AGENDA

REGULAR MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

October 23, 1980

3:00 p.m. - EXECUTIVE SESSION
Room A-151

4:00 p.m. - REGULAR SESSION
Room A-211
Administration Building
Santa Barbara City College
Santa Barbara, California

1. GENERAL FUNCTIONS

1.1 CALL TO ORDER

1.2 ROLL CALL

1.3 WELCOME

1.4 EXECUTIVE SESSION - Personnel matters (3:00 p.m.)

1.5 MINUTES OF REGULAR MEETING OF OCTOBER 9, 1980

1.6 HEARING OF CITIZENS

Attachment 1.6

A request from two Food Service Employees from Santa Barbara City Schools.

1.7 COMMUNICATIONS

a. GUEST APPEARANCE - THE HONORABLE OMER L. RAISNS
   STATE SENATOR, 18th DISTRICT

   An informal discussion with members of the Board of Trustees on items of legislative concern as they relate to the Santa Barbara Community College District.

b. REPORT BY ACADEMIC SENATE PRESIDENT - Glenn Gaston

c. REPORT ON COMING EVENTS - Jim Williams
2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, FALL 1980 SEMESTER

Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF ADDITIONAL HOURLY INSTRUCTORS, CHANGES FOR PERVERSITY-APPROVED INSTRUCTORS, AND SUBSTITUTES, CONTINUING EDUCATION DIVISION

Attachment 2.1-a(2)

(3) RECOMMENDED APPROVAL OF TEMPORARY APPOINTMENTS

Attachment 2.1-a(3)

(4) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

Attachment 2.1-a(4)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT OF CLUSTER LEADER

Attachment 2.1-b(1)

On September 27, 1979, the Board approved the appointment of Phil Olsen as Cluster Leader for the 1979-80 and 1980-81 school years.

It is recommended that approval be given of the appointment of Karl Halbach, Asst. Professor, Geology, to serve as Cluster Leader for the 1980-81 school year in the areas of Life Science/Earth Science/Marine Technology, replacing Phil Olsen.

(2) RECOMMENDED APPROVAL OF REDUCTION IN CONTRACTS: ELAINE C. HARKINS, ASSOC.PROFESSOR, ENGLISH, TO 60% CONTRACT, and RON B. ADLER, ASST.PROFESSOR, SPEECH, TO 20% CONTRACT, EFFECTIVE SPRING 1981 SEMESTER

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

2.1 CERTIFICATED PERSONNEL - continued:

   b. NON-ROUTINE - continued:

      (3) RECOMMENDED APPROVAL OF RETIREMENT: FRANK S. TRIMBLE, ASSOCIATE PROFESSOR, BIOLOGY, EFFECTIVE JUNE 26, 1981

      Attachment 2.1-b(3)

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 AUTHORIZATION OF TRAVEL AND CONFERENCE

      Attachment 2.2-a(3)

      (4) RECOMMENDED APPROVAL OF CHANGE OF SHIFT: LAURA FREEMAN, INT.TYP.CLK., CONTINUING EDUCATION DIVISION, FROM DAY SHIFT TO SWING SHIFT, EFFECTIVE 10/6/80

      Attachment 2.2-a(4)

      (5) RECOMMENDED APPROVAL OF PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS FOR OCTOBER, 1980

      Attachment 2.2-a(5)

      (6) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS

      Attachment 2.2-a(6)
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT: NADIA DELLA PENTA, ADMISSIONS & RECORDS CLK., (REPLACING V. ALCANTAR), ADMISSIONS OFFICE, EFFECTIVE 10/24/80

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT: SALLY J. ELLIS, SR.TYP. CLK., (REPLACING G. CATHCART), CAREER DEVELOPMENT, EFFECTIVE 10/31/80

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: MICHAEL A. GUILLEN, ATH.EOPT.ATTENDANT, (REPLACING S. RODGERS), P.E. DEPARTMENT, EFFECTIVE 10/24/80

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: RICHARD T. MACABIO, INT.ACCT.CLK., (REPLACING R. HEIM), ACCOUNTING OFFICE, EFFECTIVE 10/27/80

Attachment 2.2-b(4)

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS: RICHARD LIEBENDORTER AND FRED YOUNG

Attachment 2.3-a(1)

(2) RECOMMENDED APPROVAL OF PROFESSIONAL CONSULTANTS (EXPERTS) - P.E. ASSISTANT COACHING: TERRY BOURANIS (TRACK) AND MIKE CAMPITELLI (BASEBALL), EFFECTIVE 1980-81 SEASON

Attachment 2.3-a(2)
3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF THE COLLEGE PLAN FOR THE EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS) PROJECT FOR 1980-81

Enclosure #1

Changes in the funding methods for the Extended Opportunity Programs and Services (EOPS) Project for 1980-81 include the requirement to present a College Plan for the EOPS Project. The Plan is developed on the basis of allocated state funds for 1980-81. It is in lieu of the application for funds submitted in previous years, since funding is now provided solely on documented need.

