### SANTA BARBARA JUNIOR COLLEGE DISTRICT

**Certificated Personnel**

<table>
<thead>
<tr>
<th>Name</th>
<th>Class &amp; Rate</th>
<th>Effective Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HOURLY - Adult Education</strong></td>
<td></td>
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<tr>
<td>Berkman, Karolyn Folk Guitar</td>
<td>II-1 $7.75</td>
<td>1/13/70</td>
<td>2 hrs/wk. replacing Peter Feldman for overflow section</td>
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<tr>
<td>Blair, Richard American History</td>
<td>IV-4 10.50</td>
<td>1/22/70</td>
<td>2 ½ hrs/wk. replacing Gilbert Horne</td>
</tr>
<tr>
<td>Bruno, Salvatore Behind-the-Wheel Driving</td>
<td>II-1 7.75</td>
<td>1/22/70</td>
<td>Hourly as needed</td>
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<tr>
<td>Day, Edward A. Plumbing Apprentice</td>
<td>III-1 9.00 II-1 7.75</td>
<td>1/13/70</td>
<td>2 ½ hrs/wk. Lecture 2 ½ hrs/wk. Lab replacing F. Dunlap</td>
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<tr>
<td>Gledhill, Peter TV Repair, NDITA</td>
<td>III-1 9.00 II-1 7.75</td>
<td>2/16/70</td>
<td>15 hrs/wk. Lecture 15 hrs/wk. Lab. Federally Funded</td>
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<tr>
<td>Shapiro, Jay N. Psychology</td>
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<td>1/15/70</td>
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<tr>
<td>Stewart, David A. Psychology</td>
<td>IV-3 10.25</td>
<td>1/26/70</td>
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<tr>
<td>Xidis, Nicholas Electronics</td>
<td>III-3 9.50</td>
<td>1/22/70</td>
<td>3 hrs/wk. additional</td>
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### SUBSTITUTES

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<tbody>
<tr>
<td>Johnson, Frances Z. Pre-Natal Education</td>
<td>III-5 10.00</td>
<td>3/3/70</td>
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<td>Locatelli, Andrew Health Education, Typing, Driver Education</td>
<td>IV-1 9.75 II-1 7.75</td>
<td>1/22/70</td>
<td>Hourly as needed</td>
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</table>
**SANTA BARBARA JUNIOR COLLEGE DISTRICT**

Certificated Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Class &amp; Rate</th>
<th>Effective Date</th>
<th>Remarks</th>
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<tr>
<td><strong>TRAVEL ALLOWANCE</strong></td>
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<tr>
<td>Blickenstaff, Spencer</td>
<td>$45 per mo.</td>
<td>11/1/69</td>
<td>Increase to $45 from $15 per mo.</td>
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<td>Assistant Dean, MDIA</td>
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<tr>
<td><strong>TRAVEL &amp; CONFERENCE - AUTHORIZATION</strong></td>
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<tr>
<td>Third Annual Western</td>
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<tr>
<td>College Reading Assoc., Portland</td>
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<tr>
<td>Conf., Calif. Community Colleges - 10 year master plan, Sacramento, Calif.</td>
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<tr>
<td>Lantagne, Marie</td>
<td>Admin.-Dean</td>
<td>Jan. 20-23, 1970</td>
<td>$ 98.80</td>
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<td>Conf. for Chief Admin. of Student Personnel &amp; visits to placement offices at</td>
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<td>San Joaquin Delta &amp; San Mateo</td>
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<tr>
<td>Colleges, Asilomar, Stockton &amp; San Mateo</td>
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<tr>
<td>Meigs, Dorothy N.</td>
<td>Vice President</td>
<td>Mar. 1-6, 1970</td>
<td>Actual &amp; Necessary</td>
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<tr>
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<tr>
<td>Junior Colleges, Honolulu</td>
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</table>
## Agenda for Regular Meeting of Board of Trustees
January 22, 1970

### SANTA BARBARA JUNIOR COLLEGE DISTRICT

#### Certificated Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Class &amp; Rate</th>
<th>Effective Date</th>
<th>Remarks</th>
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<tbody>
<tr>
<td><strong>TRAVEL &amp; CONFERENCE - ADVANCE PAYMENT</strong></td>
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<td>Bortolazzo, Julio L.</td>
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<td>Mar. 1-6, 1970</td>
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<td>Vice President, Board of Trustees</td>
<td>Mar. 1-6, 1970</td>
<td>280.00</td>
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<td>Garvin, James B.</td>
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<td>280.00</td>
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2.1-a
Agenda for Regular Meeting of Board of Trustees
January 22, 1970

SANTA BARBARA JUNIOR COLLEGE DISTRICT

Classified Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Classification</th>
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<th>Remarks</th>
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<tbody>
<tr>
<td>RECOMMENDED APPOINTMENT OF TEMPORARY EMPLOYEE TO SALARIED POSITION</td>
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<tr>
<td>Harris, James</td>
<td>Custodian 21A</td>
<td>$456/mo.</td>
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<td>Custodial</td>
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<td>(age 31 - 9/28/38)</td>
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<tr>
<td>RECOMMENDED 6 MONTH INCREASES</td>
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<tr>
<td>Parker, Francesca M.</td>
<td>Steno-Clerk 20C</td>
<td>$491/mo.</td>
<td>2/1/70</td>
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<td>Personnel</td>
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<tr>
<td>Thompson, Thurza</td>
<td>Acctg. Tech 29A</td>
<td>554/mo.</td>
<td>2/1/70</td>
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<td>RECOMMENDED YEARLY INCREMENT</td>
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<tr>
<td>Eberle, Dorothy</td>
<td>Sr. Sec. 25E</td>
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<td>Yearly Increment</td>
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<td>RECOMMENDED HOURLY APPOINTMENT</td>
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<tr>
<td>Campbell, Evelyn J.</td>
<td>Steno-Clerk 20A</td>
<td>$2.57/hr.</td>
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<td>Academic Senate Secretary</td>
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<td></td>
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<td>10 month</td>
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<td>(age 30 - 2/26/39)</td>
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<td>RECOMMENDED FEE FOR P.E. COACHING ASSISTANT</td>
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<td>Reiman, Douglas</td>
<td></td>
<td>$500.</td>
<td>1/1/70</td>
<td>1970 Spring Sports</td>
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<tr>
<td>RECOMMENDED RECLASSIFICATION</td>
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<tr>
<td>Spafford, Charlotte</td>
<td>Admin. Aide 29E</td>
<td>337/mo.</td>
<td>12/1/69</td>
<td>Spec. Sheet</td>
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<tr>
<td>Business Office</td>
<td>(½ time)</td>
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</table>

2.2-a
ADMINISTRATIVE AIDE

Definition

Under direction, to assist an administrator by performing varied staff administrative tasks; and to do related work as required.

Examples of Duties

Incumbents in this class may be assigned a variety of responsibilities related to the obtaining and analysis of information and data.

When assigned to the Business Office: maintains files on district real estate, vehicle, insurance, contracts, leases and rentals; initiates and follows through on request payments for grants; assists in payroll reporting and budget preparation; completes evaluative reports; computes statistical data as needed.

Reviews for substance and clarity, reports, correspondence and records submitted for supervisor's approval; transmits orally and in writing orders and decisions of supervisor to other staff members; collects and compiles statistical and factual information by searching through appropriate files and records and by personally contacting various staff members; assists in the preparation of reports; investigates and resolves complaints and questions; composes letters, memos, and directives; interprets agency program and policies to staff members and outside agencies; establishes and maintains office files; may plan office space layouts; maintains files; types budgets and other materials; may supervise one or more clerical assistants.

Employment Standards

Training and Experience - Any combination equivalent to two years of college, preferably with courses in public, business or personnel administration and two years of equivalent experience in business administration.

Knowledge and Abilities - Knowledge of administrative, clerical, and accounting methods and procedures; ability to collect, analyze and present data; ability to speak and write clearly; ability to compile and assist in allocating and in preparing budget information; ability to make budget projections according to defined policies; ability to type rapidly and accurately; ability to work cooperatively with others.
A PROPOSED PROGRAM FOR SANTA BARBARA CITY COLLEGE:
A LEARNING RESOURCES CENTER

Progress Report 1-22-70

The junior college is a unique educational innovation designed to provide a vast array of instructional programs, some of which are the following:

1. to provide an opportunity for people over 18 years of age to complete their high school diploma requirements.
2. to provide instruction in vocational and technological areas.
3. to provide the normal college transfer program.
4. to provide beneficial services pertinent to the community needs.

It is the contention of the LRC committee that the role of the junior college is a worthy one and that to achieve our expected roles, which are not now being presently achieved fully enough, we must investigate and challenge our present programs and either alter or innovate where needed. This report reflects some of the committee's findings and proposals based on reading research reports, from visiting other institutions, from meetings and discussions with colleagues, and from encounters with frustrated students.

I. Present problems with our instructional, counseling, and community programs:

A. Typically, 75% of the students entering junior college express the intention to transfer to a four year institution. Only one-third or less actually transfer. Either we can say that about half of the educational experiences of these students is a failure, or we can say that those who fail to transfer aren't capable academically. If the later is the case, and there is nothing to prove it is, then we must examine our existing programs to see if we offer anything of value for the vast majority who do not transfer.

B. A large number of students are enrolled in the basic skills courses each semester; over 600 in Math 1, over 450 in English 7, over 200 in English 42 (Preparatory English in Reading and Writing).

C. The instructors of these courses are dissatisfied with the present classroom-lecture oriented approach used to meet the objectives of these courses.

D. A survey shows that an overwhelming majority of students in English 42 are also enrolled in Math 1 (as high as 90% in one instructor's classes); many of these students are also enrolled in Psychology 29-30 (Study Skills).
E. The present system does not allow enough individualization of instruction which research has shown that these failure-oriented students need. Experience has shown that counseling and guidance in the areas of attitude and motivation are needed before any real instruction can take place.

F. The present curricula provides the student who has a history of failure and bad associations with school with more of the same. The result is more frustration and more failure.

G. The drop-out rate of many classes is higher than it should be. The reasons for withdrawal need to be investigated.

H. The present system inhibits experimentation because of the limits on teacher time, the heterogeneous nature of the classroom approach, and the lack of a systematic, self-correcting analysis and remediation of the causes of drop-out and failure in some of the basic courses. (We resort to the usual explanations of "students are lazy" or "they just can't learn" without any real investigation.)

I. Turning from the basic skills student, there are many capable students who need tutorial help in some subjects. The present tutorial program is not effective enough nor well organized at present.

J. Many students are capable of working on their own at their own rate. At present, there are no facilities for self-instruction, programmed materials or learning resources to aid such a student who can work independently.

K. According to the Human Relations Committee, there is only a small proportion of minority group students enrolled in our school as compared with minority group citizens in the community. According to Jack Lablanc's investigations, there are many minority group people who refuse to enroll at SESC because they have heard the college is "tough" and too academically oriented.

II. A General Analysis of the Above Problems

A. Considering items A through H, especially D, it seems advisable to incorporate the basic skills courses into a more appropriate program which would include the teaching of math, reading, writing, and study skills.

B. Considering items E and I, it seems advisable to offer a tutorial program for students seeking help in any subject. Our present program should be developed more fully.

C. It also seems advisable to provide self-instructional materials for students who are highly motivated and who can learn independently. Such materials could also be used as supplemental tools for all instructors in all subject areas. (As the present Independent Studies Program gains popularity and momentum, more materials are going to be needed.)

D. Considering item K, it seems advisable to examine our existing programs as they relate to minority groups in the community, more specifically in the areas of motivation and attitude towards learning itself rather than just learning subject matter.
E. In summary, Santa Barbara City College should offer at least four types of programs:

1. **A Learning Skills Program:** a comprehensive, organized, and personalized basic skills program for volunteer students who, based on SCAT scores, would normally be required to take Math 1, English 42, and Psych 29-30.

2. **A Tutorial Aid Program:** an organized program offering diagnostic services and paid tutorial aid to any student seeking help in any subject.

3. **A Self-Instructional Learning Program:** a program offering a stockpile of available materials and facilities for guided self-instruction. This would include materials from the commercial market as well as instructional materials developed by faculty members. A Reading and Writing Lab would be available under this program.

4. **A Recruiting-Counseling Program:** an organized recruiting program designed to bring more minority students and disadvantaged students on campus with a follow-up program that will offer counseling and aid to students who need to find identity, potential, and success as a human being.

III. Objectives of the Four Basic LBC Programs

A. **The Learning Skills Program**

1. To provide for volunteer students whose SCAT scores fall in the 30th percentile or below nine units of work in math, writing, reading and study skills to be counted towards an A.A. degree.

2. To provide more diagnostic testing once students are in the program to identify specific learning difficulties or deficiencies such as visual, auditory or psychological problems causing learning difficulties.

3. To develop each student’s basic skill ability to the potential determined by the diagnostic testing through small group instruction, tutoring, programmed materials, audio-visual instruction, films, or large group lectures.

4. To facilitate personalization of learning through close communication between student and advisor and student and tutor by assigning students into small groups of approximately ten which will meet weekly in one hour sessions with 1-3 student tutors and a faculty advisor. Students will then be scheduled individually or in smaller groups for reading, writing, math or study skills activities needed based on the diagnostic test results.

5. To present a program unlike those which failure-oriented students have traditionally failed by promoting and maintaining a feeling of high morale and team work.
5. The Tutorial Aid Program:

1. To provide an available and qualified "in house" center psychologist-counselor trained in counseling and testing of students who are referred to the center by counselors, instructors, or "walk-in" students seeking help in instructional problems.

a. Recommendations for a Center Psychologist-Counselor

(1) Background experience necessary

(a) experience in diagnosis and correction of learning skill deficiencies

(b) experience in the organization and supervision of training programs

(c) experience in group work

(d) acquaintance with community services and facilities for the handling of more severe personality problems

(2) Formal qualifications

(a) minimum of a Pupil-Personnel credential with School Psychologist endorsement

(b) preferably a psychologist licensed by the state and APA member to facilitate testing and liaison functions

This individual should be as young as possible with the above qualifications to facilitate reduction of any potential communications gap because of generational differences. Youth is also a factor in his training since most of the relevant group work and research has occurred within the past few years. The individual should be a member of a minority group and a male.

(3) Job objectives

(a) in depth evaluation of individual students via diagnostic testing and interviewing

(b) establish, maintain, and supervise training programs for group work and tutoring methods

(c) his responsibility includes personnel selection for the center as well as training and supervision of recruitment personnel

(d) he acts as a consultant in learning problems as well as a general resource person for the college about the Center

(e) he acts as liaison person between the Center and other community agencies that might be of help in solving students problems

(f) he is in charge of research and evaluation of the effectiveness of the Center program

(4) Salary Costs $10,000 - 15,000

(5) An alternative would be released time for qualified individual already on staff who is interested.
D. **The Tutorial Aid Program:**

2. To provide paid tutors in all subject areas assigned to students after diagnostic testing results are evaluated.

a. **Recommendations for Paying Tutors**

   1. Payment of $2.25 per hour (15 hours per week) to a student tutor supervisor who would be responsible for approximately 3-10 tutors. The tutor supervisor would:
      
      (a) assume responsibility for the paperwork such as time reports, progress evaluations, etc.
      
      (b) assume responsibility for notifying his tutor group of meetings, training sessions, and other activities deemed necessary by the center psychologist.
      
      (c) assume responsibility for attendance of the study partners assigned to his tutor group.
      
