AGENDA

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

June 18, 1981

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

4:00 p.m. - REGULAR MEETING
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 CLOSED SESSION

   a. DISCUSSION AND SELECTION OF SUPERINTENDENT/PRESIDENT

   b. PERSONNEL MATTERS

1.5 MINUTES OF REGULAR MEETING OF MAY 28, 1981

1.6 HEARING OF CITIZENS

1.7 COMMUNICATIONS

   a. REPORT BY ACADEMIC SENATE - Dr. Barbara Lindemann, President

   b. PRESENTATION OF CONCEPT 22 - Mrs. Hazel Stewart, Adviser

   c. REPORT OF #504 AUDIT - HANDICAPPED PROGRAM

      Attachment 1.7-c

      Mrs. Robbie Jackson, College Specialist, will highlight the report of the site visit made by the Office for Civil Rights relating to program accessibility for the handicapped.

   d. REPORT ON COMING EVENTS - Mr. Jim Williams
AGENDA - Special Meeting  
SBCCD Board of Trustees  
June 18, 1981

1. GENERAL FUNCTIONS - continued:

1.7 COMMUNICATIONS - continued:

   e. APPOINTMENT OF CALIFORNIA COMMUNITY & JUNIOR COLLEGE ASSOCIATION  
      TRUSTEE DELEGATE

      The CCJCA constitution provides that there be four representatives to the delegate assembly from each community college: chief administrator, faculty, trustee and student.

      It is appropriate for the Board to select a representative to serve on the delegate assembly for 1981-82. Mr. Benjamin Wells has served in this capacity since 1971.

      The other three delegates from the college are: Dr. David Mertes (administrator), Dr. Barbara Lindemann (faculty), and Mr. Guy Parvex (student).

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL

   a. ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS AND CONSULTANTS  
(LECTURERS), CONTINUING EDUCATION DIVISION, 1981 SUMMER TERM  

   Attachment 2.1-a(1)

(2) RECOMMENDED APPROVAL OF TEMPORARY CONTRACTURAL APPOINTMENT:  
MAUREEN A. MCKENZIE, INSTRUCTOR, A.D.N. (REPLACING S. SIEMENS),  
EFFECTIVE 9/8/81 - 1/26/82  

   Attachment 2.1-a(2)

(3) RECOMMENDED APPROVAL OF ADDITIONAL INSTRUCTORS, 1981 SUMMER  
SESSION  

   Attachment 2.1-a(3)

(4) RECOMMENDED APPROVAL OF TEMPORARY HOURLY CERTIFICATED PERSONNEL  

   Attachment 2.1-a(4)

(5) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE  

   Attachment 2.1-a(5)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(6) RECOMMENDED APPROVAL OF CONTINUATION OF 1980-81 CERTIFICATED AND ADMINISTRATIVE SALARY AND PERSONNEL BENEFITS SCHEDULES FOR 1981-82

Due to the fiscal uncertainty facing the district, it has been agreed that salary negotiations with faculty and administrators be deferred until the district's financing for 1981-82 is known.

Therefore, it is recommended that the 1980-81 Certificated and Administrative Salary and Personnel Benefits Schedules be extended into the 1981-82 fiscal year.

(7) RECOMMENDED APPROVAL OF PERSONAL LEAVES OF ABSENCE WITHOUT PAY, 1981-82 COLLEGE YEAR

Attachment 2.1-a(7)

The following faculty members have requested a personal leave of absence without pay for the 1981-82 college year:

Robert A. Carman       Professor, Mathematics
Joan M. Grumman        Professor, English

Both requests meet with the approval of their departments and are supported by the Dean of Instruction.

It is recommended that the personal leaves of absence without pay be approved.

(8) RECOMMENDED APPROVAL OF EXTENSION OF PERSONAL LEAVE OF ABSENCE WITHOUT PAY, 1981-82 COLLEGE YEAR

Attachment 2.1-a(8)

The request for an extension of a personal leave for Lorraine Belmont, Professor, English, has been reviewed and is supported by the Dean of Instruction.

