MINUTES
REGULAR MEETING OF BOARD OF TRUSTEES
February 11, 1971
4:00 p.m. - Board Room
Santa Barbara City College
Santa Barbara, California

1. GENERAL FUNCTIONS

1.1 Call to Order

The regular meeting of the Board of Trustees of the Santa Barbara Junior College District was called to order by President Wilbur L. Fillippini on Thursday, February 11, 1971, at 4:04 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 W. Meigs (arrived 4:05 p.m.)
Mrs. Kathryn O. Alexander
Mr. Sidney R. Frank
Mr. James R. Garvin
Mr. Benjamin P. J. Wells

Members Absent:

Mrs. Ann Gutshall

Others present for all or a portion of the meeting:

Dr. Glenn G. Gooder, 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
Mrs. Marie Lantagne, Administrative Dean, Student Personnel
Dr. Thomas F. MacMillan, Director, Research & Development
Mr. Alfred L. Silvera, Administrative Dean, Student Activities
Mr. Selmer O. Wake, Director/Administrative Dean, Continuing Education
Mr. James M. Williams, College Community Relations Assistant
Miss Sandra Burnett, Associate Editor, The Channels
Mr. Paul Jardine, Associated Students Representative
Mr. Loring McAuliffe, Past President CSEA
Mrs. Katherine McCloskey, Santa Barbara News-Press Staff Writer
Mr. William B. Regis, President CSEA
Mr. Robert L. Traughber, Academic Senate Representative
Others present for all or a portion of the meeting (cont'd):

Mr. Ken Allen, Coordinator, Apprenticeship Program
Mr. Dean H. Ankeny, Director of Purchasing
Mr. Abelino M. Bailon, Coordinator, MDTA & Vocational Tech.
Dr. Isabel Beck, Professor, Social Science
Mrs. Elinor Brelsford, Director, Parent-Child Workshop
Mr. Lisle C. Bresslin, Asst. Dean, Admissions & Records
Miss Gloria A. Castleberg, Personnel Assistant
Mr. John W. Dunn, Assoc. Prof., Vocational-Technical
Mr. James E. Foxx, Asst. Dean, Vocational Technical
Mr. Maynard J. Male, Asst. Prof., Vocational Technical
Mr. John P. Morrisohn, Instructor, Vocational Technical
Mr. Ramsey Parks, Coordinator-Inst., Marine Technology.

Other members of the Vocational Technical Division were also present

Mr. Theron E. Barnes, Audio-Visual Supervisor
Mrs. Barbara Tinker, Secty. to Superintendent-President SBCC

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

Mr. Fillippini stated that there would not be an executive
session.

1.5 Minutes of the Regular Meeting of January 28, 1971

Upon motion of Mr. Frank, seconded by Mrs. Alexander, the
Board unanimously approved the Minutes of the Regular Meeting
of January 28, 1971, as delivered.

1.6 Hearing of Citizens

None

Mr. Garvin expressed his thanks to those persons responsible
for the cake in celebration of his birthday. The birthday cake,
which was cut and distributed to all those present at the meeting,
was contributed by Dr. Gooder and all the Administrative Deans.

The Superintendent called the Board's attention to the fact
that Robert Traughber and Paul Jardine were officially representing
the Academic Senate and the Associated Students, respectively.

1.7 Communications

a. Report of Maximum Term of Accreditation by Western
   Association of Schools and Colleges
The Superintendent advised the Board that Attachment 1.7-a was the cover letter for the Evaluation Team Report from the Western Association of Schools and Colleges, Accrediting Commission for Junior Colleges. Santa Barbara City College has received a full five-year accreditation, extending through June 30, 1976. The college received a similar accreditation five years ago.

The Superintendent stated that the Santa Barbara Junior College District, the Board of Trustees, Santa Barbara City College, the faculty and staff should all be proud of the accreditation report received; for the general tone of the report was both positive and congratulatory. He also noted that the report included many good suggestions for improvement of the college which would be used as a guide in the months ahead.

