AGENDA FOR REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA JUNIOR COLLEGE DISTRICT

June 26, 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

2. PERSONNEL

2.1 Approval of Job Specifications for the Position of Assistant Superintendent

Attachment 2.1 outlines the duties and responsibilities for the administrative position of Assistant Superintendent. The Acting Superintendent-President recommends that these job specifications be approved by the Board and that the position be filled in conformance with the details set forth in the personnel attachments.

2.2 Subcommittee Report and Recommendations on Administrative Salaries

Please see item 5.9.

2.3 Certificated Personnel Assignments

The acting Superintendent-President recommends authorization and/or ratification of certificated personnel assignments according to recommendations noted in attachment 2.3.

2.4 Classified Personnel Assignments

The Acting Superintendent-President recommends authorization and/or ratification of classified personnel assignments according to recommendations noted in attachment 2.4.

2.5 Announcement of Newly Elected Instructors' Association Officers

The following instructors have been elected to serve as officers during 1969-70 for the Santa Barbara City College Instructors' Association:

President - John Kay
Secretary - Jack Hailoran
Treasurer - Conrad Weiler
Members-at-large - Ray O'Connor and John McCafferty

This is presented to the Board as an information item.
3. CURRICULUM AND INSTRUCTION

3.1 Recommendation on New Courses to be Approved for 1969-70

Attachment 3.1 contains descriptions of the new courses recommended for approval by the Curriculum Advisory Committee and the Administrative Dean, Instruction. 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 Acceptance of Gifts

Several items in good condition have been offered to the college as gifts. The total estimated value of such donations total $1208.00. The gifts are as follows:

<table>
<thead>
<tr>
<th>Donor</th>
<th>Item</th>
<th>Est. Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Frederick L. Moore</td>
<td>Electronics Equipment</td>
<td>$ 80.00</td>
</tr>
<tr>
<td>Mr. Mark Eldredge</td>
<td>Trade and Industrial</td>
<td></td>
</tr>
<tr>
<td>Mr. Frank Heath</td>
<td>Center Tools and Eqpt.</td>
<td>$635.00</td>
</tr>
<tr>
<td>Mr. Thomas C. Atkinson</td>
<td>Electronics Equipment</td>
<td>$ 68.00</td>
</tr>
<tr>
<td>Santa Barbara News Press</td>
<td>Photo Lab. Equipment</td>
<td>$ 225.00</td>
</tr>
<tr>
<td></td>
<td>Print Shop Equipment</td>
<td>$ 200.00</td>
</tr>
<tr>
<td></td>
<td>Total Estimated Value</td>
<td>$1208.00</td>
</tr>
</tbody>
</table>

In addition to the gifts listed above, the Santa Barbara National Bank has donated the pins awarded to the nurses who completed the ADN and VN programs this year. The total cost of the pins was $187.82.

The Acting Superintendent-President recommends acceptance of these gifts with a proper letter of acknowledgement to be sent to each donor.

4.2 Acceptance of Support Grant from the Santa Barbara-Ventura County Dental Society

The Santa Barbara-Ventura County Dental Society has pledged $2500. to Santa Barbara City College for establishing a program in Dental Assisting. A check for $1250. has been received in support of the fall classes. An additional $1250. will be forthcoming in the spring.

The Acting Superintendent-President recommends acceptance of this generous grant. The appreciation of the Board will be expressed in a letter to Dr. Lowell D. Pincock, President of the Society.

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 17546 through 17609 and R Numbers 5088 through 5096. Please see attachment 5.1-a.
5. **BUSINESS AND FINANCE (continued)**

5.2 **Payment of Claims**

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

5.3 **Renewal of Work-Study Agreement with UCSB**

The Santa Barbara Junior College District has in the past utilized readers made available under a Work-Study agreement with UCSB. The cost to the District is 20% of the total compensation paid to the students by the University. Funds have been budgeted for this purpose. The Acting Superintendent-President recommends renewal of the Work-Study Agreement with UCSB for the utilization of student readers.

5.4 **Resolution to Participate in State Cooperative Purchasing Program**

The State of California has inaugurated a statewide purchasing program enabling participating agencies to take advantage of volume purchase prices not necessarily available at the local level. School Districts, County and Municipal Governments are taking part in the program. Only selected purchases would be made from this plan.

The Acting Superintendent-President recommends the adoption of Resolution #47 to authorize the Santa Barbara Junior College District to participate in the State Cooperative Purchasing Program and further recommends that the Administrative Dean, Business Services, be authorized to prepare and sign all documents necessary for the implementation of the program.

5.5 **Ratification of Change Order #A-1 - Contract with Don Greene - Adult Education Alterations**

During the course of alteration to the electrical system at the Adult Education Building, it was found necessary to realign the electrical circuitry for part of the facility. The effect is an additional amount of $193.00 to the existing alteration contract of $4545.00.

The Acting Superintendent-President recommends ratification of Change Order #A-1 on the Alteration Contract with Don Greene as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alteration Contract</td>
<td>$4545.00</td>
</tr>
<tr>
<td>Change Order #A-1, add</td>
<td>193.00</td>
</tr>
<tr>
<td>Total Alteration Contract</td>
<td>$4738.00</td>
</tr>
</tbody>
</table>
5.6 Resolution Authorizing Sale of Bonds

In order to meet the 1969-70 phase of City College construction schedules, it is necessary that $1,500,000 of our recently authorized bonds be offered for sale.

The Acting Superintendent-President recommends that Resolution No. 48 be adopted and that the Administration be directed to proceed with all necessary formalities to sell $1,500,000 of bonds; further, that the Administrative Dean, Business Services, be authorized to sign all documents necessary for the sale in the name of the District.

5.7 Report of the Board Budget Study Sub-Committee Regarding Adoption of the 1969-70 Tentative Budgets

The Budget Study Sub-Committee met with the Acting Superintendent-President and Administrative Dean, Business Services, to discuss the proposed 1969-70 Tentative Budgets. (Please see material enclosed with Board members' agendas.) Mr. Fillipini, Chairman of the Sub-Committee, will make recommendations regarding the adoption of the Tentative Budgets.

5.8 Renewal of Agreement with the Santa Barbara City Schools for Contract Services Performed for the District

The agreement with the Santa Barbara City Schools Board of Education for administrative, fiscal, and maintenance services expires as of June 30, 1969. The City Schools Board has approved the renewal of a modified agreement for the period of July 1, 1969, to June 30, 1970.

The agreement for Administrative and Accounting Services will terminate on August 31, 1969. This period of time will enable us to have a relatively smooth transition to our own data processing and accounting services.

The Acting Superintendent-President recommends ratification of this modified agreement with City Schools for administrative, fiscal, and maintenance services.

5.9 Sub-Committee Report and Recommendations on Administrative Salaries

Mr. Frank, Chairman of the Board Sub-Committee on Salaries, will report the recommendations of his committee on the matter of administrative salaries. It is desirable that Board action be taken at this meeting so that the July 1 deadline for writing 1969-70 contracts may be met.

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 Thursday, July 10, 1969, at 4:00 p.m. in the Board Room of Santa Barbara City College, Santa Barbara, California.