MINUTES
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

The special meeting of the Board of Trustees of the Santa Barbara Community College District was called to order by President Joyce Powell on Thursday, July 17, 1980 at 4:07 p.m. in Room A-211, Administration Building, Santa Barbara City College, Santa Barbara, California.

1.2 ROLL CALL

Members present:

Mrs. Joyce H. Powell, President
Mr. Eli Luria, Vice President
Mrs. Kathryn O. Alexander (left at 6:43 p.m.)
Dr. Joe W. Dobbs
Mr. Sidney R. Frank
Mr. Gary R. Ricks (left at 6:40 p.m.)
Mr. Benjamin P.J. Wells (left at 6:40 p.m.)
Mr. Bob Creenan, Student Member

Members absent:

None

Others present for all or a part of the meeting:

Dr. David Mertes, Superintendent/President and Secretary/Clerk to the Board of Trustees
Mr. Charles Hanson, Business Manager and Asst. Secretary/Clerk to the Board of Trustees
Dr. Martin Bobgan, Administrative Dean, Continuing Education
Mr. Glenn Gaston, President, Academic Senate
Mr. Pat Huglin, Administrative Dean, Instruction Office
Ms. Jean Alexander, Visitor
Dr. Joseph A. Bagnall, Assistant Dean, Continuing Education
Dr. A. H. Bailon, Assistant Dean, Continuing Education
Mrs. Betty Bartels, Principal Clerk, Facilities and Operations
1. GENERAL FUNCTIONS - continued:

1.2 ROLL CALL - continued:

Others present for all or a part of the meeting - continued:

Mr. Phil DeAguero, Prime Computer, Inc.
Mr. Mel Elkins, Assistant Dean, Occupational and Career Education
Mr. Dave Emerson, Assistant Dean, Instructional Operations
Mrs. Charles Hanson, Visitor
Master Kirk Hanson, Visitor
Mr. Ed Leska, Programmer/Analyst, Instructional Computer
Mr. Burt Miller, Admin. Asst. to the Superintendent/President
Mr. Dan Oroz, Director, Personnel Services/Affirmative Action Officer
Ms. Vera Pelizzoni, Sr. Typ. Clerk, Appointee, Tutorial Center
Mr. David Pickering, Controller, Business Services
Mr. Leonard M. Ramirez, Control Clerk, Data Processing
Mr. Cal Reynolds, Assistant Dean, Student Activities
Dr. Richard M. Sanchez, Assistant Dean, Educational Planning and Development
Mr. Ralph Schiferl, Associate Professor, Computer Science
Mr. Don Seaver, Assistant Professor, Administration of Justice
Mr. Greg Sharp, World Cup Committee
Ms. Dorothy K. Taylor, Neighbor - Gardener
Dr. Norma Thompson, Professor, French/Russian
Mr. Samuel Rube Werner, Data General

Mrs. Elsie Brandt, Secretary to Superintendent/Board of Trustees

1.3 WELCOME

Mrs. Powell extended a cordial greeting to all in the audience.

1.4 EXECUTIVE SESSION

Mrs. Powell stated that there would not be an executive session.

1.5 MINUTES OF REGULAR MEETING OF JUNE 26, 1980

Upon motion of Dr. Dobbs, seconded by Mrs. Alexander, the minutes of the regular meeting of June 26, 1980 were approved by the Board of Trustees as delivered.

1.6 HEARING OF CITIZENS

None
1. GENERAL FUNCTIONS - continued:

1.7 COMMUNICATIONS

ADDED: Dr. Mertes announced that Ms. Dorothy Taylor, a neighbor who tends the campus garden, provided the vegetables displayed on the desk top. All trustees were welcomed to take their choice home.

ADDED: Mr. David Emerson reported on Summer Session enrollment: up 40% over last year - 2900 compared to 2000. Historically, the highest recorded enrollment part of which is due to the scheduled classes. There was a demand for additional classes in English and Speech college level and transfer courses. Also, the P.E. Department expanded in areas of dance, weight training, and women's body conditioning. There are full classes in Art and Theatre Art, and 60 persons are attending the Shakespearean course in Ashland.

Mr. Emerson indicated that starting late on June 30 had proved helpful, and further analysis will be made of this year's Summer Session.

