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

January 22, 1970 -- 4:00 p.m. -- Board Room  
Santa Barbara City College  
Santa Barbara, California  

1. GENERAL FUNCTIONS  

1.1 Call to Order  

A regular meeting of the Board of Trustees of the Santa Barbara  
Junior College District was called to order by Vice President Meigs on  
Thursday, January 22, 1970, at 4:00 p.m. in the Board Room, Santa  
Barbara City College, Santa Barbara, California.  

1.2 Roll Call  

Members present:  
Mrs. Kathryn O. Alexander  
Mr. James R. Garvin  
Mrs. Ann Gutshall  
Mrs. Dorothy N. Meigs  
Mr. Benjamin P. J. Wells  

Members absent:  
Mr. Wilbur L. Fillippini  
Mr. Sidney R. Frank  

Others present for all or a portion of the meeting:  
Dr. Julio L. Bortolazzo, Superintendent-President and Secretary-
Clerk to the Board of Trustees  
Dr. Donald K. Sorsabal, Administrative Dean, Business Services, and  
Assistant Secretary-Clerk to the Board of Trustees  
Mr. M. L. (Pat) Huglin, Administrative Dean, Instruction  
Mr. Selmer O. Wake, Director-Administrative Dean, Adult Education  
Mr. James E. Foxx, Assistant Dean, Technical-Vocational  
Mr. Lisle C. Bresslin, Assistant Dean, Admissions and Records  
Mr. Russell S. Wenzlau, Coordinator of Evening College and Director  
of Summer Session, 1970  
Mr. Theron Barnes, Audio-Visual Department  
Mr. James M. Williams, College Community Relations Assistant  
Miss Gloria A. Castleberg, Personnel Assistant  
Mr. David R. Williams, Associate Professor, Physical Science  
Mr. Robert Carman, Assistant Professor, Physical Science  
Mr. Royce Adams, Assistant Professor, English  
Mr. Frank Esparza, Counselor  
Mr. Tony Gillilan, Instructor, English  
A number of other SBCC Staff Members  
Dennis Wortham, President, Associated Students, SBCC  
Ron Seeley, Vice-President, Associated Students, SBCC  
Allen McComb, Student, SBCC  
Art Campos, Editor, The Channels  
Mr. R. G. Rosales, Dos Pueblos High School  
Col. R. L. Temple, Interim Executive Secretary, Santa Barbara County  
Taxpayers' Association, Inc.  
Irene Evans, Secretary to the Superintendent
Mrs. Meigs declared that a quorum was present and ordered that the Board proceed with the regular order of business.

1.3 Welcome to Guests

Mrs. Meigs welcomed guests and invited comments from the audience during the course of the meeting. A special welcome was extended to the Associated Student officers and students present.

1.4 Minutes of Regular Meeting, January 13, 1970

On motion of Mr. Garvin, seconded by Mrs. Alexander, the minutes of the Regular Meeting of January 13, 1970, were unanimously approved as mailed.

1.5 Hearing of Citizens and Petitions

None

1.6 Communications

None

Col. R. T. Temple, Interim Executive Secretary, Santa Barbara County Taxpayers' Association, Inc., announced that the Taxpayers' Association, at their last regular meeting, had unanimously endorsed the Resolution of Palomar College (discussed by the Board of Trustees at the meeting on January 13, 1970), regarding financial support for Community Colleges.

1.7 Executive Session

At 4:05 p.m., the Board adjourned to go into executive session with Dr. Bortolazzo in the Superintendent's office.

At 4:16 p.m., the regular meeting of the Board of Trustees of the Santa Barbara Junior College District reconvened in regular session in the Board Room of Santa Barbara City College. At the request of Mrs. Meigs, Dr. Bortolazzo stated that the Executive Session had been devoted to a review of the requests for Sabbatical Leaves for the 1970-71 College Year.

2. PERSONNEL

2.1 Certificated Personnel

a. Approval of Certificated Personnel Assignments

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mr. Wells, and carried unanimously, to approve the Certificated Personnel Assignments as set forth in attachment 2.1-a,
b. **Approval of Sabbatical Leaves, 1970-71 College Year**

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Alexander, and carried unanimously, to grant the following Sabbatical leaves during the 1970-71 college year:

1. Dr. Robert Casier, Social Science, 1970-71 college year
2. John Forsyth, Foreign Languages, 1970-71 college year
3. A. Lorraine Hatch, English, 1970-71 college year
4. James R. Julca, Physical Science, spring semester or fall semester, 1970-71 college year

The Superintendent informed the Board that there are three other applicants who are in the process of augmenting or revising their applications for Sabbatical leaves. If these are approved by the Academic Senate and the Superintendent, they will be presented for Board approval. It was noted that those granted one-year Sabbatical leaves would receive 50% of their annual contract, while recipients of one-semester Sabbaticals would receive 75% of their salary for the period of their leave.

