AGENDA FOR REGULAR MEETING OF BOARD OF TRUSTEES  
SANTA BARBARA JUNIOR COLLEGE DISTRICT  
February 27, 1969 - 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

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.
   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.
   2.3 Introduction of Mr. Norman E. Clark
       Mr. Norman E. Clark, Assistant Dean of Student Personnel, Student Activities, has been on the job since February 17, 1969. Mrs. Lantagne will introduce Mr. Clark to the Board members during the meeting.

3. CURRICULUM AND INSTRUCTION
   3.1 New Courses to be Approved for 1969-70
       Please see attachment 3.1 for descriptions of the new courses recommended for approval by the Curriculum Advisory Committee. Mr. Huglin will be present to answer any questions. The Acting Superintendent-President recommends that the Board approve these new courses, most of which will be offered during the 1969-70 college year.
4. PLANTS AND PROPERTY

4.1 Architectural Services - Adult Education

Because of the extent of fire damage to the Adult Education building, it is necessary that an architectural engineer be employed to develop plans and specifications for the rehabilitation work. The Acting Superintendent-President recommends that the Administration negotiate and employ a qualified architectural engineer to develop plans and specifications for the rehabilitation of the Adult Education facility damaged and/or destroyed by fire.

4.2 Contract for Rehabilitation of Adult Education Facility

The County Superintendent of Schools has concurred with the request of the Santa Barbara Junior College District Board of Trustees to proceed with the rehabilitation of the Adult Education facility without formal advertising of bids for said construction. Frederick E. Sanders, general contractor, has estimated that it will cost $8,732.99 to restore the building to the same relative conditions which existed prior to the fire. At least that amount of expenditure will be covered by the fire insurance. It is apparent that the building could be made more serviceable with some alterations. Now is the most appropriate time to undertake such changes. The Acting Superintendent-President recommends that the Administration be authorized to contract for alterations during the rehabilitation in an amount not to exceed $4,000.00.

4.3 Ratification of Change Order No. 1 - Contract with Macleod Construction Company - Life Science-Geology Building

During the course of construction, it has been found necessary to clarify the intent of the project. Change Order No. 1, with no change in contract amount, covers the following items:

(a) Provide labor, material and equipment to install masonry support - Clarifies construction intent.

(b) Provide labor, material and equipment to install slab haunch to coordinate architectural and structural details.

The above changes shall be neither an addition to nor a deduction from the contract price.

The Acting Superintendent-President recommends ratification of Change Order No. 1 to the contract with Macleod Construction Company for the Life Science-Geology Building at no additional cost to nor any deduction from the original contract price.

4.4 Ratification of Change Order No. 2 - Contract with Macleod Construction Company - Life Science-Geology Building

During construction, it has been found necessary to make a field adjustment to accommodate the assembly of the elevator guide rail supports.
This change is neither an addition to nor a deduction from the contract price.

The Acting Superintendent-President recommends that the Board ratify Change Order No. 2 to the contract with MacLeod Construction Company for the Life Science-Geology Building at no additive amount nor any deduction in the original contract price.

4.5 Ratification of Change Order No. 3 - Contract with MacLeod Construction Company - Life Science-Geology Building

Unavoidable delays during construction have made it evident that an extension of contract completion of nine (9) days be granted for the Life Science-Geology Building contract. This will make the new completion date November 23, 1969.

Change Order No. 3 is neither an addition to nor a deduction from the contract price and covers the following items:

(a) Because of unstable subsoil, a portion of the foundation required overgrading and subsequently the placing of lean concrete in those areas, which delayed the work eight (8) days.

(b) Rain on November 11, 1968 caused a delay of one day.

The Acting Superintendent-President recommends ratification of Change Order No. 3 in the contract with MacLeod Construction Company for the Life Science-Geology Building at no change in the original contract amount.

4.6 Acceptance of Gift - Ford Club Wagon from Associated Student Body

To assure that the new vehicle purchased with ASB funds will be properly insured, it is necessary that the vehicle be registered in the name of the District. The ASB, therefore, offers a newly purchased and delivered 1969 Ford 12-passenger Custom Club Wagon to the Santa Barbara Junior College District as a gift. The Acting Superintendent-President recommends the acceptance of this gift and that the Administrative Dean, Business Services, be authorized to take the proper steps to insure the vehicle under the District policy.