Mrs. Powell thanked him for the report.

ADDED: Dr. Mertes stated that Board members would find a revised summary sheet on the Indochinese ESL grants in their folders. This replaces a previous report included in delivery packets and this subject will be brought back at a future Board meeting.

Also in folders was a copy of a recent letter from Richard Oglesby, Santa Barbara Trust for Historic Preservation.

a. REPORT ON COMING EVENTS

Dr. Mertes stated that Jim Williams is on vacation and all events had been covered in his last report.

1.8 a. OATH OF OFFICE FOR NON-VOTING STUDENT MEMBER OF THE GOVERNING BOARD

Dr. Mertes stated that a law enacted two years ago requires a student to be a member of the governing Board. In this district, per policy, the individual is the student elected as Associated Student President.

With pleasure, Dr. Mertes introduced Bob Creenan, elected President. Dr. Mertes administered the oath of office and then seated Mr. Creenan at the Board table setting a name plate at his space.
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1. GENERAL FUNCTIONS - continued

1.8 a. OATH OF OFFICE FOR NON-VOTING STUDENT MEMBER OF THE GOVERNING BOARD - continued:

Mr. Creenan greeted each Board member with a handshake and a thank you for the cordial welcome.

Mrs. Powell, on behalf of the Board, expressed the thought that even though "he had two tough acts to follow" she felt sure he would be equal to the task.

2. PERSONNEL

2.1 CERTIFIED PERSONNEL

a. ROUTINE

Upon recommendation of the Personnel Director, it was moved by Mrs. Alexander, seconded by Mr. Frank, and passed by the Board to approve of the following routine Certificated Personnel items, as described in the attachments:

(1) APPROVAL OF ADDITIONAL INSTRUCTORS - 1980 SUMMER INTERSESSION, Attachment 2.1-a(1)

(2) APPROVAL OF TEMPORARY HOURLY CERTIFICATED PERSONNEL - 1980 SUMMER INTERSESSION, Attachment 2.1-a(2)

(3) 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) AUTHORIZATION OF TRAVEL AND CONFERENCE, Attachment 2.1-a(4)

b. NON-ROUTINE

(1) APPROVAL OF HOURLY INSTRUCTORS, CHANGE/CORRECTION OF PREVIOUSLY-APPROVED SUMMER INSTRUCTOR, SUBSTITUTE, AND CONSULTANTS (LECTURERS), CONTINUING EDUCATION DIVISION, Enclosure #1

Mr. Oroz stated that Enclosure #1 contained the list of certificated personnel for the Fall Term. Included are many hourly instructors who repeat short-term courses, and it would be appropriate to approve those instructors for the entire school year at this time.

It was moved by Mrs. Alexander, seconded by Mr. Wells, and passed by the Board to approve of the certificated personnel listed in Enclosure #1 for the 1980 Fall Term, Continuing Education Division, and, further, to approve those instructors repeating short-term courses for the 1980-81 school year.
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2. PERSONNEL - continued:

2.1 CERTIFICATED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(2) APPROVAL OF APPOINTMENT: DOUGLAS D. SMITH, INSTRUCTOR, MARINE TECH (REPLACING J. PARKER), EFFECTIVE SEPTEMBER 12, 1980, Attachment 2.1-b(2)

Mr. Oroz recommended Douglas Smith as a replacement for the vacancy in the Marine Tech Program. Mr. Smith has been an hourly instructor in the program. He was not present as he is out of the country on an assignment.

It was moved by Mr. Ricks, seconded by Dr. Dobbs, and passed by the Board to approve of the appointment of Douglas D. Smith, Instructor (replacing J. Parker), Marine Technology Program, effective September 12, 1980.

