MINUTES OF ANNUAL ORGANIZATIONAL MEETING

AND

REGULAR MEETING OF BOARD OF TRUSTEES

SANTA BARBARA JUNIOR COLLEGE DISTRICT

July 9, 1970 -- 4:00 p.m. -- Board Room

Santa Barbara City College
Santa Barbara, California

1. GENERAL FUNCTIONS

1.1 Call to Order

The annual organizational meeting and a regular meeting of the Board of Trustees of Santa Barbara Junior College District was called to order by President Fillippini on Thursday, July 9, 1970, at 4:00 p.m. in the Board Room, Santa Barbara City College, Santa Barbara, California.

1.2 Roll Call

Members present:

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

Members absent:

None

Others present for all or a portion of the meeting:

Dr. Julio L. Bortolazzo, Superintendent-President and Secretary-Clerk to the Board of Trustees
Dr. Donald K. Sorsabal, Administrative Dean, Business Services, and Assistant Secretary-Clerk to the Board of Trustees
Dr. Glenn G. Gooder, Superintendent-President Elect
Mr. M. L. (Pat) Huglin, Administrative Dean, Instruction
Dr. Thomas F. MacMillan, Director of Research and Development
Mr. Selmer O. Wake, Director-Administrative Dean, Adult Education
Mr. James E. Foxx, Assistant Dean, Technical-Vocational
Mr. Alfred L. Silvera, Dean, Student Activities
Mr. Russell S. Wenzlau, Coordinator, Evening College
Mr. James M. Williams, College Community Relations Assistant
Miss Gloria A. Castleberg, Personnel Assistant
Mr. Jerry Moore, Audio Visual
Mr. Jesse L. Coburn, President, Academic Senate
Mr. Theron Barnes, Audio Visual
Mr. Ramsey Clark, Marine Technology
Mr. Robert Carman, Instructor, Physical Science
Mr. Kenneth Nack, Chairman, Fine Arts
Mr. David Pickering, Controller
Mrs. Alma Ritchie, Coordinator, Adult Education
Mr. Joseph A. Bagnall, Coordinator, Adult Education
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Mrs. Joseph A. Bagnall (Phyllis)
Mrs. Evelyn Stafford, Adult Education
Mrs. Katherine McCloskey, Santa Barbara News-Press
Mr. Dean H. Ankeny, Director of Purchasing
Mr. Loring J. McAuliffe, President, CSEA
Mrs. Peggy C. Kraemer, Secretary to the Superintendent-President
A number of other SBCC staff members
Mr. Richard Taylor, Landscape Architect

1.3 Welcome to Guests

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

1.4 Executive Session

At 4:01 p.m. the Board adjourned to go into executive session with Dr. Bortolazzo in the Superintendent's office.

At 4:13 p.m. the annual organizational and 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.

Mr. Fillippini stated that the executive session had been devoted to discussion of personnel matters.

1.5 Minutes of Regular Meeting, June 18, 1970

Upon motion of Mr. Garvin and second by Mrs. Gutshall, the minutes of the Regular Meeting of June 18, 1970 were unanimously approved as delivered.

1.6 Hearing of Citizens and Petitions

None

1.7 Communications

Dr. Bortolazzo reported that the junior colleges are still properly excluded from Assembly Bill 1000, and that through either the Burgener or Crandall Bills there was the possibility of receiving an additional $35 per ADA instead of $20 per ADA, which now seems practically assured. (Attachment 1.7)

1.8 Board Action Required in Connection with the 1970-71 Board of Trustees Organizational Meeting.

a. Election of President and Vice President

Mr. Wells nominated Mr. Fillippini for election to the presidency of the Board for the 1970-71 year, and Mrs. Meigs for election to the vice presidency of the Board for the 1970-71 year, and moved to close nominations and cast a unanimous ballot for the incumbents. Upon second by Mr. Garvin, Mr. Wilbur L. Fillippini was unanimously elected to his second term as president of the Board and Mrs. Dorothy N. Meigs
was unanimously elected to her second term as vice-president of the Board.