It is recommended that the extension of a personal leave of absence without pay be approved for Lorraine Belmont for the 1981-82 year.
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE

(1) ANNOUNCEMENT OF SELECTION OF ANNUAL FACULTY LECTURER

The Selection Committee for the Annual Faculty Lecture has completed its deliberations. Dr. Barbara Lindemann, Academic Senate President, is pleased to announce that Dr. Charles R. Courtney has been chosen.

Specific plans for his presentation will be forthcoming at a later date.

(2) RECOMMENDED APPROVAL OF APPOINTMENT OF CLUSTER LEADER

Attachment 2.1-b(2)

In November, 1980, the Board appointed Myrna Harker as Cluster Leader for a two-year period through the 1981-82 college year. Mrs. Harker will be on a sabbatical leave for 1981-82.

Therefore, it is recommended that approval be given to appoint Jack Halloran, Professor, Business Administration, to serve as Cluster Leader in the area of Business Education for the 1981-82 and 1982-83 college years.

(3) RECOMMENDED APPROVAL OF APPOINTMENT: JOSEPH CONNELL, SR., INSTRUCTOR/COORDINATOR, DRAFTING PROGRAM, EFFECTIVE 9/8/81

Attachment 2.1-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: NANCY A. METZ, A.D.N. INSTRUCTOR (REPLACING J. WHITING), EFFECTIVE 9/8/81

Attachment 2.1-b(4)

(5) RECOMMENDED APPROVAL OF APPOINTMENT: JERRY C. SORTOMME, INSTRUCTOR/COORDINATOR, LANDSCAPE/HORTICULTURE, EFFECTIVE 9/8/81

Attachment 2.1-b(5)
2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-Routine - continued:

(6) RECOMMENDED APPROVAL OF REVISED SABBATICAL LEAVE POLICY

During the spring semester, 1981, a new sabbatical leave policy has been developed with implementation scheduled for Fall, 1981. The final draft of the new policy will be discussed by the Board Subcommittee on Educational Policy at its meeting on Tuesday, June 16. The final draft will be presented at the Board meeting with a recommendation for adoption.

(7) RECOMMENDED APPROVAL OF APPOINTMENT OF ACTING ADMINISTRATIVE DEAN, STUDENT SERVICES

Attachment 2.1-b(7)

The Board of Trustees approved Dr. Alfred Silvera's request for re-assignment from the position of Administrative Dean, Student Services, to a faculty position, effective September 8, 1981. Until a new administrative dean is selected, it is necessary to appoint an acting dean who will be responsible for the coordination of student services and activities.

The Superintendent recommends that Mrs. Lynda Rodrigues, Assistant Dean, Admissions and Records, be appointed Acting Administrative Dean, Student Services, effective June 29, 1981, and terminating at a date to be determined.

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 HOURLY APPOINTMENTS (CLASSIFIED SERVICE EMPLOYEES), MAIN CAMPUS AND 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)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(4) RECOMMENDED APPROVAL OF VOLUNTARY REASSIGNMENT: CECILIA TATTSCH, FROM PURCHASING DEPT. TO TEACHER'S AIDE (REPLACING K. GEBHARDT), INSTRUCTION, EFFECTIVE 6/22/81

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF PERSONAL LEAVE OF ABSENCE WITHOUT PAY: JOSEPHINE A. RAMOS, KEYPUNCH OPERATOR, DATA PROCESSING, EFFECTIVE 7/1/81 THROUGH 8/31/81

Attachment 2.2-a(5)

(6) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREMENTS

Attachment 2.2-a(6)

(7) RECOMMENDED APPROVAL OF LONGEVITY INCREMENTS

Attachment 2.2-a(7)


Due to the fiscal uncertainty facing the district, it has been agreed by the C.S.E.A., Chapter 289, negotiating team that salary negotiations for 1981-82 be deferred until the district's financing for 1981-82 is known.

It is recommended, therefore, that the 1980-81 C.S.E.A, Chapter 289, Salary and Benefit Schedules be extended into the 1981-82 fiscal year.

(9) RECOMMENDED APPROVAL OF CONTINUATION OF 1980-81 CLASSIFIED MANAGEMENT/SUPERVISORY/CONFIDENTIAL SALARY AND BENEFIT SCHEDULES FOR 1981-82

Due to the fiscal uncertainty facing the district, it has been agreed by the Management/Supervisory/Confidential negotiating group that salary negotiations for 1981-82 be deferred until the district financing for 1981-82 is known.