2.2 **Classified Personnel**

a. **Approval of Classified Personnel Assignments**

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Gutshall, and carried unanimously, to approve the Classified Personnel Assignments as enumerated in 2.2-a, including the change noted in Addenda 2.2-a.

3. **CURRICULUM AND INSTRUCTION**

3.1 **Progress Report, Learning Resources Center**

The Superintendent informed the Board that the application for a Special Project Grant in the amount of $29,812.50 had been delivered to the Chancellor's office in Sacramento on January 19, 1970. This special project grant is a request for funds to support the tutorial portion of a comprehensive Learning Resource Center being developed by Santa Barbara City College. The Superintendent requested Dean Huglin to introduce
Minutes - Regular Meeting, SBJCD
Board of Trustees
January 22, 1970

Mr. Robert Carman and Mr. Royce Adams, members of the Learning Resource Committee, who were present to bring the Board up-to-date on the progress of the Learning Resources Center.

Mr. Adams addressed the Board and outlined in detail the Proposed Program for the SBCC Learning Resources Center. In summary, Mr. Adams listed the priorities, in order of importance, which should be given to the development of the Learning Resource Center because of the ability to implement these programs at once if funds are 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 Laboratory
   1. At least 1,000 square feet
   2. Funds for Lab materials and equipment

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

D. Funds for Self-Instructional Materials

E. Funds for Recruiter-Counseling Program

The Superintendent stressed the need for total faculty involvement in order to accomplish the goals of the Learning Resource Center.

Mr. Adams' new text "A Dynamic Approach to College Reading -- How to Read the Sciences" was presented to the Board for examination.

Mr. Robert Carman addressed the Board and outlined the Tutorial Project which is being developed as a pilot study this Spring, if the funds are made available on the application submitted this week. A workshop is also planned for this Spring to train teachers in the production of individualized self-instructional materials. Mr. Carman stated that the basic problem with the under achiever is Reading, and the tutorial program will be most helpful in this area. The Superintendent stated it had been proven that disadvantaged students who have come through tutorial programs become excellent tutors.

3.2 Presentation of "Advisory Committees, Vocational-Technical Educational Program, SBCC, 1969-70 College Year." Addenda Item

Mr. James E. Foxx, Assistant Dean, Instruction, Vocational-Technical
Minutes - Regular Meeting, SBJCD
Board of Trustees
January 22, 1970

presented the directory "Advisory Committees, Vocational-Technical Educational Program for the 1969-70 College Year," and expressed appreciation for the many hours which the members of the community give to this program in their service on these Advisory Committees.

4. PLANTS AND PROPERTY
   4.1 Progress Report, Campus Lighting and Security
       Dr. Sorsabal stated that there previously had been areas on the campus where lights were turned off between the hours of 10:00 p.m. and 7:00 a.m. For reasons of security and safety, the campus is now illuminated all night, including the lower parking area. It is also anticipated that SBCC will be moving into private police patrolling of the area on Saturdays, Sundays and holidays. The back gate to the campus will also be closed during these days, and after 11:00 p.m. during weekend days.

   4.2 Report on Completion of Classroom Lighting - Second Floor, Administration Building
       Dr. Sorsabal stated that all classrooms from 200 to 207 in the Administration Building have been brought up to standard lighting requirements at a cost of approximately $4,445. Other areas have not been completed, because they will be re-evaluated in terms of usage when the science wing is remodeled.

       Dr. Sorsabal reported that installation of the two hoists at 312 North Nopal Street has been completed. The repairs to the roofs over the East Wing and the Auditorium, and the office over the Shower and Locker Building and R. 1 Building have been completed. Dex-O-Tex Roofing has been completed over the east end of the Shower and Locker Building.

