AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

July 12, 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

1.5 MINUTES - REGULAR MEETING OF JUNE 28, 1979

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

a. UPDATE ON FISCAL LEGISLATION

b. REPORT ON COMING EVENTS - Mr. Jim Williams

1.8 a. RECOMMENDED APPROVAL OF 1979 GOVERNING BOARD MEMBER ELECTION ORDER AND ADOPTION OF RESOLUTION No. 1 (1979-80)

   Enclosure #1

   The regular election for governing board members will be held on November 6, 1979. Enclosure #1 contains the Election Order detailing which members' terms are due for the election.

   The Superintendent recommends adoption of Resolution No. 1 (1979-80) approving of the 1979 Governing Board Member Election Order.

b. OATH OF OFFICE FOR NON-VOTING STUDENT MEMBER OF THE GOVERNING BOARD

   According to legal opinion (CV 78/104) handed down by the Attorney General's office in response to a request from counsel for the Board of Governors, student members are required to be sworn in and given the oath of office in the same manner as are other members of the community college district governing board.

   The oath of office will be administered at the meeting to Mr. Steve Zaharias, non-voting student member for the 1979-80 school year, by Dr. David Mertes, Secretary/Clerk to the Board of Trustees.
2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTOR, AND
CHANGE FOR PREVIOUSLY-APPROVED INSTRUCTOR, CONTINUING
EDUCATION DIVISION

Attachment 2.1-a(1)

(2) RECOMMENDED ACCEPTANCE OF RESIGNATION: AL CARTER (HOURLY)
WORK, INC. PROGRAM, CONTINUING EDUCATION DIVISION

Attachment 2.1-a(2)

b. NON-ROUTINE

(1) RECOMMENDED ACCEPTANCE OF RESIGNATION: VIRGINIA W. JASS,
DIRECTOR, WOMEN'S CENTER (TEMPORARY LONG TERM SUBSTITUTE),
effective June 2, 1979

Attachment 2.1-b(1)

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 (CLASSIFIED AND
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 ACCEPTANCE OF RESIGNATION: JOSE S. SALCEDO,
GROUNDS SUPV., FACIL. & OPER. DEPT., EFFECTIVE 7/31/79

Attachment 2.2-a(4)

(5) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

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

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(6) RECOMMENDED APPROVAL OF INDUSTRIAL LEAVE OF ABSENCE: CECILIA TATSCH, PURCH.TECH., PURCHASING DEPT., EFFECTIVE JUNE 25, 1979, FOR APPROXIMATELY 6-8 WEEKS

Attachment 2.2-a(6)

(7) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS

Attachment 2.2-a(7)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF PROMOTION: DIANE R. LOPEZ, ACCT.CLK. JR., ACCOUNTING DEPT. (REPLACING J. MARSH), EFFECTIVE 7/23/79

Attachment 2.2-b(1)

2.3 GENERAL PERSONNEL

a. ROUTINE

No items

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF RE-ORGANIZATION OF STUDENT FINANCE AND ACTIVITIES OFFICE AND RECLASSIFICATION OF COORDINATOR, STUDENT FINANCE AND ACTIVITIES POSITION, EFFECTIVE 7/13/79

Enclosure #2

The Administrative Dean, Student Services, has proposed a reorganization of the Offices of Student Finance and Student Activities. The major result would be to relocate the function of Student Finance to the Business Services Division and reclassify the vacant Coordinator position to Advisor, Student Activities. The Dean's recommendations are presented in Enclosure #2. The reclassification action would be in accordance with Section 1200 of the Classified Personnel Rules & Regulations.

It is recommended that approval be given as follows:

1) Reorganization of the offices of Student Finance and Student Activities and reclassification of the Coordinator position, Range 47 to Advisor, Student Activities, Range 37, CSEA Unit Salary Schedule, full-time, 10 months per year, effective July 13, 1979;

2) exemption of the Advisor class from overtime in accordance with Section 13.55.11 of the Classified Personnel Rules & Regulations; and

3) amendment of the job description of the Assistant Dean, Student Activities, to reflect deletion of responsibilities for Student Finance, as described in Enclosure #2.
AGENDA - Regular Meeting
SBCCD Board of Trustees
July 12, 1979

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 Orders No. P89-2073 through and including P89-2088.

   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. INSPECTOR'S REPORTS FOR PERIOD ENDING JUNE 30, 1979

      Attachment 5.1-c

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

      Physical Science Addition 98% complete
      Admin. Bldg. Renovations 70% complete
      Campus Center (HRM) Addition 25% complete

5.2 NON-ROUTINE

   a. RECOMMENDED ACCEPTANCE OF GIFTS ON BEHALF OF THE FUND FOR SANTA BARBARA CITY COLLEGE

      Attachment 5.2-a

      Two gifts have been offered to the college: 1) equipment with a value of $4,100 from Mr. Sidney R. Frank, and 2) stereo speakers from Mr. Mel Elkins valued at $400.

