AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

March 8, 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 OF REGULAR MEETING OF FEBRUARY 8, 1979

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

   a. RECOMMENDED ADOPTION OF RESOLUTION No. 24 (1978-79) OPPOSING
      SENATE BILL No. 252 (ALQUIST)

      Attachment 1.7-a

   b. REPORT ON COMING EVENTS, MR. JIM WILLIAMS

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

   a. ROUTINE

      (1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, SPRING 1979
          SEMESTER

      Attachment 2.1-a(1)

      (2) RECOMMENDED APPROVAL OF ADDITION FOR PREVIOUSLY-APPROVED
          INSTRUCTORS, AND SUBSTITUTE, CONTINUING EDUCATION DIVISION

      Attachment 2.1-a(2)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(3) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(3)

b. NON-ROUTINE

(1) RECOMMENDED RECOGNITION OF NOTIFICATION OF DEATH (TERMINATION): JANICE M. WHITING, ASSOCIATE PROFESSOR, HEALTH EDUCATION & TECHNOLOGY DEPT., FEBRUARY 22, 1979

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF CANCELLATION OF SABBATICAL LEAVE AND APPROVAL OF HEALTH LEAVE OF ABSENCE: HAROLD C. HILDERBRAND, ASSOC. PROFESSOR, ADMINISTRATION OF JUSTICE DEPT., EFFECTIVE FEBRUARY 7, 1979 - JUNE 1, 1979

Attachment 2.1-b(2)

Mr. Harold Hilderbrand, who was on a sabbatical leave this college year (1978-79) became critically ill on February 7, 1979. He is under his physician's care who has recommended that he curtail all activity. Mr. Hilderbrand has requested a cancellation of his sabbatical leave and further requested approval of a health leave of absence for the period February 7, 1979 through June 1, 1979.

It is recommended that his requests be approved.

(3) RECOMMENDED ACCEPTANCE OF RESIGNATION: JOHN M. MC GAFFERTY, ASSOCIATE PROFESSOR, ENGLISH DEPARTMENT, EFFECTIVE FEBRUARY 15, 1979

Attachment 2.1-b(3)

(4) RECOMMENDED ACCEPTANCE OF RESIGNATION: SALLEE R. MARCUSSEN, INSTRUCTOR/ENABLER, EFFECTIVE JUNE 2, 1979

Attachment 2.1-b(4)
AGENDA - Regular Meeting  
Board of Trustees - SBCCD  
March 8, 1979  

2. PERSONNEL - continued:  

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

Attachment 2.2-a(2)  

(3) RECOMMENDED APPROVAL OF REQUESTS FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS - FEBRUARY, 1979  

Attachment 2.2-a(3)  


Attachment 2.2-a(4)  

b. NON-ROUTINE  

(1) RECOMMENDED APPROVAL OF PERMANENT VOLUNTARY REDUCTION OF ASSIGNMENT: TELMA DAWALLO, TYP.CLK.SR., TUTORIAL CENTER, FROM FULL-TIME, 11 MOS. TO HALF-TIME, 11 MOS., EFFECTIVE MARCH 16, 1979  

Attachment 2.2-b(1)  

On December 14, 1978, the Board approved a temporary voluntary reduction of assignment for Ms. Dawallo for the period January 15 to March 15, 1979. This was done on Ms. Dawallo's request for health reasons and department concurrence. The Director of Instructional Support Services and the Dean of Instruction have evaluated the effectiveness of dividing the position into two one-half jobs. It is their recommendation that Ms. Dawallo's current request for a permanent reduction of assignment to one-half time be approved.  

It is recommended that approval be given for a permanent voluntary reduction of assignment to half-time, 11 mos., for Telma Dawallo, Typ.Clk.Sr., Tutorial Center, effective March 16, 1979.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) RECOMMENDED CHANGE TO CLASSIFIED RULES & REGULATIONS,
SECTION 1525, RETIREMENT - EMPLOYEE'S COMPETENCE

The passage of A.B. 568 (1977) permitted classified employees to continue employment beyond the age of 67, upon certification of employee's competence, thereby eliminating mandatory retirement at that age. On February 9, 1978 the Board adopted policies to implement that new law.

On July 11, 1978, S.B. 130 was passed by the legislature amending the requirement for certification of employee's competence at age 67 to require certification at age 70. S.B. 130 complies with recently enacted Federal law which prohibits mandatory retirement of public employees prior to age 70.

It is recommended, therefore, that the Board approve the following changes to the District's Classified Rules & Regulations:

SECTION 1525 - RETIREMENT - EMPLOYEE'S COMPETENCE

1525.10 Any employee who desires to continue employment past age 67 shall, 4 months prior to reaching age 67 submit in writing (Attachment Part A) to his/her immediate supervisor, a request to continue in employment beyond the normal retirement age of 67. The immediate supervisor shall attach thereto his/her recommendation (Attachment Part B) certifying to the competence of the requesting employee.

