AGENDA

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

September 6, 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 AUGUST 23, 1979
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. REPORT ON COMING EVENTS - Mr. Jim Williams
   1.8 1979 ELECTION - BOARD OF DIRECTORS FOR CALIFORNIA COMMUNITY COLLEGE TRUSTEES
      a. BALLOT FOR CCCT BOARD OF DIRECTORS

Enclosure #1

Information on candidates for the 1979 election of Board of Directors for California Community College Trustees is included in Enclosure #1. The top page of the enclosure is a copy of the ballot. The official ballot must be mailed with a postmark prior to September 30, 1979.

Board members will be provided with individual ballots at the Board meeting which can be marked and tabulated later in the President's office.
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1. GENERAL FUNCTIONS - continued:

   1.8 continued:

   b. BALLOT FOR CCCT STUDENT TRUSTEE DIRECTOR

   Enclosure #2

   Information on candidates for the 1979 election of the Student Trustee Director for the California Community College Trustees is included in Enclosure #2. The top page of the enclosure is a copy of the ballot. The official ballot must be mailed with a postmark prior to September 30, 1979.

   An individual ballot will be provided for Mr. Steve Zaharias at the Board meeting which can be marked and given to the Secretary/Clerk of the Board of Trustees for forwarding via the official ballot envelope.

   c. ELECTION OF ASSISTANT SECRETARY/CLERK TO BOARD OF TRUSTEES

   With the appointment of Mr. Charles Hanson as Business Manager to replace Dr. Donald Sorsabal, who resigned effective June 30, 1979, it is appropriate to take action to elect Mr. Hanson as the Assistant Secretary/Clerk to the Board of Trustees. With passage of AB 2224 (Young), the term held by Dr. Sorsabal extended to November 30, 1979.

   It is recommended that Mr. Charles Hanson be elected Assistant Secretary/Clerk to the Board of Trustees for the period September 11, 1979 through November 30, 1979.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

   a. ROUTINE

   (1) RECOMMENDED APPROVAL OF TEMPORARY HOURLY INSTRUCTORS, FALL 1979 SEMESTER

   Attachment 2.1-a(1)
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2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, CHANGE FOR PREVIOUSLY-APPROVED INSTRUCTORS, SUBSTITUTE, AND CONSULTANT (LECTURER), CONTINUING EDUCATION DIVISION

Attachment 2.1-a(2)

(3) RECOMMENDED APPROVAL OF TEMPORARY HOURLY CERTIFICATED PERSONNEL

Attachment 2.1-a(3)

(4) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: RUTH O. LITTLE, PROFESSOR/LIBRARIAN, EFFECTIVE 8/20/79 - 12/21/79

Attachment 2.1-a(4)

(5) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE

Attachment 2.1-a(5)

b. NON-ROUTINE

(1) ACKNOWLEDGEMENT OF RESIGNATION OF JAMES G. LARSEN, ASSOCIATE PROFESSOR, CHEMISTRY

Attachment 2.1-b(1)

On August 23, 1979, the Board of Trustees in executive session accepted the resignation of James G. Larsen, Associate Professor, Chemistry, effective August 17, 1979, and stated that the resignation would be publicly announced at the special Board meeting to be held on September 6, 1979.
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

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

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 HOURLY APPOINTMENTS (CLASSIFIED SERVICE EMPLOYEES)

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF CHANGE IN DATE FOR REDUCTION OF ASSIGNMENT: CHARLES E. CHRISTIAN, LAB.TECH.SR., PHYSICS, FROM 8/31/79 TO 9/4/79

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE: VIOLA ROBLES, PLACEMENT CLK., PLACEMENT OFFICE, EFFECTIVE 8/15/79 THROUGH 10/1/79

Attachment 2.2-a(5)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT: LAURA J. FIGONE, ACCT.CLK.,JR. (REPLACING J. BLANKENSHIP), BUSINESS SERVICES, EFFECTIVE 9/10/79

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF PROMOTION: DAVID E. ORTEGA, FROM CUSTODIAN TO GROUNDSKEEPER, FACIL. & OPER. DEPT. (NEW POSITION), EFFECTIVE 9/7/79

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF PROMOTION: SHAR-LYNN L. TIMM, CRED.CLK. (REPLACING N. AICHES), PERSONNEL OFFICE, EFFECTIVE 9/12/79

Attachment 2.2-b(3)
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2. PERSONNEL - continued:
   2.3 GENERAL PERSONNEL

   No items

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. P90-0273 through and including P90-0374.

