AGENDA
REGULAR MEETING OF THE BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

May 13, 1993
4:00 p.m. - REGULAR MEETING
Room A-211
Administration Building
Santa Barbara City College

1. GENERAL FUNCTIONS
   1.1 CALL TO ORDER
   1.2 ROLL CALL
   1.3 WELCOME
   1.4 MINUTES OF REGULAR MEETING OF APRIL 22, 1993
   1.5 HEARING OF CITIZENS
   1.6 COMMUNICATIONS
      a. REPORT BY ACADEMIC SENATE - Dr. Gary Carroll
      b. REPORT BY CLASSIFIED COUNCIL - Ms. Liz Auchincloss
      c. REPORT BY ASSOCIATED STUDENTS - Mr. James Frank
      d. REPORT ON CURRENT EVENTS - Ms. Jo Bedard
      e. REPORT ON CURRENT ISSUES - Dr. Peter MacDougall

2. PERSONNEL - Mr. Dan Oroz

2.1 PERSONNEL CONSENT ITEMS
The Superintendent/President recommends that the following items be approved:

<table>
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<tr>
<th>Name</th>
<th>Assignment</th>
<th>Rate</th>
<th>Date</th>
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<tbody>
<tr>
<td>CERTIFICATED FACULTY APPOINTMENTS</td>
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<tr>
<td>TBA</td>
<td>Instr., Printing Tech.</td>
<td>TBD</td>
<td>8/20/93</td>
<td>100% Probationary Re: P. Age</td>
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<tr>
<td>MC CABEL, Evan</td>
<td>Instr., AD Nursing</td>
<td>TBD</td>
<td>8/20/93-6/3/94</td>
<td>100% Temporary Re: K. Hanna (Sabb. Leave)</td>
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### SBCCD Board of Trustees

#### Agenda

May 13, 1993

<table>
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<tr>
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<th>Assignment</th>
<th>Rate</th>
<th>Date</th>
<th>Comments</th>
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<tbody>
<tr>
<td>ROSE, Lana</td>
<td>Counselor, Coord. Transition Cntr.</td>
<td>TBD  +10 Days</td>
<td>8/20/93</td>
<td>50% Probationary New Position</td>
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**CERTIFICATED RESIGNATION**

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<th>Comments</th>
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<tr>
<td>HAMANN, Maritza</td>
<td>Instr., English</td>
<td>V-4</td>
<td>6/4/93</td>
<td>Personal</td>
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**CERTIFICATED RETIREMENTS**

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<tr>
<th>Name</th>
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<th>Years</th>
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<tbody>
<tr>
<td>SMITH, Myrene</td>
<td>Prof., AD Nursing</td>
<td>V-15 +Doct. +1.25%</td>
<td>6/4/93</td>
<td>18 Years</td>
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**CERTIFICATED HOURLY APPOINTMENTS**

- ENGLISH, Cordelia
- WEST, Linda

* Not to exceed 60% credit and non-credit assignments

**CERTIFICATED HOURLY APPOINTMENTS - CONTINUING EDUCATION DIVISION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
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<tbody>
<tr>
<td>ABBEY, Miriam</td>
<td>CLOUGH, Gordon</td>
<td>FIGUEROA, Sylvia</td>
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<td>ABRAHAM, Charles</td>
<td>COCKRUM, Carol</td>
<td>FLOYD, Mary</td>
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<td>ADAMS, Eleanor</td>
<td>COLLETT, Chris</td>
<td>FONNEGRA-CABRERA, Maria</td>
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<td>ALLISON, Teresa</td>
<td>COLLINS, Robert</td>
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<td>ARREDONDO, Cynthia</td>
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<td>AYRES, Ann</td>
<td>CORCORAN, Kimberly</td>
<td>FOSS, Celia</td>
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<td>BEACHAM, Mary</td>
<td>DANAHER, Sandra</td>
<td>GIBSON, Deborah</td>
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<td>BELLAMY, Jerome</td>
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<td>GODWIN, Maggie</td>
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<td>GROSBOOL, Marilyn</td>
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<td>CADY, George</td>
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<td>HANSEN, Ranell</td>
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<td>CHRISTIAN, Joyce</td>
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<td>HARRAH, Dolores</td>
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<td>FERRER, Mark</td>
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<td>RATTRAY, Judith</td>
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<td>MARIPOSA, Virginia</td>
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<td>MCMEEKING, Norah</td>
<td>RIBET, Mary</td>
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<td>MCNALLY, Brian</td>
<td>RICH, David</td>
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<tr>
<td>MCPHERSON, Paule</td>
<td>ROBERTSON, Kaaren</td>
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* Not to exceed 60% including any Credit Division assignments

