AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

August 23, 1979

NEW TIME: 5:00 p.m.
NEW PLACE: Room A-121 (former Accounting Office)
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 AUGUST 9, 1979
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. RESOLUTION FROM CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT)
         REGARDING FEDERAL VOCATIONAL REPORTING SYSTEM
         Attachment 1.7-a
      b. REPORT ON COMING EVENTS - Mr. Jim Williams

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

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(3) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, SUBSTITUTE, CHANGES FOR PREVIOUSLY-APPROVED INSTRUCTORS, 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 ACCEPTANCE OF RESIGNATION: PAULA J. MACHADO, TEACHER, CHILDREN'S CENTER, EFFECTIVE JUNE 13, 1979

Attachment 2.1-b(1)

(2) RECOMMENDED APPROVAL OF RE-APPOINTMENT OF RICHARD H. LAMBERT, M.D., CONSULTANT, COUNSELING DEPARTMENT FOR 1979-80

Attachment 2.1-b(2)

Dr. Richard Lambert has served as a psychiatric consultant to the Counseling Department for several years. He is available to continue in this capacity for 1979-80. His compensation will be from the Student Health Services Budget.

It is recommended that Dr. Richard Lambert be re-appointed as Consultant, Counseling Department, for 1979-80 on an as-needed basis at the rate of $30 per consultation period.

(3) RECOMMENDED APPROVAL OF RE-APPOINTMENT OF VAUGH W. WESTERMeyer, M.D., CONSULTANT, STUDENT HEALTH SERVICES, FOR 1979-80

Attachment 2.1-b(3)

Dr. Vaugh Westermeyer is available to serve as the consultant for Student Health Services for 1979-80. He has served in this capacity for several years.

It is recommended that Dr. Vaughn W. Westermeyer be re-appointed as Consultant, Student Health Services, for 1979-80 on an as-needed basis at a rate of $15.73 per consultation period.
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

Attachment 2.2-a(1)

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

Attachment 2.2-a(2)

(3) RECOMMENDED ACCEPTANCE OF RESIGNATIONS: JOHN KENNEDY, CUSTODIAN, FACIL. & OPER. (EFFECTIVE 8/17/79) AND JEAN BLANKENSHIP, INT.ACCT.CLK., BUSINESS SERVICES/PAYROLL, (EFFECTIVE 8/10/79)

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREASES

Attachment 2.2-a(4)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF RETIREMENT: NAOMI AICHES, CREDENTIAL CLK., PERSONNEL DEPT., EFFECTIVE 8/13/79

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF LONGEVITY (CAREER) INCREASES: WALTER PERKINS, MARILYN WEBER, AND GLADYS ZIETZ (10 YRS.), AND DORIS SOFAS (20 YRS.), EFFECTIVE 9/1/79

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF MILITARY LEAVE OF ABSENCE (WITH PAY): JAMES WILLIAMS, COLLEGE INFO OFFICER, EFFECTIVE 9/24/79 THROUGH 10/5/79

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: HARRIET L. SCHMITT, INT.TYP.CLK., HEALTH TECH. (REPLACING R. ABBOTT), EFFECTIVE 8/27/79

Attachment 2.2-b(4)
AGENDA - Regular Meeting
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2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS:
KAREN HICKMAN AND PAUL SMYTH, CONTINUING EDUCATION DIVISION

Attachment 2.3-a

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED ADOPTION OF THE 1979-80 CO-CURRICULAR BUDGET

Attachment 3.2

Attachment 3.2 is presented as the Co-Curricular Budget for 1979-80. The budget continues to reflect the reduction of the district's contribution from the previous year. The proposed budget is comparable to last year's budget in most respects. Slight changes involve the inclusion of commencement, intramurals, and a reserve fund to allow for unusual and unexpected expenditures. The beginning balance this year and the anticipated ending balance are both in excess of last year. This is primarily due to an increase in income from activity card sales. A copy of the 1978-79 Co-Curricular Budget is included for purposes of comparison.

Adoption of the 1979-80 Co-Curricular Budget is recommended.

3.3 RECOMMENDED APPROVAL OF 1979-80 CALENDAR FOR THE CONTINUING
EDUCATION DIVISION

Attachment 3.3

Attachment 3.3 contains the proposed calendar for the Continuing Education Division for the 1979-80 year. It is considerably different than the early calendar for the credit program, and therefore requires separate action.

Approval of the 1979-80 Calendar for the Continuing Education Division is recommended.
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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 No. P89-2097 and P89-2103 (Prior Year), and P90-0151 through and including P90-2072.

   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.

5.2 NON ROUTINE
   a. RECOMMENDED ADOPTION OF THE 1979-80 PUBLICATION BUDGET

      Enclosure #1

      The proposed Publication Budget will be presented to the Board's Subcommittee on Budget on August 22. The budget and the financial status of the district will be reviewed at the board meeting.

      The Superintendent recommends adoption of the 1979-80 Publication Budget, as presented in Enclosure #1.

   b. REQUEST FOR SUNDAY USE OF FACILITIES

      Attachment 5.2-b

      A request has been received from the Recreation Unlimited Co-operative for use of La Playa Stadium on Sunday, October 28, 1979.

      Mr. Andy Fleming, Chairperson for the Steering Committee, will be present to speak to this request.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. ANNUAL REPORT ON COMMUNITY SERVICES ACTIVITIES

Enclosure #2

Enclosure #2 contains the annual report to be submitted to the Chancellor, California Community Colleges, on community service activities of the district during 1978-79.