b. **Election of Secretary-Clerk and Assistant Secretary-Clerk**

   Upon nomination of Mrs. Alexander and second by Mrs. Gutshall, it was unanimously voted to:
   1) Elect Superintendent-President Bortolazzo Secretary-Clerk for the period beginning July 1, 1970, and ending August 2, 1970.
   2) Elect Dr. Glenn G. Gooder, Superintendent-President Elect, Secretary-Clerk for the period beginning August 3, 1970, and ending June 30, 1971.
   3) Elect Dr. Donald K. Sorsabal, Administrative Dean, Business Services, Assistant Secretary-Clerk from July 1, 1970, and ending June 30, 1971.

c. **Election of Representative to the County Committee on School District Organization.**

   Upon nomination of Mr. Wells and second by Mrs. Meigs, Mr. Garvin was unanimously elected to represent the District on the County Committee on School District Organization.

d. **Establishment of Meeting Dates, Time and Place**

   Upon motion of Mr. Wells and second by Mr. Frank, it was voted unanimously to continue to hold the meetings of the Board of Trustees on the second and fourth Thursdays of the month at 4:00 p.m. in the Board Room of the Administration Building.

2. **PERSONNEL**

2.1 **Certificated Personnel**

   a. **Acceptance, Resignation, Andrew J. Locatelli, Physical Education Instructor and Basketball Coach, Effective June 30, 1970.**

   Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mr. Wells, and carried unanimously to accept the resignation of Mr. Andrew J. Locatelli. (Attachment 2.1-a)

   b. **Appointment, Calvin H. Reynolds, Head Counselor (Division Chairman), 1970-71 College Year.**

   Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Alexander, and carried unanimously, to appoint Calvin H. Reynolds Head Counselor for the fall semester of the 1970-71 college year.
c. **Appointments, Certificated Contract Personnel, Adult Education Division, 1970-71 College Year.**

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mr. Frank, and carried unanimously to approve the appointments listed on Attachment 2.1-c.

d. **Appointments, Certificated Personnel, 1970 Summer Session.**

Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Mrs. Gutshall, and carried unanimously, to approve the additional appointments of Robert A. Carman and Barrett W. Culmbach for the 1970 summer session. (Attachment 2.1-d)

e. **Approval, Pay Rates for Certificated Personnel, Adult Education Division, 1970-71 College Year.**

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mr. Frank, and carried unanimously, to approve the pay rates for certificated personnel, Adult Education Division, 1970-71 college year. (Enclosure 1)

f. **Approval, Pay Rates for Certificated Personnel, Special Lecturers and Substitutes, Adult Education Division, 1970-71 College Year.**

Upon recommendation of the Superintendent, it was moved by Mr. Frank, seconded by Mr. Wells, and carried unanimously to approve the pay rates for special lecturers and substitutes, for the 1970-71 college year. (Attachment 2.1-f)

g. **Appointment, Physical Education Football Coaching Assistants, 1970-71 College Year.**

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Gutshall, and carried unanimously to appoint Ford R. Joy and James D. Raack as football coaching assistants for the 1970-71 college year. (Attachment 2.1-g)

**ADDENDA ITEMS**

h. **Appointment, Edward C. DeLacy, Physical Education Instructor, Basketball Coach, 1970-71 College Year.**

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Alexander, and carried unanimously, to appoint Edward C. DeLacy Basketball Coach, replacing Andrew Locatelli. (Attachment 2.1-h)

i. **Appointment, Joseph A. Bagnall, Coordinator, Adult Education Division, 1970-71 College Year.**

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mr. Wells, and carried unanimously to appoint
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Joseph A. Bagnall Coordinator, Adult Education Division, replacing
Paul Ash. Mr. Bagnall was then introduced to the Board. (Attachment 2.1-i)

j. Authorized, Travel and Conference for Certificated Personnel and
   Board Members.