It is recommended, therefore, that the 1980-81 Classified Management/Supervisory/Confidential Salary and Benefit Schedules be extended into the 1981-82 fiscal year.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(10) RECOMMENDED APPROVAL OF CLARIFICATION OF MAINTENANCE WORKER III CLASSIFICATION

Attachment 2.2-a(10)

Ross McCoy, Maintenance Worker III, has requested that his class specification be clarified to reflect his lead supervisory responsibilities. There is no recommended change in salary as no new duties have been added. This request has been reviewed by the Business Manager and the Superintendent/President.

It is recommended that the Maintenance Worker III classification be clarified as described in Attachment 2.2-a(10).

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF APPOINTMENT: FRED C. GATES, LAB. TCHG.ASST., (REPLACING C. ROCKWOOD), AUTO SHOP, EFFECTIVE 6/15/81

Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT: SUSAN A. HESS, BUSINESS SERVICES SUPV. (REPLACING J. FOSTER), PAYROLL DEPT., EFFECTIVE 6/17/81

Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: ANA M. LOPEZ, ADMISSIONS & RECORDS CLK. (REPLACING R. HEIM), ADMISSIONS, EFF: 6/24/81

Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: CHARLES D. RESTIVO, DIRECTOR, FACIL.& OPER. (REPLACING D. HILL), EFFECTIVE 7/7/81

Attachment 2.2-b(4)

(5) RECOMMENDED APPROVAL OF RETIREMENT: THRESSA KUIPERS, INT.TYP. CLK., CONTINUING EDUCATION DIVISION, EFFECTIVE 6/30/81

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

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(6) RECOMMENDED RECOGNITION OF NOTIFICATION OF DEATH (TERMINA-
TION): ALICIA L. ABESILLA, SPECIAL PROGRAM ADVISOR

Attachment 2.2-b(6)

It is with regret that the Board of Trustees be notified of the death of Ms. Alicia Abesilla. After a lengthy illness, her death occurred on May 29, 1981. Alicia was a Special Program Advisor in the BOPS office.

It is recommended that official recognition be given of the death of Alicia Abesilla on May 29, 1981, and further, that in adjourning today's meeting, it be closed in her memory.

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL CONSULTANT (EXPERT) STATUS

Attachment 2.3-a(1)

3. STUDENT SERVICES

3.1 REPORT OF ASSOCIATED STUDENTS

3.2 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE OF ARTS DEGREE

Enclosure #1

The Superintendent recommends that the Board of Trustees confer upon each of the 281 candidates listed in Enclosure #1 the Associate of Arts Degree, subject to completion of the State and local require-
ments for the degree.

3.3 RECOMMENDED APPROVAL OF CANDIDATES FOR THE ASSOCIATE OF SCIENCE DEGREE

Enclosure #1

The Superintendent recommends that the Board of Trustees confer upon each of the 132 candidates listed in Enclosure #1 the Associate of Science Degree, subject to completion of the State and local require-
ments for the degree.
AGENDA - Special Meeting
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3. STUDENT SERVICES - continued:

3.4 REPORT ON USE OF COLLEGE FACILITIES THROUGH COMMUNITY SERVICES

Enclosure #2

Enclosure #2 is a report on the use of college facilities through Community Services. Mr. Cal Reynolds will be present to highlight the report and to be responsive to questions of the board members.

3.5 RECOMMENDED APPROVAL OF THE CONTINUATION OF THE STUDENT ACCIDENT INSURANCE (MANDATORY) AND VOLUNTARY STUDENT HEALTH & ACCIDENT INSURANCE POLICIES

The Student Insurance Company of Los Angeles has for many years offered the most effective plans for student accident and illness insurance. Policies for 1981-82 will remain the same. A 6.7% increase in premiums allows for inflation and increased claims and is the first premium adjustment in three years.

It is recommended that approval be given to the Student Insurance Company of Los Angeles to continue as carrier of the mandatory Student Accident Insurance policy, and, also of the voluntary 24-Hour Accident and Insurance Plan for the period August 25, 1981 through August 24, 1982.