It is recommended that the Board officially acknowledge submittal of this report to the Chancellor's office.

d. RECOMMENDED APPROVAL OF REVISED COMMUNITY SERVICES POLICY AND FEE SCHEDULE

Attachment 5.2-d

During the 1978-79 year, staff reviewed the existing Community Services policy and fee schedule in relation to the changing fiscal condition of the district. As a result of the review, certain operational policy changes are being recommended and a revised fee schedule is proposed. This revised fee schedule is consistent with recent changes made in the K-12 districts in the Santa Barbara Community College District service area.

This will be reviewed by the Educational Policies Subcommittee on August 22.

The Superintendent recommends approval of the revised Community Services Policy and Fee Schedule.

e. RECOMMENDED ACCEPTANCE OF VETERANS' COST-OF-INSTRUCTION PROGRAM INITIAL AWARD OF $17,937

Attachment 5.2-e

A $17,937 initial award for 1979-80 has been provided by the Department of Health, Education and Welfare to assist the district in offering certain services for veterans. The determination of this amount was based on an enrollment projection and may vary depending on actual 1979-80 veteran student enrollment counts. Authorization has been received to expend VCIP funds in an amount not to exceed one/third of the total initial award during the July 1, 1979 through October 31, 1979 period.

The Superintendent recommends acceptance of the $17,937 award for the Veterans' Cost-Of-Instruction Program for 1979-80.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED APPROVAL OF CONTRACT WITH EMPLOYEE MANAGEMENT SERVICES FOR A CLASSIFICATION STUDY

Enclosure #3

The Board approved an overall classification study of all classified positions in 1976. The study was conducted by Employee Management Services and its results adopted on July 1, 1976. At that time, a classification policy developed by EMS was adopted which provided for a major outside study every three to four years as determined by the Board. This new policy was supported by all elements on campus. The Board approved the policy with the understanding that there would be no interim classification studies, with exception of those resulting from major department reorganizations which are approved by the Board in advance.

In accordance with this policy, a classification study is recommended for this Fall 1979 semester. The results of the study would be adopted during the 1979-80 fiscal year as deemed appropriate by the Superintendent/President.

The proposed contract in the enclosure provides the cost, methodology and timetable for completion of the study. Mr. David Creighton, President, Employee Management Services, will be present to speak to the proposed contract.

It is recommended that the contract with Employee Management Services for a campus-wide classification study be approved.

g. RECOMMENDED APPROVAL OF RE-EMPLOYMENT OF MR. GIL BISHOP, RETIREMENT CONSULTANT, 1979-80 ACADEMIC YEAR

Attachment 5.2-g

On August 17, 1978, the Board approved the employment of a professional consultant, Mr. Gil Bishop, to provide consulting services in retirement planning for district employees. During the 1978-79 fiscal year, Mr. Bishop met and consulted with approximately sixty (60) district employees and provided each with an updated retirement handbook (STRS and PERS). Mr. Bishop also provided the administration with legal advice on technical retirement questions and legislation.

Based upon the high level of services provided by the consultant and the favorable feedback and appreciation expressed by District employees regarding the services, it is recommended that the contract be extended with the Professional Personnel Leasing, Inc., for the services of Mr. Gil Bishop for the 1979-80 academic year at a fee of $800.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RECOMMENDED APPROVAL TO SUBMIT REQUEST FOR EXTENSION OF CETA CONTRACT #5607

The City of Santa Barbara Office of CETA Programs has notified the district that a request for extension of CETA Contract #5607 must be approved by the Board of Trustees and forwarded to the City Council for approval.

The request is for extension of two CETA participants, Hilary Hacker, Department Trainee, Theatre Arts and Bette Davis, Department Trainee, Art Department. The extension would be for the period of October 1, 1979 through June 30, 1980. There would be no costs to the district.

It is recommended that approval be given to forward the request for extension of CETA Contract #5607 to the Office of CETA Programs.

i. RECOMMENDED RATIFICATION OF A CONTRACT WITH SANTA BARBARA COUNTY CETA PRIME SPONSOR FOR OPERATION OF A ONE-YEAR ELECTRONICS PROGRAM AT SBCC

Enclosure #4

Enclosure #4 outlines in detail a Budget Summary, Program Operations/Design, and the Description of Operation and Special Provisions concerning district obligations to operate an Electronics Training Program.

Mr. Mel Elkins will be present to speak to this item.

Ratification of the contract is recommended.

j. RECOMMENDED RATIFICATION OF THE SUBMISSION OF A PROPOSAL TO FUND THE DEVELOPMENT OF A PROGRAM IN GERONTOLOGY

Enclosure #5

Recently, the district was awarded a small grant from the Chancellor's office to develop a course in gerontology. This has led to a plan for a complete associate degree program in gerontology. It will be inter-disciplinary in scope but will be coordinated by the Sociology Department.

The proposal was mailed to meet an August 13 deadline. Matching funds shown are already budgeted expenses.

The Superintendent recommends ratification of the submission of this proposal.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED APPROVAL OF CHANGE ORDER #3 FOR THE CAMPUS CENTER ADDITION PROJECT, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-k

Pursuant to policy, Change Order #3 will be reviewed by the Board Subcommittee and then brought to the full Board for consideration. This change order provides for changes in the roof framing, electrical work and concrete walk.

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The Superintendent recommends approval of Change Order #3 to the contract with J. W. Bailey Construction Company for the Campus Center Addition project for the additional amount of $7,310.48 with no change in completion date of December 16, 1979.

6. GENERAL INFORMATION

No items

7. ADJOURNMENT

Board action on August 9, 1979 cancelled the next regularly-scheduled meeting of September 13, 1979, and called for a special meeting on Thursday, September 6, 1979 to be held in Room A-160 (Administration Building) at 3:30 p.m., Santa Barbara City College, Santa Barbara, California.