      (d) serve as a tutor himself.

   2. Payment of $2.00 per hour to a student tutor who would be available for 15 hours per week for tutorial services.

   3. Funds should be applied for through grants under such state and nationally funded programs as the EOF and EOA program.

3. To provide a selection and training program conducted by the center psychologist and subject matter instructors for tutors to help them tutor their subjects more effectively.

a. **Recommendations for Selecting and Training Tutors**

   1. Selection of tutors should be based on:
      
      (a) a real desire to help disadvantaged students
      
      (b) an enthusiasm for the program
      
      (c) a genuine liking for people
      
      (d) time to devote to the program
      
      (e) a willingness to learn how to tutor effectively
      
      (f) competence in the subject being taught

   2. Training of tutors
      
      (a) an orientation session should be conducted by the center psychologist explaining the program, the study partner (student seeking help) and his problems as based on diagnostic testing, and methods for effective tutoring
      
      (b) at least 10 hours of instruction (3 to 5 sessions) in techniques and materials in the subject being tutored
      
      (c) at least 1 or 2 units of credit towards an A.A. degree should be granted to tutors who undergo the training program and maintain success as a tutor.
B. **The Tutorial Aid Program**

4. To encourage organizations such as the BSU and MECHA to help counsel and tutor minority and disadvantaged students.

5. To provide a tutorial center (carpeted, acoustically controlled, with study carrels, tables and chairs, and instructional materials and storage space needed)

6. To provide the following activities for the student:
   a. Students will be able to enter the program in three ways:

      (1) **Tutorial groups will be formed from those students who are enrolled in remedial arithmetic (Math 1), remedial English (English 42, English 7) and study skills (Psychology 29-30) courses.**

         (a) Students will volunteer to participate in the program.

         (b) Each tutor group will consist of approximately ten students, five tutors, and a faculty advisor.

         (c) The purpose of the tutor group is three-fold: (i) communication between student and advisor, and between student and tutor, will be facilitated; (ii) group dynamic processes may be encouraged, group cohesiveness and peer group identification will be promoted, mutual support will be provided; (iii) provide direct feedback to the advisor on the feeling and problems of the students. The major task is to bring the failure syndrome of these students out into the open.

      (2) **Student Referrals from Counselors and instructor may enter the program for specific tutoring in basic skills. These students will receive diagnostic testing and appropriate help.**

      (3) **Students needing help in any aspect of the basic skills may spontaneously seek assistance in the center. They will receive diagnostic testing and instruction appropriate to their specific needs, including tutoring.**

   b. The following activities will be available to students enrolled in the program:

      (1) **Diagnostic testing will be available in reading, writing, study skills and basic arithmetic for all students entering the program. Instructional activities will be followed by post-testing. Tests used will include:**

         (a) The Wide Range Achievement Test (JASTEK)

         (b) New Gray Oral Reading Test, revised edition

         (c) Gilmore Oral Reading Paragraphs

         (d) SRA Reading Record/Progress Test

         (e) Nelson-Denny Silent Reading Test

         (f) Santa Barbara City College Basic Arithmetic Test

         (g) SR/SE Study Skills Survey Test

         (h) Various SRA reading lab placement tests
(2) Materials used in the center will be, in so far as possible, highly individualized and designed for use with tutors. Materials available will include:

(a) SRA Reading Lab IVa
(b) Reading for Understanding Lab Kit (SRA)
(c) EDL Controlled Reading Manuals
(d) EDL Controlled Reading, machine/film strips
(e) EDL Word Guess Programmed Vocabulary
(f) Ratiometers (individual reading rate pacers)
(g) Increasing Reading Speed, Adams, MacMillan
(h) A Matter of Choice, Adams, MacMillan
(i) A Guide to Rapid Revision, Oxford
(j) A First Program in Math, Heywood, Dickenson

(3) Instructional activities will include:

(a) Tutoring by tutors and advisors. It is expected that students in tutor groups will receive approximately five (5) to eight (8) hours of tutoring per week. Tutors will provide help with specific areas including reading, writing, basic arithmetic, study skills, and other areas of immediate concern to the student, such as help with writing a term paper for history, preparing for a lab test in biology, problem assignment in physical science, difficult concepts in political science, etc. Tutors will help improve student reading ability by means of such activities as listening to the student read aloud, asking comprehension questions and drilling on vocabulary. Tutors will read, correct, and discuss student essays. Tutors will work problems, discuss difficult concepts, and provide individual drill in basic arithmetic.

Tutors will also have a major responsibility for keeping the advisor aware of student needs and for helping the student to adjust to the demands of the college. It is hoped that the tutors will increase the students’ ability and willingness to persist in college.

(b) Small group sessions (approximately ten (10) students with their tutors and advisor) devoted to orientation, diagnostic and achievement testing, encounter and sensitivity training, if needed, subject matter-oriented discussion, rap sessions and lectures.

(c) Individual work using programmed materials designed for self-study and individually prescribed on the basis of self-study.

(d) Field trips to the local business community will be arranged on the basis of expressed student interest.
6. **The Self-Instructional Learning Program**

1. To provide self-instructional materials of all types recommended by classroom instructors for use by students working on independent studies programs.

2. To provide supplemental materials for classroom instructors. (e.g., video tapes, 35 mm film loops, topographic and geologic maps and geologic structure sections, video-programmed materials covering Cleavage in minerals vs. Fracture, Symmetry in Crystals and classes of Symmetry, etc. for use in geology course work)

3. To provide a Reading Lab for capable students wishing to develop their reading rate, comprehension levels, and vocabulary levels. Credit or non-credit would be elective. (e.g., Craig Readers, Ratemeters, Controlled Readers, Tachistoscopes, programmed vocabulary texts; multi-level reading materials would be available for individualized and/or tutorial help)

4. To provide a Writing Lab with instructional materials and tutorial help for students needing help in writing essay exams, literary evaluations, term papers, research reports, or technical writing. Credit or no credit would be elective.

5. To provide a Math Lab with instructional materials such as games, programmed instruction, film strips, tapes, a math library, etc. as supplemental aid to the Learning Skills Program, the Tutorial Aid Program, or student "walk-ins."

D. **The Recruiting-Counseling Program**

1. To provide a recruiter-counselor, preferably a member of a minority group, who will visit local schools to encourage the disadvantaged to attend SBCC, who will seek high school dropouts and encourage participation in the Center program, who will function as a part-time counselor in the Center.

   a. **Recommendations for a Recruiter-Counselor**

   (1) Job objectives

   (a) enlarging community services by increasing minority enrollment at SBCC

   (b) helping students secure jobs both within the college and the community

   (c) the above objectives will be reached through

   (1) high school visitations

   (2) seeking contact with high school and college dropouts

   (3) developing a program of student to student contact

   (d) setting up of advisory recruitment groups throughout the community

   (e) establishment of student mailing directory to make current high school students aware of the Center

   (f) develop college recruitment advertising material in conjunction with college PR administrator

   (g) research and evaluation of recruitment program

   (h) work with counseling staff to schedule recruited students
D. The Recruiting-Counseling Program:

(2) Cost: $8,000 - 10,000

(3) Alternative: selection of current staff member. (Mr. LeBlanc is presently serving this position on a part-time basis. We should be consulted first as a possible full-time Recruiter-Counselor)

2. To encourage organizations such as the NSU and MECHA to work with the Center staff to develop relevant programs for the disadvantaged student. (The specific objectives will have to be further explored)

3. To increase the disadvantaged student's sensitivity to his community needs and situation and to encourage the student to become more involved and active in community and educational affairs. (Specifics need developed)

4. To increase the disadvantaged student's awareness of the existing programs at SBCC through orientation programs, classroom visitation, vocational-technical facilities, and community projects.

5. To involve business and professional people in the program through student visitations to various community businesses, employment offices, and to solicit professional aid where possible. (i.e. Some disadvantaged students cannot afford eye examinations or eye glasses which are needed before reading skills can be taught)

IV. To function well the four programs require space and facilities. The space and facilities should be thought of as a Learning Resources Center where the focus will shift from teaching act to the learning process. Its reason for being is to meet the individual student's and teacher's needs so as to create motivation towards independent, self-sufficient students. The Learning Resources Center will

A. Provide personalized instruction where needed.

B. Provide instructors with supplemental materials and instructional relief.

C. Provide students with the materials, know-how, and desire to become independent, self-motivating, self-disciplined students.

D. Provide a wide range of basic and specialized materials.

E. Provide faculty members with the impetus for innovation.

F. Provide individual diagnosis not presently available.

G. Provide on-going pupil-tutor-instructor evaluation.

V. Space needed to accommodate the four programs recommended:

A. A tutorial center (carpeted, acoustically controlled, 40-50 carrels, tables, chairs) 2800 sq ft

B. A reading center (carpeted, acoustically controlled, 20-30 carrels, tables, chairs, storage area for hardware and reading materials) 1000 sq ft

C. Writing center (same features as B) 1000 sq ft

D. Contact Center for use by the Counselor, Recruiter, tutor instruction, and small group informal sessions (carpeted, furnished with lounge-type furniture) 400 sq ft
V. Space needed to accommodate the four programs recommended:
   E. Offices and reception center (furnished as office)
      1. three at 100 sq ft each
      2. one conference-testing room 12 x 22
      564 sq ft
   F. Materials and storage area (shelving and book cases)
      240 sq ft
   G. Total sq ft needed
      804 sq ft
H. All facilities should be adjoining so that students and teachers can move freely from one area to the next. For example, carrels in the tutorial center may be used for supervised writing activities when the writing lab is filled.
I. A recommendation is made to lease-purchase a quadruplex temporary structure similar to the one being used at San Joaquin Delta Jr. College. (approximately $95,000)

VI. Funds necessary to implement the four programs effectively
   A. Tutor Salaries (to be funded by this grant)

   Enrollment in remedial courses (approximate)
   
<table>
<thead>
<tr>
<th>Course</th>
<th>Enrollment</th>
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</thead>
<tbody>
<tr>
<td>Remedial arithmetic</td>
<td>600</td>
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<tr>
<td>English 42</td>
<td>200</td>
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<tr>
<td>English 7</td>
<td>400</td>
</tr>
<tr>
<td>Study Skills courses</td>
<td>200</td>
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</tbody>
</table>

   Students having these courses in common will be invited to enroll in the Learning Resources Center Tutorial Program for 7 to 9 units of credit. These students will be assigned to tutor groups. Thirty to thirty-five (30-35) tutors will be assigned to the tutor groups and an additional twenty to thirty (20-30) tutors will be assigned to students not enrolled in the complete program, to students referred to the center for special help, and to students who voluntarily come to the center requesting help.

1. Tutor groups

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of students</td>
<td>(approximately) 100</td>
</tr>
<tr>
<td>Number of tutors</td>
<td>(approximately) 30</td>
</tr>
<tr>
<td>Number of hours per week</td>
<td>15</td>
</tr>
<tr>
<td>Tutor salaries, per hour</td>
<td>$2.50</td>
</tr>
<tr>
<td>Cost per student per week</td>
<td>$11.25</td>
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<tr>
<td>Average tutoring hours per student per week</td>
<td>4.5</td>
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2. Referral and Walk-in students

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<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
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</thead>
<tbody>
<tr>
<td>Number of students served per week</td>
<td>(approximately) 300</td>
</tr>
<tr>
<td>Number of tutors</td>
<td>(approximately) 23</td>
</tr>
<tr>
<td>Number of hours per week worked by each tutor</td>
<td>15</td>
</tr>
<tr>
<td>Tutor salaries, per hour</td>
<td>$2.50</td>
</tr>
<tr>
<td>Cost per student per week</td>
<td>$2.87</td>
</tr>
<tr>
<td>Average tutoring hours per student per week</td>
<td>1.15</td>
</tr>
</tbody>
</table>
VI. Funds necessary to implement the four programs effectively

The Weighted average for these two programs indicates a cost of $4.97 per student per week.

It is expected that the program will reach approximately 1,000 students with 23 tutors over a period of 15 weeks.

Total cost is

53 tutors x $2.50 per hour x 15 hours/week x 15 weeks = $29,812.50

B. Furnishings for a Tutorial Room (study carrels, chairs, storage shelves): approximately $7,660.00

C. Furnishings and materials for a Reading Lab (study carrels, chairs, storage shelves, instructional materials and hardware): approximately $8,800.00

D. Furnishings and materials for a Writing Lab (study carrels, chairs, storage shelves, programmed materials, hardware): approximately $3,500.00

E. Furnishings for a Contact Center (informal classroom and lounge): approximately $1,000.00

F. Materials for independent study and supplemental aids as requested by instructors in all subject areas: approximately $15,000.00

VII. Priorities, in the following order, should be given to the development of the IEC because of the ability to implement these programs at once if money is made available

A. Tutorial Program
   1. Funds for paying tutors
   2. Funds for instructional materials to implement the program
   3. A tutor center room designed for one-to-one teaching

B. Reading Lab
   1. At least 1,000 square feet
   2. Funds for lab materials and equipment

C. Writing Lab
   1. At least 1,000 square feet
   2. Funds for lab materials

D. Funds for Self-Instructional Materials

E. Funds for Recruiter-Counseling Program, a vital area but one that needs careful planning and organization by the faculty, staff, and tutors who will work in the program.
**SANTA BARBARA JUNIOR COLLEGE DISTRICT**  
**PURCHASE ORDER REPORT**  
**JANUARY 22, 1970**

<table>
<thead>
<tr>
<th>PURCHASE ORDER NUMBER</th>
<th>VENDOR</th>
<th>JUNIOR COLLEGE FUND</th>
<th>SPECIAL RESERVE FUND</th>
<th>J.C. FUND</th>
<th>DESCRIPTION</th>
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<td>#19889</td>
<td>Hendry Bros.</td>
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<td>MDTA Project Instructional Supplies Cabinets</td>
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<td>#19903</td>
<td>Harmon Cabinets</td>
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<td>AE-Machine Set-Up Equipment - MDTA</td>
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<td>Berg and Ash</td>
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<td>#19906</td>
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<td>754.79</td>
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<td>#19920</td>
<td>Ebersole Office Equipment</td>
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<td>AE-Class Schedule Inserts</td>
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<td>#19940</td>
<td>Gray's Floor Coverings</td>
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<td>#19957</td>
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<td>#19963</td>
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<td>Cafeteria Equipment</td>
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<td>#19992</td>
<td>Standard Brands, Inc.</td>
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<td>#19993</td>
<td>Santa Barbara Mill &amp; Lumber</td>
<td>465.96</td>
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And those numbers meeting definition of routine orders (per Board Policy) numbers 19886 through 19993 excepting those numbers listed above and R number 5082 through 5084.