   Upon recommendation of the Superintendent, it was moved by Mr.
   Wells, seconded by Mrs. Meigs, and carried unanimously to authorize
   travel and conference for certificated personnel and Board members.
   (Attachment 2.1-j)

2.2 Classified Personnel

a. Acceptance, Resignations, Appointments, and Salary Adjustments,
   Classified Personnel, 1970-71 College Year.

   Upon recommendation of the Superintendent, it was moved by Mr.
   Wells, seconded by Mrs. Meigs, and carried unanimously to accept the
   resignations, appointments, and salary adjustments as enumerated on
   Attachment 2.2-a.

b. Appointments, Extended Opportunity Program, Tutorial Program, and EOA,
   1970-71 College Year.

   Upon recommendation of the Superintendent, it was moved by Mr.
   Frank, seconded by Mrs. Gutshall, and carried unanimously to make
   appointments to the Extended Opportunity Program, Tutorial Program,
   and EOA, as enumerated on Attachment 2.2-b.

c. Approval of Hourly Assignments, Adult Education, 1970-71 College Year.

   Upon recommendation of the Superintendent, it was moved by Mr.
   Wells, seconded by Mrs. Meigs, and carried unanimously to make hourly
   assignments to the Adult Education Division as enumerated on Attach-
   ment 2.2-c.

d. Appointment, Robert R. Reilly, Publications Assistant, June 17-
   September 4, 1970.

   Upon recommendation of the Superintendent, it was moved by Mr.
   Wells, seconded by Mrs. Gutshall, and carried unanimously to appoint
   Robert R. Reilly as Publications Assistant for the period June 17 to
   September 1970. (Attachment 2.2-d, as corrected)

e. Approval, Reclassifications in accordance with Griffenhagen-Kroeger's
   Recommendations.

   Upon recommendation of the Superintendent, it was moved by Mrs.
   Meigs, seconded by Mrs. Alexander, and carried unanimously to re-
   classify additional classified personnel in accordance with Griffen-
   hagen-Kroeger's recommendations: David L. Pickering, Class 47E to
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51 E, Mary A. Deane, Class 17C to 20C, Miquel F. Ramirez, Class 27E
to 29E, and Account Clerk (Accounts Receivable, Cash Journal, Business
Services) from Class 20 to 23. (Attachment 2.2-e)

f. Appointment, Thomas L. Smith, Chef-Manager, Food Services, 1970-71
College Year.

Upon recommendation of the Superintendent, it was moved by Mr.
Wells, seconded by Mrs. Gutshall, and carried unanimously to appoint
Thomas L. Smith, Chef-Manager, Food Services, Classification 42A.
(Attachment 2.2-f)

ADDENDA ITEMS

g. Assignment, Hourly Personnel

Upon recommendation of the Superintendent, it was moved by Mr.
Garvin, seconded by Mr. Wells, and carried unanimously to approve
assignment of Cheryl S. Quartemont to Marine Technology on temporary
half-time as Steno-Clerk, Class 20A. (Attachment 2.2-g)

h. Approval, Change from 11-Month to 12-Month Positions.

Upon recommendation of the Superintendent, it was moved by Mr.
Garvin, seconded by Mr. Wells, and carried unanimously to change
positions of Harriet A. Leckie, Senior Secretary, 25D, and Thomas J.
Onley, Property Custodian, Technical, 27B, to 12-month positions.
(Attachment 2.2-h)

3. CURRICULUM AND INSTRUCTION

3.1 Progress Report on Institutional Self-Study Leading to Accreditation Visit
by a Committee of the Western Association of Schools and Colleges, October
12-14, 1970.

