalf of the Board, stressing the need for funds in this very important Work-Study Program.

5.4 Recommended Approval of Loan of Diving Bell - Ocean Systems, Inc.

Dr. Sorsabal informed the Board that Ocean Systems, Inc. has offered to loan the Santa Barbara Junior College District a diving bell, on an indefinite basis for use in conjunction with the Marine Technology Program on Nopal Street. The Bell is valued at approximately $20,000. The District will be required to release Ocean Systems, Inc. from all liability resulting from the District's use of the diving bell, in addition the District must arrange for and pay the costs of transporting the bell from Morgan City, Louisiana to Santa Barbara, estimated at approximately $500.00.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mr. Wells, and carried unanimously to accept the loan of the diving bell from Ocean Systems, Inc., subject to agreement with the District insurance carrier, and further that a letter of appreciation be directed to Ocean Systems, Inc. (Attachment 5.4)


Dr. Sorsabal reported that the Audit Report in connection with the Junior College Construction Act of 1965, Entitlement I, for the period November 3, 1964 to July 12, 1968, has been completed. The auditor's report stated that the records of the Santa Barbara Junior College District were found to be in order, and there were no recommendations made by the auditing firm.

5.6 Report, Application for Funds, Extended Opportunity Programs and Services

The Superintendent reported that the application of the Santa Barbara Junior College District under SB 164 was not approved for funding. A supplementary request for funds is being prepared, and will be submitted by January 16. On March 31, 1970 a very substantial request will be submitted which will tie in with the Learning Resources Center. (Attachment 5.6)

5.7 Recommended Acceptance of Audit Report for 1968-69 Fiscal Year

Dr. Sorsabal stated that the District contract auditor, Mr. William D. Kendall, has submitted his audit report on the financial records of the SBJCD for the 1968-69 fiscal year. The only recommendation of the auditor concerned fixed assets of the District, and Dr. Sorsabal stated that one of the primary projects is to develop an inventory of fixed assets acceptable for audit reports and insurance coverage. This recommendation has been made over a period of several years.
Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Meigs, and carried unanimously to accept and file the audit report for the 1968-69 fiscal year.

5.8 Acceptance of Increased Award of $2,200 - Law Enforcement Education Program (LEEP)

The Superintendent informed the Board that word has been received from the U. S. Department of Justice that Santa Barbara Junior College District has been awarded an additional $2,200 for the issuance of loans and/or grants in connection with the Law Enforcement Education Program. The final fiscal year award has been indicated as $3,700 of which $1,500 was authorized previously.

Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Mrs. Gutshall and carried unanimously to accept the increased award of $2,200 for the Law Enforcement Education Program. (Attachment 5.8)

5.9 Acceptance of Advertised Bid #71, SBCC, Geology Equipment, Life Science-Geology Building

Advertised Bid #71/SBCC-Geology Department, for one standard petrographic size thin-section saw and grinder set was opened on December 30, 1969. In addition to the legal advertisements, bids were mailed to four vendors. The following two were returned:

Wards Natural Science Est., Inc. $4,568.55
Hillquist Lapidary Equipment $2,950.00

The Superintendent informed the Board that the bid submitted by Wards Natural Science Est., Inc. was the only bid received which met the specifications as established by the Geology Department. Mr. David R. Williams, Instructor, Geology Department, described the difference in the bids as submitted in relation to the specifications.

Upon recommendation of the Superintendent, it was moved by Mr. Frank, seconded by Mrs. Gutshall, and carried unanimously to award the bid to Wards Natural Science Est., Inc. in the amount of $4,568.55. Dr. Sorsabal stated that payment on this bid would be made from the Bond Fund, Life Science-Geology Building.

5.10 Addenda -- Authorization to Pay Judgment of Superior Court - Viola, Inc. vs. Santa Barbara High School District, etc; Santa Barbara Junior College District, etc. No. 74459

Dr. Sorsabal stated that on September 25, 1969, the Court of Appeals filed its opinion affirming the judgment of the Superior Court against the Santa Barbara High School District and Santa Barbara Junior College District in favor of Viola, Inc. in the sum of $40,620.12, including interest thereon at 7% from January 15, 1968, plus costs of $538.21 on appeal. This judgment has now become final. As of January 15, 1970, the interest on this judgment
amounts to $5,686.82. The total amount of this judgment now due is $46,845.15.

