AGENDA FOR REGULAR MEETING OF BOARD OF TRUSTEES

SANTA BARBARA JUNIOR COLLEGE DISTRICT

July 14, 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

None.

1.7 Adoption of Policy Re: Terms of Office for Officers

Because the Board did not adopt a policy when officers were elected at the beginning of last year, it is suggested that the Board might well consider adopting a policy regarding the terms of office of its officers. Practices vary among districts, as follows:

a. Certain officers are elected permanently.

b. Certain officers are rotated each year.

c. Officers are limited to serving in a given office for a specified period, such as for two consecutive years, or more.

N.B. Usually such positions as Secretary-Clerk and Assistant Secretary-Clerk are permanent.

1.8 Election of Officers

The Education Code requires that officers be elected for the new year at the Board's annual organizational meeting. The Code specifies that a president, a secretary-clerk, and a representative for the County Committee be elected, but allows the Board to establish additional offices.

At present, the officers of the Board include:

President ............................. Mr. Garvin
Vice-President......................... Mr. Fillippini
Representative for the County Committee... Mr. Wells
Secretary-Clerk ......................... Dr. Rockwell
Assistant Secretary-Clerk ............... Mr. Dall'Armi
2. **PERSONNEL**

2.1 **Certificated Personnel Assignments**

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

2.2 **Classified Personnel Assignments**

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

3. **CURRICULUM AND INSTRUCTION**

3.1 **Report of Vocational/Technical Division**

Mr. James Fox, chairman, and other members of the Vocational/Technical Division will make a presentation. (Please see Attachment 3.1.)

3.2 **Report on Summer Session**

The 1966 summer session represents the largest summer program in the history of the College. The following comparisons indicate the growth of the program since the first summer session was held in 1960:

<table>
<thead>
<tr>
<th>Year</th>
<th>No. of Classes</th>
<th>Registrants</th>
<th>Class Enrollments</th>
<th>Average Class Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>1960</td>
<td>13</td>
<td>203</td>
<td>288</td>
<td>22.1</td>
</tr>
<tr>
<td>1961</td>
<td>18</td>
<td>341</td>
<td>393</td>
<td>21.8</td>
</tr>
<tr>
<td>1962</td>
<td>16</td>
<td>325</td>
<td>354</td>
<td>22.1</td>
</tr>
<tr>
<td>1963</td>
<td>14</td>
<td>350</td>
<td>400</td>
<td>28.5</td>
</tr>
<tr>
<td>1964</td>
<td>27</td>
<td>525</td>
<td>570</td>
<td>21.1</td>
</tr>
<tr>
<td>1965</td>
<td>29</td>
<td>655</td>
<td>876</td>
<td>30.2</td>
</tr>
<tr>
<td>1966</td>
<td>33</td>
<td>749</td>
<td>1,134</td>
<td>34.3</td>
</tr>
</tbody>
</table>

*This figure includes two Chemistry 1 labs and two Biology 1 labs. Vocational nurses have been excluded.*

Mr. Huglin will be on hand to answer any questions.

3.3 **Request to Employ Consultant to Assist in Planning for Communications Center**

Because of the great advances being made in the general area of communications including audio-visual techniques and computer technology, it is requested that the Board authorize the employment of a consultant in this field to assist in the drafting of educational specifications for the communications center now being planned. If a consultant is employed, the District can be assured that planning for the communications center will reflect the very best thinking in this important area.
The Superintendent recommends the employment of a consultant in the field of communications at a cost not to exceed $50.00 per day.

3.4 Request to File Application for Nurses' Aide/Orderly Training Project Under the Manpower Development and Training Act of 1962

The Superintendent recommends authorization to file an application for a Nurses' Aide/Orderly META program (please see Attachment 3.4). This is a Federally-reimbursed project; if approved, it appears that 10 per cent of the cost may have to be met from local funds. Mr. Wake will be present to answer any questions.

3.5 Classes and Instructors for 1966-67 Adult Education Division Program

The Superintendent recommends authorization of certificated personnel assignments for courses as listed in Attachment 3.5 for the Adult Education 1966-67 program. Mr. Wake will be on hand to answer any questions.

4. COLLEGE PLANTS AND PROPERTY

4.1 Proposal for Finalizing Building and Site Needs of the District Preparatory to the Calling of a Bond Election

For several months the Board has been studying data and materials relative to meeting the future building and site needs of the District. The time is rapidly approaching when it will be necessary to make some definite decisions regarding these needs.