Members of the Board commented on the Evaluation Team's Report:

**Mr. Fillippini** stated he read the whole report page by page and was extremely pleased with the report. He noted that it was one of the most commendable reports written about any college and that every department came up to the same high level. In addition, he thanked the administration and the faculty for their fine work and remarked on the commendable attitudes of the faculty in recognizing the vocational technical and academic aspects of SBCC as a whole, as well as the evaluation team's reaction to the programs.

**Mrs. Alexander** stated that she was particularly gratified to learn that the evaluation team was not only congratulatory in their comments but also very specific in their recommendations.

**Mr. Frank** commented that he was particularly interested in the evaluation team's opening statement, which gave their general reactions and first impression of the atmosphere on SBCC campus.

**Mr. Wells** commented on the fact that the team recognized the community as supporting the college and commended them for their support.
b. **Report of Accreditation of Associate Degree Nursing Program by Board of Nursing Education & Nurse Registration**

The Superintendent referred to Attachment 1.7-b, the letter received from the Board of Nursing Education and Nurse Registration, which granted the Associate Degree Nursing Program at SBCC continuing accreditation coinciding with the accreditation granted by the Western Association of Schools and Colleges (as noted in Item 1.7-a, pp. 2-3). He noted that the Board of Nursing Education & Nurse Registration commended the faculty for its deep commitment to the program, particularly to the interests and welfare of the student, and recommended that admission health criteria be more inclusive.

c. **Report of Provisional Accreditation of Dental Assisting Program by Council on Dental Education**

The Superintendent advised the Board that Attachment 1.7-c was a copy of the cover letter received from the Council on Dental Education which transmitted the evaluation team's formal report on the dental assisting program at SBCC. The program has only been granted provisional approval. He informed the Board that the college will be submitting a letter to the Council indicating the steps to be taken.

d. **Proclamation by Mayor Gerald S. Firestone Proclaiming February 7 through 13, 1971, as Vocational Education Week in the City of Santa Barbara**

The Superintendent called the Board's attention to Attachment 1.7-d, a copy of the proclamation by the mayor designating February 7-13, 1971, as Vocational Education Week, and gave Mr. James Foxx, the Assistant Dean, Vocational Technical Division, considerable credit.

Mr. Fillippini thanked Mr. Foxx for his part in bringing about the proclamation.

**Proclamation by Mayor Gerald S. Firestone Proclaiming February 22 through 28, 1971, as Student Nurse Week In the City of Santa Barbara**

The Superintendent called the Board's attention to another proclamation by the mayor designating February 22-28, 1971, as Student Nurse Week.
2. PERSONNEL

2.1 Certificated Personnel

a. Recommended Change of Contract from Full-Time to 4/5 Time for the 1971 Spring Semester

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Meigs, and unanimously approved by the Board to change the contract of Mrs. Claire Hoffner from full-time to 4/5 time as indicated in Attachment 2.1-a.

b. Recommended Approval of Leave of Absence for Three Weeks In March, and Recommended Acceptance of Resignation - Edward C. Crowther

The Superintendent stated that he was sorry to report that Bishop C. Edward Crowther would not be able to teach for SBCC next year and that because of a scheduled lecture tour to Australia and New Zealand this spring he has requested a three-week personal leave of absence. He recommended that the personal leave be approved and the resignation be accepted with regret. (Attachment 2.1-b)

Upon a motion by Mr. Wells, seconded by Mr. Garvin, the Board unanimously agreed to accept the Superintendent's recommendation and approved both the three-week leave of absence and acceptance of the resignation as indicated in the attachment.

c. Recommended Appointments of Additional Hourly Instructors for the 1971 Spring Semester

Upon recommendation of the Superintendent, it was moved by Mr. Garvin, seconded by Mrs. Meigs, and the Board unanimously approved the appointments of additional hourly instructors for the 1971 spring semester as listed in Attachment 2.1-c.

d. Recommended Appointments of Continuing Education Instructors

Upon recommendation of the Superintendent, it was moved by Mr. Frank, seconded by Mrs. Meigs, and carried unanimously by the Board to approve the appointments of instructors for the Continuing Education Division as listed in Attachment 2.1-d.
e. **Recommended Authorizations of Travel and Conference Attendance**

   Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Meigs, and unanimously carried by the Board to approve the travel and conference attendance authorizations indicated in Attachment 2.1-e.