### CLASSIFIED APPOINTMENT

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<tr>
<td>BRINER, Christine</td>
<td>Project Coord.</td>
<td>40C</td>
<td>5/17/93</td>
<td>New Position FT/12 Mo.</td>
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<td>DEAN, Sandra</td>
<td>Typ.Clk., Int.</td>
<td>21B</td>
<td>5/17/93</td>
<td>RE: M. Miners 1/2T-12 Mo.</td>
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<td>Marine Tech.</td>
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### CLASSIFIED LONGEVITY CAREER INCREMENT

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<tr>
<td>JOHNSTON, Barbara</td>
<td>Acct.Clk., Int.</td>
<td>23E</td>
<td>5/1/93</td>
<td>15 Years of Service</td>
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<td>Accounting</td>
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<td>MARTIN, Janice</td>
<td>Adm. Secretary</td>
<td>32E</td>
<td>5/1/93</td>
<td>15 Years of Service</td>
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<td>Academic Affairs</td>
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### CLASSIFIED PROFESSIONAL GROWTH INCREMENTS AND STIPENDS - EFFECTIVE 7/1/93 -

Attachment 2.1-a
<table>
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<tr>
<th>Name</th>
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<td>ALEXANDER, Henry</td>
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<td>DELEON, Micaela</td>
<td>INGLIMO, Jimmy</td>
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<td>DUARTE, George</td>
<td>LEMPER, Jenny</td>
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<td>SANCHEZ, Jairo</td>
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<td>LIMON, Javier</td>
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<td>SCHWARTZ, Robin</td>
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<td>FLANNERY, John</td>
<td>LORD, Samuel</td>
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<td>FORKUSH, Susan</td>
<td>LUM, Connie</td>
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<td>VELASCO, Calvador</td>
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<td>GOVER, Edward</td>
<td>MCCARTHY, Christina</td>
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<td>WOODEN, Suzanne</td>
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<td>HAMILTON, Malcolm</td>
<td>ORRANTIA, Arthur</td>
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**CLASSIFIED HOURLY APPOINTMENTS - CONTINUING EDUCATION DIVISION**

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<tbody>
<tr>
<td>BAHRE, Deborah</td>
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**PROFESSIONAL CONSULTANTS/SPEAKERS**

- **BROCO ENVIRONMENTAL**
  - Lecture Marine Tech.
  - $350
  - 4/1/93
  - J. Friedlander

- **CRAVIOTTO, John**
  - Wellness Workshop Personnel
  - $100
  - 4/21/93
  - D. Oroz

- **MILLER, Burton**
  - Personnel
  - $122
  - 4/26-5/5
  - D. Oroz

- **NELSON, Brian**
  - Guest Lecturer Drafting/CAD
  - $400
  - 5/4/93
  - J. Friedlander

**PROFESSIONAL CONSULTANTS/SPEAKERS - CONTINUING EDUCATION DIVISION**

- **FARWELL, Beatrice**
  - Cont. Ed.
  - $75
  - 5/6/93
  - Focus on the Art of France

- **JUDGE, Chris**
  - Cont. Ed.
  - $75
  - 4/26/93
  - Intrm. Guitar

- **MCRARY, Linda**
  - Cont. Ed.
  - $75
  - 5/20/93
  - Focus on the Art of France