**CODE:** # RATIFICATION
Santa Barbara Junior College District  
Payment of General Claims  
January 16, 1970

General Fund

Amount due on purchase orders previously approved by Board of Trustees $20,966.79

Amount for approval and/or ratification:

<table>
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<th>Description</th>
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<td>Advertising</td>
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<td>Annual Audit Fees</td>
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<td>William D. Kendall</td>
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<td>Consultants</td>
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<td>Robert Eyre</td>
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<td>Robert C. Poolman &amp; Assoc.</td>
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<td>Insurance</td>
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<td>Blue Cross of So. Calif</td>
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<td>Hydrex Pest Control Service</td>
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<td>Red Star Industrial Service</td>
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<td>Oxygen</td>
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<td>Coast Welding Supply</td>
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<td>Divers Den</td>
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<td>Peter Frick</td>
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<td>College Assoc for Public Events</td>
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<td>Reimbursement</td>
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<tr>
<td>Rental</td>
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<td>United California Bank</td>
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<td>Lobero Theatre Foundation</td>
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<td>Transportation</td>
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<td>Jim Williams</td>
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<td>Travel and Conference</td>
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<td>Theron E. Barnes</td>
<td>2.00</td>
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<tr>
<td>Robert A. Carman</td>
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<td>Frank Esparza</td>
<td>9.00</td>
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<tr>
<td>Timothy Felter</td>
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<tr>
<td>Dr. Robert S. Gray</td>
<td>19.20</td>
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<tr>
<td>Gwendolyn Jenkins</td>
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<tr>
<td>Terry Jones</td>
<td>8.50</td>
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<tr>
<td>Jackman LeBlanc</td>
<td>12.82</td>
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Tmt
January 16, 1970

Santa Barbara Junior College District

General Fund (cont'd)

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<tr>
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<td>Miguel Ramirez</td>
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<td>Alfred Silvera</td>
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<td>R. C. Tysell</td>
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<td>W. Royce Adams</td>
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<td>Willard Johnson</td>
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<td>R. Spencer Blickenstaff</td>
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<td>Sears Travel Service</td>
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<tr>
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<td>Univ. of Calif. Office of Financial Aid</td>
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<table>
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<td>State Compensation Insurance Fund</td>
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<td>1,849.98</td>
</tr>
<tr>
<td>Southern Counties Gas</td>
<td>76.17</td>
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</table>

Total: General Fund

$41,323.36
WHEREAS, the Governing Board of the Santa Barbara Junior College District, Santa Barbara County, California, wishes to make available to its employees the provisions of Internal Revenue Code Section 403 (b); and

WHEREAS, the Governing Board does not, by making such provisions available, necessarily recommend their use by any individual employee; and

WHEREAS, use of such provisions, when made available, will be left to the discretion of each employee individually:

THEREFORE BE IT RESOLVED:

1. That each employee of the Santa Barbara Junior College District be given the opportunity of entering into an amendment to such employee's contract of employment for the purpose of affecting a reduction in the salary paid to such employee.

2. That for each employee who voluntarily elects to accept such reduction in the salary paid, the Santa Barbara Junior College District will, as directed by such employee, either:

   (a) Purchase, with an amount equal to such reduction in salary, a nontransferable Annuity Contract issued by a life insurance company in which the employee's rights are nonforfeitable except for failure to pay future premiums; or

   (b) Deposit with the State Teachers' Retirement System of California an amount equal to such reduction in salary as shelter contributions within the meaning of the provisions of Section 13814.1 of the California Education Code.

3. That the said Board hereby authorizes the Administrative Dean for Business Services to act in its behalf in respect to the purchase and administration of these Annuity Contracts; subject to ratification by the Governing Board, per Education Code Section 15961.

4. That in order to effect the intent of this Resolution, the attached Tax Sheltered Annuity Plan is hereby adopted by this Board, and by such attachment becomes a part of this resolution.

PASSED AND ADOPTED this 22nd day of January, 1970, by the following vote of the Board of Trustees, to wit:

AYES:  Alexander, Garvin, Gutshall, Meigs, Wells

NOES:  None

ABSENT: Fillippini, Frank

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

ATTEST:

Julio L. Bortolazzo, Clerk of the Board of Trustees of said District
This Plan is hereby adopted by the Governing Board of the Santa Barbara Junior College District of Santa Barbara County, hereinafter called the District, at its regular meeting on January 22, 1970, and by such adoption becomes a part of the minutes thereof.

1. Definitions

(a) "Internal Revenue Code" means the Federal Internal Revenue Code of 1954 as amended to date and the California Revenue and Taxation Code Section 17512.

(b) "Plan" means this tax deferred annuity plan.

(c) "Annuity" shall have the meaning set forth in article 5 herein.

(d) "Servicing Agency" shall have the specific meaning set forth in the Servicing Agency Agreement for Tax Sheltered Annuities (Agency Agreement).

(e) "Participant" means any employee of the District who elects to participate in this plan.

(f) "Includable Compensation" shall have the meaning set forth in Internal Revenue Code Section 403 (b)-1 (e).

(g) "Years of Service" shall have the meaning set forth in Internal Revenue Code Section 403 (b)-1 (f).

(h) "Nontransferability" shall have the meaning set forth in Section 401 (g) of the Internal Revenue Code of 1954 as amended by public law 87-792.

2. Purpose - The District intends by this Plan to make available to its employees the provisions of Internal Revenue Code Section 403 (b), Public Law 87-370 and the California Revenue and Taxation Code Section 17512. It is not the purpose of the District, by adoption of this plan, necessarily to recommend its use by any individual employee. Use of the Plan by an individual employee shall be left to his own discretion.

3. Participation - Any full-time employee of the District may elect to become a participant under this Plan by amendment of his employment contract. An example of the contract amendment form to be used is annexed hereto and forms a part of this Plan. Such election to participate shall be applicable to the school year to which such amendment applies and to each succeeding school year as per paragraph five (5) of said contract amendment.
4. Contributions to the Plan

(a) The district shall remit monthly to the Plan on behalf of each participant such amount as the participant may elect, provided such monthly premium shall be at least twenty-five dollars ($25.00), but not in excess of his exclusion allowance.

(b) Remittances by the district with respect to any participant shall be by means of a reduction in his compensation otherwise payable under his employment contract, the amount of such reduction being that set forth in such participant's amendment to his employment contract upon his election to participate in the Plan. Such reduction shall only be with respect to services to be rendered by the participant to the district subsequent to the date of his election to participate.

(c) A participant's "exclusion allowance" shall be as described in pertinent Federal and State laws and regulations issued thereunder.

(d) If for any taxable year of a participant this Plan applies to two or more annuities, such annuities shall be treated as one annuity for purposes of computing the maximum contribution on behalf of such participant by the district.

5. Annuities

(a) All contributions to the Plan shall be invested in annuities on the life of the participant with respect to whom such contributions are made.

(b) For the purposes of this Plan, the terms "Annuity" or "Annuities" shall mean, either:

(1) Any individual, group, or variable annuity contract issued by a life insurance company. The contract shall be non-transferable and the participant's rights are nonforfeitable except for failure to pay future premiums, or:

(2) An additional deposit for, and in the name of the participant to the State Teachers' Retirement System in accordance with the provisions of California Education Code Section 14125.1 and in accordance with the regulations and procedures adopted by the State Teachers' Retirement Board.

(c) Each participant shall be entitled to elect one of the two above forms of annuity to be purchased with contributions made on his behalf; provided that only those participants who are members of the State Teachers' Retirement System may elect the second form.

(d) The district shall determine which life insurance company or companies shall be authorized to issue contracts when such contracts are utilized under this plan, but will purchase annuity contracts from only those companies which have executed the Annuity Purchase Contract.
6. **Nonrecovery of Contributions** - Contributions made by the district to this Plan shall not be recoverable by it but shall irrevocably vest in the participants through their annuities.

7. **Servicing Agency**

(a) Any Servicing Agency or Broker of Record if appointed by the Board shall perform all services specified in the Servicing Agency Agreement for Tax Sheltered Annuities (Agency Agreement) including but not limited to the following:

1. Coordinating the processing of proposals, applications and annuities from the various insurance companies.

2. Arranging for the servicing of annuities in force, whether applied for by this district or purchased in another district for an employee who has transferred to this district.

3. Processing payment to individual insurance companies. Where central billing services are provided by the servicing agency, the Governing Board authorizes the insurance companies involved to send all premium notices to the above referenced servicing agency. The above mentioned procedure will also encompass premium payment for any employee who may have purchased a Tax Sheltered Annuity in another district and desires to continue the plan while employed by this district.

(b) The Servicing Agency or Broker of Record may service only those companies which have filed with the District such a properly executed company agreement.

8. **Liability** - Each agency or individual representative handling premiums for the district shall maintain a professional liability insurance policy satisfactory to the district of an amount not less than $150,000.00 aggregate per year with $50,000.00 to apply in full to each occurrence.

Any agency employee or representative handling district funds coming to the Agency shall be covered by a Fidelity Bond of not less than $50,000.00.

9. **Administration** - Such procedures as may be necessary or advisable in effecting proper administration of this Tax Sheltered Annuity Plan shall be prepared and administered by the District Superintendent.
SERVICING AGENCY AGREEMENT
FOR TAX SHELTERED ANNUITIES

THIS AGREEMENT, dated ____________, is made between
and the Governing Board of the Santa Barbara Junior College District, hereinafter
called, "the District."

WHEREAS, the District wishes to make available a tax sheltered annuity
program to its employees under the provisions of Public Law 87-370, United States
Internal Revenue Code Section 403 (b), and California Revenue and Taxation Code
Section 17512 and the Agency desires to have as many companies as possible
participate in such program; and

WHEREAS, The Agency recognizes this program is complex both in its
administration and counseling phases and that the District does not have personnel
sufficiently trained for these services and the Agency desires to make it possible
for the District to offer these services to its employees.

IT IS AGREED AS FOLLOWS:

1. The agency shall provide administrative and counseling services relative
to the purchase by the Governing Board of the District for its employees only
annuities complying with the provisions of Public Law 87-370, Section 403 (b) of
the United States Internal Revenue and Taxation Code and any other pertinent
present or future Federal or State Law.

2. For the purposes of this agreement, the term administrative and
counseling services is interpreted to include the following:

(a) Provide upon request from the District competent advice to
district employees regarding the economic benefits and tax
consequences of the Tax Sheltered Annuity Program.

(b) Coordinate district accounting procedures with all insurance
companies with whom the District may contract for employee tax
sheltered annuities.

(c) Provide at no expense to the District a central billing and
remittance service under policies to be established by the
Agency, satisfactory to the District, whereby all Agency's
billings will be presented monthly and a single remittance
covering all such billings can be made by the District to
the Agency which will disburse the moneys to the appropriate
company.

(d) Provide such billing and remittance to incoming teachers to
the District, who, thus, can continue previously purchased
annuity contracts.

(e) Endeavor to keep the Board and the District administration
properly informed of all pertinent changes in the law and
company policies.
3. The Agency agrees that its appointment hereunder is not for the purpose of soliciting contracts of insurance of any kind, including tax sheltered annuities. However, in response to a request by the District, it may send such qualified agent as it sees fit for the purpose of soliciting tax sheltered annuity contracts, but such representative shall not represent the Agency when engaged in this capacity but only the qualified insurer for whom he is the representative.

4. The Agency shall accommodate under its services required to be rendered hereby any admitted insurer who has a local representative which contracts with the District to supply employee tax sheltered annuities.

5. The Agency agrees that there shall be maintained at all times a liability insurance policy satisfactory to the District in the amount of not less than $150,000 aggregate per year with $50,000 to apply in full as to each occurrence, the same to cover its errors and omissions committed in the performance of its duties rendered hereunder. Also, any of its employees handling funds coming to the Agency as the result of its relationship with the District pursuant to this contract, shall be bonded in the amount of not less than $50,000.

6. Upon District request, the Agency shall promptly relay counseling requests to the appropriate company representative of any company to whom it rendered its billing and remittance service, and will attempt to locate the appropriate representative to serve the existing tax sheltered annuity policies of teachers entering into District employ. If such appropriate representative cannot be located upon diligent inquiry, the Agency shall promptly notify the District of this fact.

7. This Agreement may be terminated at any time by either party upon thirty days written notice given the other by the party desiring to terminate.

DISTRICT

By

Title

AGENCY

By

Title

(Seal, if corporation)
THIS AGREEMENT, dated __________________________, is made
between __________________________, hereinafter
called "the Company", and the Board of Trustees or Board of Education of the
_________________________ school district of
Santa Barbara County, hereinafter called "the Board".

In order to permit the Board's employees to avail themselves of the
provisions of Section 403, subdivision (b) of the Internal Revenue Code of 1954,
as amended, of the United States, and California Revenue and Taxation Code
Section 17512, as amended; and

By virtue of the authority vested in the Board by Education Code
Section 14113.1 and other authority, and pursuant to Government Code §3200 ff;
and

In consideration of the mutual undertakings and conditions herein con-
tained, and in consideration of the Company being authorized to participate in
the Board's tax sheltered annuity program;

The Company and the Board agree as follows:

1. The Company shall provide for purchase by the Board for its
employees, only annuities complying with the provisions of Section
403, subdivision (b) of the Internal Revenue Code of 1954, as
amended, of the United States, and regulations issued thereunder,
Section 17512 of the California Revenue and Taxation Code, as
amended, and regulations issued thereunder, and any other per-
tinent federal and State law, and regulations issued thereunder,
applicable at the time such annuities are issued. The Company
warrants that all such annuity agreements satisfy the provisions
of said laws and regulations, and each of them. The Company
undertakes to agree insofar as is legally possible to any
amendments necessary in order to comply with future applicable provisions of federal and State law and regulations issued thereunder, in order to continue such annuity contracts in operation. Such annuities shall be available for purchase by the Board for any legally eligible employee electing to participate.

2. The annuities to be furnished by the Company shall be nontransferable. The rights of the annuitants thereunder shall be nonforfeitable, except for failure to pay future premiums as required by Section 403, subdivision (b) (1) (c) of the United States Internal Revenue Code of 1954, as amended.

3. The Company, its agents and representatives shall comply with all applicable written directives of the Board and its designees, as revised from time to time, regarding the solicitation of employees of the Board and the purchase of tax sheltered annuities, including but not limited to regulations pertaining to personal, mail and telephone solicitation. Such regulations shall not restrict the Company in the normal conduct of, or its operations in, matters other than those involving negotiations leading to the sale of tax sheltered annuities. Copies of such directives shall be sent to the Company as provided in Section 13 of this Agreement. The Company agrees that it shall furnish information on its annuity plan to the employees of the Board in such form as the Board may direct, as revised from time to time.

4. The Company hereby agrees to indemnify and hold harmless the County of Santa Barbara, the school district, herein above first named, the Board of Supervisors of the County, the Board of Education or Trustees of the school district, each Supervisor
and each Trustee individually, the officers, agents and employees of each and every of the above, their successors, and any combination thereof, from all claims, demands, or causes of action, including those based upon acts or omissions or alleged acts or omissions of the Boards of the County or the school district, or their employees, which may be made by reason of the purchase of annuities by the Board for its employees pursuant to this contract.

The Company at its own expense and risk shall defend any legal proceedings that may be brought against the County or the school district, the Board of Trustees, or Board of Education, or Board of Supervisors, any Trustee or Supervisor individually, any of the officers, agents and employees of each of the foregoing, the legal successors of each of the foregoing, and any combination thereof, on any claim or demand in respect to which any of them is indemnified and held harmless hereunder, and shall satisfy any judgment that may be rendered against any of them in respect to any such claim or demand. The Board shall notify the Company upon receipt of any such claim or demand which it receives.

5. The Company further understands and agrees that neither the County, the District, the Board, the Trustees acting individually, their officers, agents and employees, nor their successors guarantee any annuities purchased by any of them for their employees from the Company; nor do any of them guarantee the usefulness of said annuities for income tax reduction or estate planning purposes or otherwise.