2.2 **Classified Personnel**

a. **Recommended Appointments**

   The Superintendent recommended the Board's approval of classified personnel appointments indicated in Attachment 2.2-a. He noted that Mr. Clemons, Audio-Visual Technician for the Foreign Language Lab, is being rated-in at Step B because of his experience in closely related work.

   Upon the recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mr. Wells, and unanimously carried by the Board to approve the appointments indicated in the attachment.

b. **Recommended Changes in Status**

   Upon recommendation of the Superintendent, it was moved by Mrs. Meigs, seconded by Mr. Wells, and unanimously carried by the Board to approve the changes in status indicated in Attachment 2.2-b.

c. **Recommended Student Appointments**

   Upon recommendation of the Superintendent, it was moved by Mr. Frank, seconded by Mrs. Alexander, and unanimously carried by the Board to approve the student appointments indicated in Attachment 2.2-c.

(Item 3.1 was taken out of order at this time as suggested by the Superintendent in anticipation that a lengthy discussion would evolve around Agenda Item 2.2-d. After the Vocational/Technical Division report, the Board resumed its hearing of Agenda Items in their regular order.)
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d. **Recommended Adoption of Rules and Regulations for Administration of Classified Personnel**

Dr. Sorsabal pointed out for the Board's consideration the items which had been amended by the reviewing committee. After some discussion, he recommended adoption of the Rules and Regulations for Administration of Classified Personnel at this time on an interim basis, as presented and amended and with the concurrence of CSEA, pending final approval by the County Counsel's office.

Upon a motion by Mr. Frank, seconded by Mr. Wells, the Board unanimously approved the interim adoption of the classified personnel policies with the conditions as outlined.

3. **CURRICULUM AND INSTRUCTION**

3.1 **Report on the Vocational/Technical Division**

The Superintendent introduced Mr. James Foxx, Assistant Dean of Vocational-Technical Education and Division Chairman, who reported on the activities of the Division.

Mr. Foxx stated the Vocational Education Program at SBCC is in line with the Vocational Education Plan which the Board approved in June, 1970. He noted four basic things the Vocational Technical Division is trying to do:

- **(1)** Provide instruction to prepare people for gainful employment.
- **(2)** Provide the opportunity for evening training for people who have to work during the day.
- **(3)** Provide courses and programs to assist people in qualifying for promotions.
- **(4)** Provide people with the opportunity for suitable, practical experience in a work situation while they are going to school.

Mr. Foxx assisted Dr. Baum of California Community Colleges, who is conducting a survey, and found that 5,395 students are enrolled in the vocational program at SBCC. It was noted that a large number of these students were not day-time students, but non-credit and continuing education program students.
It was stated that Mr. Abelino Bailon, who handles the
night-shift for the Vocational-Technical Division, is responsible
for the non-credit, continuing education program. He along
with Dr. Martin Bobgan and Miss Alma Ritchie of the Continuing
Education Division handle the largest portion of the 5,395
students enrolled.

Mr. Foxx informed the Board that although the Vocational-
Technical Division includes such areas as business, home economics,
health occupations, etc.; he is solely responsible for that part
which deals with trade and industrial education and technical
education and handles training in the following areas:

(1) Aeronautics
(2) Automotive Services
(3) Electronics
(4) Fire Science
(5) Graphic Arts
(6) Hotel & Restaurant Management
(7) Industrial Technology
(8) Marine Technician
(9) Nursey School Aide
(10) Police Science
(11) Welding
(12) Apprenticeship & Journeyman Training
(13) Miscellaneous Vocational Courses -- Horse Management,
     Driver Training, Plastics, Quality Control, Organic
     Gardening, Garden Clinic & Design, and Foreman Training
(14) Workshop for the Handicapped Adult
(15) Cooperative Work Experience

As Mr. Foxx covered each training program indicated, he
introduced those individuals from the division who were present.
In addition, it was pointed out that Mr. John Dunn's Hotel &
Restaurant Management students had provided cookies for those
present at the Board meeting.