Santa Barbara City College has been awarded $202,306 for the EOPS Project for 1980-81 as compared to $184,569 for 1979-80. The award represents an increase of approximately nine percent.

Dr. Gil Robledo will be present to highlight the Plan and to respond to any questions.

It is recommended that approval be given to the College Plan for the Extended Opportunity Programs and Services Project for 1980-81

4. CURRICULUM AND INSTRUCTION

No items

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS P01-0629 THROUGH AND INCLUDING P01-0697 FOR SUPPLIES, EQUIPMENT AND SERVICES

Attachment 5.1-a

b. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PAYMENT OF CLAIMS AS LISTED ON Attachment 5.1-b AND SUCH OTHER CLAIMS AS MAY ARISE PRIOR TO THE MEETING

Attachment 5.1-b
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

c. RECOMMENDED APPROVAL OF AMENDMENT TO ORIGINAL LIST OF TAX SHELTERED ANNUITY ACCREDITED PLANS — ADD: T. ROWE PRICE FUNDS

Attachment 5.1-c

The T. Rowe Price Funds Company has requested approval to sell tax sheltered annuities to employees of the district. A "Hold Harmless" Agreement has been filed with the district.

d. RECOMMENDED APPROVAL OF RENEWAL OF TRAVEL ACCIDENT INSURANCE POLICY

Travel accident insurance for employees traveling on district business has been provided for several years. Board approval is needed to renew the policy with the Insurance Company of North America for the period of September 1, 1980 to August 31, 1981. The premium is the same as for last year.

It is recommended that approval be given to renew travel accident insurance with the Insurance Company of North America for the period of September 1, 1980 through August 31, 1981 at an annual premium of $1,521.

e. RECOMMENDED APPROVAL OF RE-EMPLOYMENT OF MR. GIL BISHOP, RETIREMENT CONSULTANT, 1980-81 ACADEMIC YEAR

Attachment 5.1-e

Mr. Gil Gishop has been retained annually since the Fall of 1978 as a professional consultant to provide consulting services in retirement planning for district employees. He also provides 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 Professional Personnel Leasing, Inc., for the services of Mr. Gil Bishop for the 1980-81 academic year at a fee of $800.
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5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

f. RECOMMENDED ACCEPTANCE OF THE FOLLOWING GIFT ON BEHALF OF THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE

Attachment 5.1-f

<table>
<thead>
<tr>
<th>Value:</th>
<th>Donor:</th>
<th>Purpose:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$15,000</td>
<td>Schick Shadel Hospital, Santa Barbara</td>
<td>Dynograph Machine - Biology Department</td>
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</tbody>
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(estimated by donor)

The Superintendent recommends acceptance of the gift and requests authorization to send a letter of appreciation to the donor.

g. RECOMMENDED APPROVAL OF AMENDMENT TO 1980-81 MILEAGE ALLOWANCES LIST

Attachment 5.1-g

Mileage allowances have been computed for the Work Experience Instructors/Coordinators for the 1980 Fall semester. Payment will be made in three (3) prorated warrant installments beginning with November 12, 1980 followed by December 12, 1980 and January 12, 1981.

It is recommended that this amendment to the 1980-81 Mileage Allowances List be approved.

5.2 NON-ROUTINE

a. PUBLIC HEARING ON PROPOSED NEGATIVE DECLARATION ON THE ACQUISITION OF GARFIELD SCHOOL AND CONVERSION TO USE AS AN ADULT EDUCATION CENTER

At its meeting of October 9, 1980, the Board of Trustees received an Initial Study by staff that concluded that the acquisition of Garfield School and its conversion to an Adult Education Center would create no significant adverse environmental impacts. A Negative Declaration was, therefore, proposed for the project.

The Board of Trustees set October 23, 1980 as a date for a public hearing on the Negative Declaration.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. RECOMMENDED APPROVAL OF LEASE/PURCHASE AGREEMENT - SANTA BARBARA SCHOOL DISTRICT, GARFIELD SCHOOL

Enclosure #2

At the September 11, 1980 meeting, the Board approved in concept the Purchase Agreement with the Santa Barbara School District for Garfield School. County Counsel has since informed the college that the State Constitution prohibits the district from incurring any indebtedness or liability exceeding in any one year its income and revenue without the approval of two-thirds of the voters. The prohibition does not apply to leases where the public entities' obligation is to pay for the use of property in the future.

Therefore, the legal form of the agreement was changed to a Lease/Purchase Agreement as contained in the enclosure. The new legal form allows the two school districts to proceed, with the college having the option to purchase outright at any point in time the funds become available. Other terms and conditions in the agreement remain the same.

This item was reviewed and endorsed by the Subcommittee on Facilities on October 16, 1980.

