MINUTES
REGULAR MEETING OF BOARD OF TRUSTEES
April 22, 1971
4:00 P. M. - Board Room
Santa Barbara City College
Santa Barbara, California

1. GENERAL FUNCTIONS

1.1 Call to Order

In the absence of the President and Vice-President of the Board, the regular meeting of the Board of Trustees of the Santa Barbara Junior College District was called to order by the Superintendent, Dr. Glenn G. Gooder, as Secretary-Clerk to the Board, on Thursday, April 22, 1971, at 4:29 p.m. in the Board Room, Santa Barbara City College, Santa Barbara, California.

The Superintendent indicated that a quorum was present and called for nominations from the Board for an acting-President. Mrs. Alexander nominated Mr. Garvin, Mr. Wells seconded the nomination and Mrs. Gutshall moved that the nominations be closed. Upon a vote of the members present, Mr. Garvin was unanimously selected as acting-President for the April 22, 1971, meeting.

1.2 Roll Call

Members Present:

Mrs. Kathryn O. Alexander
Mr. James R. Garvin
Mrs. Ann Gutshall
Mr. Benjamin P. J. Wells

Members Absent:

Mr. Wilbur L. Fillippini
Mr. Sidney R. Frank
Mrs. Dorothy N. Meigs

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. James M. Williams, Director, College Information
Others present for all or a portion of the meeting (cont'd):
Miss Sandra Burnett, Associate Editor, The Channels
Mr. Edmund (Tony) Gillelan, President, Academic Senate
Mr. Paul H. Jardine, Associated Students Representative
Mr. William B. Regis, President CSEA
Mr. L. Dwight Anderson, Instructor-Counselor
Mr. Dean H. Ankeny, Director of Purchasing
Dr. Martin M. Bobgan, Asst. Dean, Continuing Education
Mr. Lisle C. Bresslin, Asst. Dean, Admissions & Records
Mr. Donald C. Brown, Instructor-Counselor
Miss Gloria A. Castleberg, Director, Classified Personnel
Mrs. Charlotte Connell, Clerk-Typist, Counseling Office
Mr. Frank Esparza, Instructor-Counselor
Mr. Gerald L. Floyd, Assoc. Professor-Counselor
Mr. Sam L. Gadol, Assoc. Professor-Counselor
Mr. Robert G. Hilgerman, Instructor, Business Education
Mr. Jerry Korfas, Instructor-Counselor
Mrs. Margaret F. Mc Gillin, Instructor-Counselor
Mr. David L. Pickering, Controller, Accounting Services
Mrs. Betty R. Rowley, Secretary, Counseling Office
Mr. Gordon H. Santee, Asst. Professor-Counselor
Mr. Russell S. Wenzlau, Asst. Dean, Evening College and Summer Session
Mr. Theron E. Barnes, Audio-Visual Supervisor
Mrs. Barbara Tinker, Secty. to Superintendent-President SBCC

1.3 Welcome to Guests

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

1.4 Executive Session

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

1.5 Minutes of Regular Meeting of April 8, 1971

Upon motion of Mrs. Alexander, seconded by Mr. Wells, the Board unanimously approved the Minutes of the Regular Meeting of April 8, 1971, as delivered.

1.6 Hearing of Citizens

None

1.7 Communications

The Superintendent called the Board's attention to the following items of interest:
(1) The three members of the Board of Trustees of Santa Barbara Junior College District whose terms were due to expire on June 30, 1971, were all re-elected last Tuesday for another four-year term of office. The unofficial election results were as follows:

<table>
<thead>
<tr>
<th>Area 2</th>
<th>Name</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>James Garvin</td>
<td>14,771</td>
</tr>
<tr>
<td></td>
<td>Korman Ellis</td>
<td>7,869</td>
</tr>
<tr>
<td>Area 3</td>
<td>Sidney Frank</td>
<td>16,943</td>
</tr>
<tr>
<td></td>
<td>Benjamin Hernandez</td>
<td>4,684</td>
</tr>
<tr>
<td>Area 4</td>
<td>Benjamin Wells</td>
<td>18,747</td>
</tr>
<tr>
<td></td>
<td>(unopposed)</td>
<td></td>
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</tbody>
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(2) Progress Report - P. E. Complex

Inspector's Report No. 54 for the period ending April 17, 1971, indicated that 72.95 percent of the contract time had elapsed with 85.0 percent of the work completed.