- **PAHOS, Mike**
  - Cont. Ed.
  - $75
  - 4/20/93
  - Caring for Our Treasures in the SB County Parks

- **THIELMANN, Janice**
  - Cont. Ed.
  - $75
  - 4/28/93
  - Fiddle

- **WAYMAN, Cheryl**
  - Cont. Ed.
  - $50
  - 3/20/93
  - Managing A Health Care Crisis

**PROFESSIONAL VOLUNTEERS**

- **ABERG, Eric**
  - Field Trips Earth Science
  - N/A
  - S'93-93/94
  - C. Sundbeck

- **HARVEY, Mark**
  - Field Trips Earth Science
  - N/A
  - S'93-93/94
  - C. Sundbeck
2.2 Personnel Action Item:


The Superintendent/President recommends the adoption of Resolution No. 20 (1992-93) to declare May 16-22, 1993, Classified School Employees Week.

Attachment 2.2-a

b. RECOGNITION OF 1992-93 OUTSTANDING CLASSIFIED EMPLOYEE

The Board of Trustees annually pays special honor to a member of the regular Classified Staff, chosen by his/her peers, for outstanding service to the College and/or community.

The Superintendent/President recommends that the Board of Trustees award a special Certificate of Recognition and an honorarium of $300 to the Outstanding Classified Employee and the plaque bearing the names of each year’s honoree be engraved with his/her name.

The Superintendent/President recommends that the Board of Trustees award a special Certificate of Recognition and an honorarium of $50.00 each to the Honorable Mention Classified Employees.
c. APPROVAL OF NEW CLASSIFICATIONS

(1) DIRECTOR, SMALL BUSINESS DEVELOPMENT CENTER

The Assistant Dean, Business & Technology, has identified a need for one person to assume primary responsibility for the formulation, development, marketing and supervision of the operation of the Small Business Development Center. Categorical funds will be used to fund this position.

Based on the requirements and responsibility of the position, it is recommended that the position be classified as a Director, Small Business Development Center on the Management/Supervisory/Confidential schedule, Range 52. Since the position is categorically funded, it will terminate at the expiration of funding.

The Superintendent/President recommends approval of the Director, Small Business Development Center classification.

Attachment 2.2-c(1)

(2) INTERNSHIP PROGRAM TECHNICIAN

The Assistant Dean, Business & Technology, has identified a need for a technician to assist in planning, marketing, developing and organizing internship programs. Based on the requirements and responsibilities of the position, it is recommended that the position be classified as Internship Program Technician on the Classified service schedule, Range 37. Since the position is categorically funded, it will terminate at the expiration of funding.

The Superintendent/President recommends approval of the Internship Program Technician classification.

Attachment 2.2-c(2)

(3) CLERK, BUSINESS OUTREACH

The Assistant Dean, Business & Technology, has identified a need for a clerk to provide clerical support to a variety of programs in the Career Advancement Center. Based on the requirements and responsibilities of the position, it is recommended that the position be classified as Clerk, Business Outreach on the Classified service schedule, Range 21. Since the position is categorically funded, it will terminate at the expiration of funding.

The Superintendent/President recommends approval of the Clerk, Business Outreach classification.

Attachment 2.2-c(3)
3. STUDENT AFFAIRS - Mrs. Lynda Fairly

3.1 RECOMMEND APPROVAL OF CANDIDATES FOR THE ASSOCIATE IN ARTS DEGREE AND ASSOCIATE IN SCIENCE DEGREE

The Superintendent/President recommends that the Board confer upon each of the 238 candidates for the Associate in Arts Degree and 137 candidates for the Associate in Science Degree the appropriate degrees subject to completion of the State and local requirements.

Attachment 3.1

3.2 CAREER CENTER STATUS REPORT

Mr. Bob Ehrmann, Counselor and Supervisor of the Career Center, will present some of the new innovative activities which are enhancing our Career Center.

Attachment 3.2

4. ACADEMIC AFFAIRS - Mr. John Romo/Dr. Martin Bobgan

4.1 REPORT ON SABBATICAL LEAVE


Attachment 4.1

4.2 SABBATICAL LEAVE REPORT

Mr. John Eggler, Professor of History, will give a report on his sabbatical leave activities during the 1991-1992 year.