   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 AUGUST 31, 1979

      Attachment 5.1-c

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

      Physical Science Addition 99% complete
      Admin.Bldg. Renovation 85% complete
      Campus Center (HRM) Addition 35% complete
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE

a. PUBLIC HEARING AND RECOMMENDED APPROVAL OF 1979-80 BUDGET

Enclosure #3

The Board is required by law to hold a public hearing on the proposed annual District Budget.

Changes to the Tentative and Publication Budgets approved by the Board have been incorporated in the proposed 1979-80 Budget. The details of the budget will be discussed at the meeting.

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

b. RECOMMENDED APPROVAL OF SUBMISSION OF VEA APPLICATIONS, TITLE II, PART A, SUBPARTS 2, 3, 4 and 5

Enclosure #4

Enclosure #4 contains a request for federal funds in the following areas:

- Subpart 2 - $169,549  Basic Grant
- Subpart 3 - $18,833   Program Improvement and Support of Services
- Subpart 4 - $8,364    Special Programs for the Disadvantaged
- Subpart 5 - $10,690   Consumer and Homemaking Education

Mr. Mel Elkins will be present to respond to questions.

It is recommended that approval be given for submission of the applications.

c. RECOMMENDED APPROVAL OF AUTHORIZED PERSONNEL TO ISSUE PARKING CITATIONS

Attachment 5.2-c

Last year the Board approved certain staff personnel for the purpose of issuing parking citations. Due to changes in personnel, the list has been revised.

The Superintendent recommends that the personnel listed in Attachment 5.2-c be authorized to issue parking citations for the 1979-80 college year.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

d. RECOMMENDED APPROVAL OF EMPLOYMENT OF CONSULTANT TO ASSIST IN THE PREPARATION OF 1979-80 FIVE-YEAR FACILITIES PLAN AND SPACE INVENTORY

Attachment 5.2-d

The district is required to submit a five-year facilities planning document and space inventory to the Chancellor's office each year by about October 1. In order to complete this work, it is proposed that the district engage the services of Robert C. Poolman and Associates who prepared this data for the district last year.

The Superintendent recommends approval of the employment of Robert C. Poolman and Associates for the services as described in Attachment 5.2-d.

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

Attachment 5.2-e

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.

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

f. RECOMMENDED APPROVAL OF DISTRICT INSTITUTIONAL MEMBERSHIP LIST FOR 1979-80

Attachment 5.2-f

Attachment 5.2-f contains the list of proposed institutional memberships for 1979-80. Dues for many of the organizations are computed on the basis of a formula based upon fall enrollment figures.

It is recommended that institutional memberships for 1979-80 be approved as listed on Attachment 5.2-f.
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5. BUSINESS SERVICES - continued:
   5.2 NON-ROUTINE - continued:

   g. REQUEST FOR USE OF DISTRICT FACILITIES

   Attachment 5.2-g

   A request has been received from the Youth Football League (YFL) for use of La Playa Stadium for league games.

   A representative from YFL will be present to speak to this request.

   h. CONSIDERATION OF CHANGE ORDER #16, ADMINISTRATION BUILDING REHABILITATION PROJECT, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR

   Attachment 5.2-h

   Pursuant to policy, Change Order #16 will be reviewed by members of the Subcommittee on Facilities. This change order relates to the heating and ventilating unit in the mezzanine area and results in an additive amount of $3,052.89 to the contract with no change in completion date.

   Original Contract Price $ 853,600.00
   Change Orders #1-13 + 16,632.67
   $ 870,232.67
   *Change Order #16 + 3,052.89
   New Contract Price..... $ 873,285.56

   *Change Orders #14 and 15 are pending.

   A recommendation will be made by the Facilities Subcommittee.

6. GENERAL INFORMATION

   6.1 ELECTION OF ASSISTANT TREASURER, THE FUND FOR SANTA BARBARA CITY COLLEGE

   With the appointment of Mr. Charles Hanson as Business Manager, a change is necessary for the Board of Directors for THE FUND FOR SANTA BARBARA CITY COLLEGE. At present, Dr. Donald Sorsabal holds the position of Assistant Treasurer for THE FUND.

   It is recommended that Mr. Charles Hanson be elected as a member of the Board of Directors of THE FUND FOR SANTA BARBARA CITY COLLEGE and hold the position of Assistant Treasurer, effective September 11, 1979.

7. ADJOURNMENT

   The next regular meeting of the Board of Trustees is scheduled for Thursday, September 27, 1979 at 3:30 p.m. in Room A-160, Administration Building, Santa Barbara City College, Santa Barbara, California.