AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA JUNIOR COLLEGE DISTRICT

October 23, 1969 - 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
     a. Letter from Mrs. Mary Lou Zoglin, Region 20, California School
        Boards Association, Dated October 3, 1969. Talks by Candidates
        for the CSBA Delegate Assembly, October 19, 1969, Los Angeles
        (See attachment 1.6-a.)
     b. Letter from Mrs. Elizabeth M. Deedy, Member of Board of Trustees
        of College of Marin, Requesting No Votes for Her as Nominee for
        CSBA Delegate Assembly, Dated September 24, 1969
        (See attachment 1.6-b.)
   1.7 Executive Session - 1969 Election of Delegates for the California
        School Boards Association Delegate Assembly
        (See attachment 1.7.)

2. PERSONNEL
   2.1 Certificated Personnel
     a. Recommended Approval of Certificated Personnel Assignments
        (See attachment 2.1-a.)
     b. Recommended Approval of Change of Title for Mr. B. Cedric Boeseke
        from "Coordinator, Placement" to "Placement and Financial Aids
        Coordinator"
        (See attachment 2.1-b.)
c. Recommended Approval of Request for Leave of Absence for Remainder of 1969-70 College Year and for the 1970-71 College Year, by Mr. Lorenzo Dall'Armi, Assistant Superintendent

(See attachment 2.1-c.)

2.2 Classified Personnel

a. Recommended Approval of Classified Personnel Assignments

(See attachment 2.2-a.)

b. Recommended Approval to Create a General Maintenance Position

The development of the campus brings with it the need for a preventative maintenance program. The present staff of one man is not sufficient to catch maintenance problems before they become major breakdowns. The purpose of a general maintenance person is to take care of all minor repairs and maintenance on a day-to-day basis rather than allowing problems to develop which interrupt the educational program. The District will continue to employ outside contractors for all major rehabilitation and repair. Dr. Sorsabal will discuss the position more specifically.

The position requested has not been budgeted in the 1969-70 budget. The cost of such position would have to be borne by the undistributed reserve.

The Superintendent recommends that the Board authorize the creation of the new position and that the administration be authorized to employ a qualified person to fill the job with the wage range to be determined through a comparative data study.

c. Recommended Approval of Appointment of Mrs. Irene W. Evans to Position of Secretary to the Superintendent - Replacement for Mrs. Louise H. Thornton (Resigned)

(See attachment 2.2-c.)

d. Recommended Approval to Employ Two Account Clerks (Range $445-541) - Business Services

In 1968-69, the Board authorized the development of a complete Business Office. After careful study, it was determined that the initial phases of the operation would be handled with the employment of a Controller, a Payroll Supervisor, and a Claims Supervisor. It is now evident by the overtime required in Payroll and the volume of work processed in Accounting that our initial estimate of personnel was low. Additionally, we are anticipating the transfer of the Purchasing functions during this school year, hopefully by January 1, 1970. It is initially requested that two Account Clerks be employed to bolster the heavily burdened Business Office staff in the transition of the purchasing functions and to eliminate the overtime required to produce the payrolls. These positions were not budgeted.

The Superintendent recommends that the Business Office be authorized to employ two additional Account Clerks in accordance with the salary schedule.
3. CURRICULUM AND INSTRUCTION

3.1 Report on Geology Field Trip, October 15-19, 1969, Eastern Sierra Nevada Mountains, Owens Valley, Panamint Valley and Mohave Desert—Mr. David M. Williams, Jr., Associate Professor, Physical Science

4. PLANTS AND PROPERTY

4.1 Progress Report - Apprenticeship Training Center, 302 East Montecito Street

Dr. Sorsabal will make a brief report on the development of the Apprenticeship Training Center.

4.2 Report of Acquisition of Temporary Office Space

Dr. Sorsabal will report on the acquisition of trailers for temporary office space.

4.3 Recommended Ratification of Additional Paving - Haskell Construction Co.

By previous action the Board approved a contract in the amount of $3,340.00 with the Haskell Construction Co. for the paving of the Loma Alta parking lot. During the progress of that job, it was deemed advisable to add a 6" berm on both the east and west sides of the lot. The cost is an additional $496.00 (80¢ per lineal foot for 620 feet).