Dr. Bortolazzo outlined the procedures involved in the accreditation
process, explaining that Attachment 3.1 was a summary of the total institutional self-study and that a complete report and application for Board
approval would be included in the July 23 Agenda. (Attachment 3.1)

3.2 Approval of Classes, Adult Education Division Program, Fall Semester,
1970-71 College Year.

Upon recommendation of the Superintendent, it was moved by Mr. Wells,
seconded by Mrs. Gutshall, and carried unanimously to approve the Schedule
of Classes for the Adult Education Division Program, Fall Semester, 1970-71
college year, as enumerated in Enclosure 2, and explained by Mr. Wake.

3.3 Report of Approved Funding of Extended Opportunity Program by Board of
Governors, California Community Colleges.

Dr. Bortolazzo reported with regret that only $20,300 of the $96,943
request was granted, but that he planned an appeal for a special grant for
the Learning Resources Center. Dr. MacMillan reported on the efficacy of
the tutorial program in English 42. (Attachment 3.3)

3.4 Report on 1970 Summer Session

Mr. Wenzlau reported a record enrollment of 1533 students, a 24% increase over 1969, and the excellent response to the evening classes. (Attachment 3.4)

3.5 Acceptance, Gift to Library of Books on Orchid Culture.

Upon the recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Gutshall, and carried unanimously to accept the gift of books on orchid culture from Mr. Norman Sherman, 4295 Marina, Santa Barbara, valued at $2,000, being No. 31 of a limited set of 100 Imperial Editions by F. Sanders, entitled *Riechenbachia*, and that a letter of appreciation be written to Mr. Sherman.

3.6 Report on College Abroad Program.

Mr. Kenneth Nock reported that all arrangements had been made for the summer trip to Europe, leaving August 5th and returning September 6, 1970.

4. PLANTS AND PROPERTY

4.1 Progress Report, Life Science-Geology Building

a. Dr. Sorsabal reported completion of the Life Science-Geology Building, with only landscaping left to be completed.


Upon recommendation of the Superintendent, it was moved by Mr. Frank, seconded by Mrs. Gutshall, and carried unanimously to accept the fixed equipment as provided for by the contract with Kewaunee Technical Furniture Company, and further, that the contract be paid in full within 30 days following the filing of the Notice of Completion.

4.2 Progress Report, Health and Physical Education Complex

Dr. Sorsabal reported excellent progress in the construction of the Health and Physical Education Complex. (Attachment 4.2)

4.3 Acceptance of Low Bid for Use Modifications to the Administration Building and Learning Resource Center.

Dr. Sorsabal furnished the Board with a list of modifications showing the scope of the remodeling project. A bid from Fred H. Clyde, Inc. for $129,700 and a bid from Don Greene Contractor for $125,400 were received.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Alexander and carried unanimously to accept the low bid of Don Greene in the amount of $125,400, and that the administration be
authorized to initiate a Notice to Proceed effective Monday, July 13, 1970.

In answer to Trustee Alexander's question, Dr. Sorsabal stated that the previously reported building defect in the Campus Center had been corrected at no cost to the District.

4.4 Acceptance of Preliminary Drawings and Authorization to Proceed with Working Drawings for the Campus Entrance.

Mr. Richard Taylor, landscape architect, showed and explained preliminary drawings to the Board.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Meigs, and carried unanimously to accept the preliminary plans for the Campus Entrance, and to authorize the landscape architect to proceed immediately with the working drawings.

4.5 Acceptance, Gift, Submersible Decompression Chamber from Ocean Systems, Inc.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mr. Garvin, and carried unanimously to accept the gift of the diving bell, valued at $20,000, and authorize the administration to proceed with securing and delivering it, and further, that the Superintendent direct a letter of acceptance and appreciation to Ocean Systems, Inc. (Attachment 4.5)

4.6 Approval, Lease Agreement with Irene Hayes Fend on for Adult Education Facilities, 1970-71 College Year.

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mr. Garvin, and carried unanimously to approve the lease for facilities at 117 and 119 East De la Guerra with Mrs. Irene Hayes Fendon, lessor, at a rate of $236 per month.