Mr. Benjamin Wells informed the other Board members that he had received a memorandum from Mr. Philip C. McConnell, President of CJCA Region 5, stating that he had been requested by the Executive Director, Dr. Lloyd Messersmith, to take action necessary to obtain replacements for those representatives to the Delegate Assembly, Region 5, whose terms expire as of June, 1971. Mr. Wells, who currently is the trustee representative to the Delegate Assembly for Region 5, indicated that his three-year term of office was expiring and, therefore, a new representative would have to be elected.

Upon motion of Mrs. Alexander, seconded by Mrs. Gutshall, the Board unanimously voted to retain Mr. Wells as the trustee representative to the Delegate Assembly, Region 5, for another term of office.

Mrs. Ann Gutshall stated that she had read in a recent Santa Barbara NEWS-PRESS article that Dr. Julio Bortolazzo had been named Chancellor and Executive Director of the South Carolina State Committee for Technical Education by Governor John C. West of South Carolina. She suggested that a letter of congratulations be sent to Dr. Bortolazzo on behalf of the Board of Trustees. The Board concurred with Mrs. Gutshall's suggestion and the Superintendent indicated that he would prepare an appropriate letter.

2. PERSONNEL

2.1 Certificated Personnel

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mr. Wells, and unanimously carried by the Board to approve the following certificated personnel items:
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a. **Personal Leave of Absence**, A. Lorraine Hatch, Associate Professor of English, 1971-72 college year, to continue graduate work in English, as indicated in Attachment 2.1-a.

b. **Appointment of Division Chairmen**: Jack R. Halloran, 1971-72 college year, Business Education, substitute for Mike Rice on Sabbatical Leave; Charles R. Courtney, regular appointment as English Division Chairman, effective 1971-72 college year; Attachment 2.1-b.


d. **Appointment of Additional Continuing Education Instructors** as indicated in Attachment 2.1-d.

e. **Travel and Conference Attendance Authorizations** as indicated in Attachment 2.1-e.

2.2 **Classified Personnel**

Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Alexander, and unanimously carried by the Board to approve the following classified personnel items:

a. **Appointment to New Position (Promotion)**, Dolores F. Davies, Intermediate Accounting Clerk 23A for Business Services, effective April 26, 1971, to replace Patricia Smith, as indicated in Attachment 2.2-a.

b. **Reclassification**, Betty R. Rowley, Secretary-Student Personnel, effective May 1, 1971, as indicated in Attachment 2.2-b.

c. **Hourly Appointment**, Kenneth B. Budman, Reader, effective April 13, 1971, as indicated in Attachment 2.2-c.

d. **Student Appointments**, hourly as needed, as indicated in Attachment 2.2-d.

e. **Six-Month Salary Increments**, effective May 1, 1971, as indicated in Attachment 2.2-e.
3. STUDENT PERSONNEL

3.1 Report by the Counseling Staff

(Upon the recommendation of the Superintendent, this report was delayed until all the other business was taken care of because Mr. Garvin (who represented a quorum) had to leave the Board meeting by 5:00 p.m.)

The Superintendent introduced Mr. Donald Brown, presently the acting-head counselor, Student Personnel, while Mr. Calvin Reynolds is on sabbatical leave.

I. INTRODUCTION . . . . . . . . . . . Donald Brown

The four sections of the information folder distributed to the Board members was reviewed to give them some background on the operation of the Counseling Office:

(1) Format of the Counselors' Report
(2) Outline of Student Personnel Services -- list of counselors with specific responsibilities and assignments indicated
(3) Sample copy of "Counselors' Comments" -- a monthly publication distributed to students to inform them on matters of concern to them
(4) Counselors' complete calendar for the college year

Members of the counseling staff were introduced to the Trustees. Each counselor spoke on various aspects of student personnel and counseling services offered at SBCC and outlined departmental goals and achievements.