Upon recommendation of the County Counsel, it was moved by Mr. Garvin, seconded by Mr. Wells, and carried unanimously to pay the amount of $46,845.15 to satisfy this judgment.

Dr. Sorsabal informed the Board that the SBJCD has a suit in the amount of $25,000 pending against Viola, Inc.; however, this suit cannot go to Court until this judgment has been settled. Funds received from the architect and insurance company are on deposit for payment on this judgment. (Addenda attachment 5.10)

6. **STUDENT PERSONNEL**

6.1 **Report on Student Characteristics, Fall Semester, 1969-70 College Year**

Upon recommendation of the Superintendent, discussion on this item was held over until the January 22 meeting of the Board of Trustees.

6.2 **Adoption of Recommended Policy for the Admission of Out-of-State Students and Statement of Responsibility.**

The Superintendent reviewed the Recommended Policy for the Admission of Out-of-State Students and Statement of Responsibility.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Meigs, and carried unanimously to adopt the Recommended Policy for the Admission of Out-of-State Students and the Statement of Responsibility, as set forth in attachment 6.2.

6.3 **Approval of College Calendar for the 1970-71 College Year**

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mr. Frank and carried unanimously to adopt the recommended College Calendar for the 1970-71 College Year, as set forth in attachment 6.3.

6.4 **Report on Student Class Attendance Policy**

The Superintendent reported on the Student Class Attendance Policy and his memorandum to the faculty under date of January 6, 1970 in this matter. (Attachment 6.4)

6.5 **Report on the Elimination of the College Noon Hour, 1970-71 College Year**

The Superintendent reported on the elimination of the College noon hour for the 1970-71 college year, advising that this change had the approval of the Academic Senate and the students.

7. **GENERAL INFORMATION**

7.1 **Progress Report on "Items for Institutional Study and Action"**

The Superintendent reported on the "Items for Institutional Study and
Action." It was noted that all items are on schedule or in the process.

7.2 Directory of South Coast Agencies Serving the Disadvantaged

The Superintendent reported that this directory, submitted by the Adult
Education Division, will be circulated and very useful in keeping the channels
of communication open in this area.

7.3 Report on Submittal of Request to National Science Foundation for Continuance
of the Marine Technology Training Program, 1970-71 College Year

The Superintendent showed the Board the comprehensive formal request
which was submitted to the National Science Foundation.

Mr. Foxx reported on the Marine Technology Training Program and advised
that Santa Barbara City College is cooperating with UCSB in the coordination
of the SBCC program as a transfer program. Santa Barbara City College will
be the cornerstone for training in the field of Marine Technology in the State
of California.

7.4 Report on Publication of Brochures for College Vocational-Technical Programs

Three new brochures for the Vocational-Technical Programs were presented
to the Board: "Short Secretarial Courses," "One-Year Stenographic" and
"Two-Year Secretarial."

The Superintendent informed the Board that seventeen additional brochures
will be published covering the other Vocational-Technical Programs offered
by the College.

7.5 Report of Publication of New Textbook by Robert A. Carman, Assistant Professor,
Physical Science, Santa Barbara City College

The Superintendent stated that Mr. Carman had recently published a new
textbook entitled "Numbers and Units for Physics." The textbook was cir-
culated for examination by members of the Board.

Mr. Fillippini extended the congratulations of the Board to Mr. Carman.

7.6 Report on Coming Events

Mr. James Williams, College Community Relations Assistant, distributed
a calendar of coming events for the period of January 12 through January 22,
1970.

7.7 Resolution Honoring Mr. and Mrs. Lorenzo Dall'Armi on Their Fiftieth Wedding
Anniversary

Mr. Fillippini stated there was another matter which did not fall
directly under Board business, but which he felt was appropriate. Thereupon,
Mrs. Alexander read a Resolution of congratulations in honor of the Fiftieth
Wedding Anniversary of Mr. and Mrs. Lorenzo Dall'Armi. The Resolution was
adopted unanimously by the Board.

8. ADJOURNMENT
At 6:15 p.m., it was moved by Mr. Garvin, seconded by Mrs. Meigs, and carried unanimously to adjourn. The next meeting will be held on Thursday, January 22, at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

Attest:

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

Julia 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 22, 1970