Mr. Fillippini thanked Mr. Foxx for the fine report and the
work being done and expressed the Board's appreciation to all
the members of the Vocational-Technical Division who attended the
meeting.
4. PLANTS AND PROPERTY

4.1 Progress Report - Physical Education Complex

The Superintendent reported that the P. E. Complex is continuing well ahead of schedule with 60.15% of the contract time elapsed and 72.60% of the work completed as of February 6, 1971, as indicated in Inspector's Report No. 44.

The Board was also informed that the acceptance of the metal decking on the roof by the testing lab has been delayed due to the lack of information on gauge specifications; and, therefore, a little time may be lost on that portion of the work.

4.2 Recommended Acceptance of Bid Proposal for Rehabilitation of Adult Education Fire Damage - J. W. Bailey Construction Co., $6,403

The Superintendent stated that in an effort to rehabilitate the fire-damaged Adult Education classroom in the shortest possible time to allow continuance of existing classes, four contractors were requested to submit bid estimates in accordance with Education Code Section 15956 rather than going to advertised bids. It was recommended that the Board accept the low bid of J. W. Bailey Construction Co. in the amount of $6,403 and authorize the administration to award a contract of $6,403 plus bonding costs to J. W. Bailey Construction Co.

Upon motion of Mr. Wells, seconded by Mr. Frank, the Board unanimously approved the acceptance of the low bid proposal for rehabilitation of the Adult Education fire damage and authorized the administration to award a contract to J. W. Bailey Construction Co. in the amount of $6,403 plus bonding costs.

5. BUSINESS AND FINANCE

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

Upon motion by Mr. Garvin, seconded by Mr. Wells, the Board authorized and/or ratified the purchase of supplies, equipment, and services as indicated on Attachment 5.1.
5.2 Recommended Authorization and/or Ratification of Payment of Claims

Upon motion of Mr. Garvin, seconded by Mr. Frank, the Board unanimously authorized payment of claims listed on Attachment 5.2 and all similar claims presented prior to the Board meeting.

5.3 Recommended Acceptance of Funds Under the Provisions of Part H, Work Study, Public Law 90-976 (Vocational Education) for 1970-71, $10,800

The Superintendent stated that notification has been received that additional funds in the amount of $10,800 for Vocational Education Work Study Project have been made available. This funding constitutes a supplemental work study grant under Part H of the Vocational Education Act mentioned at the last meeting.

Mr. Foxx informed the Board that this grant would provide jobs for 50 additional students.

Upon the recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Alexander, and unanimously approved by the Board to grant the administration authority to accept the funds.

5.4 Request Approval to Submit Application for an Extended Opportunity Programs and Services Project, $100,751, Resolution No. 16

The Superintendent stated that the Santa Barbara Junior College District has made great efforts to provide resources for programs to give better service to disadvantaged students. Guidelines now call for a three-year proposal. It was recommended that approval be granted to submit the request for funds for an Extended Opportunity Programs and Services Project in the amount of $100,751.

Dr. MacMillan, Director of Research & Development, presented the proposed application and a resolution to the Board for their consideration and signatures, if approved. The application constitutes a three-year master plan (1971-72, 1972-73, 1973-74) for continuing services to minority and disadvantaged students. It was noted that all those who have worked with the SBCC
administration on the application are aware that the Governor's Budget does not include an expansion of funding in this area. Dr. MacMillan stated that he anticipated receipt of funding similar to that amount received in the past -- $29-30,000 -- but plans to seek every possible source of funding to meet the needs of this district. The three-year aspect of the proposed application was explained as a three-year projection of funding in the areas of direct-student financial aid, tutorial salaries, peer counseling services, recruitment services, curriculum expansion in Chicano studies, and in-service education.

Upon motion of Mr. Wells, seconded by Mr. Frank, the Board approved the submittal of the $100,751 application for an Extended Opportunity Programs and Services Project. On poll of the Board the vote was as follows:

Ayes: Mrs. Alexander, Mr. Fillippini, Mr. Frank, Mr. Garvin, Mrs. Meigs, Mr. Wells

Noes: None

Absent: Mrs. Gutshall

Resolution No. 16 was thereby adopted by unanimous vote of the Board of Trustees.

