AGENDA

SPECIAL MEETING OF BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

July 17, 1980

4:00 p.m. - 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
   1.5 MINUTES OF REGULAR MEETING OF JUNE 26, 1980
   1.6 HEARING OF CITIZENS
   1.7 COMMUNICATIONS
      a. REPORT ON COMING EVENTS - Mr. Jim Williams
   1.8 a. OATH OF OFFICE FOR NON-VOTING STUDENT MEMBER OF THE GOVERNING BOARD

      According to legal opinion handed down by the Attorney General's office in response to a request from counsel for the Board of Governors, student trustee members are required to be sworn in and given the oath of office in the same manner as are other members of the community college district governing board.

      The oath of office will be administered at the meeting to Mr. Bob Creenan, non-voting student member for the 1980-81 school year, by Dr. David Mertes, Secretary/Clerk to the Board of Trustees.

2. PERSONNEL

2.1 CERTIFICATED PERSONNEL
      a. ROUTINE
         (1) RECOMMENDED APPROVAL OF ADDITIONAL INSTRUCTORS - 1980 SUMMER INTERSESSION

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

2.1 CERTIFICATED PERSONNEL - continued:

a. ROUTINE - continued:

(2) RECOMMENDED APPROVAL OF TEMPORARY HOURLY CERTIFICATED PERSONNEL - 1980 SUMMER INTERSESSION

Attachment 2.1-a(2)

(3) RECOMMENDED APPROVAL OF MILITARY LEAVE OF ABSENCE (WITH PAY): DR. RICHARD M. SANCHEZ, ASST. DEAN, EDUCATIONAL PLANNING & DEVELOPMENT, EFFECTIVE 7/28/80 - 8/8/80

Attachment 2.1-a(3)

(4) RECOMMENDED AUTHORIZATION OF TRAVEL AND CONFERENCE

Attachment 2.1-a(4)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF HOURLY INSTRUCTORS, CHANGE/CORRECTION OF PREVIOUSLY-APPROVED SUMMER INSTRUCTOR: SUBSTITUTES, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION

Enclosure #1

Enclosure #1 contains the list of certificated personnel for the 1980 Fall Term for the Continuing Education Division. Many of these hourly instructors repeat their short-term courses throughout the school year, therefore, it would be appropriate to approve those instructors for the entire school year.

It is recommended that the certificated personnel listed in Enclosure #1 be approved for the 1980 Fall Term, Continuing Education Division, and, further, that those instructors repeating short-term courses be approved for the 1980-81 school year.
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2. PERSONNEL – continued:

2.1 CERTIFICATED PERSONNEL – continued:

b. NON-ROUTINE – continued:

(2) RECOMMENDED APPROVAL OF APPOINTMENT: DOUGLAS D. SMITH, INSTRUCTOR, MARINE TECH (REPLACING J. PARKER), EFFECTIVE SEPTEMBER 12, 1980

Attachment 2.1-b(2)

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 REQUEST FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS FOR JUNE, 1980

Attachment 2.2-a(3)

(4) RECOMMENDED APPROVAL OF HEALTH LEAVE OF ABSENCE (WITH PAY): REYMUNDO GONZALEZ, CUSTODIAN, 6/30/80–9/1/80 AND MARGARET O'BRIEN, PABX OPERATOR, 6–8 WEEKS, EFFECTIVE 6/23/80

Attachment 2.2-a(4)

(5) RECOMMENDED APPROVAL OF MILITARY LEAVE OF ABSENCE (WITH PAY): EDWARD LESKA, PROGRAMMER/ANALYST, DATA PROCESSING, EFFECTIVE 7/21/80 – 8/1/80

Attachment 2.2-a(5)

(6) RECOMMENDED ACCEPTANCE OF RESIGNATIONS: DORA BRADEN, TCHR. AIDE, INSTRUCTION (7/1/80), AND LORING MCAULIFFE, DIRECTOR, DATA PROCESSING (7/18/80)

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

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(7) RECOMMENDED AUTHORIZATION FOR TRAVEL AND CONFERENCE
Attachment 2.2-a(7)