3.6 RECOMMENDED APPROVAL TO MAKE KNOWN A VOLUNTARY STUDENT DENTAL PLAN FOR 1981-82

Many requests are made each year by students who want to obtain dental services through a plan offered by the college. During 1980-81, the Health Advisory Committee and the College Nurse reviewed several dental plans and determined that the Golden West Plan would best serve the needs of the students interested in such a plan. The Student Services Advisory Committee has also reviewed the plans and has concurred with the recommendation of the Health Advisory Committee.

It is recommended, therefore, that brochures of the voluntary student dental plan presented by the Golden West Dental Plan be made available to students for the 1981-82 college year.

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF COURSES FOR SUMMER 1981, CONTINUING EDUCATION DIVISION

Attachment 4.1

4.2 RECOMMENDED APPROVAL OF ADDITIONAL COURSES FOR THE 1981 SUMMER SESSION

Attachment 4.2
4. CURRICULUM AND INSTRUCTION - continued:

4.3 PRESENTATION OF SUMMARY OF PROGRAM EVALUATION/IMPROVEMENT PROPOSALS

Attachment 4.3

Mr. John Romo will present and highlight a summary of improvement of instruction proposals for funding through Program Improvement and Evaluation grants.

Dr. Jack Ullom with the assistance of Mr. Romo will then give a presentation of the Computer Assisted Instruction Program.

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS PO1-2286 THROUGH AND INCLUDING PO1-2412 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

c. RECOMMENDED ACCEPTANCE OF GIFTS ON BEHALF OF THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE

Attachment 5.1-c

The Superintendent recommends acceptance of the gifts listed on Attachment 5.1-c and requests authorization to send a letter of appreciation to the donors.

d. REQUEST FOR SUNDAY USE OF DISTRICT FACILITIES

Attachment 5.1-d

Another request has been received from the Santa Barbara Sports Car Club, Inc. for use of facilities on Sunday, June 28, 1981.

Similar requests have been received in the past from this organization and received approval from the Board of Trustees.
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

   e. RECOMMENDED APPROVAL OF APPROPRIATION TRANSFER #81–096 THROUGH #81–115 AND #81–117 THROUGH #81–120 FOR INTERNAL ACCOUNTING ACTIONS

       Attachment 5.1–e

   f. RECOMMENDED APPROVAL OF RENEWAL OF ONE-YEAR CLINICAL AGENCY CONTRACTS FOR THE RADIOLOGIC TECHNOLOGY PROGRAM

       Agreements for the Radiologic Technology Program are renewed on an annual basis. The agreements specify an understanding relative to clinical experiences for students enrolled in the program at Santa Barbara City College. There has been no change in the agreement. The health agencies involved are Community Memorial Hospital (Ventura), General Hospital (Ventura), and Santa Barbara Medical Clinic.

   g. RECOMMENDED APPROVAL OF AGREEMENT WITH LOCAL AGENCIES FOR HANDICAPPED PROGRAMS

       Enclosure #3

       Following discussion with local agencies, an agreement has been developed for purposes of providing special instructional programs through the Adult Education Division. The programs will be for the benefit of handicapped adult residents, in cooperation with local non-profit agencies.

       The Superintendent recommends approval of the agreement with local agencies for handicapped adult instructional programs, as contained in Enclosure #3.

   h. RECOMMENDED ACCEPTANCE OF THE REAL ESTATE ENDOWMENT SCHOLARSHIP FUND AWARD FOR 1981–82

       Annually, the California Department of Real Estate makes awards from its Endowment Scholarship Fund to colleges which offer a program in Real Estate. Students majoring in Real Estate are eligible to apply for funds through the Financial Aid Office. Awards are allocated by the Chancellor's Office and Santa Barbara City College is scheduled to receive an award of $1,658 for the 1981–82 school year.

       Acceptance of the $1,658 Real Estate Endowment Scholarship award for 1981–82 is recommended.
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

1. RECOMMENDED APPROVAL OF EXTENSION OF AGREEMENT FOR USE OF THE 914 SANTA BARBARA STREET PROPERTY

Attachment 5.1-i

On November 13, 1980, the Board approved the Purchase Agreement with the Santa Barbara Trust for the 914 Santa Barbara Street property. As part of the purchase agreement, the Trust allowed the College to remain in the property until July 1, 1981 during renovation of Garfield School.