Attachment 4.2

4.3 RECOMMENDED APPROVAL OF INCREASE IN LIBRARY FINES AND ALLOCATION PROPOSAL

The Academic Senate has unanimously approved the proposal to increase library fines for overdue books and allocating the fines to the Library book budget.

The Superintendent/President recommends approval of the proposal to increase library fines and to allocate fines' monies to the Library book budget.

Attachment 4.3

4.4 SUBMITTAL OF AMERICANS WITH DISABILITIES ACT (ADA) REPORT

Disabled Students Programs and Services is submitting the Americans with Disabilities Self-Evaluation on programs and activities. Ms. Janet Shapiro, DSPS coordinator, will be present to respond to questions.

Enclosure 1
4.5 RECOMMEND APPROVAL OF FACULTY ON CONTRACT EDUCATION PROJECTS

The Superintendent/President recommends approval to hire faculty to provide training on Contract Education projects. The trainers and their professional qualifications are listed in the Attachment.

Attachment 4.5

4.6 RECOMMEND APPROVAL OF SUMMER INTERSESSION 1993 COURSE OFFERINGS

The Superintendent/President recommends approval of the Summer Intersession 1993 Schedule of Classes.

Enclosure 2

4.7 RECOMMEND APPROVAL OF SUMMER INTERSESSION 1993 FACULTY

The Superintendent/President recommends approval of the Summer Intersession 1993 faculty.

Attachment 4.7

4.8 APPROVAL OF SIX WEEK CONTINUING EDUCATION DIVISION SUMMER SESSION 1993

The proposed six-week Continuing Education Division Summer Session 1993 will begin June 7 and end on July 17, 1993. Late-starting adaptive education courses will run from June 21 through July 31. Summer courses will be selected from the more popular ones offered during the regular school year.

The Superintendent/President recommends approval of the Continuing Education Summer Session 1993 as described above.

4.9 RECOMMENDED APPROVAL OF NEW COURSES, CONTINUING EDUCATION DIVISION - SUMMER TERM 1993

The Superintendent/President recommends approval of the proposed new Continuing Education classes effective Summer 1993.

COMPUTERS *

Introduction to the Macintosh for Kids*
WordPerfect for Windows (6)

MUSIC (7)

Big Band Jazz Workshop

Funding Categories:

* - Not funded by State monies
6 - Short-Term Vocational Programs
7 - Education Programs for Older Adults
5. BUSINESS SERVICES - Dr. Charles Hanson

5.1 BUSINESS CONSENT ITEMS

Consent Items are grouped to be acted upon by the Board with a single action. If Board
members wish to act separately on any Item, a request can be made to remove the Item from
the Consent list.

The Superintendent/President recommends approval of the following items:

a. RATIFICATION OF PURCHASE ORDERS, Attachment 5.1-a

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

c. QUARTERLY FINANCIAL STATEMENT ENDING MARCH 31, 1993, Enclosure 3

d. CONTRACTED INSTRUCTION - AGREEMENTS WITH THE DISTRICT TO PREPARE
EMPLOYMENT TRAINING PANEL (E.T.P.) PROPOSALS:

   1) LUCAS AVIATION, INC., Effective 4/1/93
      $6,000 (See "Cost and Payment"), Attachment 5.1-d.1)

e. CONTRACTED INSTRUCTION AGREEMENTS:

   1) GENERAL RESEARCH CORPORATION
         Automation and Production Techniques," Attachment 5.1-e.1)

   2) MICHAEL TOWBES CONSTRUCTION
      $2,400, 2/22,26 - 3/1,16/93, "Computer Training," Attachment 5.1-e-2)

f. CONTRACTOR AGREEMENTS - GENERAL RESEARCH CORPORATION

   1) "Management Skills"
      Woodard Consulting (Gail Woodard)
      $14,560, 5/17/93 - 12/30/94