II. STUDENT BRIEFS . . . . . . . . . . . Jerry Korfas

As examples of the actual types of students the counselors come into contact with, briefs on two students were given.

III. GOALS OF COUNSELING AT SBCC . . . . . . Donald Brown

The counseling staff has a need to consider effective ways of establishing goals to meet the needs of students. Three goals which characterize their method of operation (modus operandi) were outlined. They are concerned about:

(1) all students;
(2) the total person (vocational, educational, and personal needs);
(3) helping students to become progressively more able to make decisions for themselves.
The counseling staff attempts to meet these concerns, or goals, in two ways:

(1) By group guidance and information giving; and
(2) By counseling, utilizing both individual and group techniques.

(At this point of the presentation -- at 4:57 p.m. -- the Board meeting was officially adjourned, and the counselors' continued their report to the remaining staff and Board members -- Mrs. Alexander, Mrs. Gutshall, and Mr. Wells.)

IV. GROUP GUIDANCE & INFORMATION GIVING

A. SBCC PREVIEW .......... L. Dwight Anderson

High school seniors and their parents are invited to participate in the "SBCC Preview" night (started in November, 1970). The basic purpose of the "SBCC Preview" is to present to the visitors a view of the college, emphasizing that "SBCC IS YOUR COMMUNITY COLLEGE". Slides are used as a means to show the visitors the campus, as it looks during the day time; the various academic course offerings of the departments, as well as tutorial center work and the vocational-technical area; and the learning programs and social activities.

In addition to the slide presentation, there is a lecture portion during which time representatives from various sections of the campus speak to the visitors -- representatives from the administration, the faculty, the students, and the Board of Trustees.

Lastly, the visitors are broken up into several groups -- the parents are taken by the counselors around the campus offering them the opportunity to ask questions, while the students remain in the Campus Center for further discussion on the student activities. This way of communicating what is offered at SBCC to the high school seniors and their parents has proven to be highly beneficial.

B. GROUP PROGRAMMING .... Gordon Santee

Various methods of disseminating information to the students were outlined. In attempting to find the most effective way, procedures have moved from programming students individually to programming in assembled groups, until they have reached the present stage of a briefing session-visual presentation, using slides.
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The Board was presented with a quick, sample visit (with slides) through the group guidance program. Examples of areas covered: students are welcomed to SBCC in both English and Spanish, shown programming procedure, shown what SBCC can help students to accomplish, directed to the college catalog and the time schedule of classes, given explanation of possible offerings and prerequisites and graduation requirements, and warned of problems of study time and of working. It was noted that 75% of SBCC students are working either part-time or full-time. Group Guidance Programs also include information on selective service deferments, veteran benefits, employment opportunities, scholarships and loans available. The entire visual presentation (briefing and lecture) takes from 30-35 minutes. If students require further assistance after this presentation, individual sessions are arranged.

V. COUNSELING - INDIVIDUAL & GROUP

Four staff members spoke on this subject, expanding the concept of counseling and explaining what the term means to them, and how they try to implement the concept in their work with students.

A. PERSONAL COUNSELING . . . . . . . . . . Jerry Floyd

People speak of "counseling" in terms of academic, vocational, and personal -- but it is all "personal".

To Mr. Floyd, counseling is a helping process aimed at aiding individuals to understand themselves and others better, to enable them to utilize their potential.

Counseling is closely related to the development of mutual trust and confidence and acceptance; therefore, the counselor must be accepted. Students come to the counselors with many different types of problems, most dealing with vocational and academic matters but sometimes there is a bigger question (or problem).

Up until two years ago, individual counseling was used exclusively, but now some group techniques are employed to promote self-understanding and self-acceptance.

B. ACADEMIC & VOCATIONAL CONCERNS . . . Sam Gadol

(1) Academic Concerns

Counselors strive for proper placement of the students in classes, according to their test scores and assist them in the selection of a major.
They attempt to prepare students for three alternatives simultaneously -- A.A. or A.S. degree, degree and transfer to a state college, degree and transfer to a university -- until the individual makes a choice of which course he wishes to pursue. General education requirements of the institution to which a student will transfer are considered. Noted also were the information and materials given to the students to aid them to achieve their academic goal including the "Effective Studies Skills" course.

