AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

October 11, 1979

3:30 p.m. - Room A-160
Administration Building
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 EXECUTIVE SESSION - Personnel matters
   1.5 MINUTES OF REGULAR MEETING OF SEPTEMBER 27, 1979
   1.6 HEARING OF CITIZENS
      a. REQUEST FROM MR. ROBERT HANDY
         Attachment 1.6-a
         A request has been received from Mr. Robert Handy to appear before the Board of Trustees regarding a request for a Combined Health Agency Drive (CHAD) on campus.
   1.7 COMMUNICATIONS
      a. REPORT ON COMING EVENTS - Mr. Jim Williams

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF ADDITIONAL TEMPORARY HOURLY INSTRUCTORS, FALL 1979 SEMESTER
             Attachment 2.1-a(1)
         (2) RECOMMENDED APPROVAL OF ADDITIONAL TEMPORARY HOURLY (NON-TEACHING) CERTIFICATED PERSONNEL, FALL 1979 SEMESTER
             Attachment 2.1-a(2)
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2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

   (3) RECOMMENDED APPROVAL OF HOURLY INSTRUCTOR, CHANGES OF
       PREVIOUSLY-APPROVED INSTRUCTORS: SUBSTITUTES, AND
       CONSULTANT (LECTURER), CONTINUING EDUCATION DIVISION

       Attachment 2.1-a(3)

   (4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

       Attachment 2.1-a(4)

b. NON-ROUTINE

   (1) RECOMMENDED APPROVAL OF APPOINTMENT: BETTY E. SONGER,
       HEAD TEACHER, CHILDREN'S CENTER (REPLACING P. MACHADO)
       EFFECTIVE OCTOBER 15, 1979

       Attachment 2.1-b(1)

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

   (1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (NON-CLASSI-
       FIED SERVICE EMPLOYEES), MAIN CAMPUS AND CONTINUING
       EDUCATION DIVISION

       Attachment 2.2-a(1)

   (2) RECOMMENDED APPROVAL OF HOURLY APPOINTMENT (CLASSIFIED
       SERVICE EMPLOYEE), MAIN CAMPUS

       Attachment 2.2-a(2)

   (3) RECOMMENDED APPROVAL OF STUDENT APPOINTMENTS: COLLEGE
       WORK STUDY (ON- AND OFF-CAMPUS), GENERAL AND TUTORIAL
       PROGRAMS

       Attachment 2.2-a(3)

   (4) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

       Attachment 2.2-a(4)

   (5) RECOMMENDED APPROVAL OF CHANGE FOR PREVIOUSLY-APPROVED
       APPOINTMENT

       Attachment 2.2-a(5)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(6) RECOMMENDED ACCEPTANCE OF RESIGNATION: MARILYN WORCOTT, TYP.CLK., SR., PLACEMENT/FINANCIAL AIDS, EFFECTIVE 9/28/79

Attachment 2.2-a(6)

(7) RECOMMENDED APPROVAL OF MATERNITY LEAVE OF ABSENCE WITHOUT PAY: THELMA DAWALLO, TYP.CLK., SR., TUTORIAL CENTER, 10/15/79 THROUGH 1/4/80

Attachment 2.2-a(7)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF PROMOTION: JOYCE HATHEWAY, ADMISSIONS & RECORDS OFFICE SUPERVISOR (REPLACING J. WASIL), EFFECTIVE 10/12/79

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT: LINDA TAPPEINER, TYP. CLK.INTER., INSTRUCTION (REPLACING S. TIMM), EFFECTIVE 10/12/79

Attachment 2.2-b(2)

2.3 GENERAL PERSONNEL

(1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS: JACQUE SHEETZ (PHYSICAL EDUCATION), AND GENE WARD (CONTINUING EDUCATION DIVISION)

Attachment 2.3-a(1)

(2) RECOMMENDED APPROVAL OF PROFESSIONAL EXPERTS (CONSULTANTS), GERONTOLOGY PROJECT, AND HOTEL/RESTAURANT MANAGEMENT PROGRAM

Attachment 2.3-a(2)
2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL - continued:

b. NON-Routine

(1) RECOMMENDED APPROVAL OF REVISION TO DISTRICT'S AFFIRMATIVE ACTION PROGRAM PLAN

Attachment 2.3-b(1)

Pursuant to the requirements of the Administrative Code, Title 5, regulations and SB 1620, the Chancellor's office has begun evaluation of the District's Affirmative Action Program Plan and its Goals and Timetables.

In its initial review of the District's Plan, the Chancellor's office indicates that one area of the Plan is not in compliance with affirmative action requirements. It should include a section which will list how its affirmative action policy will be disseminated. Accordingly, the District's Affirmative Action Officer has prepared an appropriate "Dissemination of Affirmative Action Policy" section to be added to the Plan.