Garfield will not be ready for occupancy until about July 7, 1981 and the Trust has agreed to extend the agreement through July 15, 1981 under the same conditions of the prior six-month occupancy.

The Superintendent recommends approval of the extension of the use of the 914 Santa Barbara Street property through July 15, 1981 under existing conditions.

j. RECOMMENDED RATIFICATION OF CHANGE ORDER No. 4, GARFIELD SCHOOL PARKING LOT PROJECT, GRANITE CONSTRUCTION COMPANY, CONTRACTOR

Attachment 5.1-j

Change Order No. 4 was authorized pursuant to Board policy which permits such authorization up to an aggregation of 3% of the contract price. This change order covered installation of a conduit line from the main building to a rear building.

| Original contract price | $142,327.00 |
| Change Orders #1 - #3 | +2,852.00 |
| Change Order #4 | +197.00 |
| NEW CONTRACT PRICE | $145,376.00 |

The Superintendent recommends ratification of Change Order No. 4 to the contract with Granite Construction Company, Garfield School Parking Lot project, with the added amount of $197, and no extension of completion date.

5.2 NON-ROUTINE

a. RECOMMENDED ADOPTION OF RESOLUTION No. 19 (1980-81) APPROVING OF APPROPRIATION TRANSFERS #81-N06 AND #81-N07 TO ADD NEW MONIES TO THE GENERAL FUND

Attachment 5.2-a

According to accounting procedures, acceptance of grant funds necessitates increasing the district's 1980-81 Budget in like amounts and allocating the funds to the appropriate cost centers.

It is recommended that Resolution No. 19 (1980-81) be adopted authorizing the following actions:

<table>
<thead>
<tr>
<th>Trsf.No.</th>
<th>Amount</th>
<th>Grant</th>
<th>Cost Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>81-N06</td>
<td>$126,422</td>
<td>VEA</td>
<td>Various Cost Centers</td>
</tr>
<tr>
<td>81-N07</td>
<td>$104,351</td>
<td>Indochinese</td>
<td>Continuing Education</td>
</tr>
</tbody>
</table>
5. BUSINESS SERVICES – continued:

5.2 NON ROUTINE – continued:

b. RECOMMENDED ADOPTION OF RESOLUTION No. 20 (1980-81) AUTHORIZING APPROPRIATION TRANSFER #81-116

Attachment 5.2-b

Since the adoption of the budget, transfers from the Contingencies Account have been requested to meet program needs. A resolution is required to authorize the accounting staff to make such changes.

It is recommended that Resolution No. 20 (1980-81) be adopted authorizing Appropriation Transfer #81-116 in the amount of $8,458.

c. RECOMMENDED ADOPTION OF RESOLUTION No. 21 (1980-81) RESTRICTING A PORTION OF THE 1980-81 GENERAL FUND ENDING BALANCE

Attachment 5.2-c

The uncertainties of the 1981-82 fiscal funding and prudent business practices make it advisable to restrict certain portions of the anticipated ending balance for 1980-81. The Board Finance Subcommittee has reviewed and concurred with the staff recommendation.

The Superintendent recommends adoption of Resolution No. 21 (1980-81) anticipating the ending balance for 1980-81 be restricted as outlined in the attachment.

d. RECOMMENDED ADOPTION OF RESOLUTION No. 22 (1980-81) ESTABLISHING THE 1981-82 APPROPRIATION LIMIT

Attachment 5.2-d

SB 1352, the implementing legislation for the Gann Initiative (Prop. #4), requires that each year the governing body of each local jurisdiction shall, by resolution, establish its revenue appropriation limit for the following year. The necessary computation results in a limit of $23,102,651. The district is well within the limit since the Tentative Budget revenue subject to limitation is $16,799,129.

The Superintendent recommends adoption of Resolution No. 22 (1980-81) establishing a $23,102,651 appropriation limit for 1981-82.
AGENDA - Special Meeting
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

h. RECOMMENDED APPROVAL OF SUBMISSION OF APPLICATION FOR VOCATIONAL
EDUCATION FUNDING FOR 1981-82, EDUCATION AMENDMENTS OF 1976
(P.L. 94-482), TITLE II, VOCATIONAL EDUCATION, PART A

Enclosure #7

Enclosure #7 contains an application for Vocational Education Programs (both graded and non-graded) for the 1981-82 school year.