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 16801 through 16886, and R numbers 5042 through 5048. See attachment 5.1-a.

5.2 Payment of Claims

The Acting Superintendent-President recommends authorization and/or
ratification of the payment of claims on attachments 5.-a and 5.-b, and such other claims as may arise prior to the meeting in conjunction with the Santa Barbara Junior College District.

5.3 Lease of Bus - MDTA

Some MDTA classes require that transportation be provided for enrollees, to and from work assignments. The Administration has negotiated with the Santa Barbara City Recreation Department for joint use of an existing bus. The Acting Superintendent-President recommends that the Administration be authorized to enter into a lease agreement with the City of Santa Barbara for the use of a bus.

5.4 Lease of Parking Space - Adult Education

Annually, the Santa Barbara Junior College District has renewed a lease with the Family Service Agency for parking space used in connection with Adult Education classes. The current agreement would allow the continued use of the parking area until July 31, 1970, and thereafter on a month-to-month basis after that date until written notice is served by either party which would terminate said lease.

The Acting Superintendent-President recommends that the Administration be authorized to enter into a lease agreement with the Family Service Agency for the use of parking space at no cost to the District.

5.5 Request for Authorization to Pay Past Due Invoice

Invoices over a year old cannot be paid unless the Board of Trustees by resolution waives the statute of limitations. One such resolution is presented for Board approval.

Resolution No. 37 for invoice in the amount of $20.00, dated January 30, 1969 for goods received in January of 1968 and January of 1969; Reason for delay - Invoice for subscription to J.C. Sportswire for 1968 was not received. Payment request accompanied the 1969 subscription order.

5.6 Rental of Classrooms - WIN Program

The institution of classes under the WIN program, through the State Department of Employment, necessitates the rental of classroom space. The Acting Superintendent-President recommends that the Administration be authorized to enter into contract(s) for the rental of classroom space through Watkins Realty at a monthly rate of $125.00 per month.

5.7 Plan for Taking Over the Operation of Certain Business Services Now Being Provided by City Schools

In anticipation of the District Business Office assuming certain business services now being handled by the City Schools, a plan is being developed to facilitate this transfer. The Administration will make a report of the proposal under consideration at the May 13, 1969 Board
meeting. Included in the report will be the recommendations regarding staffing requirements and job descriptions.

6. **STUDENT PERSONNEL**

No report.

7. **GENERAL INFORMATION**

7.1 **Adoption of 1969-70 College Calendar**

Attachment 7.1 contains the proposed College calendar for the 1969-70 year. This calendar has been worked out in conformance with up-to-date Education Code provisions and has been approved by the Academic Senate and the Administrative Council. The Acting Superintendent-President recommends adoption of this calendar.

7.2 **Report on Trustee Election**

The deadline for filing candidacy papers for the April 15, 1969 Junior College District trustee election was February 20, 1969. According to information released by the County Superintendent of Schools, the races shape up as follows:

**Area 1** - Carpinteria, Summerland  
Mrs. Dorothy N. Maiga, Incumbent

**Area 2** - Montecito, Cold Spring  
No contest

**Area 3** - Santa Barbara  
Mrs. Ann Gutshall, Incumbent  
Mr. Wilbur L. Fillippini, Incumbent  
Mr. Robert L. Monk, Deputy District Attorney  
Mr. Kenneth R. Woodcox, Auditor-Appraiser

**Area 4** - Hope, Goleta, Ellwood  
Mrs. Kathryn O. Alexander, Incumbent  
Mr. Warren Webster, Elementary Principal, Goleta Union School District

The Acting Superintendent-President will endeavor to set up appointments with each of the non-incumbent candidates to discuss the role of a trustee and the time involved in serving, and to provide them with some background information regarding the Santa Barbara Junior College District.

7.3 **Final Progress Report on the Bond Election**

This is the last Board meeting prior to the bond election scheduled for Tuesday of next week. Mr. Fillippini and Mr. Garvin, co-chairmen of the campaign committee, will make an up-to-date report to the Board.

Board members are asked to refer to the memo (mailed with the agenda)
from the Business Officer regarding the arrangements made for viewing election returns.

8. **ADJOURNMENT**

The next regular meeting of the Board of Trustees of the Santa Barbara Junior College District will be held on Thursday, March 13, 1969 at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.