6. The Company is not and shall not be regarded as the agent or employee of the County or the district, of the Board, of any
Trustee individually, of any officer, agent or employee of any of the foregoing, of any legal successor of any of the foregoing, or of any combination thereof. Neither the County or district, the Board, any Trustee individually, the officers, agents and employees of any of the foregoing, the legal successors of any of the foregoing, nor any combination thereof are or shall be regarded as the agents or employees of the Company.

7. The Board shall not be obligated to pay annuity premiums for employees whose salary payments are suspended for any reason, including but not limited to the following:

   Leave of absence,

   Disciplinary suspension,

   Job connected injury.

In event of garnishment of an employee's compensation, the Board shall not be obligated to pay that part of annuity premiums needed to satisfy the garnishment after exhaustion of that part of the employee's compensation not required to be used for annuity purchase payments.

Nonpayment of all or part of any premium, without other notice, will be accepted by the Company as notice of suspension of payment of annuity premiums for the affected employee until such time as he is reinstated.

If no premium is paid on a particular employee's annuity, as provided in this Section, for a consecutive period of at least 24 months, the Company may, in its discretion, give notice to the Board and the employee that as of 30 days after the date of said notice, the Company will refuse to receive further premiums.
The Company has the right, whenever it deems necessary, to request and obtain whatever information it requires directly from an employee respecting the amounts of premiums that should have been paid on an annuity contract for the benefit of the employee.

If premium payments are paid by any procedure other than directly by the Board to the Company, the Company shall have the right, in event of a suspension, to obtain information regarding the cause of the suspension and its effective date from the appropriate payroll unit of the school district.

8. Except as to variable annuities, the Company agrees that any annuity to be paid subsequent to the suspension provided for in Section 7 of this contract shall have a value at date of actual retirement which is not less than the net premiums actually paid, accumulated with interest and benefit of survivorship to the date of actual retirement.

The net premiums contemplated by this section shall be identical to the net premiums which would have accrued with respect to the gross premium payments actually made by the policy holder if no suspension had occurred.

The interest rate and the basis for computing benefit of survivorship contemplated by this section shall be identical to the rate and basis, respectively, which would have pertained with respect to the gross premium payments actually made for the policy holder if no suspension had occurred.

If no suspension occurs, it is the sense of this section that the net premiums herein referred to, accumulated at the interest
rate and upon the benefit of survivorship basis herein referred to, shall be equal, at normal retirement date under the annuity policy, to the value of the annuity then provided.

In this section, the term "benefit of survivorship" shall have its usual actuarial meaning.

In this contract, the term "variable annuity" means an annuity supported by equity-type investments and consisting of periodic payments the dollar amount of which varies from time to time to reflect, wholly or in major part, the current earnings and market value gains and losses produced by the underlying investments.

9. In the case of variable annuities, as defined in Section 8 of this contract, the Company agrees that whole shares, however they be termed by the Company, credited to the participating employee prior to and subsequent to the suspension provided for in Section 7 of this contract shall have the same value at any point in time as if there had been no such suspension.

10. The Board reserves the right upon 30 days written notice to the Company to terminate this contract or any other contract in which this contract might be or is incorporated, but such termination shall in no manner affect any liability of the Company incurred prior to such termination.

11. The Company reserves the right upon 30 days written notice to the Board to discontinue making such contracts available for purchase by the Board or the employees of the Board. Such termination shall in no manner affect any liability of the Company incurred prior to such termination.
12. The provisions of this contract govern over any other conflicting provision in any document or contract in which this contract might be or is incorporated, whether by reference or otherwise.

13. Notice to the Company shall be sent to:

________________________________________

________________________________________

or to such other address as the Company may designate by notice pursuant to this thirteenth section of the contract.

Notice to the Board shall be in duplicate. One copy shall be sent to the school district payroll office through which the employee or employees for whom the annuity is or the annuities are being purchased under this contract is or are employed, or to such other person and address as the respective office shall require by notice pursuant to this thirteenth section of the contract. The second copy shall be sent to the Office of the County Superintendent of Schools, Payroll Section, 4400 Cathedral Oaks Road, Santa Barbara, California, or to such other person and address as that office shall require by notice pursuant to this thirteenth section of the contract.

14. Any waiver at any time by either party hereto of its rights with respect to any matter arising in connection with this contract shall not be deemed to be a waiver with respect to any subsequent matter.

15. Any waiver at any time by either party hereto as to any right given by this contract shall not affect any other rights given such party by this contract.
16. No alteration or variation of the terms of this contract shall be valid unless made in writing and signed by the parties hereof.

(Name of the Company)

(Seal of the Company)

(Officer duly designated to execute this Agreement: name and title)

(Date executed by Company)

(school district)

by

(title)
AMENDMENT TO EMPLOYMENT CONTRACT
TO PROVIDE FOR TAX SHELTERED ANNUITIES

THIS AGREEMENT, dated ____________________, is made between the
Governing Board of the __________________________ School District, here-
inafter called "the District" and

Name ___________________________________________ Employee Number __________
Address ________________________________________________________________________

hereinafter called "the Employee."

IT IS HEREBY AGREED that in accordance with Education Code Sections
13814.1, 14113.1, and 14125.1, Government Code Section 20022, Title 5 Cali-
ifornia Administrative Code Section 20515, and for the purpose of qualifying
under the provisions and for the benefits of Section 403 (b) of the Intern-
ernal Revenue Code of 1954, as amended, and Section 17512 of the California
Revenue and Taxation Code, and of the plan adopted by the Governing Board
of the District on (date) __________________, that the certain valid and exist-
ing employment contract made and entered into by and between the District
and the Employee be amended in the following manner, and that this amendment
be incorporated therein by reference and made a part thereof as if set out
therein in full, as of the date of this amendment:

1. The salary to be paid to the Employee by the District shall be re-
duced by the sum of $_________ per regular (monthly ☐ tenthly ☐) pay period commencing with the beginning of that pay period that
constitutes the basis for computation of the regular salary warrant
which will be payable on ____________________.

2. The reduction of salary will be $_________ for the current
school year. In the event that this amendment is entered into at
a time other than the beginning of the school year, the reduction
will be $_________ each succeeding school year unless the sum
be changed for a succeeding school year, or unless termination of
this amendment is made pursuant to paragraph five (5) of this amend-
ment. These sums shall be transmitted by the District in accordance
with the Board's tax sheltered annuity plan in the following manner:

(a) The sum of $_____ per pay period to ______________________________________

as premium for an annuity contract, or

(b) The sum of $_____ per pay period to the State Teachers' Retirement System. This shall be an additional deposit, in
accordance with such plan, for and in the name of the Employee
in accordance with the provisions of Education Code Section
14125.1 and in accordance with the regulations and procedures
adopted by the State Teachers' Retirement System Board. (Must
be in multiples of $25.00)
3. The Employee releases any and all rights, present and future, to receive from the Governing Board or the School District the payment of the sums resulting from such salary reduction in any other form, except (1) the right of the Employee’s estate to receipt of sums so paid upon his death, or (2) the right of the Employee upon termination of employment by reason other than death to personally receive all or any part of the amount specified for which services have been rendered but which has not been transmitted to an insurance company, or to its agent.

4. The Employee agrees that the District or the Governing Board does not sponsor, guarantee, or otherwise endorse any tax sheltered annuity plan, insurance company, agent, or broker, and that the validity or usefulness for tax purposes, or otherwise, of any tax sheltered annuity must be determined by the Employee. The Employee for himself, his spouse, heirs, administrators, executors, and assignees, releases and shall hold harmless the Governing Board, the District, and their officers and employees from any claim or demand, including those based on the negligence of the Governing Board or the District, and their officers and employees, arising from his participation in any tax sheltered annuity plan.

5. This amendment of employment contract shall automatically apply to the employment contract entered into between the Employee and the District for each succeeding school year except as provided hereafter and subject to any conditions in the policy of the company selected by the employee.

   (a) The employee may change the amount of salary reduction in this amendment only by giving written notice of at least thirty-five (35) days prior to the effective date of the change. Said notice shall have been authorized and properly countersigned by an authorized representative of the issuing company, except that a request for termination which shall be processed as outlined in paragraph 4c below.

   (b) The Employee may change the salary reduction amount or his carrier by an appropriate amendment of his employment contract with the district. No new amendment may be made during the employee’s current taxable year based upon the date in paragraph one above. Only one new amendment may be made during any succeeding taxable year of the employee.

   (c) Notwithstanding any other provision to the contrary, a salary reduction authorization may be terminated at any time by giving written notice of at least thirty-five (35) days prior to the effective date of the termination.
IN WITNESS WHEREOF, this amendment has been executed by and on behalf of the parties hereto this __________ day of __________, 19__.

________________________________________
School District Governing Board of Santa Barbara County

________________________________________
By:

____________________________
Employee

____________________________
Employee No. Title:

Witness: _______________________
Sales Agent
AMENDMENT TO REGULATIONS GOVERNING
COMPENSATION FOR CLASSIFIED EMPLOYEES

THIS AGREEMENT, dated ________________, is made between the
Governing Board of the __________________________ School District, hereinafter called "the District" and

Name ________________________________ Employee Number ________________________________

Address ________________________________
hereinafter called "the Employee."

IT IS HEREBY AGREED that in accordance with Government Code Sections 53201, 20022, and 20028, and for the purpose of qualifying under the provisions and for the benefits of Section 403 (b) of the Internal Revenue Code of 1954, as amended, and Section 17512 of the California Revenue and Taxation Code, and of the plan adopted by the Governing Board of the District on (date ________________), that the certain valid and existing schedule of payments as found in the salary schedule adopted by the Governing Board of the District be amended in the following manner, and that this amendment be incorporated therein by reference and made a part thereof as if set out therein in full, as of the date of this amendment:

1. The salary to be paid to the Employee by the District shall be reduced by the sum of $________________ per regular (monthly / tenthly /) pay period commencing with the beginning of that pay period that constitutes the basis for computation of the regular salary warrant which will be payable on ________________________.

2. The reduction of salary will be $________________ for the current school year. In the event that this amendment is entered into at a time other than the beginning of the school year, the reduction will be $________________ each succeeding school year unless the sum be changed for a succeeding school year, or unless termination of this amendment is made pursuant to paragraph five (5) of this amendment. These sums shall be transmitted by the District in accordance with the Board's tax sheltered annuity plan in the following manner:

   (a) The sum of $________________ per pay period to ________________________________

as premium for an annuity contract.
3. The Employee releases any and all rights, present and future, to receive from the Governing Board or the _______ School District the payment of the sums resulting from such salary reduction in any other form, except (1) the right of the Employee's estate to receipt of sums so paid upon his death, or (2) the right of the Employee upon termination of employment by reason other than death to personally receive all or any part of the amount specified for which services have been rendered but which has not been transmitted to an insurance company, or to its agent.

4. The Employee agrees that the District or the Governing Board does not sponsor, guarantee, or otherwise endorse any tax sheltered annuity plan, insurance company, agent, or broker, and that the validity or usefulness for tax purposes, or otherwise, of any tax sheltered annuity must be determined by the Employee. The Employee for himself, his spouse, heirs, administrators, executors, and assignees, releases and shall hold harmless the Governing Board, the District, and their officers and employees from any claim or demand, including those based on the negligence of the Governing Board or the District, and their officers and employees, arising from his participation in any tax sheltered annuity plan.

5. This amendment of employment contract shall automatically apply to the employment contract entered into between the Employee and the District for each succeeding school year except as provided hereafter and subject to any conditions in the policy of the company selected by the employee.

(a) The employee may change the amount of salary reduction in this amendment only by giving written notice of at least thirty-five (35) days prior to the effective date of the change. Said notice shall have been authorized and properly countersigned by an authorized representative of the issuing company, except that a request for termination which shall be processed as outlined in paragraph 4c below.

(b) The Employee may change the salary reduction amount or his carrier by an appropriate amendment of his employment contract with the district. No new amendment may be made during the employee's current taxable year based upon the date in paragraph one above. Only one new amendment may be made during any succeeding taxable year of the employee.

(c) Notwithstanding any other provision to the contrary, a salary reduction authorization may be terminated at any time by giving written notice of at least thirty-five (35) days prior to the effective date of the termination.
IN WITNESS WHEREOF, this amendment has been executed by and on behalf of the parties hereto this ______________ day of ______________, 19__.

School District Governing Board of
Santa Barbara County

By: __________________________

Employee

Employee No. __________ Title: __________________________

Witness: __________________________

Sales Agent
EXCLUSION ALLOWANCE AFFIDAVIT
FOR TAX SHELTERED ANNUITIES

Computational Data (Supplied by employee)

Mr.
Mrs.
Miss

(Circle one) ___________________________ Employee Applicant

_________________________ Address ___________________________ City ___________________________ Zip Code

Social Security Number ___________________________ Date of Birth ___________________________ Age ___________________________ Birthplace ___________________________

Employing School District ___________________________ School ___________________________ Position ___________________________

Full years of service with present employer by the end of the current calendar year_______ Full time ___ Other__ (Explain on reverse side.)

Full years of service in California Retirement system by the end of the current calendar year_______ Continuous? Yes___ No____

Present Annual Contract Salary $__________ No. of pay periods per year_______________________

Anticipated date of retirement__________ Age at Retirement ________

This is to certify that the above information is true and correct to the best of my knowledge, that I hereby relieve the School District and the undersigned representative of all responsibility for inaccuracies caused solely by errors in the above data. I wish to make an annual tax sheltered annuity premium contribution in the amount of $__________, or ______ monthly contributions of $__________ each.

I understand that the tax sheltered annuity I am applying for is designed for income at retirement, that a cash or loan value of $____ is available after one year of deposits and that the guaranteed value at age 65 will be $_____. (When deposits are made to a variable annuity, I understand that cash values are not guaranteed).

_________________________ Signature of Employee Applicant ___________________________ Date Signed ___________________________

Witness (Sales Agent) ___________________________
**Exclusion Allowance:**  (Completed by Company Representative)

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<th>A</th>
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<tr>
<td>Maximum permissible annual contribution</td>
<td>Annual contribution requested (not more than Item A)</td>
<td>Monthly premium on requested contribution</td>
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I certify that the maximum permissible annual contribution entered as Item A is an accurate and correct determination of this individual's exclusion allowance as defined by Section 403 subdivision (b) of the Internal Revenue Code of 1954, as amended, and based upon the information supplied above by the applicant and retirement contribution data supplied by the School Accounting Division of the County of Santa Barbara.

Date Signed

Company

Date of first salary reduction

By: ____________________________

Company Representative
RULES AND REGULATIONS FOR AGENTS OR COMPANIES DESIRING TO SELL
TAX SHELTERED ANNUITIES IN THE SANTA BARBARA JUNIOR COLLEGE DISTRICT

The following are rules and regulations prescribed for the solicitation and sale of tax sheltered annuities to the employees of the Santa Barbara Junior College District.

All companies or agents desiring to solicit tax sheltered annuities in the Santa Barbara Junior College District must comply with the following rules and regulations:

1. No company or agent may solicit tax sheltered annuities in the Santa Barbara Junior College District without first contacting the Administrative Dean, Business Services, to discuss the tax sheltered annuity program offered.

2. No company may be approved for tax sheltered annuities without the written authorization of the school district signed by the Administrative Dean, Business Services.

3. Any company or agent desiring to solicit the employees of the Santa Barbara Junior College District must submit the prospectus and financial condition of the company prior to the time of approval.

4. Any company wishing to be approved to solicit employees for the purchase of tax sheltered annuities must execute an annuity purchase agreement on the form prescribed by the Santa Barbara Junior College District prior to receiving approval for solicitation. Only copies of an annuity purchase agreement supplied by the Junior College District may be used for this purpose.