   2) "Management Skills"
      Synthesis Concepts (Scott Burd)
      $11,648, 5/17/93 - 12/30/94

   3) "Management Skills"
      TMINE Enterprises (Curt Davis)
      $9,520, 5/17/93 - 12/30/94

   4) "Customer Service and Management Skills"
      Success Systems (Julianne Fowler)
      $8,960, 8/93 - 12/30/94

   5) "Customer Service and International Sales"
      Synamics, Inc. (Jonathan Blumberg)
      $9,296, 5/15/93 - 12/30/94
6) "Statistical Process Control"
Dr. Fred Abbott (Fred Abbott)
$8,960, 8/15/93 - 12/30/94

g. APPROVAL OF REVISED 1992-93 VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION ACT (VATEA) ALLOCATION FROM $197,394 TO $209,227

h. ACCEPTANCE OF ADDITIONAL $419 TO 1992-93 PSYCHOLOGICAL DISABILITIES ALLOCATION

i. ACCEPTANCE OF FUNDING AND RATIFICATION OF AGREEMENTS WITH THE CHANCELLOR'S OFFICE FOR 1992-93 MANAGEMENT INFORMATION SYSTEM (M.I.S.), PHASE II
   1) $44,126 - "COLLECTING AND REPORTING REQUIREMENTS"
      Attachment 5.1-i-1)
   2) $10,000 - "E-MAIL COMMUNICATION SYSTEM"
      Attachment 5.1-i-2)

j. APPROVAL OF EXTRA LANDSCAPE ARCHITECTURAL/ENGINEERING SERVICES - WAKE CENTER, GEORGE GIRVIN ASSOCIATES, Attachment 5.1-j

k. ACCEPTANCE OF 1992-93 FUNDING OF $10,000 AND RATIFICATION OF AGREEMENT WITH C.C.C. FOUNDATION, INDEPENDENT LIVING PROGRAM, Attachment 5.1-k

5.2 BUSINESS ACTION ITEMS

a. ADOPTION OF RESOLUTION NO. 21 (1992-93) AUTHORIZING APPROPRIATION TRANSFERS B93-142 - B93-152

The receipt and allocation of unbudgeted revenue and redistribution of existing budgeted funds require approval by written resolution. The Superintendent/President recommends adoption of Resolution No. 21 (1992-93) approving budget revisions as contained in the Attachment.

Attachment 5.2-a

b. ADOPTION OF RESOLUTION NO. 22 (1992-93) AUTHORIZING THE TRANSFER OF FUNDS

The Superintendent/President recommends approval of Resolution No. 22 (1992-93) authorizing the transfer of funds.

Attachment 5.2-b
c. ADOPTION OF RESOLUTION NO. 23 (1992-93) AUTHORIZING YEAR-END TRANSFERS

This resolution designates District officers to be given authority to transfer sufficient funds between expense categories and the reserve for contingencies, if necessary, to cover current year expenses.

The Superintendent/President recommends adoption of Resolution No. 23 (1992-93) authorizing year-end transfers by the designated District officers.

Attachment 5.2-c

d. ADOPTION OF RESOLUTION NO. 24 (1992-93) - FLEXIBLE BENEFITS PLAN

The resolution establishes a Flexible Benefits Plan under Section 125 of the Internal Revenue Code. The approved resolution will be forwarded to the S. B. County Office of Education with other paperwork to establish the program through the County Schools payroll system. The Flexible Benefits Plan will become effective October 1, 1993, with sign-ups during the fall open enrollment period.

The enclosed Flexible Benefits Plans were presented to the Fiscal Committee and have been reviewed by District staff and legal counsel:

- Plan Document - General
- Plan Document - Medical Reimbursement
- Plan Document - Dependent Care Reimbursement

The Superintendent/President recommends adoption of Resolution No. 24 (1992-93) authorizing the District to establish flexible benefits as presented.