5.5 **Recommended Approval of Employment of Griffenhagen-Kroeger, Inc. - $450 Plus Travel Expenses**

The Superintendent addressed the Board. Now that they have adopted a set of comprehensive rules and regulations for administration of classified personnel, he stated that the college believes an objective analysis of the goals, objectives, work flow and structure of the office responsible for implementing those policies should be obtained. Attachment 5.5 consisted of a proposal by Griffenhagen-Kroeger to provide such an analysis. The cost would be $450 plus travel expenses.

Upon the recommendation of the Superintendent, it was moved by Mr. Frank, seconded by Mrs. Meigs, and unanimously carried by the Board to employ Griffenhagen-Kroeger, Inc. at a cost of $450 plus travel expenses for the purpose of studying the scope and functions of the office of classified personnel and for the purpose of making recommendations based upon their findings.
6. STUDENT PERSONNEL

6.1 Report on the Opening Enrollment for the 1971 Spring Semester

Mr. Lisle Bresslin, Assistant Dean of Admissions and Records, for the benefit of the Board members who were absent from the last meeting and for edification reported again on the opening enrollment at SBCC for the 1971 spring semester.

Santa Barbara City College enrolled more students this semester than any other semester in the college's history -- more than 4,350 day students and 1,500 evening students. This represents a 766 student increase from last spring, or 21 percent, and a 120 student increase from last fall. It was noted that the college had a considerable percentage increase in the students over 21 years of age who registered the 1971 spring semester -- over 30 percent of the day students.

7. GENERAL INFORMATION

7.1 Presentation of Proposed Policies for the Board of Trustees of the Santa Barbara Junior College District

The Superintendent advised the Board that a draft of the first section of proposed policies, or rules and regulations, for the Santa Barbara Junior College District has been prepared. This section covers the Board of Trustees: Organization of the Board, Board Officers and Duties, Duties and Responsibilities of Board Members, Meetings of the Board, Rules of Order, and Revision of Policies.

The Superintendent explained that the proposed policies for the Board were submitted at this time for their information and study and that this item would be placed on the agenda for the next meeting for their consideration. The County Counsel has not had time to complete a review of this draft. However, efforts were made to incorporate the best elements of policies of several districts as well as conform to all legal requirements.

Mr. Fillippini thanked the administration for the rules and regulations which would help guide the Board in their work.
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ANNOUNCEMENTS BY THE SUPERINTENDENT:
(1) The Superintendent informed the Board that the resolution
to change the name of the district, from Santa Barbara
Junior College District to Santa Barbara Community College
District, has been approved by the County Board of
Education, effective July 1, 1971.

(2) The Superintendent informed the Board that a meeting was
planned for Friday, February 26th, at 2:30 p.m. in the
Board Room on the subject of "Management by Objectives"
(MBO). Dr. J. Les Glaspey will conduct the presentation.
Representatives of the Academic Senate, Representative
Council, the Academic Senate Planning Committee, the
Division Chairmen, Classified Personnel Supervisors, and
Administrative Staff have been invited to this exploratory
meeting. Dr. Gooder invited members of the Board of
Trustees to attend.

7.2 Report on Coming Events
Mr. Jim Williams, Community Relations Assistant, reported
on items of interest which have been scheduled by Santa
Barbara City College and its Continuing Education Division for
the period of February 12-25, 1971.

8. CLOSING
Upon a motion by Mr. Wells, seconded by Mrs. Meigs, the Board
voted to adjourn the meeting at 5:14 p.m.

The next regular meeting of the Board of Trustees will be held
on Thursday, February 25, 1971, at 4:00 p.m. in the Board Room of
Santa Barbara City College, Santa Barbara, California.

Attest:

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

Glenn G. Gooder
Superintendent-President & Secretary-Clerk to the Board of Trustees
Santa Barbara Junior College District

Approved by the Board of Trustees:

on February 25, 1971