The Superintendent recommends that an adjourned meeting be scheduled for Tuesday, July 26, 1966. Among the agenda items to be discussed, it is proposed that attention be given to the following:

a. Setting of a date for a bond election.

b. Establishing the amount of bonds necessary to complete all or part of the proposed program.

c. Discussing any other matters pertinent to this subject, such as organizational planning for the election.

In order to enable Board members to crystallize their thinking on these building and site needs, it is suggested that a series of meetings be scheduled prior to the July 26, 1966 meeting. These study sessions may be accomplished by means of three-member Board committees or by a Committee of the Whole. Administrative staff will be available to provide any information which may be essential.

4.2 Report on Status of District Buildings with Respect to Field Act Requirements

The Administrative Dean, Business Services, has made an investigation to determine the date of construction of each of the buildings owned by the District. A brief report will be made to the Board regarding the status of each building. This report is being presented as an information item only and specific Board action is not requested at this time.
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 10557 through 10772. Please see Attachment 5.1.

5.2 **Payment of Claims**

The Superintendent recommends authorization and/or ratification of the payment of claims in Attachment 5.2 and such other claims as may arise prior to the meeting, in conjunction with the Santa Barbara Junior College District. See addenda.

5.3 **Adoption of Publication Budgets**

Materials comprising the 1966-67 Publication Budget were mailed to Board members last week. Changes were made to reflect the desire expressed by the Board to hold the line on total tax rates for the new fiscal year. Since the deadline for filing the Publication Budget with the County Superintendent of Schools is July 20, 1966, the Superintendent recommends adoption at this meeting.

5.4 **Retention of Architect to Complete Planning of Adult Education Facilities**

For several months the architectural firm of Arendt, Mosher, and Grant has been developing preliminary studies and schematic plans for the proposed Adult Education Cultural Center. These services have been financed by Adult Education student body funds.

Planning has now reached the point where it appears necessary for a formal agreement to be executed through the District and the firm of Arendt, Mosher, and Grant for completion of this planning.

The Superintendent recommends that the Board authorize the Administrative Dean, Business Services, to enter into an agreement with Arendt, Mosher, and Grant for necessary architectural services. Details of the contract will be presented to the Board at a later meeting and prior to signing of the contract.

5.5 **Library Materials Grant for $3,785 Allocated to the Santa Barbara Junior College District**

Word received from Washington late last month indicates that the Santa Barbara Junior College District has been awarded a Library Materials grant in the amount of $3,785 under terms of Title II of the Higher Education Act of 1965. To qualify for collection of this grant, the District is being required to show proof that the funds made available were expended between the date of the grant and June 30, 1966. To meet this requirement, an open purchase order was issued prior to the deadline date for the amount of the grant. This purchase order appears on the regular Purchase Order list and will be subject to Board approval. The net effect of this grant is that library book purchases for the 1966-67 school year will be $3,785 greater than originally budgeted.
5.6 Demand by the District to Require Viola, Inc., to Submit to Arbitration for the Purpose of Settling Differences Arising from Failure of Viola, Inc., to Correct Deficiencies in New Buildings

Repeated efforts have been made to require Viola, Inc., and certain sub-contractors to correct deficiencies in the new buildings. Some of the sub-contractors have cooperated in making necessary corrections. As of this date, Viola, Inc., has taken no initiative along these lines. On July 1, 1966 the District, through the advice of the County Counsel's office, made a demand that the dispute as to the liability of Viola, Inc., to repair, adjust, and otherwise correct or pay for the defective workmanship and materials be submitted to arbitration. It is the intent of the County Counsel to request that the arbitration trial be conducted at the same time that the Viola, Inc., suit against the District is heard. September 12, 1966 is the date tentatively set for the trials. The amount involved in the District complaint against Viola, Inc., is $35,825.00. After the trial date has been set, Mr. Curiel and Mr. Anderle of the County Counsel's office will attend a Board meeting to explain in more detail the procedure to be followed in conducting the arbitration hearings.

Time and statute limitations made it necessary to serve notice on Viola, Inc., by the July 1, 1966 date. The Superintendent recommends that the Board ratify this action on a retroactive basis.

6. STUDENT PERSONNEL

No report.

7. COMMUNITY RELATIONS

No report.

8. GENERAL INFORMATION

8.1 Appointment of Committee on Administrative Salary Survey

In accordance with a Board directive adopted at its last meeting, the President of the Board is to appoint a committee to survey methods used by other junior colleges to determine administrative salary schedules.

9. ADJOURNMENT

The next meeting of the Board of Trustees of the Santa Barbara Junior College District will be either the regular meeting, July 28, 1966, or an adjourned meeting, July 26, 1966, depending upon the decision of the Board. The meeting will be held at 4:00 p.m. in the Board Room at Santa Barbara City College.