AGENDA FOR ADJOURNED MEETING OF BOARD OF TRUSTEES

SANTA BARBARA JUNIOR COLLEGE DISTRICT

November 22, 1965, 4:00 P.M., Board Room

1. GENERAL FUNCTIONS

1.1 Call to Order

1.2 Roll Call

1.3 Welcome to Guests

1.4 Minutes

1.5 Hearing of Citizens and Petitions

1.6 Communications

a. Subscriptions to National School Boards Association’s Information Services

The Board has been notified that it is eligible to subscribe to publications of the National School Boards Association’s Information Services. Subscriptions cost $5.00 each and the minimum subscription is set at two for a total of $10.00 per year.

b. Supplementary Educational Center

A letter has been received from Dr. Greenough, County Superintendent of Schools, describing plans for establishing a Supplementary Educational Center under Title VIII of the Elementary-Secondary Education Act of 1965. The county offices of Ventura, Santa Barbara, and San Luis Obispo have developed the project. The project, utilizing a systems approach to solving educational problems, will have four objectives:

(1) Identify current and future educational and cultural needs of the schools.

(2) Determine and utilize community resources.

(3) Monitor outstanding instructional programs on a national and regional level.

(4) Disseminate information.

Before submitting an application for this project, Dr. Greenough would like to have the Santa Barbara Junior College District’s endorsement, and the Superintendent so recommends.

2. PERSONNEL

2.1 Certificated Personnel Assignments

The Superintendent recommends authorization and/or ratification of
certificated personnel assignments according to recommendations listed in Attachment 2.1.

2.2 Classified Personnel Assignments

The Superintendent recommends authorization and/or ratification of classified personnel assignments according to recommendations listed in Attachment 2.2.

2.3 National Meetings

Two national meetings which members of the Board might wish to attend are:


b. American Association of Junior Colleges, to be held in St. Louis, March 1-4, 1966.

2.4 Implementation of Policy on Employer-Employee Relations

After adoption of the policy on October 29, 1965, the deadline of that date was extended to November 3, 1965, in the interests of fairness to those other certificated organizations which might wish to file for recognition on the Negotiating Council. (You will recall that the Instructors' Association filed on October 29, 1965.)

The Instructors' Association was the only certificated organization to file and, therefore, was notified (1) that their organization qualified for representation and (2) that all nine representatives would come from their organization.

On November 8, 1965, the Negotiating Council held its organizational meeting and elected Mr. Robert L. Casier as chairman. The Council will meet on the first, second, and third Mondays at 12:15 p.m., in the Board Room. If necessary, the meetings will be adjourned to 4:00 p.m., on the same date.

In compliance with Section 3.2 of the policy, the Superintendent, having examined the Constitution and By-Laws of the Instructors' Association, hereby notifies the Board of Trustees that the Instructors' Association qualifies as a certificated employee organization and recommends, therefore, that the Instructors' Association be recognized as the certificated employee organization of the District.

3. CURRICULUM AND INSTRUCTION

3.1 Report on Formation of Regional Technical Library at City College

At the Board meeting of July 13, 1965, when Mrs. Little made her report on the library, it was requested that an earlier plan to form a regional technical library be restudied to determine the possibility of its organization at this time.
Mrs. Little has completed her study and a report of her findings has been sent to the Board with this agenda. It would appear that a technical library serving the scientific and industrial community would be far beyond the scope of the college’s instructional program.

The Superintendent recommends that the report be accepted and that a technical library not be established at City College.

3.2 **Textbooks Recommended for Adoption**

The Superintendent recommends adoption of the textbooks listed in Attachment 3.2.

4. **COLLEGE PLANTS AND PROPERTY**

4.1 **Authorization to Advertise for Bids on Campus Landscaping**

At the last meeting, the Board authorized Mr. Richard B. Taylor, landscape architect, to complete the planning for additional landscaping around the existing buildings. This planning has been completed and the specifications have been drawn up. The Superintendent-President recommends that advertisement for bids be entered into immediately, with bid opening scheduled for Monday, December 20, 1965, at 2:00 p.m. It is further recommended that the Superintendent-President and/or the Administrative Dean, Business Services, be authorized to open the bids in behalf of the Board, and that the contract be awarded at the first Board meeting following the bid opening. Mr. Taylor will attend the meeting to answer any questions which Board members may have.

4.2 **Change Orders on Rehabilitation of Administration Building**

The following change orders on the Administration Building rehabilitation are presented for Board approval:

**Change Order No. 5**

A. **Laboratory Invoices**

Deduct from the contract price these charges by Duane Engineering Services, Inc.:  

- Invoice No. 6728 Reinforcing Steel $23.25  
- Invoice No. 6808 Structural Steel $17.25

Reason: These costs will be paid by the contractor.

Charge for this item ...............Minus $40.50

The Superintendent recommends approval of this change order.

