AGENDA FOR REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA JUNIOR COLLEGE DISTRICT
May 27, 1965, 4:00 P.M., Room PS-101

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

2. PERSONNEL

2.1 Certificated Personnel Assignments

a. Approved by Board of Education, SBJCD, at regular meeting, Thursday, May 20, 1965. (See attachment, page 2.1)
   The Superintendent-elect recommends that these certificated assignments be made a part of the minutes of this meeting.

b. Additional assignments: (See attachment, page 2.1)

2.2 Classified Personnel Assignments

a. Approved by Board of Education, SBJCD, at regular meeting, Thursday, May 20, 1965. (See attachment, page 2.2)
   The Superintendent-elect recommends that these classified assignments be made a part of the minutes of this meeting.

b. Additional assignments: (See attachment, page 2.2)

2.3 Administrative Organizational Pattern

With the complete separation of the Santa Barbara Junior College District from the Santa Barbara High School District administrative office, duties and responsibilities of all administrative personnel will increase. There will no longer be a working relationship with High School District personnel. Consequently, a new administrative organizational pattern for the Junior College District will need to be adopted.

The proposed administrative pattern (see attachment, page 2.3) appears to be suitable for the purposes of Santa Barbara City College. It agrees with the majority of organizational patterns throughout the state and has proved most effective for other junior colleges over a number of years. Additional facts concerning the proposed pattern of organization will be presented at the Board meeting. The Superintendent-elect recommends its adoption.
2.4 Reclassification of Certain Classified Positions

It is anticipated that, during the 1965-66 college year, a full-scale classified personnel study will be undertaken at City College. At that time, job specifications, salary schedule structure, schedule placement, and other related items will be thoroughly reviewed. On the basis of this study, recommendations will be made to the Board of Trustees for adoption of classified personnel policies appropriate for junior college purposes.

Because time does not permit completion of the aforementioned study prior to the close of this fiscal year, it is recommended that a limited number of changes of classification be considered by the Board at this time. These are cases of unusual merit--cases which, in some instances, have been previously presented but action has been put off pending the separation of the districts. The fact that only a few positions are being submitted for reclassification at this time by no means indicates that there are not others worthy of consideration. Only the most pressing ones are being presented now. The remainder will be reviewed next year.

If approved, it is suggested that these changes become effective as of July 1, 1965.

The Superintendent-elect recommends approval of the reclassification of the following employees:

<table>
<thead>
<tr>
<th>Name</th>
<th>Present Classification</th>
<th>Salary Range</th>
<th>Proposed Classification</th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moffat, Mary</td>
<td>Sr. Steno.Clk.</td>
<td>13 $405-491</td>
<td>Adm. Sec. I 14</td>
<td>$425-516</td>
</tr>
<tr>
<td>Rapp, Marian</td>
<td>Sr. Steno.Clk.</td>
<td>13 405-491</td>
<td>Adm. Sec. I 14</td>
<td>425-516</td>
</tr>
<tr>
<td>Colberg, Gertrude</td>
<td>Sr. Acct.Clk.</td>
<td>14 425-516</td>
<td>Purchasing Asst. 16</td>
<td>468-569</td>
</tr>
<tr>
<td>Stafford, Evalyn</td>
<td>Adm. Sec. I</td>
<td>14 425-516</td>
<td>Adm. Sec. II 16</td>
<td>468-569</td>
</tr>
<tr>
<td>Barnes, John</td>
<td>Supvg.Custod.</td>
<td>15 446-542</td>
<td>Custod. Supvr. 18D*</td>
<td>516-597</td>
</tr>
<tr>
<td>Thornton, Louise</td>
<td>Adm. Sec. II</td>
<td>16 468-569</td>
<td>Exec. Sec. 20**</td>
<td>569-627</td>
</tr>
</tbody>
</table>

*This position will be limited to step D to hold the increase to the equivalent of two classes.

**This position will be limited to step C to hold the increase to the equivalent of two classes.

2.5 Certificated, Classified, and Administrative Salary Schedules for 1965-1966

a. Certificated Salary Schedule: Certificated salary schedules at City College are in the lowest ten per cent of junior colleges in the state. If we are to attract and hold good teachers and maintain a quality program at City College, it is necessary that a good salary schedule be adopted comparable to those in other good colleges.