5. Upon approval of a company, an agent may solicit the employees through direct mailing or personal contact only in the following manner:

   A. Solicitation by mail. Any information to be distributed to the employees of the district must first be approved by the Administrative Dean, Business Services. Only four mailings of such material will be allowed in any school year. Every mailing must be accompanied by a returned card or letter inviting the agent or the company to visit the employee. No agent may solicit any employee unless invited in writing to do so by the employee. Any contacts with the employees through this mail solicitation and subsequent follow-up must be for the purpose of selling tax sheltered annuities only. Any violation of this section may subject the agent to termination for soliciting tax sheltered annuities in this school district.

   B. Personal Contact. Follow-up as a result of mail solicitation may not be done during the employee's working time. All such contacts must be limited to those times when the employee is not engaged in the educational process. Preferably, such personal contacts would be accomplished at the employee's home rather than on the college campus.

6. No tax sheltered annuity reductions will be allowed for payroll purposes until at least five employees have authorized such reductions in their payroll.
7. Once sufficient numbers of employees have authorized payroll reduction for tax sheltered annuities, all required forms including a contract amendment and exclusion allowance computation must be on file in the payroll office a minimum of 35 days prior to the payroll date in which the first reduction shall be made.

8. Only those forms provided by the Santa Barbara Junior College District for contract amendment and exclusion allowance computations may be used by any agent or company. These forms will be supplied from the Business Office of the Santa Barbara Junior College District.

9. The first reductions of payroll should be planned to be taken the month before the premium is due, that is, if the first premium is due on February 1, the first reduction should appear on the payroll of January 1. A warrant from the district will be mailed to the participating company on or before the 25th of the month in which the reduction is taken.

10. The company must supply to the payroll office of the Santa Barbara Junior College District a reduction register listing the name of the employee, the company, and the amount of reduction. This register must be supplied on a monthly basis.

11. The enrollment period of tax sheltered annuities of the Santa Barbara Junior College District shall be continuous providing any new company or agent must first secure commitments from five employees on the prescribed form. Thereafter, employees may be added as the agent so desires.

12. Each agency or individual representative handling premiums for the district shall maintain a professional liability insurance policy satisfactory to the district in an amount of not less than $150,000 aggregate per year with $50,000 to apply in full to each occurrence. Any agency employee or representative handling district funds coming to the agency shall be covered by a Fidelity Bond of not less than $50,000.

13. Any violation of these rules and regulations by any agent or company desiring to sell tax sheltered annuities to the Santa Barbara Junior College District may result in the withdrawal of permission to solicit tax sheltered annuities in said school district.
INSURANCE COMPANIES AUTHORIZED TO SOLICIT AND SELL

TAX SHELTERED ANNUITIES TO FULL-TIME EMPLOYEES OF THE SBJCD

American United Life Insurance Co.
Continental Assurance Co.
Equitable Life Assurance Society
First Investment Annuity Co. of America
Franklin Life Assurance Society
Fraternal Life Insurance Aid Association for Lutherans
Investors Diversified Insurance Co.
Lincoln National Life Insurance Co.
Metropolitan Life Insurance Co.
The Mutual Life Insurance Co. of New York
New York Life Insurance Co.
Pacific Mutual Life Insurance Co.
Participating Annuity Life Insurance Co.
The Traveler's Insurance Co.
## Student Characteristics Statistics

### Fall 1969

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### Junior College District of Official Residence

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<tbody>
<tr>
<td>Single</td>
<td>2997</td>
<td>481</td>
<td>3478</td>
</tr>
<tr>
<td>Married</td>
<td>650</td>
<td>920</td>
<td>1570</td>
</tr>
<tr>
<td>Divorced</td>
<td>114</td>
<td>116</td>
<td>230</td>
</tr>
<tr>
<td>Widow(er)</td>
<td>11</td>
<td>9</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3772</strong></td>
<td><strong>1526</strong></td>
<td><strong>5298</strong></td>
</tr>
</tbody>
</table>

### WORK LOAD

<table>
<thead>
<tr>
<th>Work Load</th>
<th>Day &amp; Conc.</th>
<th>Adult Credit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>1061</td>
<td>109</td>
<td>1170</td>
</tr>
<tr>
<td>1 to 20 hours</td>
<td>1889</td>
<td>142</td>
<td>2031</td>
</tr>
<tr>
<td>20 to 39 hours</td>
<td>603</td>
<td>160</td>
<td>763</td>
</tr>
<tr>
<td>40 hours or over</td>
<td>219</td>
<td>1115</td>
<td>1334</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3772</strong></td>
<td><strong>1526</strong></td>
<td><strong>5298</strong></td>
</tr>
</tbody>
</table>

### GOAL

<table>
<thead>
<tr>
<th>Goal</th>
<th>Day &amp; Conc.</th>
<th>Adult Credit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>No degree</td>
<td>290</td>
<td>367</td>
<td>657</td>
</tr>
<tr>
<td>A.A. degree</td>
<td>714</td>
<td>399</td>
<td>1113</td>
</tr>
<tr>
<td>Degree and transfer</td>
<td>1797</td>
<td>287</td>
<td>2084</td>
</tr>
<tr>
<td>No degree and transfer</td>
<td>723</td>
<td>182</td>
<td>905</td>
</tr>
<tr>
<td>High school diploma</td>
<td>62</td>
<td>16</td>
<td>78</td>
</tr>
<tr>
<td>Certificate of completion</td>
<td>186</td>
<td>275</td>
<td>461</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3772</strong></td>
<td><strong>1526</strong></td>
<td><strong>5298</strong></td>
</tr>
</tbody>
</table>

### FUTURE TRANSFER

<table>
<thead>
<tr>
<th>Transfer Destination</th>
<th>Day &amp; Conc.</th>
<th>Adult Credit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.C.S.B.</td>
<td>1157</td>
<td>293</td>
<td>1450</td>
</tr>
<tr>
<td>Other U.C. branches</td>
<td>496</td>
<td>95</td>
<td>591</td>
</tr>
<tr>
<td>Cal. State college</td>
<td>851</td>
<td>123</td>
<td>974</td>
</tr>
<tr>
<td>Cal. private college or university</td>
<td>184</td>
<td>52</td>
<td>236</td>
</tr>
<tr>
<td>Junior college</td>
<td>50</td>
<td>17</td>
<td>67</td>
</tr>
<tr>
<td>Out of state or foreign</td>
<td>192</td>
<td>47</td>
<td>239</td>
</tr>
<tr>
<td>No transfer</td>
<td>842</td>
<td>899</td>
<td>1741</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3772</strong></td>
<td><strong>1526</strong></td>
<td><strong>5298</strong></td>
</tr>
</tbody>
</table>
## FALL 1969 STATISTICAL REPORT (Cont’d)

<table>
<thead>
<tr>
<th></th>
<th>DAY &amp; CONG.</th>
<th>ADULT CREDIT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HIGH SCHOOL GRADUATE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>As of start of college semester</td>
<td>3470</td>
<td>1369</td>
<td>4839</td>
</tr>
<tr>
<td>Did not graduate</td>
<td>294</td>
<td>142</td>
<td>436</td>
</tr>
<tr>
<td>Did not attend high school</td>
<td>8</td>
<td>15</td>
<td>23</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>3772</td>
<td>1526</td>
<td>5298</td>
</tr>
</tbody>
</table>

## YEAR OF GRADUATION

<table>
<thead>
<tr>
<th></th>
<th>DAY &amp; CONG.</th>
<th>ADULT CREDIT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous to 1960</td>
<td>310</td>
<td>575</td>
<td>885</td>
</tr>
<tr>
<td>1960</td>
<td>47</td>
<td>70</td>
<td>117</td>
</tr>
<tr>
<td>1961</td>
<td>56</td>
<td>72</td>
<td>128</td>
</tr>
<tr>
<td>1962</td>
<td>97</td>
<td>65</td>
<td>162</td>
</tr>
<tr>
<td>1963</td>
<td>129</td>
<td>86</td>
<td>215</td>
</tr>
<tr>
<td>1964</td>
<td>195</td>
<td>94</td>
<td>289</td>
</tr>
<tr>
<td>1965</td>
<td>222</td>
<td>104</td>
<td>326</td>
</tr>
<tr>
<td>1966</td>
<td>261</td>
<td>87</td>
<td>348</td>
</tr>
<tr>
<td>1967</td>
<td>365</td>
<td>91</td>
<td>456</td>
</tr>
<tr>
<td>1968</td>
<td>835</td>
<td>63</td>
<td>898</td>
</tr>
<tr>
<td>1969</td>
<td>951</td>
<td>61</td>
<td>1012</td>
</tr>
<tr>
<td>Did not graduate or attend high school</td>
<td>304</td>
<td>158</td>
<td>462</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>3772</td>
<td>1526</td>
<td>5298</td>
</tr>
</tbody>
</table>

## COLLEGE WORK

<table>
<thead>
<tr>
<th></th>
<th>DAY &amp; CONG.</th>
<th>ADULT CREDIT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>First time in any college</td>
<td>1190</td>
<td>348</td>
<td>1538</td>
</tr>
<tr>
<td>Returned to SBCC after being out at least one semester</td>
<td>220</td>
<td>293</td>
<td>513</td>
</tr>
<tr>
<td>Returned to SBCC after having been to another college</td>
<td>50</td>
<td>42</td>
<td>92</td>
</tr>
<tr>
<td>First time at SBCC after having been to another college</td>
<td>491</td>
<td>370</td>
<td>861</td>
</tr>
<tr>
<td>Continuing students</td>
<td>1821</td>
<td>473</td>
<td>2294</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>3772</td>
<td>1526</td>
<td>5298</td>
</tr>
</tbody>
</table>
SANTA BARBARA CITY COLLEGE

Memo to: Members of the Board of Trustees

From: Julio L. Bortolazzo

Date: January 22, 1970

Subject: Student Representation on College Committees

Student representation on College Committees has long been of interest to me as I consider student participation to be essential to a vital institution. In discussing this topic, I have found that officers of the Associated Students, faculty, and students are enthusiastic. The following paragraphs contain my recommendations to Mr. Dennis Wortham, President, Associated Students.

As the Bookstore Board of Control, the Forum Committee, the Food Services Committee, and the Athletic Committee are College Committees as well as Associated Students Committees, the membership of these shall be as outlined in the By-Laws of the Constitution of the Associated Students. (Revised May, 1969)

The College Committees which require the appointment of student members are Data Processing, Loans and Scholarships, Scholastic Standards, Curriculum, and Human Relations. Each committee is to include in its voting membership no fewer than two students who have earned a minimum of 15 units at SBCC with no less than a 2.0 grade point average. Committees which demand a more thorough knowledge of SBCC may require 30 units rather than 15. Student members are to be appointed by the Student Council of the Associated Students. Should a student committee member not live up to his responsibility, the Committee may request another appointee.

Student Council was requested to appoint qualified students to membership on committees as follows:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Students Needed</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Processing</td>
<td>2</td>
<td>15 units at SBCC with 2.0 g.p.a.</td>
</tr>
<tr>
<td>Loans and Scholarships</td>
<td>4</td>
<td>15 units at SBCC with 2.0 g.p.a.</td>
</tr>
<tr>
<td>Scholastic Standards</td>
<td>2</td>
<td>30 units at SBCC with 2.0 g.p.a.</td>
</tr>
<tr>
<td>Curriculum</td>
<td>1 (has 1)</td>
<td>30 units at SBCC with 2.0 g.p.a.</td>
</tr>
<tr>
<td>Human Relations</td>
<td>(has 6)</td>
<td>15 units at SBCC with 2.0 g.p.a.</td>
</tr>
</tbody>
</table>

(2 appointed by Associated Students, 2 by BSU, 2 by MECHA)

The members of the College Committees are looking forward to working jointly with students on committees which serve to implement and improve the educational program at SBCC.
Mr. Dennis Wortham, President
Associated Students
Santa Barbara City College
Santa Barbara, California

Dear Mr. Wortham:

Student membership on College Committees has long been of interest to me as I consider student participation to be essential to a vital institution. My recommendations are set forth in the following paragraphs.

As the Bookstore Board of Control, the Forum Committee, the Food Services Committee, and the Athletic Committee are College Committees as well as Associated Students Committees, the membership of these shall be as outlined in the By-Laws of the Constitution of the Associated Students. (Revised May, 1969.)

The College Committees which require the appointment of student members are Data Processing, Loans and Scholarships, Scholastic Standards, Curriculum, and Human Relations. Each committee is to include in its voting membership no fewer than two students who have earned a minimum of 15 units at SBCC with no less than a 2.0 grade point average. Committees which demand a more thorough knowledge of SBCC may require 30 units rather than 15. Student members are to be appointed by the Student Council of the Associated Students. Should a student committee member not live up to his responsibility, the Committee may request another appointee.

It is requested that Student Council appoint qualified students to membership on committees as follows:
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<tr>
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<tr>
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</tr>
<tr>
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<td>(has 6)</td>
<td>15 units at SBCC with 2.0 g.p.a.</td>
</tr>
</tbody>
</table>

(2 appointed by Associated Students, 2 by BSU, 2 by MECHA)

The members of the College Committees are looking forward to working jointly with students on committees which serve to implement and improve the educational program at SBCC.

Sincerely,

Julio L. Bortolazzo  
Superintendent-President

JLB/mjm
SANTA BARBARA CITY COLLEGE

COLLEGE COMMITTEES

Bookstore Board of Control

Membership delineated by the By-Laws to the Constitution of the Associated Students.

Students
- Appointed by Student Council
- President of ASB
- AWS Representative
- Treasurer of ASB

Faculty
- Three appointed by Academic Senate, one chairman

Ex-officio Members
- Bookstore Manager
- Assistant Dean, Student Activities

Food Services Committee

Membership delineated by the By-Laws to the Constitution of the Associated Students.

Students
- AWS Representative
- AMS Representative
- Rally Committee Chairman
- Appointee of Graduate Representative
- Appointed by Committee
- Appointed by Committee

Faculty
- Three faculty appointed by the Academic Senate

Administrator
- Administrative Dean, Business Services

Changes each week
- Al Hodge
- Susan Sullivan
- Steve Wershba

Lorraine Hatch, Chairman
- Jack Halloran
- Katheryn Marriott

Clay Shupe
- Al Silvera

Susan Sullivan
- Ken Thiele
- Judy Hutchinson
- Clarence Underwood
- Steve Wershba
- Jack Gloskon

Mike Rice
- Bill McAdams

Don Sorsabal

(Secretary - Lois Rye)

(Ex-officio:
- Al Silvera
- Frank Jennings
- Kathy McGuire
- Marilyn Weber)
Forum Committee

Membership delineated by the By-Laws to the Constitution of the Associated Students.

Students
Sophomore Class President
Appointed by Inter-Club Representative
Appointed by Graduate Representative
Appointed by Committee
Appointed by Committee from members of Publicity Committee

Emil Pena
Alan McComb
Rob Reilly

Faculty
Four appointed by Academic Senate, one is chairman

Helen Hale
Leni Bergin
Charles Courtney
Bill McAdams

(Ex-officio: Bruce Trotter)

Joint Forum Committee - Day College and Adult Education

Helen Hale
Emil Pena
Sam Wake
Jim Williams
David Martin

Athletic Committee

Membership delineated by the By-Laws to the Constitution of the Associated Students.