5. BUSINESS AND FINANCE
   5.1 Authorization and/or Ratification of Purchase Orders and R numbers for Equipment and Services
       Upon recommendation of the Superintendent, it was moved by Mr. Carvin, seconded by Mr. Wells, and carried unanimously, to authorize and/or ratify purchases of supplies, equipment, and services as listed in attachment 5.1.

       Col. R. L. Temple of the Santa Barbara County Taxpayers' Association
stated that Assembly Bill 2319 effective in November, 1969 authorized the payment of bills of $100.00 and less through a revolving cash fund. Dr. Sorsabal stated this will require a Board Resolution, and will be presented for Board approval in February.

5.2 Authorization and/or Ratification of Payment of Claims

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

5.3 Approval for Lease of Parking Space - Adult Education

Dr. Sorsabal stated that the Santa Barbara Junior College has renewed a lease on an annual basis with the Family Service Agency for parking space used in connection with Adult Education classes. The current agreement would allow the continued use of the parking area until July 31, 1971, and thereafter on a month-to-month basis after that date until written notice is served by either party which would terminate the lease.

It was noted that this lease is at no cost to the District.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Alexander and carried unanimously, to approve the lease of parking space from the Family Service Agency for Adult Education purposes at no cost to the District.

5.4 Report of "District's Relative Ability" for Capital Construction Projects

Dr. Sorsabal stated that a recent memorandum from the Chancellor of California Community Colleges indicated that the State share of approved construction projects for the 1970-71 school year will be 50.80% of the costs. This figure compares with the State's share of 49.20% for projects approved for the 1969-70 year; i.e., Health and Physical Education Complex, Fixed and Moveable Equipment for the Life Science-Geology Building, and the Nursing Education Facility. The increase in the State share reduces the District's share from 50.90% to 49.80%.

5.5 Adoption of Resolution #11 "Authorizing Tax Sheltered Annuities"

Dr. Sorsabal stated that the authorization for employees to have the District purchase tax sheltered annuities for them was granted while the District was under contract for administrative services with the Santa Barbara City Schools. With the discontinuance of this contract, new authorization in the form of a Resolution and Plan are required. Attachment 5.5 presents Resolution number 11, "The Authorizing
Resolution," and "The Plan" for instituting tax sheltered annuities in the Santa Barbara Junior College District.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mr. Wells and carried unanimously (as determined by poll of the Board), to adopt Resolution Number 11 to authorize Tax Sheltered Annuities and to adopt "The Plan" to implement the intent of the Resolution, as set forth in attachment 5.5.

5.6 Ratification of Approved Insurance Companies for Soliciting Tax Sheltered Annuities

Dr. Sorsabal stated that the following insurance companies have been authorized to solicit and sell tax sheltered annuities to full-time employees of the Santa Barbara Junior College District:

- American United Life Insurance Company
- Continental Assurance Company
- Equitable Life Assurance Society
- First Investment Annuity Company of America
- Franklin Life Assurance Society
- Fraternal Life Insurance Aid Association for Lutherans
- Investors Diversified Insurance Company
- Lincoln National Life Insurance Company
- Metropolitan Life Insurance Company
- The Mutual Life Insurance Company of New York
- New York Life Insurance Company
- Pacific Mutual Life Insurance Company
- Participating Annuity Life Insurance Company
- The Traveler's Insurance Company
- Washington National Insurance Company

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Alexander, and carried unanimously, to ratify the cited insurance companies to solicit and sell tax sheltered annuities to full-time employees of the Santa Barbara Junior College District.

Attachment 5.6.

5.7 Approval of Payroll Deduction for Life Insurance and Accidental Death Insurance and Income Protection Insurance

Dr. Sorsabal informed the Board that requests have been received for payroll deductions for life insurance and income protection insurance offered through CJCA by the Insurance Company of North America. These group policies are available to all full-time employees of this District.

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mr. Garvin, and carried unanimously, to approve payroll deductions for Insurance Company of North America for Accidental Death and Income Protection Insurance.
6. **STUDENT PERSONNEL**

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

Mr. Lisle C. Bresslin, Assistant Dean, Admissions and Records, reported on Student Characteristics for the Fall Semester, 1969-70 college year in comparison with the same period in 1964. It was noted that 78% of the SBCC students are now employed, a considerable increase over the comparative period. The present-day students are more creative, intellectually curious, socially concerned, over 21 years of age, with the male-female ratio remaining constant since 1964 at 60-40. At the present time more SBCC students are veterans, are enrolled in evening courses, are more persistent with their studies, are married or divorced. There are more resident, foreign and full-time students, and fewer out-of-state enrollees. Mr. Bresslin also reviewed other interesting student characteristics, as set forth in attachment 6.1.