The Superintendent recommends that the Board ratify a change in the Haskell Construction Co. contract in the additive amount of $496.00 to allow for the construction of a protective berm, and further, that the Business Office be directed to file a Notice of Completion and that the contract cost of $3,836.00 be paid in full.

4.4 Report on Progress of General Maintenance of Building and Grounds

An oral report will be given by Dr. Sorsabal to delineate the actions taken to date and future plans regarding buildings and grounds.

4.5 Report on Life Science-Geology Building

Dr. Sorsabal will bring the Board up-to-date on the progress in the construction of the Life Science-Geology Building.

4.6 Recommended Acceptance of Gift - Electro-Optical Industries, Inc.

Mr. Robert Chandos of Electro-Optical Industries, Inc., has offered several pieces of equipment valued at $2,245.00 to the Santa Barbara Junior College District for use in the Physical Science Division.

The Superintendent recommends the acceptance of the equipment offered by the Electro-Optical Industries, Inc., and that the administration direct a letter of acceptance and appreciation to the firm.

4.7 Recommended Approval to Submit an Application for Title I, Higher Education Facilities Act Grant

The deadline for submitting an application for a Title I, HEFA construction grant is November 3, 1969. The Superintendent recommends
Board approval for submitting a project application on the Theater-Music Building, which is scheduled for construction during the 1970-71 college year.

4.8 Recommended Approval of Change Order No. 14 - Life Science-Geology Building

During excavation for foundations, substandard soil conditions were encountered. This change order provides for labor, material, and equipment to over-excavate and place lean concrete in certain portions of the foundations. Charge for this item: Plus $4,208.16.

Original contract price........................................... $1,039,900.00
Change Orders No.'s 1 through 13 ...................... 00.00
This Change Order No. 14 ....................... Plus 4,208.16

New contract price............................................. $1,044,108.16

The Superintendent recommends approval of Change Order No. 14 as outlined above.

5. BUSINESS AND FINANCE

5.1 Recommended Authorization and/or Ratification of Purchase Orders and R Numbers for Supplies, Equipment and Services

The Superintendent recommends authorization and/or ratification of the purchase of supplies, equipment, and services on purchase orders 18918 through 19147, R numbers 5018 through 5029, and 1968-69 purchase order 17679.

(See attachments 5.1-a and 5.1-b.)

5.2 Recommended Authorization and/or Ratification of Payment of Claims

The Superintendent recommends authorization and/or ratification of the payment of claims on attachments 5.2-a through 5.2-c and such other claims as may arise prior to the meeting.

5.3 Recommended Approval for Submitting an Application for Student Financial Aid Funds

The deadline for submitting an application for student financial aid funds is October 24, 1969. Funding will be requested for the following programs: (1) Work Study; (2) National Defense Students Loans; (3) Economic Opportunity Grants.

The Superintendent requests authorization to submit these student financial aid applications.

5.4 Recommended Approval for Submitting an Application for Funding Under the Allied Health Professions Act

There is a possibility that the college will be eligible for financial assistance under the Allied Health Professions Basic Educational Improvements Act. The Superintendent requests authorization to submit an application for funding under this act. Deadline for submitting proposals is November 1, 1969.
5.5 Distribution of Adopted Budget 1969-70

The Adopted Budget for 1969-1970 will be distributed to the Board. Because the format is somewhat different from previous years, Dr. Sorsabal will briefly discuss the budget.

5.6 Recommended Approval of Budget Calendar - 1970-71

Attachments 5.6-a and 5.6-b contain a proposed calendar for the preparation of the 1970-71 budget. The calendar will be discussed at the meeting.

The Superintendent recommends approval of the Budget Calendar for 1970-71 as presented in attachments 5.6-a and 5.6-b.