1525.19 This procedure will be repeated each year, 4 months prior to beginning a new work year, for each subsequent approval to work beyond the normal retirement age of 67.

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS

Attachment 2.3-a(1)
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. P89-1234 through and including P89-1328.

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 FEBRUARY 28, 1979

Attachment 5.1-c

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

Physical Science Addition 83% complete
Admin.Bldg. Renovations 15% complete
Campus Center (HRM) Addition 2% complete
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE

a. RECOMMENDED APPROVAL OF APPLICATION TO CETA FOR ADULT BASIC EDUCATION PROGRAM

Attachment 5.2-a

The Santa Barbara County Office of CETA Programs has asked the college to conduct an Adult Basic Education Program. The program will begin April 1 and end September 30, and will serve 20 to 25 participants. Total cost is $24,055 with no cost to the district.

The Superintendent recommends approval of the submission of this CETA application.

b. RECOMMENDED APPROVAL OF CONTRACT FOR LEASE OF FACILITIES - SANTA BARBARA SPIKERS PRO VOLLEYBALL

Enclosure #1

The Santa Barbara Spikers Pro Volleyball has contacted the district for the purpose of entering into a lease of the Sports Pavilion for the 1979 regular session. The staff has attempted to develop a comprehensive contract to control the use by the Spikers, while providing a location for them to pay their league matches. The consideration for the season is $8,000 for rent, plus the donation and installation of pro volleyball standards and nets at a cost of approximately $1,000. The details of the agreement will be discussed at the meeting.

The Superintendent recommends approval of a contract for the lease of the Sports Pavilion facilities by the Santa Barbara Spikers Pro Volleyball in accordance with the terms and conditions as stipulated in Enclosure #1.

c. RECOMMENDED APPROVAL OF LEASE OF REAL PROPERTY, FAMILY SERVICE AGENCY

Attachment 5.2-c

Annually, the Board of Trustees has entered into a no-cost lease arrangement with the Family Service Agency for real property to be used as a parking lot.

It is recommended that approval be given of a no-cost lease with the Family Service Agency for the period March 1, 1979 to March 1, 1980, as described in Attachment 5.2-c.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. RECOMMENDED APPROVAL OF FILM CONTRACT WITH LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS

Attachment 5.2-d

Annually, the district enters into a contract with the Los Angeles County Superintendent of Schools for a film service through a cooperative arrangement with many colleges, universities and school districts. The film contract schedule and agreement permits participation on one of three levels. The Media staff has reviewed the proposed contract and recommends that the district enter into an agreement with the Los Angeles County Superintendent of Schools for Schedule #1, Limited Contract, for the basic rate of $8 per film per week.

The Superintendent recommends that the district enter into an agreement for film service for the 1979-80 college year with the office of the Los Angeles County Superintendent of Schools, as indicated in Attachment 5.2-d.

e. RECOMMENDED ADOPTION OF PARKING STALL DESIGN STANDARDS

Enclosure #2

With the development of the parking at the Goleta Valley Adult Education Center and the parking in front of the Administration Building, the need for parking stall standards became very evident. Mr. Joe Connell, Civil Engineer, researched practices and ordinances in the area and found the County had not adopted such standards but the City has. Enclosure #2 presents the City standards which appear to be adequate for district use. It is staff recommendation that for any new or rejuvenated district parking lots, these standards be adopted. Existing striping to remain until the lots are resurfaced and require new striping.

The Superintendent recommends adoption of Parking Stall Design Standards as found in Enclosure #2 for new and resurfaced district parking lots.
AGENDA - Regular Meeting  
Board of Trustees - SBCCD  
March 8, 1979

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED APPROVAL OF WORKING DRAWINGS AND SPECIFICATIONS FOR DEVELOPMENT OF THE GOLETA VALLEY ADULT EDUCATION CENTER PARKING AREAS AND AUTHORIZATION TO CALL FOR BIDS

Staff has reviewed the final specifications and working drawings proposed by Mr. Joe Connell, Civil Engineer, for the Goleta Valley Adult Education Center and finds them in compliance with the direction of the Board of Trustees. Mr. Connell and district staff are prepared to discuss the plans at the meeting.

The Superintendent recommends approval of Working Drawings and Specifications for the Goleta Valley Adult Education Center Parking Areas and requests authorization to bid the project.

g. RECOMMENDED ACCEPTANCE OF GRADING & DRAINAGE FACILITIES PROJECT FOR AREA #9, SOUTH COAST CONSTRUCTION COMPANY AND AUTHORIZATION TO FILE NOTICE OF COMPLETION

The erosion project for Area #9 has been completed and is accepted. The striping completed by district personnel provides parking stalls in conformance with City parking stall standards.