(8) RECOMMENDED APPROVAL OF ANNUAL SALARY INCREASES
Attachment 2.2-a(8)

b. NON-ROUTINE

(1) RECOMMENDED APPROVAL OF LONGEVITY INCREMENT: DONNA COBB, SECRETARY, LIBRARY, 15 YRS., EFFECTIVE 8/1/80
Attachment 2.2-b(1)

(2) RECOMMENDED APPROVAL OF APPOINTMENT: JOHN C. APPLEQUIST, CUSTOMIAN, FACIL. & OPER. (REPLACING E. PIPEBURG), EFFECTIVE 7/18/80
Attachment 2.2-b(2)

(3) RECOMMENDED APPROVAL OF APPOINTMENT: NANCY J. BEHLMAN, GEOSCI. ILLUSTR., EARTH SCIENCES (REPLACING N. SULLWOLD), EFFECTIVE 9/2/80
Attachment 2.2-b(3)

(4) RECOMMENDED APPROVAL OF APPOINTMENT: VERA PELIZZONI, SR. TYP. CLK., TUTORIAL CENTER (PARTIAL REPLACEMENT FOR T. DAWALLO), EFFECTIVE 9/2/80
Attachment 2.2-b(4)
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2. PERSONNEL – continued:

2.2 CLASSIFIED PERSONNEL – continued:

   b. NON-ROUTINE – continued:

   (5) RECOMMENDED APPROVAL OF NEW POSITION OF GROUNDSKEEPER,
       LEAD, AND PROMOTION OF JOHN SCARVER, EFFECTIVE 7/18/80

Attachment 2.2-b(5)

On July 31, 1979, the Grounds Supervisor, Jose Salcedo, resigned his position and was not replaced on a permanent basis. After studying the duties and responsibilities of the position and needs of the department, the Director of Facilities & Operations is now recommending that the position of Grounds Supervisor (Management/Supervisory/Confidential Group) be abolished and the position of Groundskeeper, Lead, be approved.

The new position is properly classified as Groundskeeper, Lead, Range 28, and will be designated in the CSEA Unit. The new classification is contained in the attachment.

The new position was advertised on campus, subject to approval by the Board, and Mr. John Scarver has been selected for the position. The promoted employee will not be replaced.

It is recommended that:

1) the position of Grounds Supervisor (Management/Supervisory/Confidential Group) be abolished;

2) the new position of Groundskeeper, Lead, Range 28, be approved; and

3) Mr. John Scarver be promoted to the new position, effective July 18, 1980.
2. Personnel - continued:

2.2 Classified Personnel - continued:

b. Non-Routine - continued:

(6) Recommended Approval of New Interim Positions

Attachment 2.2-b(6)

In the interim joint data processing operation with Santa Barbara City Schools approved by the Board on June 26, 1980, it was recommended that two positions for Operations and Programming-Development be established to help in the formation of the new unit. Responsibilities and qualifications of these positions have been established and proposed class specifications are provided in the attachment.

Both positions were advertised and offered to employees of the current data processing staffs of the two districts. The positions vacated by the promoted employees will not be filled. Additional costs of these positions will be shared equally by the school and college districts.

The positions proposed are:

Computer Operations Mgr.  Range 36  
($1129 - $1372)

System & Programming Mgr.  Range 56  
($1821 - $2214)

These positions will be deleted from the college organization upon formation of a permanent Joint Powers Authority, when an independent data processing organization will be established.

It is recommended that the two interim positions, described above and in Attachment 2.2-b(6), be approved.

(7) Recommended Approval of Promotion: Leonard Ramirez, from Control Clerk to Computer Operations Mgr., Effective July 18, 1980

Attachment 2.2-b(7)

The two new positions created for the data processing (interim) operation were advertised on campus. One of the district's employees, Leonard Ramirez, Control Clerk, Data Processing, has been selected for appointment to the new position of Computer Operations Manager, Range 36.

It is recommended that the promotion of Leonard Ramirez to the position of Computer Operations Manager be approved, effective July 18, 1980.
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2. PERSONNEL - continued:

2.3 GENERAL PERSONNEL

a. ROUTINE

(1) RECOMMENDED APPROVAL OF PROFESSIONAL VOLUNTEER STATUS

Attachment 2.3-a(1)

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

4. CURRICULUM AND INSTRUCTION

4.1 RECOMMENDED APPROVAL OF COURSES FOR 1980 FALL TERM, CONTINUING EDUCATION DIVISION

Enclosure #2

Enclosure #2 contains the courses to be offered for the Fall Term by the Continuing Education Division.