Students
Commissioner of Athletics
Inter-Club Representative
Graduate Student Representative
AMS Representative
Rally Committee Chairman

Wayne Brydon
Jack Closson
Clarence Underwood
Ken Thiele
Terrie Jensen

Faculty
Director of Athletics
One member of the Athletic Department appointed by the Athletic Committee
One member of the faculty appointed by the Academic Senate

Albert Revis, Chairman

Administrators
Administrative Dean of Student Personnel

Marie Lantagne

(Ex-officio: Assistant Dean, Student Activities - Al Silvera)
Data Processing Committee

**Students**
- Two students appointed by ASB - 15 units with 2.0

**Classified**
- Director of Data Processing
- Controller, Accounting Services
  - Loring McAuliffe
  - Dave Pickering

**Faculty**
- Ralph Schiferl, Chairman
- Gene Brady
- James Larsen

**Administrator**
- Assistant Dean, Admissions & Records
  - Lisle Bresslin

Loans and Scholarships

**Students**
- Four students appointed by ASB - 15 units with 2.0

**Classified**
- Financial Aids Secretary
- Human Relations Consultant
- Bookstore Manager
  - Terry Jones, Secretary
  - Jackman LeBlanc
  - Clay Shupe

**Faculty**
- Jack Halloran, Chairman
- Dwight Anderson
- Elsie Anderson
- Peggy Covert
- Frank Esparza
- Rusty Fairly
- Richard Tlapa

**Administrator**
- Financial Aids Coordinator
  - Cedric Boeseke

Scholastic Standards Committee

Membership structure approved in past. Student membership requested this year.

**Students**
- Two students appointed by the ASB - 30 units with 2.0

**Faculty**
- Four faculty, including one counselor, appointed by the Academic Senate
  - Vern Stiers, Chairman
  - Jerry Floyd
  - Louise Mizote
  - Dave Williams

**Administrators**
- Assistant Dean, Admissions & Records
- Administrative Dean of Student Personnel
- Two administrators appointed by the President
  - Lisle Bresslin
  - Marie Lantagne
  - Margaret McGillin
  - Jim Foxx
Curriculum Committee

Membership structure as in the past. Students and faculty representatives and Head Counselor are new additions. Chaired by Dean of Instruction.

Students
Two students appointed by ASB - 30 units with 2.0

Faculty Representatives
Health Occupations
Vocational-Technical

Division Chairmen
Business
English
Fine Arts
Foreign Language
Life Science
Mathematics
Physical Science & Engineering
Social Science
Counseling
Library

Administrators
Dean of Instruction, Chairman
Health Occupations
Vocational-Technical
Health & P.E., Evening College
Assistant Dean, Admissions & Records
Administrative Dean, Student Personnel

Human Relations Committee

The Committee is to be composed of all interested members of the SBCC community. Voting rights are vested in the Executive Committee of 11 members: six students, including two representatives of the BSU, two representatives of MECHA, and two representatives of ASB neither of whom may be Black or Brown; five representatives of the staff appointed by the President.

Students
BSU
BSU
MECHA
MECHA
ASB - 15 units with 2.0
ASB - 15 units with 2.0

Staff
Five representatives

George Brooks
John Martin
Yolanda Marquez
Mingo Durald
Jack Closson
Terry Swartt

Dr. Casier
Mr. Esparza
Mr. Hernandez
Mr. LeBlanc
Mrs. Lantagne

L/m
12/22/69
STANDARDS OF CONDUCT
FOR
MEMBERS OF THE COLLEGE COMMUNITY
WITH
GUIDELINES FOR DUE PROCESS

SANTA BARBARA CITY COLLEGE

APPROVED
BY
ASSOCIATED STUDENTS
President - Dennis Wortham

ACADEMIC SENATE
President - Raymond F. O'Connor

ADMINISTRATION
Superintendent-President - Julio L. Bortolazzo

Presented to Board of Trustees
January 22, 1970
Academic due process is a system of procedures designed to resolve faculty and student personnel issues in a clear, fair and orderly manner. These procedures apply to actions which interfere with or exert a harmful effect on the functions of the college. Actions which involve a faculty member may be handled either by a conduct procedure where a sanction is imposed by the Superintendent-President of the College, or by a grievance procedure where a complaint is initiated by a faculty member. Actions which involve a student may be handled by a conduct procedure where a sanction is imposed by an instructor or administrator, or by a grievance procedure where a complaint is initiated by a student. Such actions must have a direct and demonstrable relationship to the functions of the college. These procedures are intended to achieve an equitable solution that will resolve the issue with due regard for the rights of the accused or aggrieved faculty member or student, the protection of the faculty and the student body, and the interest of the college.

To insure implementation of academic due process in the disposition of any faculty or student personnel issue on campus, the college adopts the following procedural standards:

1. All issues will be initiated within two school days and will be processed in the sequence of preliminary action, informal conciliation, formal hearing and final action and be finalized within a reasonable time period.

2. The committee responsible for the formal hearing on the issue shall conduct its proceedings as follows, unless otherwise provided for:

a. The committee shall receive a signed written charge specifying the time, place and nature of the charge and transmit a copy to each party with due notification of his rights and responsibilities in the procedure for disposing of the charge.

b. The committee shall discuss the charge, hear testimony, examine witnesses and receive all available evidence pertaining to the charge.

c. Both parties shall have the right to present statements, testimony, evidence and witnesses. Each party shall have the right to be represented by counsel of his choice and to question witnesses and testimony.

d. The accused person must be present at the hearing and/or be represented by a person of his choice. Wilful failure to appear shall be reported to the Superintendent-President, who will then take over disposition of the matter.

e. The person making the charge shall assume the burden of proof.
f. The hearing shall be open to the public unless the accused person desires a closed hearing.

g. The committee shall judge the relevancy and weight of the testimony and evidence. It shall make its findings of fact, limiting its investigation to the formal charge. A unanimous vote of the committee will be required to establish guilt. It may also make recommendations for disposition of the charge.

h. A transcript of the proceedings shall be kept in a confidential file and shall be available at all times to the accused person. In the event that innocence is established the transcript shall be destroyed at the request of the accused.

3. It is expected that the Superintendent-President and the Board of Trustees shall be governed by the recommendations of the hearing committee. If such is not the case, a written response documenting the position of the Superintendent-President and/or the Board of Trustees shall be forthcoming.

FACULTY CONDUCT

Policy

Like other members of the academic community, faculty members are expected to govern their conduct in accordance with the standards of the college and provisions of state laws that are designed to perpetuate its educational purposes. A charge of misconduct may arise against a faculty member for alleged unprofessional conduct and/or for violations of published college policies or state laws.

A faculty member found guilty of misconduct may be subject to one or more of the following sanctions:

1. Written or verbal reprimand.

2. Appropriate written or verbal public apology by the guilty party.

3. Specific restitution of all which has been withheld or denied wherever possible.

4. Public censure by the chief administrative officer of the college or by the Board of Trustees.

5. Dismissal

Where a faculty member is subject to a charge of misconduct, such charge shall be processed in accordance with the following procedure:
Procedure

A. Preliminary Action

1. The Superintendent-President may receive any complaint made against a faculty member by a person who is a member of the academic community and/or a resident of the district. Such person shall submit a signed statement specifying the time, place and nature of the alleged unprofessional conduct committed by the faculty member before it is processed further.

2. The Superintendent-President shall meet with the faculty member for the purpose of advising him of the charge.
   a. The Superintendent-President shall provide the faculty member with a copy of the written statement and all information pertaining to the charge.
   b. The Superintendent-President shall inform the faculty member of his right to counsel and of the alternative procedures open to the faculty member as outlined in 3 below, as well as the possible actions and their consequences that might be taken by the Superintendent-President.

3. The faculty member may subsequently advise the Superintendent-President that he:
   a. Elects informal conciliation of the charge,
   b. Elects formal hearing of the charge,
   c. Intends to take other action.

4. The Superintendent-President shall then arrange for an informal conciliation, or if so requested by the faculty member, transmit the written charge to the President of the Academic Senate who will make arrangements for a formal hearing of the charge.

B. Informal Conciliation

1. The Superintendent-President will arrange a conference between the parties to the dispute in an effort to resolve their differences by conciliation.

2. The conference may be conducted by representatives of the Superintendent-President, the President of the Academic Senate, or an outside person, such as a representative of the AAUP or ACLU.

3. The parties to the dispute must indicate their approval of the arrangements for the conference.
a. If agreement is reached between the parties to the dispute, a written statement of the agreement signed by both parties shall be filed with the Superintendent-President.

b. If no agreement is reached between the parties to the dispute, the Superintendent-President or a party to the dispute may submit to the President of the Academic Senate a written request for a formal hearing of the charge. If neither the Superintendent-President nor a party to the dispute submits a request within ten days after termination of the conference, the charges will be dropped.

C. Formal Hearing

1. The President of the Academic Senate in conjunction with the President of the Associated Students and the Superintendent-President will set up a hearing committee in the following manner:

   a. Two faculty members and two alternates shall be selected at random from a pool consisting of faculty members who have signified willingness to serve on hearing committees.

   b. Three students and three alternates shall be selected at random from a pool consisting of students who have signified willingness to serve on hearing committees. Those students willing to serve will have so signified at the time of registration.

   c. One administrator and one alternate shall be selected at random from a pool consisting of administrators who have signified willingness to serve on hearing committees.

   d. Committee members shall select one of their members as chairman. The chairman shall have the privilege of voting on all issues.

2. The committee shall inform both parties of its membership. Each party shall be allowed one peremptory challenge and two challenges for cause.

   a. Legitimacy of challenges for cause against faculty members shall be decided by the President of the Academic Senate.

   b. Legitimacy of challenges for cause against students shall be decided by the President of the Associated Students.

   c. Legitimacy of a challenge for cause against an administrator shall be decided by the Superintendent-President.

   Released members shall be replaced by their alternates.

3. The hearing committee shall conduct its proceedings according to Academic Due Process standards on pages 1 and 2.
4. The hearing committee shall submit its findings of facts and recommended action to each party and to the Superintendent-President.

D. Final Action

1. Upon receiving and reviewing the findings and recommendations of the hearing committee, the Superintendent-President shall dispose of the matter in one of the following ways:
   a. Accept the recommendations.
   b. Reject the recommendations for a stated reason.

2. If the Superintendent-President rejects the recommendations of the hearing committee, he shall transmit his decision with the stated reasons for his objections to the hearing committee. The hearing committee may reconsider its recommendations and shall resubmit them to the Superintendent-President for his final action.

3. The Superintendent-President shall then make his decision and transmit it to both parties, to the President of the Academic Senate, and to the President of the Associated Students. He shall submit a report with his decision on the matter to the Board of Trustees.

4. The faculty member or the hearing committee may submit an appeal of the Superintendent-President's decision to the Board of Trustees. Within 15 days after submission of the appeal, the Board of Trustees shall complete its review of the record and make a final determination of the matter at the college level.

FACULTY GRIEVANCE

Policy

A grievance may arise from action which has an adverse effect on the faculty member with respect to his individual rights, personal benefits, working conditions, and his professional status, including his appointment, reappointment, promotion, reassignment and tenure. It may also arise when a faculty member believes he has been denied his rights as stipulated by college policies and state or federal laws.

A grievance may arise from action taken against a faculty member by a faculty member or group, the President of the College or other college officials. Whenever a faculty member believes that he has been subject to unjust action or denied his rights, he may seek redress through the following procedure.
Procedure

A. Preliminary Action

1. The faculty member who believes that an injustice has been done to him shall first attempt to resolve his grievance by informal discussion with the person or group directly involved in the matter.

2. If the faculty member still believes the issue has not been resolved satisfactorily, he may submit a written statement specifying the time, place and nature of his grievance to the President of the Academic Senate, who shall make the arrangements for a formal hearing of the charge.

B. Formal Hearing

1. The President of the Academic Senate in conjunction with the President of the Associated Students and the Superintendent-President shall set up a hearing committee in the following manner:

   a. Select two faculty members and two alternates, three students and three alternates, one administrator and one alternate, who are not parties in the grievance. Method of selection shall be the same as in Formal Hearing section of Faculty Conduct.

   b. Select six faculty members and three alternates, if the grievance is of a purely intra-faculty nature. Selection shall be as in a. above.

   c. Committee members shall select one of their members as chairman. The chairman shall have the privilege of voting on all issues.

2. The President of the Academic Senate shall inform both parties of the membership of the committee and allow each party one peremptory challenge and two challenges for cause.

   a. Legitimacy of challenges for cause against faculty members shall be decided by the President of the Academic Senate.

   b. Legitimacy of challenges for cause against students shall be decided by the President of the Associated Students.

   c. Legitimacy of a challenge for cause against an administrator shall be decided by the Superintendent-President

Released members shall be replaced by their alternates.

3. The hearing committee shall conduct its proceedings according to the Academic Due Process standards as outlined in pages 1 and 2 above.
4. The hearing committee shall submit its findings of fact and recommended action to each party and the Superintendent-President.

C. Final Action

1. If either party is dissatisfied with the recommendation of the hearing committee, he may consult with the Superintendent-President to express his position, provided the Superintendent-President is not a party to the dispute.

2. Upon receiving the findings and recommendation of the hearing committee and after consultation as requested by either party, the Superintendent-President may accept or reject the committee recommendation.

3. If the Superintendent-President rejects the committee recommendation, he shall submit his decision with stated reasons to the hearing committee.

4. The Superintendent-President shall transmit his decision to both parties, the President of the Academic Senate and the President of the Associated Students, where appropriate. He shall submit a report on the matter with his decision to the Board of Trustees.

5. Either party may appeal the Superintendent-President's decision, either in writing or by appearance, to the Board of Trustees. Within 15 days after submission of the appeal, the Board of Trustees shall complete its review of the record and make a final determination of the matter at the college level.

ADMINISTRATOR CONDUCT

Policy

Like other members of the academic community, administrators are expected to govern their conduct in accordance with the standards of the college and provisions of state laws that are designed to perpetuate its educational purposes. A charge of misconduct may arise against an administrator for alleged unprofessional conduct and/or for violations of published college policies or state laws.

An administrator found guilty of misconduct may be subject to one or more of the following sanctions:

1. Written or verbal reprimand.

2. Appropriate written or verbal public apology by the guilty party.

3. Specific restitution of all which has been withheld or denied wherever possible.
4. Public censure by the chief administrative officer of the college or by the Board of Trustees.

5. Dismissal

Where an administrator is subject to a charge of misconduct, such charge shall be processed in accordance with the following procedure:

Procedure

A. Preliminary Action

1. The Superintendent-President may receive any complaint made against an administrator by a person who is a member of the academic community and/or a resident of the district. Such person shall submit a signed statement specifying the time, place and nature of the alleged unprofessional conduct committed by the administrator before it is processed further.

2. The Superintendent-President shall meet with the administrator for the purpose of advising him of the charge.

   a. The Superintendent-President shall provide the administrator with a copy of the written statement and all information pertaining to the charge.

   b. The Superintendent-President shall inform the administrator of his right to counsel and of the alternative procedures open to the administrator as outlined in 3 below, as well as the possible actions and their consequences that might be taken by the Superintendent-President.

3. The administrator may subsequently advise the Superintendent-President that he:

   a. Elects informal conciliation of the charge,

   b. Elects formal hearing of the charge,

   c. Intends to take other action.