6.2 **Report on Student Representation on College Committees**

The Superintendent reviewed attachments 6.2 which set forth his opinion that student participation and representation on college committees are essential to a vital institution. The Superintendent stated that he had, by letter on December 29, 1969, advised Mr. Dennis Wortham, President of the Associated Students, of the college committees which require appointment of student members by the Student Council of the Associated Students.

Mr. Wortham stated that he and Vice-President Seeley are currently working on these appointments, and it is hoped to have representatives appointed for the next semester in the areas suggested by the Superintendent.

6.3 **Approval of the "Standards of Conduct for Members of the College Community with Guidelines for Due Process"**

The Superintendent stated that a new section of the Education Code, 22635, requires that specific rules and regulations governing student behavior, along with applicable penalties for violations, be adopted by the governing board of each junior college as well as by the Regents of the University of California and by the Trustees of the California State Colleges. Section 22635 further requires that each student shall receive at the time of registration, a copy of the rules, regulations, and penalties.
Minutes - Regular Meeting, SBJCD  
Board of Trustees  
January 22, 1970

The Superintendent stated that a great deal of time and cooperative effort had been extended by the administration, faculty and students in the preparation of this document, which encompasses the entire college community. Mr. Wortham and Mr. Seeley of the Associated Students voiced their approval of the document with the deletion of the final sentence in D. - 2, page 5, and deletion of the same sentence in D. - 2, page 10. Mr. Alfred Silvera, Assistant Dean, Student Activities, stated that, in his opinion, this is the most complete document of its kind. Mr. Tony Gilleran, English Department Instructor and Academic Senate Representative, stated that he felt that this is a precedent setting document.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Alexander, and carried unanimously, that the "Standards of Conduct for Members of the College Community with Guidelines for Due Process" be adopted, with the corrections noted above.

Mrs. Meigs commended the administration, faculty, and students for their cooperative efforts in the development of this document.

Attachment 6.3.

7. GENERAL INFORMATION

7.1 Report of Textbook Fund Sponsored by the Mexican-American Professional Men's Association

Mr. Frank Esparza, SBCC Counselor, introduced Mr. R. G. Rosales, Dos Pueblos High School Counselor, who addressed the Board and presented a check in the amount of $1050 on behalf of the Mexican-American Professional Men's Association. These funds had been raised by this Association in a scholarship drive to purchase textbooks for the spring semester for needy students of Mexican descent. These funds will be deposited in the campus book store, and will be disbursed under supervision of the administration and Mr. Esparza. After use, the books will be returned to the bookstore in order to establish a revolving depository of textbooks for these students.

7.2 Schedule in Spanish for Special Adult Education Courses

Mr. Selmer O. Wake, Director-Administrative Dean, Adult Education Division, stated that the schedule of Adult Education classes is now
being distributed in both English and Spanish. A Spanish-speaking secretary has also been employed at the Adult Education Office to assist the Spanish speaking students. It was noted that 21% of the local population is Mexican-American and 7% of the students enrolled in SBCC are Mexican-American. (Attachment 7.2)

7.3 Report on Coming Events

Mr. James Williams, College Community Relations Assistant, reviewed the coming events for the period of January 22 through February 10, 1970.

7.4 Appointment of the Superintendent to the Chancellor’s Advisory Committee

The Superintendent informed the Board that he had, by letter of January 19, 1970 from Chancellor Sidney W. Brossman, been invited to become a member of the Chancellor’s Advisory Committee. This Committee will meet for one day bi-monthly.

The members of the Board were enthusiastic at the Superintendent’s opportunity to participate in the California Community Colleges at this level, and unanimously endorsed his acceptance of the invitation.

8. ADJOURNMENT

At 6:00 p.m., it was moved by Mr. Garvin, seconded by Mr. Wells, and carried unanimously, to adjourn. The next regular meeting will be held on Tuesday, February 10, at 4:00 p.m., in the Board Room of Santa Barbara City College, Santa Barbara, California.

Attest:

Dorothy N. Meigs  
Vice-President, Board of Trustees  
Santa Barbara Junior College District

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

Approved by the Board of Trustees  
on February 10, 1970