AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

February 22, 1979

3:30 p.m. - Room A-160
Administration Bldg.
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 - not yet available
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. REPORT OF THE LEGISLATIVE STAFF VISIT
      b. REPORT ON COMING EVENTS, MR. JIM WILLIAMS

2. PERSONNEL
   2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTOR, SUBSTITUTE, AND
             CONSULTANT (LECTURER), CONTINUING EDUCATION DIVISION
             Attachment 2.1-a(1)
         (2) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
             Attachment 2.1-a(2)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF RE-EMPLOYMENT OF FIRST YEAR CONTRACT (PROBATIONARY) INSTRUCTORS IN SECOND YEAR CONTRACT (PROBATIONARY) STATUS FOR 1979-80

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF RE-EMPLOYMENT OF SECOND YEAR CONTRACT (PROBATIONARY) INSTRUCTORS IN THIRD YEAR (REGULAR) STATUS FOR 1979-80

Attachment 2.1-b(2)

(3) RECOMMENDED APPROVAL OF RE-EMPLOYMENT OF SECOND YEAR (PROBATIONARY) ADMINISTRATORS IN THIRD YEAR (REGULAR) STATUS FOR 1979-80

Attachment 2.1-b(3)

(4) RECOMMENDED APPROVAL OF NOTIFICATION OF TERMINATION OF TEMPORARY CERTIFICATED PERSONNEL, EFFECTIVE AT THE END OF SPRING 1979 SEMESTER (HOURLY DAY, EVENING, CONTINUING EDUCATION AND LONG TERM CONTRACT)

Attachment 2.1-b(4)

The Education Code provides that certificated faculty must be either "regular" or "temporary". "Temporary" certificated personnel are employed to replace "regular" employees on leave or for special temporary enrollment situations.

Several outstanding certificated employees are serving the district this year, as in past years, in "temporary" assignments. It is necessary to take official action prior to March 15 of the year in the case of "temporary" employees who are employed over 60 per cent of a full assignment, if they are not to be re-employed as permanent employees.

It is recommended, therefore, that approval be given to notify the certificated personnel listed on Attachment 2.1-b(4) that their temporary assignment will terminate at the end of the Spring 1979 semester.
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2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

(5) RECOMMENDED APPROVAL OF WORKING DAY SCHEDULES FOR CERTIFICATED PERSONNEL FOR THE 1979-80 COLLEGE YEAR

Attachment 2.1-b(5)

Annually, the Board establishes the number of required working days for each category of certificated personnel. The attachment delineates the recommended regular working schedules for: 10-month Certificated, 12-month Administrative, and Children's Center personnel.

It is recommended that approval be given the 1979-80 Working Schedules for certificated personnel as contained in Attachment 2.1-b(5)

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (NON-CLASSIFIED SERVICE EMPLOYEES)

Attachment 2.2-a(1)

(2) RECOMMENDED APPROVAL OF HOURLY APPOINTMENTS (NON-CLASSIFIED SERVICE EMPLOYEES), CONTINUING EDUCATION DIVISION

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 APPROVAL OF ANNUAL SALARY INCREMENTS

Attachment 2.2-a(4)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT: RICHARD R. CRUZ, GROUNDSKEEPER (NEW POSITION), FACIL. & OPERATIONS DEPT., EFFECTIVE MARCH 1, 1979

Attachment 2.2-b(1)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF PERSONAL LEAVE OF ABSENCE WITHOUT PAY: BEATRICE M. WILLIS, SECRETARY, COLLEGE INFORMATION, EFFECTIVE 3/1/79 - 6/30/79

Attachment 2.2-b(2)

2.3 GENERAL PERSONNEL

No items

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED RATIFICATION OF THE SUBMISSION OF THE 1979-80 BUDGETS FOR HANDICAPPED STUDENTS

Enclosure #1

Enclosure #1 contains two budgets: Budget A is based on an anticipated need for 230 handicapped students, and Budget B is a 'bare bones' budget based on the 1978-79 level of support plus 6%. Both budgets were requested by the Chancellor's office and were mailed to meet a deadline date of February 15.