The administration has met with the Salary Committee of the City College Instructors' Association and has reached agreement on a proposed
salary schedule. The schedule represents a step forward for City College, ranking it at about the mid-point of junior colleges in the state. We have been realistic, however, in this proposal--knowing that regardless of what we might want in a schedule, we are restricted to the fact that we can have only that schedule which we can afford. Mr. Miller, chairman of the Salary Committee, will present his recommendations at the Board meeting. (See attachment, page 2.5a, for his written report)

The Superintendent-elect will make his recommendation at the meeting.

b. Classified Salary Schedule: After a series of meetings between Mr. Dall'Armi and the Salary Committee of the classified staff, a salary adjustment of five percent (5%) across the board is proposed. If granted, this increase will maintain a good relationship with the new salary schedule for the certificated staff as well as attract good classified staff for the college. Mr. Dall'Armi will discuss the proposal at the meeting. (See attachment, page 2.5b for his report)

The Superintendent-elect recommends the adoption of a 5% increase of the classified salary schedule.

c. Administrative Salary Schedule: Of all salary schedules at City College, comparatively speaking, the administrative salary schedule compares less favorably than any of the others. To adjust this schedule, the Administrative Salary Committee employed the method most effectively used throughout the state—the assignment of a time and responsibility factor to each administrative level, and then the application of this factor to the teachers' salary schedule (at a point where the administrator would fall on the teachers' salary schedule if he were a teacher). In order to keep the administrative increases proportionate with the teacher increases, some "phasing in" may be in order. This will be accomplished by limiting the step placement on the administrative schedule to one of the initial steps. (See attachment, page 2.5c, for report.)

The Superintendent-elect recommends the adoption of the proposed administrative schedule.

3. CURRICULUM AND INSTRUCTION

3.1 Presentation of Books to be Recommended for Adoption

At the regular Board meeting of the Board of Education of SBJCD on May 20, 1965, the list of books to be recommended for adoption (see attachment, page 3.1) was presented. The books will be on display in the SBHS District board room for examination by the public and will be adopted by the SBHS Board at its next meeting, June 4, 1965. The Superintendent-elect recommends that this book list be made a part of the minutes of this meeting.

3.2 Approval of Vocational Education Act Projects

Funds from the Vocational Education Act of 1963 are now available for colleges. Under the Act, colleges may apply for fifty percent (50%) reimbursement of expenditures required to implement new vocational-technical programs. The Superintendent-elect recommends approval of the following curricula:
Data Processing - Business Data Processing: This is a request for Federal funds to match the amount the District has budgeted for Business Data Processing. The project is proposed as the first step to develop the Business Data Processing program at Santa Barbara City College. With the approval of this project, we will be able to offer an introductory course in data processing and also train key-punch operators. (See attachment, page 3.2a.)

The Superintendent-elect recommends adoption of this project.

Further Implementation of VEA-63 Project No. 5-920 entitled, "The Occupational Preparation of a General Office Worker Through a Technical Clerk-Typist, Secretarial, and Stenographic Program": VEA-63 Project No. 5-920 was approved by the State of California in February, 1965. The present request is to further implement this approved project. This request asks for matching funds to help maintain and service equipment purchased under Project No. 5-920, to develop more audio-visual material for the project, and to develop a receptionist unit in the project. (See attachment, page 3.2b.)

The Superintendent-elect recommends adoption of this project.

4. COLLEGE PLANTS AND PROPERTY

No Report

5. BUSINESS AND FINANCE

Inasmuch as the succeeding three items were acted upon by the Board of Education at its regular meeting on May 20, 1965, the Superintendent-elect recommends that they be made a part of the minutes of this regular meeting of the Board of Trustees.

5.1 Purchase Order Report

Approved by Board of Education at regular meeting on May 20, 1965. (See attachment, page 5.1, for report.)

5.2 Payment of Claims

Approved by Board of Education at regular meeting on May 20, 1965. (See attachment, page 5.2, for report.)

5.3 Financial Statements

Board of Education at regular meeting on May 20, 1965, received and ordered filed the General Fund and the Bond Fund reports as of April 30, 1965. (See attachment, page 5.3, for reports.)

5.4 Presentation and Approval of Budget Calendar

In adopting a budget for the 1965-66 college year, it is necessary to adhere strictly to a schedule required by the Education Code and which will be practical for our purposes. Mr. Dall'Armí has developed a schedule and the Superintendent-elect recommends its adoption. (See attachment, page 5.4.)

6. STUDENT PERSONNEL

No Report
7. COMMUNITY RELATIONS

No Report

8. GENERAL INFORMATION

8.1 Termination of Board Membership by Mrs. Henderson and Mr. Rowe

8.2 Annual Report on Emergency and Disaster Preparedness
   (See attachment, page 8.2.)

9. ADJOURNMENT

Adjourned to meeting on Thursday, June 40, 1965, at 4:00 p.m. in room 101 of the Physical Science Building at Santa Barbara City College.