The Superintendent recommends approval of the Lease/Purchase Agreement with the Santa Barbara School District for Garfield School.

c. RECOMMENDED APPROVAL OF PURCHASE AGREEMENT WITH THE SANTA BARBARA TRUST FOR HISTORIC PRESERVATION FOR DISPOSAL OF PROPERTY (FACILITIES AT 914 SANTA BARBARA STREET, CONTINUING EDUCATION)

Enclosure #3

At the September 11, 1980 meeting, the Board approved in concept the sale of the 914 Santa Barbara Street property to the Santa Barbara Trust for Historic Preservation. The draft agreement has had minor word changes and a new release clause (#7). Other terms and conditions in the agreement remain the same.

This item was reviewed and endorsed by the Subcommittee on Facilities on October 16, 1980.

The Superintendent recommends approval of the Purchase Agreement with the Santa Barbara Trust for Historic Preservation for the property at 914 Santa Barbara Street.
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5. BUSINESS SERVICES - continued:  

5.2 NON-ROUTINE - continued:  

d. REQUEST FOR SUNDAY USE OF DISTRICT FACILITIES  

Attachment 5.2-d  

A request has been received from the Santa Barbara Sports Car Club for use of district facilities on Sunday, November 16, 1980. The event planned is an auto sports activity in the lower parking lots.  

A representative of the Sports Car Club will be present to speak to this request.  

e. RECOMMENDED ACCEPTANCE OF CWETA FUNDS TO CONTINUE ELECTRONIC ASSEMBLY CLASSROOM TRAINING PROJECT  

CWETA has requested that additional electronic assembly classes be conducted, similar to those that were completed in October. Classes will consist of two sessions of 80 hours each beginning October 20 and November 10. The district will receive $4,734 for clerical assistance and supplies.  

The Superintendent recommends acceptance of these funds.  

f. RECOMMENDED APPROVAL OF CHANGE ORDER No. 19, ADMINISTRATION BUILDING RENOVATIONS PROJECT, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR  

Attachment 5.2-f  

Change Order No. 19 was reviewed and endorsed by the Board Subcommittee on Facilities on October 16, 1980, pursuant to Board policy. This change order is for various changes as listed in the attachment and increases the contract time by seven days, making the date of completion May 13, 1980 (elevator work only). The change order adds a total of $2,279.65 to the contract price.  

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\begin{align*}  
\text{Original Contract Price} & \quad \$853,600.00 \\
\text{Change Orders } #1 - #18 & \quad +17,827.77 \\
\text{Change Order #19} & \quad +2,279.65 \\
\text{New Contract Price} & \quad \$873,707.42 
\end{align*}
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The Superintendent recommends approval of Change Order No. 19 to the contract with the J. W. Bailey Construction Company, Contractor, for the Administration Renovation Project for an increase of $2,279.65, and a new completion day of May 13, 1980 (elevator).
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

g. RECOMMENDED APPROVAL OF CHANGE ORDER No. 20, ADMINISTRATION BUILDING RENOVATIONS PROJECT, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.2-g

The contract language for this project called for a reduction in the contract cost if completion was delayed. Various segments of the renovation were delayed and this matter was reviewed by the Subcommittee on Facilities on October 16, 1980. It was agreed that $10,897 would be the reduction in the contract for penalties due to the delay.

| Original Contract Price | $ 853,600.00 |
| Change Order #1 - #19  | + 20,107.42   |
|                        | $ 873,707.42  |
| Change Order #20       | - 10,897.00   |
| New Contract Price     | $ 862,810.42  |

The Superintendent recommends approval of Change Order No.20 to the contract with the J. W. Bailey Construction Company, Contractor, for the Administration Renovation Project for a decrease of $10,897.

h. RECOMMENDED ACCEPTANCE OF ADMINISTRATION BUILDING RENOVATIONS PROJECT AND AUTHORIZATION TO FILE NOTICE OF COMPLETION, J. W. BAILEY CONSTRUCTION COMPANY, CONTRACTOR

In their meeting of October 16, the Subcommittee on Facilities reviewed the request to file a Notice of Completion on this project. In addition, the committee reviewed letters from the architect on several items which are either continued under warranty for one year or punch-list items. Several other items are outside the contract and will be handled by the architect and the district.

The architect, inspector, and Business Manager recommend that the Notice of Completion be filed. The acceptance will include Change Orders #1 through #20 with revised completion dates of:

| Basic contract        | August 27, 1979 |
| Toilet Room           | August 27, 1979 |
| Elevator              | May 13, 1980    |

The Superintendent recommends acceptance of the Administration Building Renovations Project and requests authorization to file the Notice of Completion.
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6. GENERAL INFORMATION

   No items

7. ADJOURNMENT

   The next regular meeting of the Board of Trustees is scheduled for Thursday, November 13, 1980 at 4:00 p.m. in Room A-211, Administration Building, Santa Barbara City College, Santa Barbara, California.