      It is recommended that the Board accept these gifts on behalf of THE FUND FOR SANTA BARBARA CITY COLLEGE and request staff to send a letter of appreciation to the donors.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. REPORT OF NOTIFICATION OF APPROVED AUTHORIZATION CEILING FOR THE BASIC EDUCATIONAL OPPORTUNITY GRANT PROGRAM FOR 1979-80

Attachment 5.2-b

Notification has been received from the Department of Health, Education and Welfare of the authorized ceiling for the Basic Educational Opportunity Grant (BEOG) Program for 1979-80. The approved authorization for $461,013 acts as a line-of-credit in the disbursement of funds through the college's office of Financial Aids. Last year's authorized ceiling was $399,640.

c. RECOMMENDED ACCEPTANCE OF SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG) PROGRAM AND COLLEGE WORK STUDY (CWS) FUNDS FOR 1979-80

Attachment 5.2-c

The District has been notified that the level of 1979-80 funding for the Supplemental Educational Opportunity Grants Program (SEOG) will be $131,239 and for College Work Study (CWS) will be $374,908.

The Superintendent recommends acceptance of the 1979-80 funding for the Supplemental Educational Opportunity Grants Program and the College Work Study Program, as delineated in Attachment 5.2-c.

d. RECOMMENDED ACCEPTANCE OF CETA FUNDS IN THE AMOUNT OF $12,044 FOR EXTENSION OF ESL PROGRAM

Attachment 5.2-d

Notification has been received that the district has been awarded $12,044 in CETA funds to extend an existing ESL program from June 18 to September 28, 1979.

The Superintendent recommends acceptance of these funds.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

e. RECOMMENDED APPROVAL OF MILEAGE ALLOWANCES LIST FOR 1979-80

Attachment 5.2-e

Attachment 5.2-g delineates those administrative, certificated and classified personnel who are required to use their automobiles for district purposes during 1979-80 and the amount of their scheduled reimbursement for intra-district travel.

The Superintendent recommends approval of the Mileage Allowances List for 1979-80, as contained in Attachment 5.2-g.

f. RECOMMENDED APPROVAL OF CHANGE ORDER #2, CAMPUS CENTER ADDITION PROJECT, J. W. BAILEY CONSTRUCTION CO., CONTRACTOR

Attachment 5.2-f

Because of coordination problems involving the gift of fixed equipment by the SAMBO Company, changes in the original plan involving electrical and plumbing installation have resulted in increased costs to the project. Change Order #2 in the amount of $6,018 reflects some of these additional costs.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Original Contract Price</td>
<td>$ 672,000</td>
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<tr>
<td>Change Order #1</td>
<td>- 24,184</td>
</tr>
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<td></td>
<td>$ 647,816</td>
</tr>
<tr>
<td>Change Order #2</td>
<td>+ 6,018</td>
</tr>
<tr>
<td>New Contract Price</td>
<td>... $ 653,834</td>
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The Superintendent recommends approval of Change Order #2 to the contract with the J. W. Bailey Construction Company, contractor, for the Campus Center Addition Project in the additive amount of $6,018 with no change in completion date of December 16, 1979.


g. REQUEST FOR SUNDAY USE OF FACILITIES

Attachment 5.2-g

A request has been received from the Santa Barbara World Cup Committee for use of La Playa Stadium on Sunday, August 19. Mr. Greg Sharp of the committee will be present to speak to this request.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RECOMMENDED RATIFICATION OF CHANGE ORDER #1*, ADMINISTRATION BUILDING RENOVATIONS, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-h

Attachment 5.2-g reflects necessary field changes to the Administration Building Renovations project. Under district policy, these changes were approved by the Superintendent and Assistant Superintendent and are presented to the board for ratification. This Change Order #1* is an addition to the approved contract sum and requests a contract time increase of eleven days to a completion date of August 4, 1979.

(*Inadvertently, the change order approved at the June 28, 1979 Board meeting was identified as #1. It should be corrected to read #2.)

<table>
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<tr>
<th>Original Contract Cost</th>
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<tbody>
<tr>
<td>Previously approved-now #2</td>
<td>-5,129.60</td>
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<tr>
<td>Change Order #1</td>
<td>+ 473.72</td>
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<tr>
<td>New Contract Price</td>
<td>$848,944.12</td>
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The Superintendent recommends ratification of Change #1 to the contract with J. W. Bailey Construction Company for the Administration Building Renovations project in the additional amount of $473.72, and a contract extension of eleven (11) days to August 4, 1979.

i. RECOMMENDED ADOPTION OF THE 1979-80 PUBLICATION BUDGET

Enclosure #3

On June 28, 1979, the Board approved the 1979-80 Tentative Budget. This budget was sent to the County Superintendent for review. Current law requires that the proposed budget be published in the local paper for the purpose of public information. No significant changes have been made to the Tentative Budget, therefore, the Publication Budget reflects the expenditures as previously presented.

The Superintendent recommends adoption of the 1979-80 Publication Budget as presented in Enclosure #3.

6. GENERAL INFORMATION

No items

7. ADJOURNMENT

Due to Board action on June 28, 1979, the regular meeting of July 26, 1979 was cancelled. The next regular meeting of the Board of Trustees is scheduled for Thursday, August 9, 1979 at 3:30 p.m. in Room A-160, Santa Barbara City College, Santa Barbara, California.