Pablo Buckelew and Sallee Marcussen will be present to respond to questions.

Ratification of the submission of the 1979-80 Budgets for Handicapped Students, as contained in Enclosure #1, is recommended.

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. P89-1083, P89-1089, P89-1130, and P89-1141 through and including P89-1233.
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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 CONSTRUCTION PROJECTS FOR PERIOD ENDING  
JANUARY 31, 1979  
Attachment 5.1-c

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

- Marine Technology Project 99% complete
- Physical Science Addition 80% complete
- Admin. Bldg. Renovations 5% complete

5.2 NON-ROUTINE

a. RECOMMENDED APPROVAL OF CHANGE ORDER #1, CAMPUS CENTER ADDITION,  
J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR  
Attachment 5.2-a

At the February 8 meeting, the Board reviewed and recommended changes to the Campus Center project. Change Order #1 is the official document to approve those suggested changes. Not included in the change order is the necessary change to the revised air supply for each kitchen hood, and the item discussed at the last meeting on the design of the elevator tower. The air supply change will be presented at a future board meeting.

This change order reflects a decrease in the total contract price by an amount of $24,184.

Original Contract Price: $672,000  
Contract Sum Reduction: -24,184  
New Contract Price: $647,816

Representatives from the architectural firm, Arendt, Mosher, et al, will be present at the meeting for discussion of the elevator tower design.

The Superintendent recommends acceptance of Change Order #1 for the Campus Center Addition for a reduction in the original contract price by the sum of $24,184.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED APPROVAL TO SUBMIT PROPOSAL TO NATIONAL SCIENCE FOUNDATION

Enclosure #2

In recent years, the college's course in Surveying, Engineering 9, has increased in enrollment. However, the equipment that is used is becoming out-of-date and insufficient to handle the number of students enrolling. This is a proposal to the National Science Foundation's Instructional Scientific Equipment Program to improve the course by acquiring modern surveying equipment and pocket calculators. Matching funds in the amount of $20,293 will be required.

The Superintendent requests authorization to submit a proposal to the NSF Instructional Scientific Equipment Program requesting funding for surveying equipment and pocket calculators on condition that a decision on matching funds in the amount of $20,293 will be made during the normal budget preparation cycle. Submission of the proposal at this time is required if the proposal is to receive any NSF consideration.

c. RECOMMENDED DENIAL OF CLAIM AND WAIVER TO PRESENT LATE CLAIM -- ROBYN P. DILLARD

Enclosure #3

In compliance with Government Code Section 912.4, the Board is required to take action regarding claims against the district. Ms. Robyn P. Dillard has presented a claim for injuries sustained during the Geology field trip bus accident on October 20, 1978, and a waiver to present a late claim due to her physical disability and other reasons preventing her from submitting the claim within the 100-days limitation as required by Government Code Section 911.2. County Counsel has recommended that the claim and waiver be denied and the matter referred to the district's insurance carrier.

The Superintendent recommends that this claim and waiver be denied in full, that Ms. Dillard be so notified and the matter be referred to the district's insurance agent.
5. BUSINESS SERVICES - continued:

5.2 NON ROUTINE - continued:

d. RECOMMENDED DENIAL OF CLAIM AND WAIVER TO PRESENT LATE CLAIM -- GINA POWERS

Enclosure #4

In compliance with Government Code Section 912.4, the Board is required to take action regarding claims against the district. Ms. Gina Powers has submitted a claim for injuries sustained in a fall on a campus stairway on March 2, 1978, and a waiver to present a late claim due to her not being cognizant of the requirement to present a claim within 100 days of the accident. County Counsel has recommended that the claim and waiver be denied and the matter referred to the district's insurance carrier.

The Superintendent recommends denial of the waiver and claim for injuries sustained in a fall on March 2, 1978, that Ms. Powers be so notified, and further that the claim be filed with the district's insurance agent.

6. GENERAL INFORMATION

No items

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, March 8, 1979 at 3:30 p.m. in A-160, Administration Building, Santa Barbara City College, Santa Barbara, California.