The Superintendent recommends acceptance of the Grading & Drainage Facilities Project for Area #9 completed as of February 27, 1979 and requests authorization to file a Notice of Completion.

h. RECOMMENDED ACCEPTANCE OF LOW BID FOR EROSION PROJECTS, AREA #1 AND #8

On March 2, 1979, bids were received for erosion projects for Areas #1 and #8.

A recommendation will be made at the meeting.
AGENDA - Regular Meeting  
Board of Trustees - SBCCD  
March 8, 1979

5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

1. RECOMMENDED APPROVAL OF CHANGE ORDER No. 4, MARINE TECHNOLOGY BUILDING, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-1

A negotiated settlement has been reached with the J. W. Bailey Construction company regarding liquidated damages due to delay of contract completion. It was agreed that the actual days delay for full occupancy of the facility was six (6) days. Therefore, a charge for liquidated damages in accordance with the terms of the contract is $600 ($100 per day).

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<tr>
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</tbody>
</table>

The Superintendent recommends acceptance of Change Order No. 4 to the contract with J. W. Bailey Construction Company, Marine Technology Building, in the deductible amount of $600.

j. RECOMMENDED ACCEPTANCE OF CONSTRUCTION AND AUTHORIZATION TO FILE A NOTICE OF COMPLETION, MARINE TECHNOLOGY BUILDING, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR

Upon the recommendation of the architect, the filing of a Notice of Completion for the Marine Technology Building is proposed. Several 'punch list' items have yet to be completed, however, the Board may accept the facility and authorize the filing of Notice of Completion. To assure the punch list is finished, the contractor will be required to post a cashier's check in the amount of $15,000 before the notice is filed. Upon receipt of the cashier's check, the Notice of Completion will be filed and release of the retention can be accomplished after thirty-five (35) days. This item will be discussed at the meeting.

The Superintendent recommends the acceptance of the Marine Technology Building as of October 6, 1978, and requests authorization to file a Notice of Completion upon receipt of a completion deposit in the amount of $15,000.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED AUTHORIZATION FOR COUNTY FLOOD CONTROL TO CLEAN PERSHING PARK DRAINAGE CHANNEL

The district is under direction of the City Attorney's office to comply with City Ordinance to maintain the drainage waterway in Pershing Park. The County Flood Control has agreed to do the work on a cost reimbursement basis. The job is estimated to cost between $1,000 and $1,500. The work will proceed when the area has dried sufficiently.

The Superintendent recommends the County Flood Control be authorized to clean out the Pershing Park drainage waterway on an actual cost reimbursement basis, estimated not to exceed $1,500.

l. RECOMMENDED APPROVAL OF ALLOCATION OF FUNDS FOR PARTIAL BRUSH CLEARING

One of the major safety problems on campus has been the result of heavy underbrush on the hillside overlooking Pershing Park. This area provides ample coverage for transients and others creating problems for pedestrians using the hillside pathways. Clearing of this underbrush is felt by staff to be a major deterrent to loiterers. An estimate of $1,500 to clear the area between the pathway and the creekbed has been received. The cost to totally clear the hillside is unknown, but to clear the proposed area should significantly reduce the threat to the pedestrians.

The Superintendent recommends the Board approve an allocation of $1,500 from the Contingency Reserve to clear underbrush on the hillside overlooking Pershing Park.

m. RECOMMENDED APPROVAL OF AMENDMENTS TO THE 1978-79 MONTHLY MILEAGE LIST

Attachment 5.2-m

Inadvertently, one name, Sydney Siemens, was omitted from the Master List approved by the Board in September of 1978. The attachment also covers replacements for leaves and Work Experience Activities for the Spring 1979 semester.

The Superintendent recommends approval of amending the 1978-79 Monthly Mileage List as delineated in Attachment 5.2-m.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

n. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFERS #79-045, 046, 047 and 048

Attachment 5.2-n

#79-045 in the amount of $135: Transfer from Supplies to Benefit Account for expenditures related to Library CETA grant.

#79-046 in the amount of $4,000: Transfer from Teacher Hourly to Teacher Aides Account for appropriateness of accounting.

#79-047 in the amount of $722: Transfer from Interior Design Cost Center to Cosmetology Cost Center per department request.

#79-048 in the amount of $229: Transfer from Supplies to Rental for 3-month lease of typewriter by Library Cost Center.

The Superintendent recommends approval of the transfers.

o. RECOMMENDED ADOPTION OF RESOLUTION No. 25 (1978-79) TO ADD NEW MONIES TO THE GENERAL FUND

Attachment 5.2-o

On December 14, 1978, the Board approved of an agreement for use of CETA funds for a Library Technician. The resolution covers that portion of the funds applicable to the 1978-79 fiscal year. Balance of the CETA funds allocated will be incorporated in next year's budget. According to accounting procedures, it is necessary to increase the 1978-79 Income Budget by $5,985 and allocate these funds to the Library Cost Center.

