AGENDA FOR REGULAR MEETING OF BOARD OF TRUSTEES

SANTA BARBARA JUNIOR COLLEGE DISTRICT

June 7, 1967 - 4:00 p.m. - Board Room
Santa Barbara City College
Santa Barbara, California

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 Certified Personnel Assignments
       The Superintendent recommends authorization and/or ratification
       of certificated personnel assignments according to the recommendations
       noted in attachment 2.1.
   2.2 Classified Personnel Assignments
       The Superintendent recommends authorization and/or ratification
       of classified personnel assignments according to the recommendations
       noted in attachment 2.2.
   2.3 Request for Approval of Table of Organization for 1967-68
       Since the adoption of the Table of Organization by the Board last
       May, two changes in title and one change in workload have been made
       during the current year.

       Changes in title are: (a) from Assistant Dean, Research, to
       Administrative Assistant, Research and Development; and (b) from
       Director of Registered Nursing to Assistant Dean, Health Occupations.

       The change in workload of the Assistant Dean, Technical-Vocational
       (from 3/5 to full-time) has been approved previously by the Board. An
       additional change in workload, which is proposed for next year, is
       concerned with the Coordinator, Apprenticeship, involving an increase
       from 1/5 to 2/5 time.

       Board members may refer to attachment 2.3 for the proposed Table
       of Organization with changes.

       The Superintendent recommends the adoption of the Table of Organiza-
       tion for 1967-68 as revised.
3. CURRICULUM AND INSTRUCTION

No report.

4. COLLEGE PLANTS AND PROPERTY

4.1 Request for Approval to Advertise for Bids on the Construction of Four Relocatable Buildings on the Mesa Campus

The terms for advertising for bids for the construction of four relocatable buildings on the Mesa Campus are near completion. The Superintendent recommends that the Board authorize the Assistant Secretary-Clerk to advertise for bids. Further details will be presented at the time of the meeting.

4.2 Awarding of Contracts for Purchase and Installation of Remote Language Laboratory Equipment and Life Science Laboratory Furniture

A review of the bids received on the Remote Language Laboratory equipment and the Life Science Laboratory furniture appears below. The Superintendent recommends acceptance of the bids as underlined and that the Administrative Dean, Business Services, be authorized to issue purchase orders.

REMOTE LANGUAGE LABORATORY

Rheem Califone-Roberts Electronics $28,750.00
Inland Networks, Inc. $24,938.70
Educational Electronics of California $23,906.76

LIFE SCIENCE LABORATORY

Watson Draper Company $ 6,611.28

Further information regarding the bidding procedure will be presented at the time of the meeting. Both of these low bids are within the amounts estimated to cover the cost of the projects. Half of the funding for the Remote Language Laboratory comes from Federal sources.

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 orders 12456 through 12472. Please see attachment 5.1-a.

5.2 Payment of Claims

The Superintendent recommends authorization and/or ratification of payment of claims on attachments 5.2-a and 5.2-b and such other claims as may arise prior to the meeting in conjunction with the Santa Barbara Junior College District.
5.3 Renewal of Agreement with the Santa Barbara City Schools for Contract Services Performed for the District

For the past two years, certain business and maintenance services have been contracted for through the Santa Barbara City Schools. Among the services involved are accounting, payroll, purchasing, and data processing. The agreement under which these services have been made available expires at the end of this school year. The City Schools Board of Education has approved renewal of this agreement for a one-year period. In view of the recommendation made by the survey team of Nelson and Joyner (April 7, 1966), renewal of the existing agreement appears to be advisable. The Superintendent recommends that a one-year extension be approved and that the Assistant Secretary-Clerk be authorized to execute the necessary papers.

5.4 Request for Approval of Financial Aid Contract with the Division of Real Estate

The Santa Barbara Junior College District is entitled to a grant of $600 from the State Division of Real Estate. This money is to be used to initiate or expand and/or improve the real estate curriculum of City College. The Superintendent recommends approval of the contract which makes this grant possible, with authorization for the Administrative Dean, Business Services, to execute the necessary agreement.

5.5 Distribution of 1967-68 Tentative Budgets

The Tentative Budgets for the 1966-67 school year will be distributed to the Board during the meeting on Wednesday, June 7, 1967. Since adoption of these Tentative Budgets is scheduled for June 22, 1967, there will be ample time for study. The transmittal letter contains quite a bit of information regarding the budgets and should serve to answer many questions which will arise as Board members review both the income and expenditure ledgers.

A Board subcommittee has been established to meet with the Superintendent and the Administrative Dean, Business Services, and to make recommendations for revisions or changes. The report of this subcommittee will be made to Board members prior to adoption of the Tentative Budgets at the June 22, 1967 meeting.

5.6 Presentation of Report and Recommendations Pursuant to Adoption of Classified and Certificated Salary Proposals

The Board Salary Study Subcommittee appointed by President Garvin at the May 25, 1967 meeting has met with the Superintendent and the Administrative Dean, Business Services. The following recommendations are made by the subcommittee:

a. That a 4 per cent salary increase be granted to full-time classified employees of the District.

b. That the revised basic salary schedule for certificated employees (attachment 5.6-b) be adopted.

c. That the summer school pay rate as outlined in attachment 5.6-c be ratified.
d. That the interim adjustment in the hourly pay rate as proposed by the Superintendent (attachment 5.6-d) be approved for a one-year period with the proviso that an administratively appointed committee be formed to do an in-depth study of hourly salaries. The subcommittee further recommends that the step feature of the latest proposal made by the Adult Education Instructors' Association Salary Committee be considered as a desirable feature for possible adoption when a proposal is presented to the Board next year.

e. That action on adoption of the proposal for anniversary increments be postponed until further study is made.

The Superintendent concurs with the recommendations of the Board subcommittee. The Superintendent also recommends that the proposals as outlined above be adopted. He further recommends that the changes and additions to the custodial classifications be adopted (please see attachment 5.6-a).

The salary proposals listed above cover all segments of the District employee groups except administration. A report on administrative salaries will be made at the next Board meeting.

5.7 **Recommendation for Procedures to be Followed in Salary Discussions and Negotiations and Budget Study**

As a result of the meeting between the Board Salary Study Subcommittee and administration, the following procedural recommendations are made for Board consideration and adoption:

a. That a calendar be adopted by the Board to be used as a guide in establishing dates for discussion, negotiation and adoption of salary proposals.

The purpose of setting up a calendar is to insure that salary proposals can be studied and acted upon by the Board prior to preparation of the District budgets and in time for issuance of certificated employee contracts.

b. That two Board study subcommittees be appointed during the organizational meeting in July and that these study subcommittees function under the following titles:

(1) Board Salary Study Subcommittee

(2) Board Budget Study Subcommittee

The Superintendent concurs with these recommendations and urges their adoption.

6. **STUDENT PERSONNEL**

6.1 **Request for Approval of Additional Candidates for Associate in Arts Degree**

The Superintendent recommends that the Board confer upon each of the students listed in attachment 6.1 the Associate in Arts degree,
subject to completion of the state and local requirements for such degree. These are additions to the list approved at the May 25, 1967 Board meeting.

7. COMMUNITY RELATIONS

No report.

8. GENERAL INFORMATION

8.1 Commencement Exercises on June 8, 1967

Commencement will be held Thursday, June 8, 1967 at 5:00 p.m. in the Library Patio. Dr. Rockwell will discuss details at the Board meeting.

9. ADJOURNMENT

The next regular meeting of the Board of Trustees of the Santa Barbara Junior College District will be held June 22, 1967 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.

RCR/lt