5.7 Recommended Acceptance of Advertised Bid #58 - 25 Binocular Microscopes

On October 7, 1969, bids were opened for 25 binocular microscopes as part of the Life Science equipment for the new building. This equipment will be paid for from the Building Fund. The bids were as follows:

<table>
<thead>
<tr>
<th>BIDDER</th>
<th>UNIT PRICE (w/o sales tax)</th>
<th>Price for 25</th>
<th>TOTAL COST (incl. tax)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson &amp; Company</td>
<td>$305.00</td>
<td>$7,625.00</td>
<td>$8,006.25</td>
</tr>
<tr>
<td>A. F. Milliron Co., Inc.</td>
<td>$308.40</td>
<td>$7,710.00</td>
<td>$8,095.50</td>
</tr>
<tr>
<td>Los Angeles Scientific Instrument</td>
<td>$344.00</td>
<td>$8,600.00</td>
<td>$9,030.00</td>
</tr>
<tr>
<td>A. G. Heinz Co., Inc.</td>
<td>$348.80</td>
<td>$8,720.00</td>
<td>$9,156.00</td>
</tr>
<tr>
<td>Hinkle, Inc.</td>
<td>$357.07</td>
<td>$8,926.75</td>
<td>$9,373.09</td>
</tr>
<tr>
<td>Swift Instruments, Inc.</td>
<td>$483.75</td>
<td>$12,093.75</td>
<td>$12,698.44</td>
</tr>
<tr>
<td>Van Waters &amp; Rogers</td>
<td>$534.00</td>
<td>$13,350.00</td>
<td>$14,017.50</td>
</tr>
<tr>
<td>American Optical Corporation</td>
<td>$594.90</td>
<td>$14,872.50</td>
<td>$15,616.13</td>
</tr>
<tr>
<td>Bausch &amp; Lomb, Inc.</td>
<td>$709.50</td>
<td>$17,737.50</td>
<td>$18,624.38</td>
</tr>
</tbody>
</table>

The Superintendent recommends the acceptance of the low bid of Johnson & Company in the total amount of $8,006.25 including sales tax.

6. STUDENT PERSONNEL

6.1 Recommended Approval of Organization of the Student Placement and Financial Aids Office

(See attachment 6.1.)

6.2 Application for Student Financial Aid Funds

(See item 5.8.)

7. GENERAL INFORMATION

7.1 Announcement of Dinner Observing the 50th Anniversary of Adult Education in Santa Barbara, November 14, 1969

Dr. Paul H. Sheats, Professor of Adult Education, University of California, Los Angeles, will be featured speaker at a dinner on November 14, 1969 in the Campus Center, in observance of the 50th anniversary of adult education in Santa Barbara. Invitations will be issued soon to members of the Santa Barbara Community, on behalf of the Board of Trustees and the Adult Education Advisory Council.
7.2 Presentation of Items for Institutional Study and Action, 1969-70 College Year

(Copies of the list will be distributed at the Board Meeting.)

7.3 Report by Mr. Dall'Armi on Workshop on Federal Programs, and on Conferences with Certain Federal Agency Officials, in Washington, D.C., October 2-4, 1969

7.4 Announcement of Pre-Registration for California School Boards Association Annual Conference, December 6-9, 1969 in San Francisco

(Trustees received detailed materials with their agenda.)

7.5 Adult Education Division Enrollment Report - Fall Semester 1969 - Credit and Non-Credit Classes

8. ADJOURNMENT

8.1 Resolution No. 7 - Tribute to the Late Charles L. Atkinson, Professor of Fine Arts

(See attachment 8.1.)

Adjournment in Memoriah to Charles L. Atkinson, Professor, Fine Arts Division, Santa Barbara City College, from September, 1955 to October 15, 1969.
5. BUSINESS AND FINANCE

5.8 Approval and Funding of MDTA Projects - Preliminary Report

The District has been notified that Federal funding has been approved for the following projects:

- Electronics Assembler .................. $13,800.00
- Nurse, Licensed Practical ............... 39,343.00
- TV Service and Repairman ............... 30,151.00
- Auto Service Mechanic ................. 19,666.00
- Machine Set-up Operator ............... 37,178.00
- Laborer, Nursery ...................... 12,456.00

TOTAL ........ $152,594.00

The Superintendent recommends approval of these projects.