4. The Superintendent-President shall then arrange for an informal conciliation or for a formal hearing.

B. Informal Conciliation

1. The Superintendent-President will arrange a conference between the parties to the dispute in an effort to resolve their differences by conciliation.
2. The conference will be conducted by the Superintendent-President or his representative.

3. The parties to the dispute must indicate their approval of the arrangements for the conference.
   a. If agreement is reached between the parties to the dispute, a written statement of the agreement signed by both parties shall be filed with the Superintendent-President.
   
   b. If no agreement is reached between the parties to a dispute, a party to the dispute may submit to the Superintendent-President a written request for a formal hearing of the charge. If neither the Superintendent-President nor a party to the dispute requests a formal hearing within ten days after termination of the conference, the charges will be dropped.

C. Formal Hearing

1. The Superintendent-President, in conjunction with the President of the Academic Senate and the President of the Associated Students, will set up a hearing committee in the following manner:
   a. Two faculty members and two alternates shall be selected at random from a pool consisting of faculty members who have signified willingness to serve on hearing committees.
   
   b. Three students and three alternates shall be selected at random from a pool consisting of students who have signified willingness to serve on hearing committees. Those students willing to serve will have so signified at the time of registration.
   
   c. One administrator and one alternate shall be selected at random from a pool consisting of administrators who have signified willingness to serve on hearing committees.
   
   d. Committee members shall select one of their members as chairman. The chairman shall have the privilege of voting on all issues.

2. The committee shall inform both parties of its membership. Each party shall be allowed one peremptory challenge and two challenges for cause.
   a. Legitimacy of challenges for cause against faculty members shall be decided by the President of the Academic Senate.
   
   b. Legitimacy of challenges for cause against students shall be decided by the President of the Associated Students.
   
   c. Legitimacy of a challenge for cause against an administrator shall be decided by the Superintendent-President.
Released members shall be replaced by their alternates.

3. The hearing committee shall conduct its proceedings according to Academic Due Process standards on pages 1 and 2.

4. The hearing committee shall submit its findings of facts and recommended action to each party and to the Superintendent-President.

D. Final Action

1. Upon receiving and reviewing the findings and recommendations of the hearing committee, the Superintendent shall dispose of the matter in one of the following ways:
   a. Accept the recommendations.
   b. Reject the recommendations for stated reason.

2. If the Superintendent-President rejects the recommendations of the hearing committee, he shall transmit his decision with the stated reasons for his objections to the hearing committee. The hearing committee may reconsider its recommendations and shall resubmit them to the Superintendent-President for his final action.

3. The Superintendent-President shall then make his decision and transmit it to both parties, to the President of the Academic Senate and to the President of the Associated Students. He shall submit a report with his decision on the matter to the Board of Trustees.

4. The administrator or the hearing committee may submit an appeal of the Superintendent-President's decision to the Board of Trustees. Within 15 days after submission of the appeal, the Board of Trustees shall complete its review of the record and make a final determination of the matter at the college level.

ADMINISTRATOR GRIEVANCE

Policy

A grievance may arise from action which has an adverse effect on the administrator with respect to his individual rights, personal benefits, working conditions, and his professional status, including his appointment, reappointment, promotion, reassignment and tenure. It may also arise when an administrator believes he has been denied his rights as stipulated by college policies and state or federal laws.

A grievance may arise from action taken against an administrator by a faculty member or group, the President of the College or other college official. Whenever an administrator believes that he has been subject to unjust action or denied his rights, he may seek redress through the following procedure.
Procedure

A. Preliminary Action

1. The administrator who believes that an injustice has been done to him shall first attempt to resolve his grievance by informal discussion with the person or group directly involved in the matter.

2. If the administrator still believes the issue has not been resolved satisfactorily, he may submit a written statement specifying the time, place and nature of his grievance to the Superintendent-President, who shall make the arrangements for a formal hearing of the charge.

B. Formal Hearing

1. The Superintendent-President in conjunction with the President of the Academic Senate and the President of the Associated Students shall set up a hearing committee in the following manner:

   a. Select two faculty members and two alternates, three students and three alternates, one administrator and one alternate, who are not parties in the grievance. Method of selection shall be the same as in Formal Hearing section of Faculty Conduct.

   b. Select six administrators and three alternates, if the grievance is between members of the administrative staff. Selection shall be as in a. above.

   c. Committee members shall select one of their members as chairman. The chairman shall have the privilege of voting on all issues.

2. The Superintendent-President shall inform both parties of the membership of the committee and allow each party one peremptory challenge and two challenges for cause.

   a. Legitimacy of challenges for cause against faculty members shall be decided by the President of the Academic Senate.

   b. Legitimacy of challenges for cause against students shall be decided by the President of the Associated Students.

   c. Legitimacy of a challenge for cause against an administrator shall be decided by the Superintendent-President.

Released members shall be replaced by their alternates.

3. The hearing committee shall conduct its proceedings according to Academic Due Process standards as outlined in pages 1 and 2.
4. The hearing committee shall submit its findings of facts and recommended action to each party and the Superintendent-President.

C. Final Action

1. If either party is dissatisfied with the recommendation of the hearing committee, he may consult with the Superintendent-President to express his position, provided the Superintendent-President is not a party to the dispute.

2. Upon receiving the findings and recommendation of the hearing committee and after consultation as requested by either party, the Superintendent-President may accept or reject the committee recommendation.

3. If the Superintendent-President rejects the committee recommendation, he shall submit his decision with stated reasons to the hearing committee.

4. The Superintendent-President shall transmit his decision to both parties, and where appropriate to the President of the Academic Senate and the President of the Associated Students. He shall submit a report on the matter with his decision to the Board of Trustees.

5. Either party may appeal the Superintendent-President's decision, either in writing or by appearance, to the Board of Trustees. Within 15 days after submission of the appeal, the Board of Trustees shall complete its review of the record and make final determination of the matter at the college level.

STUDENT CONDUCT

Policy

Like other members of the academic community, the student is expected to conduct himself in accordance with standards of the college that are designed to perpetuate its educational purposes. A charge of misconduct may be made against a student for violating provisions of published college regulations and the state education and administrative codes. Where a student is subject to a charge of misconduct, such charge shall be processed in accordance with the following policy and procedure.

Disciplinary action may be imposed upon a student by an instructor, an administrator or a trustee for proven misconduct or actual violation of published college rules and state regulations. In all cases action taken against a person shall be in keeping with laws prescribed for the purpose of defining and limiting such action. The Superintendent-President or his designee, shall have the power to impose suspension. The Superintendent-President alone shall have the power to recommend expulsion to the Board
of Trustees. The Board of Trustees alone shall have the power of expulsion. Students found guilty of misconduct may be subject to one or more of the following sanctions:

1. Disciplinary Probation: A verbal or written warning.

2. Temporary Exclusion: Removal for duration of class period or activity.

3. Suspension: Exclusion from classes, privileges or activities for a specified period of time as set forth in the notice of suspension.

4. Expulsion: Termination of student status as set forth in the notice of expulsion.

Procedure

A. Preliminary Action

1. The Assistant Dean, Student Activities, shall receive and issue any charge of alleged misconduct made against a student by another student, a faculty member or an administrator. Such person shall submit a signed statement specifying the time, place and nature of the alleged misconduct.

2. The Assistant Dean, Student Activities, shall confer with the student for the purpose of advising him of the charge.

   a. The Assistant Dean shall provide the student with a copy of the written statement and all information pertaining to the charge.

   b. The Assistant Dean shall inform the student of his right to counsel and of the alternative procedures open to the student as outlined in 5 below, as well as the possible actions and their consequences that might be taken by the Assistant Dean or the Superintendent-President.

3. The Assistant Dean may also procure information relating to the charge from the student and other persons. Whenever appropriate, the Assistant Dean shall assess the damage to property and injury to persons.

4. At this point, the Assistant Dean may take any of the following actions:

   a. Informal conciliation.

   b. Place the student on probation or temporary exclusion.

   c. Order the case to formal hearing.
5. The student shall notify the Assistant Dean that he either:
   a. Abides by the Assistant Dean's decision.
   b. Elects informal conciliation of the charge.
   c. Elects formal hearing of the charge.
   d. Intends to take other action.

6. The Assistant Dean shall arrange for a meeting of the hearing committee within two school days after submission of the charge to consider disposition of the following cases:
   a. Any appeal by a student regarding proposed sanctions for alleged misconduct.
   b. Any case which may result in the possible expulsion of a student.

B. Informal Conciliation

1. The Assistant Dean, Student Activities, will arrange a conference between the parties to the dispute in an effort to resolve their differences by conciliation.

2. The conference will be conducted by the Assistant Dean, Student Activities, or his representative.

3. The parties to the dispute must indicate their approval of the arrangements for the conference.
   a. If agreement is reached between the parties to the dispute, a written statement of the agreement signed by both parties shall be filed with the Assistant Dean, Student Activities.
   b. If no agreement is reached between the parties to a dispute, a party to the dispute may submit to the Assistant Dean, Student Activities, a written request for a formal hearing of the charge. If neither the Assistant Dean, Student Activities, nor a party to the dispute requests a formal hearing within ten days after termination of the conference, the charges will be dropped.

C. Formal Hearing

1. The President of the Associated Students in conjunction with the President of the Academic Senate and the Superintendent-President shall set up a hearing committee in the following manner:
a. Two faculty members and two alternates shall be selected at random from a pool consisting of faculty members who have signified willingness to serve on hearing committees.

b. Three students and three alternates shall be selected at random from a pool of students who have signified willingness to serve on hearing committees. Those students will have so signified at the time of registration.

c. One administrator and one alternate shall be selected at random from a pool consisting of administrators who have signified willingness to serve on hearing committees.

d. Committee members shall select one of their members as chairman. The chairman shall have the privilege of voting on all issues.

2. The committee shall inform both parties of its membership. Each party shall be allowed one peremptory challenge and two challenges for cause. Released members shall be replaced by alternates.

a. Legitimacy of challenges for cause against faculty members shall be decided by the President of the Academic Senate.

b. Legitimacy of challenges for cause against students shall be decided by the President of the Associated Students.

c. Legitimacy of a challenge for cause against an administrator shall be decided by the Superintendent-President.

3. The hearing committee shall conduct its proceedings according to Academic Due Process standards on pages 1 and 2.

4. The hearing committee shall submit its findings of fact and recommendations to each party and the Superintendent-President.

D. Final Action

1. Upon receiving and reviewing the findings and recommendations of the hearing committee, the Superintendent-President shall dispose of the matter in one of the following ways:

a. Accept the recommendations.

b. Reject the recommendations for a stated reason.

2. If the Superintendent-President rejects the recommendations of the hearing committee, he shall transmit his decision with the stated reasons for his objections to the hearing committee.

3. The Superintendent-President shall then make his decision and transmit it to both parties, to the President of the Academic Senate,
and to the President of the Associated Students. He shall submit a report with his decision on the matter to the Board of Trustees.

4. The student or the hearing committee may submit an appeal of the Superintendent-President's decision to the Board of Trustees. Within 15 days after submission of the appeal, the Board of Trustees shall complete its review of the record and make a final determination of the matter at the college level.

STUDENT GRIEVANCE

Policy

In the pursuit of his academic ends, the student should be free of unfair and improper action by any member of the academic community. A grievance may be initiated by a student when he believes he has been subject to unjust action or denied his rights as stipulated in published college regulations, state laws or federal laws. Such action may be instituted by a student against another student, a faculty member or an administrator. When a student believes an injustice has been done to him, he may seek redress through the following policy and procedures.

Students may initiate a grievance for any of the following actions:

1. Prejudicial or capricious action in the evaluation of the student's academic performance. Such grievances may be referred to the Dean of Instruction.

2. Act or threat of intimidation or harassment.

3. Act or threat of physical aggression.

4. Arbitrary action or imposition of sanctions without proper regard for academic due process as specified in college procedures.

5. Violation of student rights as specified in published college rules and regulations.

Procedure

A. Preliminary Action

1. The student who believes an injustice has been done to him shall first attempt to resolve his grievance by informal consultation with the following persons, preferably in sequence:

   a. The student, faculty member, or administrator concerned.

   b. The Assistant Dean, Student Activities.

   c. The Dean of Instruction, where an academic grievance is concerned.
2. If the student still believes that the issue has not been resolved to his satisfaction, he may submit a signed statement specifying the time, place and nature of the grievance to the Assistant Dean, Student Activities, who shall arrange for the meeting of the hearing committee to consider the grievance.

B. Formal Hearing

1. The Superintendent-President, the President of the Academic Senate and the President of the Associated Students shall set up a hearing committee as follows:
   
a. Two faculty members and two alternates, three students and three alternates, one administrator and one alternate, selected according to the procedure outlined for other hearing committees.
   
b. Six students and three alternates, in cases where only students are involved if the aggrieved party so desires.
   
c. Committee members shall select one of their members as chairman. The chairman shall have the privilege of voting on all issues.

2. The President of the Associated Students shall notify each party of the membership of the committee. Each party shall be allowed one peremptory challenge and two challenges for cause. Released members will be replaced by alternates.
   
a. Legitimacy of challenges for cause against faculty members shall be decided by the President of the Academic Senate.
   
b. Legitimacy of challenges for cause against students shall be decided by the President of the Associated Students.
   
c. Legitimacy of a challenge for cause against an administrator shall be decided by the Superintendent-President.

3. The hearing committee shall conduct its proceedings according to Academic Due Process standards on pages 1 and 2.

4. The hearing committee shall submit its findings of fact and recommendations to both parties and the Superintendent-President.

C. Final Action

1. If either party is dissatisfied with the recommendation of the hearing committee, he may consult with the Superintendent-President to express his position, provided the Superintendent-President is not a party to the dispute.

2. Upon receiving the findings and recommendation of the hearing committee and after consultation as requested by either party, the Superintendent-President may accept or reject the committee recommendation.
3. If the Superintendent-President rejects the committee recommendation, he shall submit his decision with stated reasons to the hearing committee.

4. The Superintendent-President shall transmit his decision to both parties, the President of the Academic Senate, and the President of the Associated Students. He shall submit a report on the matter with his decision to the Board of Trustees.

5. Either party may appeal the Superintendent-President's decision, either in writing or by appearance, to the Board of Trustees. Within 15 days after submission of the appeal, the Board of Trustees shall complete its review of the record and make a final determination of the matter at the college level.
STANDARDS OF STUDENT CONDUCT

A student enrolling in Santa Barbara City College assumes an obligation to conduct himself in a manner compatible with the functions of the College as an educational institution. The following are some of the categories of misconduct for which students are subject to disciplinary action:

1. Dishonesty, including, but not limited to forgery, alteration, misuse of college documents, records of identification, cheating, plagiarism, or knowingly furnishing false information to the college.

2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities including, but not limited to its community service function, or of other authorized activities on college premises.

Penal Code Section 415.5 (a)

"Every person who maliciously and willfully disturbs the peace or quiet of any junior college, state college, or state university by loud or unusual noise, or by tumultuous or offensive conduct, or threatening, traducing, quarreling, challenging to fight, or fighting; or by using any vulgar, profane, or indecent language within the presence or hearing of women and children, in a loud boisterous manner, is guilty of a misdemeanor."

Education Code Section 16701

"Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor."

3. Physical or verbal abuse of any person on college-owned property or at college-sponsored or supervised functions or conduct which threatens or endangers the health or safety of any such person.