An amount of $176,871 will be spent to maintain, improve, and expand occupational programs as well as support services programs which serve disadvantaged, handicapped, and consumer and homemaking instruction. Special distribution of funds is as follows:

Subpart 2  - Basic Grant     $ 149,777
Subpart 3  - Program Improvement and Support Services
Subpart 4  - Special Programs for Disadvantaged                        6,853
Subpart 5A - Consumer and Homemaking Education                           2,408
Subpart 5B - Consumer and Homemaking Education in Economically Depressed Areas 2,331

It is recommended that approval be given for submission of the application for Vocational Education Funding for the 1981-82 school year.

i. RECOMMENDED AUTHORIZATION TO SUPERINTENDENT TO ACCEPT A BID AND
AWARD A CONTRACT FOR THE KILN ROOM AREA AT GARFIELD SCHOOL WITH
SUBCOMMITTEE CONCURRENCE AND BOARD RATIFICATION

The Kiln Room area for the new Garfield School site has been discussed at both Board and Subcommittee meetings. Specifications were completed and bidding was begun following the May 26 meeting. The Education Code stipulates certain bidding procedures which must be followed, the completion of which will not occur until June 23, 1981. The next scheduled Board meeting is July 23, 1981, a one-month delay in the starting date.

It is requested that the Superintendent be authorized to accept the bid on the Kiln Room area with concurrence of the Facilities Subcommittee, providing the bid does not exceed $15,000. The ratification of the bid shall take place on July 23, 1981.

The Superintendent recommends the board authorize him to accept the low bid and award a contract for the Kiln Room for subsequent board ratification, under the conditions cited above.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

j. RECOMMENDED APPROVAL OF WORKING DRAWINGS AND SPECIFICATIONS FOR THE DANCE FLOOR, PHYSICAL ED BLDG. AND AUTHORIZATION TO CALL FOR BIDS

At the last board meeting, approval was given to engage Stephen Metsch, AIA, to prepare specifications and plans for a new dance floor in the P.E. Building. The architect has prepared the documents so that bidding can proceed immediately following board approval. The time-line for this project is as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 18</td>
<td>Specifications and documents approved by board</td>
</tr>
<tr>
<td>June 28</td>
<td>Advertised in S.B. NEWS PRESS</td>
</tr>
<tr>
<td>July 5,6 or 7</td>
<td>&quot; &quot; &quot; &quot; &quot; &quot; &quot; &quot; &quot; &quot; &quot;</td>
</tr>
<tr>
<td>July 15</td>
<td>Floor available for inspection by all bidders</td>
</tr>
<tr>
<td>July 20</td>
<td>Bids opened</td>
</tr>
<tr>
<td>July 23</td>
<td>Bids approved by board</td>
</tr>
<tr>
<td>Sept. 11</td>
<td>Job completed (approx. 45 days)</td>
</tr>
</tbody>
</table>

The Superintendent recommends approval of the Working Drawings and Specifications for the new dance floor area in the P.E. Building and requests authorization to call for bids.

k. RECOMMENDED APPROVAL OF PROCUREMENT OF INSURANCE REQUIRED BY EDUCATION CODE SUFFICIENT TO COVER THE DISTRICT LIABILITY

During the last three months, the College, Santa Barbara and the Goleta School Districts have engaged an insurance consultant to develop specifications for bidding the insurance needs of each district. The specifications have been sent to four bidders who will be interviewed by the three districts on June 29, when proposals are presented. It is anticipated the joint buying power will reduce premiums while increasing required coverages. It is not known at this time which bidder will be successful or which proposal will be the best alternative for the SBCC district. Since coverage is required, the Superintendent recommends that he be authorized to commit for insurance on June 30. The board will be presented with full details of the bids and asked to ratify the Superintendent's action on the July 23 meeting. (Note: the other two districts are handling this matter in a similar fashion.)

The Superintendent recommends approval of the procurement of the required insurance sufficient to cover the district liabilities for 1981-82 as summarized above.

6. GENERAL INFORMATION

   No items

7. ADJOURNMENT

   It is suggested that the Board of Trustees consider setting a summer schedule of board meetings.