AGENDA FOR REGULAR MEETING OF BOARD OF TRUSTEES

SANTA BARBARA JUNIOR COLLEGE DISTRICT

March 24, 1966 - 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. Letter of Appreciation from Mrs. Norman W. Van Donge, Health Careers Conference Chairman

A Health Careers Conference was held on the City College campus and several hundred students were present. A letter of appreciation commending the staff for their fine cooperation was received from Mrs. Van Donge, chairman of the conference.

2. PERSONNEL
   2.1 Certificated Personnel Assignments

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

2.2 Classified Personnel Assignments

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

2.3 Proposed Sabbatical Leave Policy

For over a year, faculty committees and administration have been working hard to develop a sabbatical leave policy. The work has now been completed and the policy is now submitted for the Board's approval. (Please see Attachment 2.3.) The Superintendent recommends adoption of the proposed policy.

2.4 Formation of California School Employees Association Chapter in the Santa Barbara Junior College District

At a meeting of Santa Barbara Junior College District classified employees held recently here on campus, it was decided by those in
attendance that a college chapter of CSFA (California School Employees Association) should be formed. Heretofore, District employees had been affiliated with the City Schools chapter. This new chapter was chartered and has been assigned No. 289. A name for the chapter will be selected in the near future. Newly-elected officers of the chapter are:

Mrs. Thelma Nielsen, President (Library staff)
Mr. John Barnes, Vice President (Supervising custodian)
Mrs. Marian Rapp, Secretary (Instruction office)
Miss Certrude Colberg, Treasurer (Business office)
Mrs. Louise Thornton, Reporter (Superintendent-President's office)

Since the primary concern of this new chapter will be the welfare of classified employees in the District, it is expected that representatives of Chapter 289 will appear before the Board of Trustees at various times to make presentations. Early indications are that this will be an active, well-organized group. The Superintendent welcomes Chapter 289 into the District and pledges support and cooperation.

3. CURRICULUM AND INSTRUCTION

3.1 Report of Health and Physical Education Division

Mr. Albert H. Revis, chairman of the Health and Physical Education Division of Santa Barbara City College, and other members of the Division will make a presentation.

3.2 Registered Nursing Program

a. Establishment of Associate in Arts Degree Program in Registered Nursing

The Advisory Committee for Registered Nursing has completed its study of the feasibility of installing a Registered Nursing program at City College. The Committee recommends, through its chairman, Mr. George J. Wittenstein, "that Santa Barbara City College staff and Board take aggressive action toward the establishment of an Associate in Arts Degree program in Registered Nursing."

Mr. James Fox will be present to answer any questions from the Board. The Superintendent recommends that a Registered Nursing program be established at Santa Barbara City College.

b. Application for Registered Nursing Program Under Vocational Education Act of 1963

Under this application, it is possible for the District to be reimbursed for one-half the cost of the Registered Nursing program in its first year. For further details, please see Attachment 3.2-b. Mr. James Fox will be present to explain the application.

3.3 Change in Vocational Nursing Program

At the present time, our Vocational Nursing program consists of
12 continuous months of instruction, and under this arrangement it has been difficult to cover the summer months. After studying alternate plans, it appears that a three-semester system would be preferable to the present one. Mr. James Fox will be present to discuss the proposal. The Superintendent recommends that, beginning with the Fall semester of 1966, the Vocational Nursing program be organized on a three-semester basis.

3.4 Applications for Projects Under the Vocational Education Act of 1963 (P.L. 88-210)

Under the Vocational Education Act of 1963, school districts may submit applications for financial assistance for new programs including personnel and equipment and supplies. If approved, the programs will be reimbursed on a 50 per cent matching basis between the federal government and the District. This year, we are submitting three applications, as follows:

a. Supplemental Requests to Previously Approved Business Education Projects

Copies of this application will be available at the Board meeting on March 24, 1966. Mr. John O'Dea will be present to explain these requests.

b. Research, Supervision, Coordination, and Counseling in Vocational Education

This application includes requests for three personnel: Assistant Dean of Instruction, Vocational-Technical; Assistant Dean of Instruction, Vocational and Technical Research; Vocational Counselor; and two secretaries.

Because we hope to expand the Vocational-Technical Division of the College, it will be necessary for a great deal of study, research, and guidance to be done. Under the Vocational Education Act of 1963, colleges are encouraged to apply for help in expanding these programs. The attached application (Attachment 3.4-b) will explain the purposes of these new positions. Mr. James Fox will be present to answer any questions.

c. Medical Assisting

This request is to expand the Medical Assisting program which was started this year. Funds for the new courses are already budgeted and, if at all possible, we would like to get a refund from the federal government for a program that is already in operation. (Please see Attachment 3.4-c.)

The Superintendent recommends authorization to proceed with the applications.
4. **PLANTS AND PROPERTY**

4.1 **Change Order on Asphalt Walks to be Installed in Conjunction with Landscape Job**

**Change Order No. 1**

The following change order to the Santa Barbara City College landscape contract, Phase II, is presented for Board approval:

Provide labor, material, and equipment to add the following asphalt walks:

- 780 square feet of A.C. walk, 2" thick, between the Science Classroom Building and the Campus Center.

- 780 square feet of A.C. walk, 2" thick, between the rear of the Administration Building and the walk adjacent to the steps leading to the Library.

Charge for this item: $301.40

The Superintendent recommends approval of this change order.

Summary of expenditures on Santa Barbara City College landscape job, Phase II, is as follows:

<table>
<thead>
<tr>
<th>Original contract price</th>
<th>$62,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Order No. 1</td>
<td>plus $301.60</td>
</tr>
<tr>
<td>NEW CONTRACT PRICE</td>
<td>$62,301.40</td>
</tr>
</tbody>
</table>

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 10214 through 10298. Please see Attachments 5.1-a, 5.1-b, and 5.1-c.

5.2 **Payment of Claims**

The Superintendent recommends authorization and/or ratification of the payment of claims on Attachment 5.2-a 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, Special Reserve Fund, and Excess Tax Funds Cash Accounts**

Attached for the information of the Board is the financial statement for the General Fund, Special Reserve Fund, and Excess Tax Funds Cash Accounts as of February 28, 1966. Please see Attachment 5.3.
5.4 **Statement of Appropriations, Expenditures, Encumbrances, and Balances**

Attached for the information of the Board is the financial statement of Appropriations, Expenditures, Encumbrances, and Balances as of February 28, 1966. Please see Attachment 5.4.

6. **STUDENT PERSONNEL**

   No report.

7. **COMMUNITY RELATIONS**

   No report.

8. **GENERAL INFORMATION**

   No report.

9. **ADJOURNMENT**

   The next regular meeting of the Board of Trustees of the Santa Barbara Junior College District will be held on Thursday, April 14, 1966 at 4:00 p.m. in the Board Room.

RCR/lt