It is recommended that this proposed addition to the District's Affirmative Action Program Plan, as contained in Attachment 2.3-b(1), be adopted.

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

4. CURRICULUM AND INSTRUCTION

No items

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDER NUMBERS FOR SUPPLIES, EQUIPMENT AND SERVICES

Attachment 5.1-a

The Superintendent recommends authorization and/or ratification of the purchase of supplies, equipment and services on Purchase Order Nos. P89-1923 (Prior Year), P90-0306, and P90-0483 through and including P90-0573.
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5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

b. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PAYMENT OF CLAIMS

Attachment 5.1-b

The Superintendent recommends authorization and/or ratification of payment of claims listed on Attachment 5.1-b and such other claims as may arise prior to the meeting.

c. INSPECTORS' REPORTS FOR PERIOD ENDING SEPTEMBER 30, 1979

Attachment 5.1-c

Presented for information, the attachment contains the inspectors' reports for the following projects under construction:

- Physical Science Addition: 100% complete
- Admin. Bldg. Renovation: 97% complete
- Campus Center (HRM) Addition: 40% complete

5.2 NON-ROUTINE

a. RECOMMENDED ACCEPTANCE OF NURSING STUDENT SCHOLARSHIP FUNDS IN THE AMOUNT OF $3,687

Attachment 5.2-a

A notice of award has been received from the Department of Health, Education and Welfare allocating $3,687 to the district for nursing scholarships. No matching district funds are required.

The Superintendent recommends acceptance of the 1979-80 fiscal year allocation of nursing scholarship funds in the amount of $3,687.

b. DISTRIBUTION OF THE 1979-80 ADOPTED DETAIL BUDGET

Enclosure #1

The detailed version of the budget adopted by the Board of Trustees on September 6, 1979 will be available for distribution at the Board meeting. It will show appropriations allocated to each cost center.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED APPROVAL OF AMENDMENT TO 1979-80 MILEAGE ALLOWANCE LIST

Attachment 5.2-c

Inadvertently, one name was omitted when the master list for mileage allowances was compiled for the 1979-80 year.

It is recommended that the 1979-80 Mileage Allowance List be amended to include the name of Shirley Conklin as delineated in the attachment.

d. RECOMMENDED APPROVAL OF BUDGET FOR VETERANS' COST-OF-INSTRUCTION PAYMENTS (VCIP)

Attachment 5.2-d

On June 28, 1979, notification was received from the Department of Health, Education and Welfare of an allocation (initial award) of $17,937 for the Veterans' Cost-of-Instruction Payments (VCIP) Program. The budget in Attachment 5.2-d has been developed on the basis of Federal Guidelines and Regulations for expenditure of funds. The total award is based on projections of veteran student enrollment. The award may be increased or decreased depending on actual veteran student enrollment counts reported on October 16, 1979 and February 16, 1980. The college is authorized to spend up to one-third of the budget for the first third of the award period (ending October 31, 1979).

Approval of the budget for the Veterans' Cost-Of-Instruction Payments Program as contained in Attachment 5.2-d is recommended.

e. RECOMMENDED APPROVAL OF A CONTRACT WITH UNITED AIRLINES TO PROVIDE FOOD PREPARATION SERVICE THROUGH THE H.R.M. DEPARTMENT

Enclosure #2

The negotiations with United Airlines to provide food preparation service for the Santa Barbara/Denver flights have been successful. The college will have all fixed and variable costs guaranteed by United; therefore, there is virtually no risk of any cost to the district. The proposed contract is contained in Enclosure #2. Exhibits on pricing were not available in time for agenda distribution.

The Superintendent recommends the contract with United Airlines for food preparation services be approved.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED RATIFICATION OF CHANGE ORDER #4, CAMPUS CENTER ADDITION PROJECT, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-f

At the August 23, 1979 board meeting, Change Order #3 for the Campus Center Addition was approved, except for Item No. 4. The board requested the architect to determine if the State Energy Commission would waive the requirement of motorized dampers. It has since been determined that a waiver is very unlikely, and, further, that the work has already been performed to conform to Title 24 energy regulations. This installation is submitted as Change Order #4 which increases the project cost by $4,110 as such dampers and controls were not included in the original bid.

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The Superintendent recommends approval of Change Order #4 to the contract with J. W. Bailey Construction Company, contractor, for the Campus Center Addition Project for the additional amount of $4,110, and no change in completion date of December 16, 1979.

6. GENERAL INFORMATION

No items

7. ADJOURNMENT

Due to the upcoming holidays, it is suggested that consideration be given to cancel the regularly-scheduled meetings of:

- November 22, 1979 (Thanksgiving Day)
- December 27, 1979 (Christmas week)

The next regular meeting of the Board of Trustees is scheduled for Thursday, October 25, 1979 at 3:30 p.m. in Room A-160, Administration Building, Santa Barbara City College, Santa Barbara, California.