4.7 Approval, Assignment of Lease for La Playa Stadium from the Regents, University of California.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mr. Frank, and carried unanimously to accept the assignment of no-fee lease from the Regents of the University of California and authorize the administration to record said assignment, and further, authorize the administration to sign all documents pertaining to the assignment of lease.

4.8 Authorization to Proceed with Design Investigation and Preliminary Drawings for Campus Fire Access Road.

Upon recommendation of the Superintendent, it was moved by Mr. Frank, seconded by Mrs. Gutshall, and carried unanimously to authorize the administration to proceed with a design investigation and the development of preliminary drawings for a fire access road on the City College campus, as requested by the City of Santa Barbara Fire Department.
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4.9 Progress Report, Rehabilitation of Building T-4.

Dr. Sorsabal reported that the roofing had been applied to Building T-4, (Attachment 4.9) and that the building would be ready for the opening of the college year.

5. BUSINESS AND FINANCE

5.1 Authorization and/or Ratification of Purchase Order and R Numbers for Supplies, Equipment and Services.

Upon the recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mr. Wells, and carried unanimously to authorize and/or ratify the purchase of supplies, equipment and services on purchase orders P102 through P164, inclusive, and R Numbers 5138 through 5141, inclusive. (Attachment 5.1)

5.2 Authorization and/or Ratification of Payment of Claims.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mr. Wells, and carried unanimously to authorize and/or ratify payment of claims listed on Attachment 5.2, and all similar claims presented prior to the Board meeting.

5.3 Approval, Contract with Santa Barbara School District for Selected Maintenance and Health Services, 1970-71 College Year.

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mr. Wells, and carried unanimously to approve the services contract between the Santa Barbara Junior College District and the Santa Barbara Schools for selected maintenance service and health services.

5.4 Approval of Publication Budget, 1970-71 College Year.

Dr. Bortolazzo reported the status of the publication budget. He apologized for the lateness of the publication budget and explained that this was the result of the inability to project State income with any accuracy and the lateness of expenditure accounting for the 1969-70 college year. With the additional $20 per ADA State income, the undistributed reserve now has a total of $221,000. Dr. Sorsabal reviewed the latest budget figures in some detail and indicated that further study would continue right up to the public hearing on August 6.

Dr. Bortolazzo stated that more budgetary information would be provided to the Board at its regular meeting on July 23.

(Mr. Wilbur L. Fillippini withdrew at 6:18 p.m. in order to go to another meeting)
Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Gutshall, and unanimously carried to approve the publication budget.

5.5 Approval, Authorization for District Travel, Administrative Personnel.

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mr. Garvin, and carried unanimously to approve the administrative travel allowances listed on Attachment 5.5.

6. STUDENT PERSONNEL

6.1 Approval, Additional Candidates for Associate in Arts Degree.

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mr. Frank, and carried unanimously to confer the Associate in Arts degree upon each of the 24 students listed in Attachment 6.1.

6.2 Approval, Additional Candidates for Associate in Science Degree.

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mr. Frank, and carried unanimously to confer the Associate in Science degree upon each of the nine students listed in Attachment 6.2.

7. GENERAL INFORMATION

7.1 Report on Assembly Bill 1000.

Dr. Bortolazzo again stated that the junior colleges are still out of this bill, and that he would keep the Board informed on its status.


Upon the recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Gutshall, and unanimously carried to approve Mr. Wake's attendance in Sussex, England, October 11-24, 1970, as a Wilton Park Fellow, at no expense to the District. (Attachment 7.2)

8. CLOSING

At 6:32, it was moved by Mr. Wells, seconded by Mrs. Gutshall and carried unanimously, to adjourn. The next regular meeting of the Board will be on Thursday, July 23, at 4:00 p.m., in the Board Room, Santa Barbara City College.
Attest:

Wilbur L. Fillippini
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 July 23, 1970