(2) Vocational Concerns

The students are informed about the library's vocational file and career information is given.

Using the cases of the two students, briefed by Jerry Karfas earlier in the presentation (II), Mr. Gadol explained the concerns of the counseling staff and how they try to help meet the needs of the students who come to them. It was noted that "counselors interact with every possible phase of the entire campus".

C. "FOLLOW THROUGH" TO STUDENT GOALS . . . Margaret McGillin

In counseling today, there is an increasing need for a commitment to personal and coordinated follow through. They help students toward their varied and ever-changing goals. Not all students are achievement oriented -- they are not all directed toward a life style based on the single concept of the 1960's: "Work hard and move up." "Now, we read: 'Happiness is . . . .'" Students now have other goals, examples of which were given. The variety of life styles of the 1970's makes the choice more confusing for students, but provides for a broader measure of freedom not known before.

The counselors try to assess their purpose and assist them to facilitate their action toward their chosen goal. It was stated that the "follow-through" procedure was not an after-the-fact function, but instead a basic situation.

The counselors are currently conducting their annual visit to four-year colleges and universities to which SBCC graduates have transferred. They meet with the students to assess their progress and to learn their adjustment patterns based on the preparation provided at SBCC. The most common response is one of appreciation for the education, personal interest, and direct assistance given to students by all staff at SBCC.
It was pointed out that 108 accelerated high school students enrolled in the 1970-71 college year, 70 enrolled in the spring semester and 52 are now continuing. These statistics are analyzed to determine the area in which students need help and also to learn what courses students should take while still attending high school.

VI. CONCERNS TOWARDS IMPROVEMENT &
THE FUTURE MINORITY CONCERNS . . . . . Frank Esparza

Four areas of importance concerning minority students were outlined:

(1) Orientation-information meetings are set up for the minority students -- requirements they should be aware of are discussed, recruiting teams go out to high schools and junior highs, and student visitations to SBCC

(2) Community supported projects are encouraged

(3) Book library has been donated by local organizations

(4) Efforts are coordinated with the Learning Resources Center and the Human Relations Center

Mr. Brown expanded on the subject of concerns for the future. The counseling staff is trying to discover more effective ways of meeting the needs of the minority students. They are interested in moving out of their offices, onto the campus, to be more available to the students.

Sincere appreciation was extended to the Board on behalf of the counseling staff for the office facilities. It was explained that the additional space has allowed them to provide services that were not possible in the past.

Plans for the future included extending the use of students in peer-counseling and using counselor-aides, expanding the assistance to veterans, the development of a career center, and expanding the night counseling service.

Mr. Brown stated that the counseling staff is excited about what they are doing and the opportunity it presents to them -- "counseling is an on-going, vital, ever-changing, a personal interaction".

Lastly, he expressed his personal appreciation for the opportunity of working with individuals who possessed "sincerity, dedication, and high quality which comes through on a daily basis"; and introduced the clerical part of the counseling staff -- Mrs. Betty Rowley and Mrs. Charlotte Connell -- thanking them publicly for their personal contributions.
A short question and answer period followed the counselors' report. Mr. Wells commented that the counseling service was one of the most important services offered at SBCC and voiced his appreciation for their many contributions and their excellent presentation. (The counselors' report concluded at 6:10 p.m., the major portion of which was delivered after the Trustees officially adjourned their meeting.)

4. CURRICULUM AND INSTRUCTION

4.1 Report on Follow-up Study of Tutorial Center and Services

Dr. Thomas F. MacMillan, Director of Research & Development, presented the Board of Trustees with a copy of a recent Research Office Memo 8-71, entitled "An Evaluation of Extended Opportunity Services (SB 164) at Santa Barbara City College for the Fall Semester, 1970" (Enclosure 1).