Approval of the 1980 Fall Term Course List is recommended.

4.2 PRESENTATION OF COLLEGE THREE-YEAR PLANS BY DEPARTMENT

Enclosure #3

The first Three-Year Curriculum Plans by department have been developed. A presentation of these plans will be made using a college-wide format. Two programs will be discussed: French and Administration of Justice.

Mr. David Emerson and Dr. Richard Sanchez will make the presentations.

5. BUSINESS SERVICES

5.1 ROUTINE

a. RECOMMENDED AUTHORIZATION AND/OR RATIFICATION OF PURCHASE ORDERS No. P90-1176, P90-1977, and P90-1987 THROUGH AND INCLUDING P90-2028 (PRIOR YEAR), and P01-0001 THROUGH AND INCLUDING P01-0050 FOR SUPPLIES, EQUIPMENT AND SERVICES

Attachment 5.1-a
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

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 APPROVAL OF PERSONNEL (CAMPUS SECURITY OFFICERS) AUTHORIZED TO ISSUE PARKING CITATIONS, 1980-81 SCHOOL YEAR

Attachment 5.1-c

d. RECOMMENDED APPROVAL OF TAX SHELTERED ANNUITY ACCREDITED PLANS

Attachment 5.1-d

Annually, in accordance with district policy, only approved companies are eligible to solicit for the purpose of selling tax sheltered annuities to district employees.

It is recommended that approval be given of the companies listed on Attachment 5.1-d for the 1980-81 fiscal year.

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

Attachment 5.1-e

The Superintendent recommends acceptance of the gifts listed on Attachment 5.1-e and requests authorization to send letters of appreciation to the donors.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE

a. RECOMMENDED ADOPTION OF THE 1980-81 PUBLICATION BUDGET

Enclosure #4

The proposed Publication Budget for 1980-81 is contained in Enclosure #4 and reflects modifications to the Tentative Budget as follows:

a) annualized ADA to 7700
b) increase in non-resident student fees
c) additional refinements to estimated expenses
d) increase in Certificated hourly account to reflect projected increase in Fall semester class schedule
e) accounting and clerical corrections
f) re-allocation of personnel assignments
g) restructuring of selected cost centers

The changes reflect an increase in income of $169,933 and an increase in expenses of $19,628.

The Superintendent recommends adoption of the 1980-81 Publication Budget, as presented in Enclosure #4.

b. RECOMMENDED ACCEPTANCE OF IMPROVEMENT OF INSTRUCTION GRANTS FOR A TOTAL AMOUNT OF $6,000

Attachment 5.2-b

Notification has been received that the college has been awarded two grants under the Chancellor's Improvement of Instruction grant program. The two grants are:

College Sampler for Older Mature Adults
 $ 3,000
Visual Aids for Aural Musical Analysis $ 3,000

These grants require $600 of in-kind support from the district. No direct cash outlay is required.

The Superintendent recommends acceptance of these grants.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

c. RECOMMENDED APPROVAL OF DISTRICT MILEAGE ALLOWANCE TO BE INCREASED FROM 15¢ TO 20¢ PER MILE, EFFECTIVE JULY 1, 1980

The cost of fuel and auto repairs have escalated dramatically over the past 3-5 years; however, the mileage rate allowed by the district has not increased during that period. Currently, the district allows 15¢ per mile for mileage reimbursement for both private vehicles and the district vans. During 1979-80, the cost of operating the vans exceeded the income by $3,000 (approximately 33-1/3%).

It is recommended that the reimbursement to employees who use their vehicles on district business and reimbursements to the district van accounts be increased to reflect these increased costs. A major rental agency estimates 35¢ per mile as the cost of operating a vehicle. A recent survey indicates all community college districts are in excess of 18¢ and some exceed 22¢ per mile. The IRS allows 20¢ per mile without any justification.

The district expends approximately $20,000 annually on mileage reimbursements; an increase to 20¢ per mile would cost an estimated additional $6,500. Most of this expenditure is for the instructional programs.

