AGENDA FOR REGULAR AND ANNUAL ORGANIZATIONAL MEETING
OF BOARD OF TRUSTEES

SANTA BARBARA JUNIOR COLLEGE DISTRICT

July 11, 1968 - 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

1.7 Board Action Required in Connection with the 1968-69 Organizational Meeting
   a. Election of Board President and Vice-President

      The Education Code requires that a President and Vice-President be elected during this meeting. In accordance with Board policy established July 14, 1966, these officers are limited to serving in this capacity to a term no longer than two consecutive years.

   b. Election of a Secretary-Clerk

      It is recommended that the Acting Superintendent-President be elected Secretary-Clerk.

   c. Selection of a Representative to the County Committee on School District Organization

      It has been customary for the Board to elect one of its members to represent the District on the County Committee on School District Organization. Mr. Garvin has served in this capacity during the past year.

   d. CSBA Delegate Assembly Nominations

      Board members are asked to refer to CSBA material enclosed with agenda.

1.8 Appointment of a Board Subcommittee to Study Salaries and a Board Subcommittee to Study Budgets

      Last year the Board established a policy calling for separate appointive subcommittees to study and make recommendations regarding salaries and
budgets. During the 1967-68 college year, these subcommittees were represented by the following Board members:

**Budget:** Mr. Fillippini, chairman  
Mrs. Gutshall  
Mrs. Neigs

**Salaries:** Mr. Frank, chairman  
Mrs. Alexander  
Mr. Carvin

The Acting Superintendent-President recommends that the practice of considering salary and budgeting matters by means of study subcommittees be continued. The President-elect of the Board will name the members of these two study subcommittees either during this Board meeting or at a meeting in the near future.

2. **PERSONNEL**

2.1 **Certificated Personnel Assignments**

The Acting Superintendent-President recommends authorization and/or ratification of certificated personnel assignments, according to the recommendations noted in attachment 2.1 and addenda.

2.2 **Classified Personnel Assignments**

The Acting Superintendent-President recommends authorization and/or ratification of classified personnel assignments according to the recommendations noted in attachment 2.2 and addenda.

2.3 **Recommendation on Employment of an Administrative Dean, Business Services**

At its regular meeting on June 13, 1968, the Board voted to advertise for and fill the position of Administrative Dean, Business Services, at the earliest possible date. The Acting Superintendent-President will make a recommendation on the filling of this position at the time of the meeting.

3. **CURRICULUM AND INSTRUCTION**

No report.

4. **PLANTS AND PROPERTY**

4.1 **Awarding of Contract for Conversion of a Relocatable Building Into Computer Laboratory**

The new Computer Laboratory for the District will be housed in Relocatable Building No. 1. Certain conversion work will need to be done in order to fit the building for this use. The plans and specifications for the work to be performed have been developed by the architectural firm of Arendt, Mosher, and Grant. Several local contractors have been invited to submit bids. It is anticipated that these bids will have been reviewed by the time of the meeting on July 11, 1968. (See attachment 4.1)
The Acting Superintendent-President will make a recommendation regarding the awarding of a contract for conversion of R-1 into a Computer Laboratory. It is estimated that the cost of converting R-1 will not exceed $5,000, including the air conditioning.

5. BUSINESS AND FINANCE

5.1 Purchase Order Report

The Acting Superintendent-President recommends authorization and/or ratification of the purchase of supplies, equipment, and services on purchase orders 13002 through 13017 (13001 void); 15001 through 15211; and R numbers 2055 through 2061. Please see attachments 5.1-a and 5.1-b.

5.2 Payment of Claims

The Acting Superintendent-President 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 Presentation of Publication Budgets

The materials comprising the Publication Budgets are contained in attachments 5.3-a through 5.3-g. Mr. Fillippini, chairman of the Budget Study Subcommittee of the Board, will make a recommendation regarding adoption.

5.4 Report on Investment of District Funds in U.S. Treasury Obligations

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6. STUDENT PERSONNEL

No report.

7. GENERAL INFORMATION

No report.

8. ADJOURNMENT

The next regular meeting of the Board of Trustees of the Santa Barbara Junior College District will be held on Thursday, July 25, 1968 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.