Education Code Section 10602

"Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of the school personnel, or assault or battery upon a student, upon school premises or while under the authority of school personnel, or continued abuse of school personnel, assault or battery upon school personnel, or any threat of force or violence directed toward school personnel, at any time or place shall constitute good cause for suspension or expulsion from school; however, no pupil shall be suspended or expelled unless the conduct for which he is to be disciplined is related to school activity or school attendance."

4. Theft of or damage to property of the college or of a member of the college campus, such as visitors, students or employees.
Education Code Section 10606

"Any pupil who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district is liable to suspension or expulsion, and the parent or guardian shall be liable for all damages so caused by the pupil. The parent or guardian of a pupil shall be liable to a school district for all property belonging to the school district loaned to the pupil and not returned upon demand of an employee of the district authorized to make the demand."

5. Unauthorized entry to or use of college facilities, (including but not limited to property, buildings, supplies and equipment).

Penal Code Section 626.8 (a)

"Any person who comes into any school building or upon any school ground, or street, sidewalk, or public way adjacent thereto, without lawful business thereon, and whose presence or acts interfere with the peaceful conduct of the activities of such school or disrupt the school or its pupils or school activities, and who remains there, or who re-enters or comes upon such place within 72 hours, after being asked to leave by the chief administrative official of that school or any designated agent of the chief administrative official who possesses a standard supervision credential or a standard administration credential or who carries out the same functions as a person who possesses such a credential or, in the absence of the chief administrative official, the person acting as the chief administrative official, is guilty of a misdemeanor."

6. Violation of college policies or of campus regulations, including, but not limited to, campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression.

Education Code Section 10604

"The Governing Board of any school district may make and enforce all rules and regulations needful for the government and discipline of the schools under its charge. Any Governing Board shall enforce the provisions of this section by suspending, or, if necessary, expelling a pupil in any elementary or secondary school who refuses or neglects to obey any such rules or regulations."

7. Use, possession, or distribution of alcoholic beverages, narcotics, or dangerous drugs, such as marijuana, lycergic acid diethylamide (LSD), except as expressly permitted by law.
Education Code Section 10603

"The Governing Board of any school district may suspend or expel, and the superintendent of any school district when previously authorized by the Governing Board may suspend, a pupil whenever it is established to the satisfaction of the Board or the superintendent, respectively, that the pupil has on school premises or elsewhere used, sold, or been in possession of narcotics or other hallucinogenic drugs or substances, or has inhaled or breathed the fumes of, or ingested, any poison classified as such by Schedule "D" in Section 4160 of the Business and Professions Code."

Business and Professions Code 25603

"Every person who possesses, consumes, sells, gives, or delivers to any other person, any alcoholic beverage in or on any public schoolhouse or any of the grounds thereof is guilty of a misdemeanor. This section does not, however, make it unlawful for any person to acquire, possess, or use any alcoholic beverage in or on any public schoolhouse, or on any grounds thereof, if the alcoholic beverage is required, possessed, or used in connection with a course of instruction given at the school and such person has been authorized to acquire, possess, or use it by the governing body or other administrative head of the school. Any person convicted of a violation of this section shall in addition to the penalty imposed for the misdemeanor, be barred from having or receiving any privilege of the use of public school property which is accorded by Chapter 4 (commencing with section 16551) of Division 12 of the Education Code."

8. Failure to comply with directions of college officials acting in the performance of their duties.

Penal Code 626.5

"(d) Any person who has been notified by the chief administrative officer of a campus or other facility of a junior college, state college, or state university, or by an officer or employee designated by the chief administrative officer to maintain order on such campus or facility, that consent to remain on the campus or facility has been withdrawn pursuant to subdivision (a); who has not had such consent reinstated; and who willfully and knowingly enters or remains upon such campus or facility during the period for which
consent has been withdrawn is guilty of a misdemeanor. This sub-
division does not apply to any person who enters or remains on such
campus or facility for the sole purpose of applying to the chief
administrative officer for the reinstatement of consent or for the
sole purpose of attending a hearing on the withdrawal."

9. Disorderly conduct or lewd, indecent or obscene conduct or
expression on college-owned or -controlled property or at a
college-sponsored or -supervised activity.

10. Unauthorized use of listening or recording devices on campus or
at college-sponsored activities.

Education Code Section 9202

"The Legislature finds that the use by any person, including a
pupil, of any concealed electronic listening or recording device
in any classroom of a public school without the prior consent of
the teachers and the principal of the school having been obtained
disrupts and impairs the teaching process and discipline in the
public schools, and such use is prohibited. Any adult who will-
fully violates this section shall be guilty of a misdemeanor."

11. Attendance at any session of any class by a student or person who
is not officially enrolled in that class, except with the prior
permission of the instructor of the class.

Education Code Section 13558.5

"Every minor over 16 years of age or adult who is not a pupil of
the school, including but not limited to any such minor or adult
who is the parent or guardian of a pupil of the school, who comes
upon any school ground or into any schoolhouse and there willfully
interferes with the discipline, good order, lawful conduct, or
administration of any school class or activity of the school, with
the intent to disrupt, obstruct, or to inflict damage to property
or bodily injury upon any person, is guilty of a misdemeanor, and
is punishable by a fine of not less than fifty dollars ($50) nor
more than five hundred dollars ($500), or by imprisonment in the
county jail for not more than six months, or both."

Penal Code 626.6

"In any case in which a person who is not a student or officer or
employee of a junior college, state college, or state university,
and who is not required by his employment to be on the campus or
any other facility owned, operated, or controlled by the Governing
Board of any such junior college, state college, or state university,
enters such campus or facility, and it reasonably appears to the
chief administrative officer of such campus or facility or to an
officer or employee designated by him to maintain order on such
campus or facility that such person is committing any act likely to interfere with the peaceful conduct of the activities of such campus or facility or has entered such campus or facility for the purpose of committing any such act, the chief administrative officer or officer or employee designated by him to maintain order on such campus or facility may direct such person to leave such campus or facility, and if such person fails to do so or if such person willfully and knowingly re-enters upon such campus or facility within 72 hours after being directed to leave, he is guilty of a misdemeanor."
To: Julio L. Bortolazzo  
Superintendent-President

From: Selmer O. Wake  
Director-Administrative Dean  
Adult Education

Subject: Schedule in Spanish for Special Adult Education Courses

In an attempt to encourage more Mexican-Americans to enroll in various Adult Education classes, a special listing was prepared in cooperation with several Mexican-American leaders in our community.

The Adult Division has also carried stories in Spanish in its printed supplements as well as in the regular newspaper announcing special programs of interest to the Mexican-American community. (See attachment 7.2.)
Una lista parcial de oportunidades perteneciente a la educación de adultos.

Para los cursos afuera de aprender el inglés un aprendamiento del inglés normal es necesario. Las clases empezaran el cinco de enero.

__CLASES DE LECTURA RAPIDA__ - Suficiente técnica para leer, ampliar el vocabulario, incluyendo rapidez.

Con la Senora Bernice Adair, martes y jueves de 7 a 9:30 p.m., en Santa Barbara High School, cuarto 112.

__PREPARACION PARA PADRES DE FAMILIA__ - Lecturas películas y pláticas para los futuros padres y madres, a cargo de enfermera registrada, todo sin costo alguno. Los cursos son los siguientes:

- Desarrollo prenatal
- Antes que el niño nasca
- Como nace un niño
- Cuidado de la madre y su criatura
- Ha nacido una familia
- Visitas al Departamento de Maternidad y Hospitales locales

Con la Senora Marlene J. Johnson, martes de 7:30 a 9:30 p.m., en la Librería de la Santa Barbara High School.

__CLASES DE PINTURA Y DIBUJO__

Introducción de conocimientos básicos de pintura y dibujo hasta lograr vida figura y todo lo referente al estudio natural, enfatizando color y composición. Con el Sr. Richard Phipps, lunes de 1 a 4 p.m., en 214 Santa Barbara, estudio 6, 7, 8.

Enfasis en el desarrollo de lograr naturalidad, dibujando y pintando hasta encontrar las necesidades individuales del estudiante. Con el Sr. Arthur Camp, lunes de 7 a 10 p.m., en Goleta Valley High School, cuarto 307.


Curso introductorio de dos dimensiones de representación. Dibujo y pintura al natural utilizando modelos. Con el Sr. Lowell Pepper, jueves de 7 a 10 p.m., San Marcos High School, cuarto J-3.
CLASES DE COSTURA - (Límite de estudiantes, 25)

Para principiantes:
Con la Senora Peggy Lockhart, miércoles de 9 a 12 p.m., en 531 este Ortega
(Girl’s Club of Santa Barbara).

Métodos fáciles para los que tienen experiencia en costura:
Con la Senora Rose Robertson, jueves de 7 a 10 p.m., en 117 este de la Guerra.
Con la Senora Loretta Soske, viernes de 9 a 12 p.m., o miércoles, de 1 a 4 p.m.,
en 119 este de la Guerra.
Con la Senora Loretta Soske, jueves de 9 a 12 p.m., en 117 este de la Guerra.
Con la Senora Cynthia Thomas, lunes de 7 a 10 p.m., Goleta Valley Junior
High School, cuarto 404.

Clases para hacer vestidos:
Con la Senora Loretta Soske, lunes de 7 a 10 p.m., Carpinteria Junior High
School, 5351 Avenida Carpinteria.
Con la Senora Barbara Bentley, miércoles de 7 a 10 p.m., Santa Barbara High
School, cuarto 4, o el martes y jueves de 7 a 10 p.m., San Marcos High
School, cuarto H-2.

Clases avanzadas para hacer vestidos: Requisito, un año haciendo vestidos:
Con la Senora Rose Robertson, martes de 7 a 10 p.m., en 117 este de la Guerra.
Con la Senora Cynthia Thomas, viernes de 1 a 4 p.m., en 117 este de la Guerra.

Clases de sastrería: Requisito, un año haciendo vestidos o su equivalente:
Con la Senora Rose Robertson, lunes de 1 a 4 p.m., en 117 este de la Guerra.
Con la Senora Bessie Marsh, miércoles de 1 a 4 p.m., en 117 este de la Guerra.

Para hacer vestidos creativos y elegantes:
Con la Senora Bessie Marsh, martes de 1 a 4 p.m., en 117 este de la Guerra.

TRABAJO DE MADERA - (Construir muebles) - Clases para los que deseen aprender a
manejar herramienta de mano y electricidad. También para los que tengan
conocimiento en madera y construcción de muebles.
Con el Senor Joseph Kimbro, jueves de 7 a 10 p.m., San Marcos High School,
cuarto I-3.
Con el Senor Fred B. Turner, lunes de 7 a 10 p.m., Carpinteria High School,
4810 Foothill, cuarto D-2.

ESCULTURA DE MADERA LABRADA
Con la Senora Pauline Erickson, miércoles de 9 a 12 p.m., o de 1 a 4 p.m., o
martes de 7 a 10 p.m., en 814 Santa Barbara, cuarto C.

SOLDADURA AUTOGENA - Entrenamiento con sustancias químicas para soldadura,
amoldamientos de diferentes metales en varias posiciones. $10.00 para el
costo de materiales. Deben procurar sus propios lentes protectivos.
Con el profesor Neal Glover, lunes o miércoles de 7 a 10 p.m., en 312 norte Nopal.
La escuela, más que lugar para aprender, es el templo del saber.

**APRENDA INGLES EN LA ESCUELA QUE QUEDA MAS CERCA A SU DOMICILIO.**

Escuela Lincoln, 119 Cota, lunes y miércoles de 7 a 9 p.m., en el cuarto 9.

Escuela Franklin, 230 Voluntario, martes y jueves de 7 a 9 p.m., en el cuarto 3. (Lado este de la ciudad por la calle Salinas).

Escuela Harding, 1625 Robbins, lunes y miércoles de 7 a 9 p.m., en el cuarto 23. (Lado oeste de la ciudad).

Catholic Welfare Bureau (Agencia Católica), 609 este Haley. Clases para principiantes y para los que saben poco inglés y desean mejorar. Para los que lo hablan y no saben escribirlo. También para los que de un modo y otro lo saben, pero con dificultad y desean mejorar.

Lunes a jueves de 9:30 a 12:00 por la mañana y de 1:00 a 3:30 p.m.

Lunes a jueves de 7 a 9:30 p.m.

Santa Barbara High School, 700 Anapamu, lunes y miércoles de 7 a 9 p.m., cuarto 106, o martes y jueves de 7 a 9 p.m., cuarto 202. Las clases de preparación para ciudadanía, martes y jueves de 7 a 9 p.m., cuarto 111, o lunes de 7 a 9:30 p.m., cuarto 204.

Goleta Union School, 5689 Avenida Hollister en Goleta, martes a jueves de 7 a 9 p.m., cuarto 6.

Escuela Aliso, 4545 Avenida Carpinteria en Carpinteria, lunes a jueves de 7 a 9 p.m., cuarto 11. Para ciudadanía, lunes y miércoles de 7 a 9 p.m., cuarto 12.

**EDUCACION BASICA. LECTURA Y ESCRITURA BASICA** - Para los que no pueden leer ni escribir.

Con el Sr. Harold S. Danenhower, martes a jueves de 7:30 a 9:30 p.m., o con la Sra. Maryellen Kelley, lunes a jueves de 1 a 3:30 p.m., en 609 este Haley, Work Training Program Center.

**ENFATIZANDO LOS TEMAS ELEMENTARIOS**

Con la Sra. Olive Fischbacher, lunes a jueves de 7 a 9:30 p.m., en 609 este Haley, Work Training Program Center.

**PREPARACION PARA GED EXAMENES** - Este curso dara a uno repaso para todas las cinco áreas del G.E.D. examen, pero el alumno puede concentrar en esas áreas que tiene necesidad. También habrá oportunidad para las personas que deseen repasar educación básica de la escuela superior.

Con el Sr. Theodore Patchen, martes de 7 a 9:30 p.m., Santa Barbara High School, cuarto 6.
EDUCACION PROFESIONAL - Para ayudantes de maestra. Se proporciona a los estudiantes equipo, información, conocimientos para que su funcion sea mas eficiente como ayudantes de maestros. Cuarto de clases para proporcionar actividad, mejor calificacion y organizacion. Equipo audio visual.
Con la Senora Mary Post, miercoles de 1:30 a 3:30 p.m., en el Centro Cultura de la Escuela Lincoln.

PRACTICO ENTRENAMIENTO EN TALLER DE MAQUINAS - Para las personas que deseen entrenamiento basico en taller de maquinas para amoldar, taladrar, pulverizar. Practicas en el taller con tecnicas relacionadas.
Con el Senor Arthur Daniels, jueves de 7 a 10 p.m., en 312 norte Nopal.

MAQUINAS DE OFICINA - Para usar maquinas calculadoras, sumadoras, de oficina y alta velocidad, de auditoria. Este curso se repite en la primavera.
Con la Senora Norma Roden, jueves de 7 a 9 p.m., San Marcos High School, B-5.

CLASES FUNDAMENTALES DE MANEJAR CON PRACTICAS EN EL VOLANTE - Examenes de vision y reaccion. Lecturas y explicaciones por un experto instructor y Jues de Trafico. $10.00 es el costo del curso.
Con el Senor Charles Ferrari, miercoles de 7 a 9:30 p.m., en la Agencia Catolica, 609 este Haley.

Para mayor informacion, pueden llamar al telefono 962-8144, la Senora Sylvia Azdril, tendra mucho gusto en alludarle.

R.G. Rosales, consultor en el Departamento de Educacion para adultos, 914 Santa Barbara