The Superintendent recommends the district allowance for mileage reimbursement be increased from 15¢ to 20¢ per mile effective July 1, 1980.

d. RECOMMENDED APPROVAL OF INSURANCE PROPOSAL

Attachment 5.2-d

The district property, liability, boiler, and fidelity bond insurance coverages expired on June 30, 1980. Due to the timing of the quote, a final price was not received until very late. Staff requested a binder be issued effective July 1, 1980 to cover the district at existing coverages pending Board approval of the new proposal.

Cameron, Roberts and Seider have proposed increasing the present coverage on property to more adequately reflect current replacement costs. Liability coverage still totals $10 million - all other coverages remain basically the same. The various coverages and costs are indicated in the attachment.

The Superintendent recommends approval of the insurance proposal from Cameron, Roberts and Seider, Inc. for 1980-81 in the amount of $56,572, effective July 1, 1980.
5. BUSINESS SERVICES - continued:

5.2 NON-Routine - continued:

e. RECOMMENDED APPROVAL OF INSURANCE CARRIERS AT PREMIUMS INDICATED, PERSONNEL BENEFIT PROGRAMS FOR 1980-81

Attachment 5.2-e

During the spring semester the Personnel Benefits Committee, composed of certificated, classified and management employees, met on a regular basis to review, evaluate and recommend changes in the health plans for 1980-81. Meetings included presentations by all existing and prospective plans in written and oral form.

It is recommended that the following personnel benefit plans be approved for the coming year (October 1, 1980 - September 30, 1981):

I. Mandatory Coverages
A. Medical Plans (choice of one)
   1. Blue Cross Foundation - existing plan
   2. INA (Mission Medical) - existing plan
   3. Health Net (Blue Cross-HMO thru S.B. Medical Clinic) - new plan
   4. Waivers - when proof of comparable coverage is provided
B. Great-West Life Assurance - existing plan
C. INA Income Protection - existing plan modified
   Modification to 90-day waiting period (increased from 30 days)

II. Optional Coverages
A. Dental Plans
   1. INA (Mission Medical) - existing plan
      Prepaid dental - full coverage
   2. Equitable - new plan
      Fee for services - minimum participants 50
   3. Blue Cross (Group Plan) - new plan
      Prepaid dental - set rates on some co-payment provisions
b. Tax Shelter Annuity Plans - existing plans
   Previously adopted by Board, available to those who have a balance after mandatory/optional coverages are deducted from district allotment for health benefits

The premiums and coverages have been negotiated with the carriers and concurrence from CSEA has been obtained.

The Superintendent recommends approval of the proposals and rates indicated in Attachment 5.2-e for the listed carriers, effective October 1, 1980.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. RECOMMENDED APPROVAL OF ROBERT M. MOSS, CPA (SANTA MARIA), TO PERFORM REQUIRED AUDIT OF FINANCIAL AIDS PROGRAM FOR 1978-79 AND 1979-80

Attachment 5.2-f

Earlier this Spring, a certified audit of the federal student financial aids programs for 1976-77, 1977-78 was completed and forwarded to DHEW. The report of that audit was received and reported on at the June 12, 1980 board meeting.

The board approved on April 24, 1980 the audit for three years; however, the Business Manager elected to complete only the first two years due to time pressures. As noted in the attachment, the district and the auditor have assured DHEW that the 1978-79 and 1979-80 audits will be completed in a timely manner.

The auditor would like to complete the additional two years in August during a "slow" audit time. This would save the district some dollars and assure meeting federal requirements.

It is recommended that a contract with the Robert M. Moss Accountancy Corporation be negotiated at a maximum price of $2,000 for the program/fiscal audit of SEOG, CWS, NDSL, and BEOG programs for 1978-79 and 1979-80.

g. RECOMMENDED APPROVAL OF PROPOSAL FOR REVISION OF APPRAISAL OF DISTRICT FACILITIES - MARSHALL & STEVENS, INC.

The district has had a continuing contract for annual appraisal of all its facilities. As new construction is completed, it must be added to the inventory. In 1979-80, the Physical Science Addition, Campus Center Addition, and Administration Renovation projects were added.