It is recommended that Resolution No. 25 (1978-79) be adopted to authorize this action.

p. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #79-051 AND ADOPTION OF RESOLUTION No. 26 (1978-79)

Attachment 5.2-p

Equipment valued at $70,000 has been received by the college in connection with the Tools For Schools Program. The only cost to the district was for shipment of the equipment, and this transfer covers that cost.

Adoption of Resolution No. 26 (1978-79) approving of Appropriation Transfer No. 79-051 is recommended.
AGENDA - Regular Meeting
Board of Trustees - SBCCD
March 8, 1979

5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

q. RECOMMENDED ADOPTION OF RESOLUTION No. 27 (1978-79) FOR THE
APPROPRIATION TRANSFER (#79-049) FROM CONTINGENCY RESERVE TO
CONSTRUCTION & REHABILITATION FUND IN THE AMOUNT OF $1,271,002

Attachment 5.2-q

By action of the Board, the 1978-79 Budget adopted in
September, 1978 carried all of the allocations for approved
acquisition and construction projects in the Contingency
Reserve -- a normal accounting practice. With all contracts
now let for the approved projects, committed funds are re-
quested to be transferred to the Construction & Rehabilitation
Fund from the Contingency Reserve so that expenditures from
the fund can be correctly charged. This resolution calls for
$1,271,002 for the Physical Science Bldg. Addition, Administra-
tion Bldg. Renovation, Campus Center Addition, and Grading and
Drainage projects.

The Superintendent recommends adoption of Resolution No.27
(1978-79) approving of the transfer of $1,271,002 (#79-049)
from the Contingency Reserve to the Construction & Rehabilita-
tion Fund.

r. RECOMMENDED ADOPTION OF RESOLUTION No. 28 (1978-79) FOR THE
APPROPRIATION TRANSFER (#79-050) FROM CONTINGENCY RESERVE TO
THE GENERAL FUND IN THE AMOUNT OF $358,450

Attachment 5.2-r

Resolution No. 28 (1978-79) reflects the same procedures
as indicated in Resolution No. 27 above, i.e., these funds are
committed to the budget adoption process for approved expendi-
tures for the Goleta Valley Adult Education Center. To properly
charge the appropriate accounts, a transfer is required.

The Superintendent recommends adoption of Resolution No.28
(1978-79) approving of the transfer of $358,450 (#79-050) from
the Contingency Reserve to the General Fund for costs associated
with the acquisition and operation of the Goleta Valley Adult
Education Center.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

s. PRESENTATION OF DISTRICT FINANCIAL REPORTS FOR THE PERIOD
   JULY 1, 1978 THROUGH JANUARY 31, 1979

Enclosure #3

Enclosure #3 contains the financial report of the district
for the period July 1, 1978 through January 31, 1979 for the
following funds and accounts:

- Bond Building Fund
- Cafeteria Account
- Children's Center Fund
- Children's Center Special Reserve Fund
- Construction & Rehabilitation Fund
- Harold R. Frank Trust Account
- General Fund
- Health Fee Fund
- Marine Technology Special Reserve Fund
- Special Reserve Fund

This is presented as information. Dr. Sorsabal will
speak to this item and respond to questions.

t. PRESENTATION OF REPORT OF SUMMARY OF OPERATIONS OF CAMPUS
   BOOKSTORE

Attachment 5.2-t

Attachment 5.2-t contains a summary of the operations of
the Campus Bookstore for the period July 1, 1978 through

Mrs. Charlotte Ley, Bookstore Manager, will be present to
respond to questions.

u. PRESENTATION OF REPORT OF STUDENT FINANCE OPERATIONS FOR THE
   PERIOD ENDING JANUARY 31, 1979

Enclosure #4

Enclosure #4 contains a summary of the operations of
Student Finance for the period ending January 31, 1979.

This is an information item.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

v. RECOMMENDED APPROVAL TO CONDUCT INDEPENDENT STUDY OF DATA PROCESSING NEEDS AND OPERATIONS

Attachment 5.2-v

For two years, staff has been conducting a study of data processing needs for the future. This study is nearly completed. Before final recommendations are prepared, it is believed that it would be prudent to obtain an independent analysis, including an evaluation of organization, staffing, and operations. After considering several possible consultants, the firm of DSK, Inc., is recommended to do this study at a cost of $450 per day not to exceed $5,000 total.

The Superintendent recommends acceptance of the proposal from DSK, Inc., at a cost of $450 per day not to exceed $5,000 total, as contained in Attachment 5.2-v, and requests authorization to proceed with this independent study.

6. GENERAL INFORMATION

No items

7. ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Thursday, March 22, 1979 at 3:30 p.m. in A-160, Administration Building, Santa Barbara City College, Santa Barbara, California.