Attachment 5.2-d

e. APPROVAL OF ADMINISTRATIVE SERVICES AGREEMENT WITH COLONIAL COMPANY (BENEFIT AMERICA) FOR FLEXIBLE BENEFITS PLAN, Effective 9/30/93 - 10/1/93

A Flexible Benefits Plan has administrative requirements. Most districts utilize a third party administrator (TPA) to handle the paperwork.

The District Benefits Committee reviewed several qualified TPAs and recommended Colonial Company/BenefitAmerica to administer the plan. Colonial Company operates in 49 states, has a consistent A+ rating by AM Best and has over 40,000 companies, state governments, hospitals and schools. They have local representatives (Santa Barbara) who will handle our account. The company insures nearly two million clients.

The fees for handling the program are described in Exhibit B of the agreement which will be paid by those employees who elect to participate in the Flexible Benefits Plan.

The Superintendent/President recommends approval of the Administrative Services Agreement with Colonial Company (BenefitAmerica) for Flexible Benefits Plans.

Attachment 5.2-e
f. GARVIN THEATRE LIGHTING SYSTEM REPLACEMENT - ACCEPTANCE OF BIDS AND AUTHORIZATION TO AWARD CONTRACT (BID #425)

On May 10 the District received bids for the Garvin Theatre lighting system replacement. A recommendation will be presented at the Board meeting.

g. GOURMET DINING ROOM REMODEL - ACCEPTANCE OF BIDS AND AUTHORIZATION TO AWARD CONTRACT (BID #426)

On May 12 the District received bids for the Gourmet Dining Room remodel project. A recommendation will be made at the Board meeting.

h. EASEMENT REALIGNMENT AGREEMENT, GOLETA SANITARY DISTRICT - WAKE CENTER

The enclosed agreement is a new easement agreement between Santa Barbara City College and the Goleta Sanitary District. Certain stipulations set out the responsibilities of the College and the Sanitary District. The costs of the new sewer line, construction engineering and design will be shared equally (50% - 50%) between the two parties. The exact easement boundaries will not be known until Penfield & Smith complete the survey work at Wake Center.

The Superintendent/President recommends approval of the Easement Realignment with the Goleta Sanitary District.

Attachment 5.2-h

i. CHANGE ORDER NO. 5 - EAST CAMPUS ENTRY

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Change Order Total: $8,050.88
Revised Contract Price: $690,289.22
Additional Contract Days: 4 rain days
New Completion Date: June 7, 1993

The Superintendent/President recommends approval of Change Order No. 5, East Campus Entry, as described in the Attachment.

Attachment 5.2-i

j. APPROVAL OF RESOLUTION NO. 25 (1992-93) FOR EMERGENCY REPAIRS - HUMANITIES BUILDING

The Superintendent/President recommends approval of Resolution No. 25 (1992-93) for emergency repairs - Humanities Building as contained in the Attachment.

Attachment 5.2-j
5.3 BUSINESS INFORMATION ITEMS

a. PROJECTED COST OF INSTRUCTORS' ASSOCIATION AGREEMENT

Attachment 5.3

6. INFORMATION RESOURCES - Mr. Bill Hamre - No Items

7. GENERAL ITEMS

1. APPROVAL OF RESOLUTION NO. 26 (1992-93) IN SUPPORT OF THE DEVELOPMENT OF THE CALIFORNIA STATE UNIVERSITY CAMPUS IN VENTURA

Steps have been taken by the California State University Trustees to establish a full campus in Ventura County. If developed, this facility would have many advantages to students now attending Santa Barbara City College. Among the most prominent will be the opportunity to commute, attend on a part-time basis, and pursue fields of study not available to them at the University of California, Santa Barbara.

The Resolution is proposed to demonstrate community support for this project and to help assure that in these difficult economic times, the development of the Ventura County Campus is not bypassed.

The Superintendent/President recommends approval of Resolution No. 26 (1992-93) in support of the development of the California State University Campus in Ventura.

Attachment 7.1

8. ADJOURNMENT

The next Regular Board Meeting of the Board of Trustees will be held on Thursday, June 10, 1993, at 4:00 p.m. in Room A-211.