Dr. MacMillan gave brief overview of his research report and called particular attention to the figure "85-85": 85 percent of the tutored students at SBCC are persisting in their studies with 85 percent satisfactory performance achieved. A great deal of credit was given to Mr. Jackman LeBlanc, Human Relations Assistant/Tutorial Director, for his contributions to the tutorial program. In addition, Dr. MacMillan referred to the last page of the research report which included a statement by Mr. LeBlanc, voicing SBCC's concerns as an institution.

5. BUSINESS SERVICES

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

Upon motion of Mr. Wells, seconded by Mrs. Alexander, the Board authorized and/or ratified the purchase of supplies, equipment, and services indicated on Attachment 5.1.

5.2 Recommended Authorization and/or Ratification of Payment of Claims

Upon motion of Mr. Wells, seconded by Mrs. Alexander, the Board voted to authorize payment of claims listed on Attachment 5.2 and all similar claims presented prior to the Board meeting.
5.3 **Recommended Approval of Elevator Maintenance Contract with Tri-Counties Elevator Co. - $72.60 per month**

The Superintendent stated that it was necessary to provide regular maintenance service for the elevator in the Life Science-Geology Building and indicated that the current maintenance contract would expire on July 9, 1971. It was recommended that the Tri-Counties Elevator Co., which had been performing this service for the past year, be awarded a one-year contract starting July 9, 1971, to provide inspection-maintenance service for $72.60 per month.

Upon motion of Mrs. Gutshall, seconded by Mr. Wells, the Board voted to approve a maintenance contract with the Tri-Counties Elevator Co. for an additional year at a cost of $72.60 per month.

5.4 **Recommended Approval of Appropriation Transfer to Meet Operational Needs**

Upon recommendation of the Superintendent, it was moved by Mrs. Alexander, seconded by Mrs. Gutshall, and carried by the Board to approve the appropriation transfer shown in Attachment 5.4 to cover replacement of stereoscope mirrors.

5.5 **Notice of Approval of a Grant Award for the Allied Health Professions Educational Improvement Program in the Amount of $11,374**

The Superintendent reported that a grant award of $11,374 had been allocated to SBCC by the Department of Health, Education, and Welfare for fiscal year 1971. The Allied Health Professions Basic Improvement Grant will provide support for programs of study for students preparing as x-ray technicians and dental assistants.

5.6 **Recommended Approval of Request from La Casa de la Raza to Use College Facilities**

The Superintendent advised the Board that it was customary in requests for use of facilities for major events, such as musical programs in the stadium, to obtain the Board's approval. He informed the Board that Mr. Frank Esparza, an Instructor-Counselor at SBCC, on behalf of La Casa de la Raza submitted a request for use of the stadium on July 17, 1971, for a "Vicki Carr" benefit concert and a carnival.
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Upon recommendation of the Superintendent, it was moved by Mr. Wells, seconded by Mrs. Alexander, and unanimously carried by the Board to approve the request by La Casa de la Raza to use the La Playa Stadium and parking lot on Saturday, July 17, 1971, for the proposed benefit concert and carnival.

6. GENERAL INFORMATION

6.1 Review of Pending Legislation - SACRAMENTO SCENE, California Junior College Association (CJCA) - Volume 4, Number 2, dated April 7, 1971

The Superintendent called the Board's attention to Enclosure 2, a summary of the status of pending legislation of special concern to community colleges.

Upon the Superintendent's suggestion, the Board agreed to review Enclosure 2, especially the legislative measures pending on the subjects of finance and tenure, in preparation for discussion at the next Board meeting.

6.2 Report on Coming Events

Mr. James Williams, Director of College Information, reported on items of interest which had been scheduled by Santa Barbara City College and its Continuing Education Division for the period of April 23 through May 13, 1971.

7. ADJOURNMENT

The meeting was officially adjourned by acting-President, Mr. James Garvin, at 4:57 p.m. The other Board members present remained to hear the balance of the Counselors' Report -- see Item 3.1.

The next regular meeting of the Board of Trustees will be held on Thursday, May 13, 1971, at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

Attest:
Wilbur L. Fallignini  
President, Board of Trustees  
Santa Barbara Junior College District

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

Approved by the Board of Trustees:  
on May 13, 1971