The up-to-date summary of the expenditures on the Administration Building rehabilitation is as follows:
Original contract price: $199,690.00

Change Order No. 1: Plus 3,181.00
Change Order No. 2: Plus 10,918.00
Change Order No. 3: Plus 3,340.00
Change Order No. 4: Plus 1,385.00

Total Change Orders: $218,514.00

This Change Order No. 5: Minus 40.50

New Contract Price: $218,573.50

5. BUSINESS AND FINANCE

5.1 Purchase Order Reports

The Superintendent recommends authorization and/or ratification of the purchase of supplies, equipment, and services on purchase order numbers 9623 through 9750. Please see Attachments 5.1-a through 5.1-c.

5.2 Payment of Claims

The Superintendent recommends authorization and/or ratification of the payment of claims in Attachments 5.2-a through 5.2-c, and such other claims as may arise prior to the meeting, in conjunction with the Santa Barbara Junior College District.

5.3 Statement of Condition of General Fund and Excess Tax Funds Cash Accounts

Attached for information of Board members is the financial statement for the General Fund and Excess Tax Funds Cash Accounts as of October 31, 1965. Please see Attachment 5.3.

5.4 Statement of Appropriations, Expenditures, Encumbrances, and Balances

Attached for information of Board members is the financial statement of Appropriations, Expenditures, Encumbrances, and Balances as of October 31, 1965. Please see Attachment 5.4.

5.5 Agreement with the Santa Barbara High School District Regarding Certain Administrative Services

The Santa Barbara High School District has been asked to perform certain business services such as accounting, payroll, and purchasing for the Junior College District. The terms of agreement for compensating the High School District have been drawn up and approved by the County Counsel. Details of this agreement will be presented at the time of the meeting. The Superintendent recommends ratification of this agreement, with authorization for the Assistant Secretary-Clair to execute same on behalf of this District.

5.6 Tuition Agreement with the Santa Barbara High School District for Pupils Attending Evening High School

The Adult Education Division of the Santa Barbara Junior College District
has been maintaining the evening high school program in this area for a number of years. The Santa Barbara High School District has reimbursed the Junior College District for this service according to provisions specified in both the Education Code and the Government Code. The County Counsel has prepared an agreement covering the terms for reimbursing the Junior College District. The Superintendent recommends approval of this agreement, with authorization for the Assistant Secretary-Clerk to execute the agreement in behalf of the District.

5.7 Resolution Authorizing the Santa Barbara Junior College District to Acquire Federal Surplus Property (Resolution No. 3)

In order that the Santa Barbara Junior College District can be eligible to acquire Federal surplus property, it is necessary for the governing board of the District to adopt the proper resolution to be filed with the Department of Health, Education, and Welfare. The resolution has been prepared for Board consideration and action. The Superintendent recommends adoption of this resolution. A roll call vote is necessary in acting upon the resolution.

5.8 Complaint by Viola, Inc., to Recover Penalty Assessed at an Earlier Date

In November of 1963, the Santa Barbara High School District assessed a $1,000 penalty against Viola, Inc., general contractor in the construction of Santa Barbara City College. The penalty was assessed because Viola, Inc., had improperly substituted United Specialties Contractors, Inc., for Pacific Plastering Corporation as plastering subcontractor without the consent of the Santa Barbara High School District. On March 4, 1965, Viola, Inc., presented a written claim to the Santa Barbara High School District for refund of the $1,000 penalty. The basis for request of the refund was that the penalty had been improperly assessed in view of the fact that Pacific Plastering Corporation was not duly licensed by the State of California.

Santa Barbara High School District failed to act on the claim within the 45 days after its presentation. Viola, Inc., subsequently (October 5, 1965) filed a complaint against the Santa Barbara High School District and the Santa Barbara Junior College District for recovery of the $1,000, the cost of the suit, and for such other and further relief as the court may deem proper.

The matter has been turned over to the office of the County Counsel.

5.9 Reimbursement of Evening Instructors for Classes Canceled Due to Storm Conditions

Because of the severe rainstorm conditions existing on the evening of November 16, 1965, all scheduled night classes were cancelled. An appeal will be made to the State of California requesting that the District receive ADA credit for purposes of allocating apportionment funds. It has been customary in cases like this to pay instructors their hourly salary even though classes did not convene. The Superintendent recommends that the Board authorize payment of these salaries.
6. STUDENT PERSONNEL

6.1 Study of Former Students

For several years, studies have been made of the performances of our students who transfer to other colleges. The current study, covering the period of October 1, 1963, to September 30, 1964, has just been completed. Mrs. Lantagne will be available at the meeting to comment on the report.

7. COMMUNITY RELATIONS

No report.

8. GENERAL INFORMATION

8.1 Projections of Enrollment, ADA, and Full-Time Equivalency for Graded and Ungraded Classes

Mr. Dresslin has completed his study of enrollment projections. Please see Attachment 8.1. He will be present at the Board meeting to discuss the report and to answer any questions which the Board may have.

8.2 Committee of the Whole - Wednesday, December 8, 1965

It is suggested that a meeting of the Committee of the Whole be scheduled for Wednesday, December 8, 1965, at 4:00 p.m. in the Board Room. At this meeting, the architect will discuss his report on the future capacity of the college, and a general discussion by all those interested will follow.

9. ADJOURNMENT

Because the next regular meeting of the Board would fall only two days before Christmas—December 23—it is possible that the Board may wish to adjourn to a different date during that week.

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