The annual appraisal is essential for maintaining the proper level of insurance and has in the past assisted in controlling expenditures for insurance premiums. The cost for the 1980 appraisal is $1,450, which will also include the Children's Center and the Pedestrian Bridge.

The Superintendent recommends approval of the Marshall & Stevens, Inc., proposal for the 1980 facility appraisal at a cost of $1,450.
5. BUSINESS SERVICES — continued:

5.2 NON-ROUTINE — continued:

h. RECOMMENDED DENIAL OF CLAIM — ROSALIND ARISS

Attachment 5.2-h

In compliance with Government Code Section 912.4, the Board is required to take action regarding any claims against the district. Ms. Rosalind Ariss' claim is for injuries allegedly sustained in a fall in the parking lot at San Marcos High School after attending a Continuing Education class on the evening of April 21, 1980.

The Superintendent recommends that this claim be denied in full and that Ms. Rosalind Ariss be so notified, and, further, that the claim be forwarded to the district's insurance carrier.

i. RECOMMENDED APPROVAL TO SELL BURROUGHS B-3500 COMPUTER

The college district and the school district are joint owners of a Burroughs B-3500 computer which is located at the school district's administration building. This computer was moved out to make room for the Model B-2890 which has been moved from the college to the school district as approved by the board on June 26, 1980. The B-3500 is no longer of use to either district. Several brokers in used computer equipment have been contacted and the best offer received is $4,000.

The Superintendent recommends disposing of the B-3500 Computer by sale to DSI, Inc., Denver, Colorado.

j. RECOMMENDED APPROVAL TO ADVERTISE FOR BIDS FOR A NEW LINE PRINTER FOR DATA PROCESSING

In order to handle the high printing volume that will be generated by the joint data processing operation, a high speed printer is required. Such a printer is available locally that will do the job at a price of approximately $16,000. This amount was included in cost projects for the 1980-81 fiscal year for the joint data processing operations. The cost will be shared equally by the two districts.

The Superintendent recommends approval to advertise for bids for a high speed line printer.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. RECOMMENDED APPROVAL OF LEASE/PURCHASE OF INSTRUCTION COMPUTER

On March 27, 1980, the Board approved in concept a plan for merging administrative data processing with Santa Barbara City Schools and acquiring a separate computing system for instruction. On May 22, 1980, the Board approved the release of a Request For Proposal (RFP) to vendors for an Instructional Computing System.

Nine bids were received from seven vendors. Based on an analysis of bids, four vendors were selected to furnish additional performance data. Based on an evaluation of the performance data, support services and price, the DATA GENERAL C350 Computer was selected as the most suitable system for Santa Barbara City College.

The cost of the system, less terminals, is $136,377 and will be financed on a 36-month lease/purchase option at $4,200 per month. The effective annual interest cost on the lease/purchase option is 6.5%.

The Superintendent recommends approval of the lease/purchase of an instructional computing system from DATA GENERAL, INC.

1. RECOMMENDED APPROVAL TO RELEASE TO VENDORS A REQUEST FOR PROPOSAL (RFP) FOR COMPUTER TERMINALS

Attachment 5.2-1

On May 22, 1980, the Board approved the release of a Request For Proposal (RFP) to vendors for the instructional program computer mainframe. This RFP excluded the terminals. The preceding agenda item contained the staff recommendation for the instructional computer mainframe.

The Request for Proposal (RFP) for the terminals to accompany the recommended mainframe has been prepared by staff and is contained in the attachment.

The Superintendent recommends that approval be given to release to vendors the Request For Proposal (RFP) for the terminals.
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5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

m. REQUEST FOR SUNDAY USE OF FACILITIES

Attachment 5.2-m

The Santa Barbara World Cup Committee is again requesting use of La Playa Stadium. The date this year is Sunday, August 17, 1980.

Mr. Greg Sharp, who appeared before the board in July of 1979, will be present to speak to this request.

6. GENERAL INFORMATION

No items

7. ADJOURNMENT

Due to action taken by the Board of Trustees on June 26, 1980, the next meeting of the Board is scheduled for Thursday, August 14, 1980 at 4:00 p.m. in Room A-211, Administration Building, Santa Barbara City College, Santa Barbara, California.

It is requested that the Board meeting begin at 3:00 p.m. with an Executive Session on matters relating to salary negotiations.