2.2 CLASSIFIED PERSONNEL

a. ROUTINE

Upon recommendation of the Personnel Director, it was moved by Mrs. Alexander, seconded by Mr. Wells and passed by the Board to approve of the following routine Classified Personnel items, as described in the attachments:

(1) APPROVAL OF HOURLY APPOINTMENTS (NON-CLASSIFIED SERVICE EMPLOYEES), MAIN CAMPUS AND CONTINUING EDUCATION DIVISION, Attachment 2.2-a(1)

(2) APPROVAL OF STUDENT APPOINTMENTS: COLLEGE WORK STUDY (ON- AND OFF-CAMPUS), GENERAL AND TUTORIAL PROGRAMS, Attachment 2.2-a(2)

(3) APPROVAL OF REQUEST FOR PERSONAL NECESSITY LEAVE FOR FAMILY ILLNESS FOR JUNE, 1980, Attachment 2.2-a(3)

(4) 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) 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)
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

a. ROUTINE - continued:

(6) 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)

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

(8) APPROVAL OF ANNUAL SALARY INCREMENTS, Attachment 2.2-a(8)

b. NON-ROUTINE

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

Mr. Oroz indicated that Donna Cobb has completed fifteen years of service to the district.

It was moved by Mr. Frank, seconded by Mr. Wells, and passed by the Board to approve of a longevity increment (15 yrs) for Donna Cobb, Secretary, Library, effective August 1, 1980.

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

Mr. Oroz recommended the appointment of John Applequist to a custodial vacancy. He was not able to be present.

It was moved by Mr. Wells, seconded by Mr. Frank, and passed by the Board to approve of the appointment of John Applequist as Custodian (replacing E. Pipersburg), Facilities & Operations Dept., effective July 18, 1980.

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

Mr. Oroz recommended the appointment of Nancy Behlman, a graduate of SBCC, to a vacancy in the Earth Sciences Department. She will be an illustrator doing charts, maps, visual aids, etc. She was introduced to the Board members.
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2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

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

It was moved by Mr. Wells, seconded by Dr. Dobbs, and passed by the Board to approve of the appointment of Nancy Behlman, Geoscience Illustrator (replacing N. Sullwold), Earth Sciences Dept., effective September 2, 1980.

Mrs. Powell extended congratulations.

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

Mr. Oroz recommended Vera Pellizzoni to a vacant typist clerk half-time position in the Tutorial Center. She also earned a degree from SBCC and has been a substitute in that department. She was introduced to the Board members.

It was moved by Mr. Wells, seconded by Mr. Frank, and passed by the Board to approve of the appointment of Vera Pellizzoni, Typist Clerk, Sr., Tutorial Center (partial replacement for T. Dawallo), effective September 2, 1980.

Mrs. Powell welcomed her to the staff.

(5) APPROVAL OF NEW POSITION OF GROUNDSKEEPER, LEAD, AND PROMOTION OF JOHN SCARVER, EFFECTIVE 7/18/80, Attachment 2.2-b(5)

Mr. Oroz stated that since the resignation of Jose Salcedo in 1979 with no replacement, that position was studied for actual needs of the department. The study resulted in a recommendation to replace the supervisory classification with a new lead man classification. This would place the position in the CSEA unit.

The new position was advertised on campus and two employees applied and were interviewed. Subject to Board approval, Mr. John Scarver was selected.
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-ROUTINE - continued:

(5) APPROVAL OF NEW POSITION OF GROUNDSKEEPER, LEAD, AND PROMOTION OF JOHN SCARVER, EFFECTIVE 7/18/80, Attachment 2.2-b(5) - continued:

It was moved by Mr. Ricks, seconded by Mr. Wells, and passed by the Board to: 1) abolish the position of Grounds Supervisor (Management/Supervisory/Classified Group); 2) establish a new position of Groundskeeper, Lead, Range 28; and 3) approve of the appointment of John Scarver to the new position, effective July 18, 1980.

(6) APPROVAL OF NEW INTERIM POSITIONS, Attachment 2.2-b(6)

Mr. Oroz stated that during the interim period in which a joint powers agreement is finalized, two new positions were established in the formation of the new unit. After study, class specifications were prepared and the positions advertised in-house in both districts. After the selection process, one employee from each district was chosen for the new positions. The position on campus being vacated will not be refilled, and will be deleted from the college organization upon formation of the permanent Joint Powers Authority.

Dr. Mertes added that the two new positions were a part of combining the Data Processing staffs of the two districts. The positions are at a higher level and the costs will be equally shared by both districts. It would be expected that these positions will go on after the interim period. CSEA will be involved in the negotiation process for the permanent staffing.

It was moved by Mrs. Alexander, seconded by Mr. Wells, and passed by the Board to approve of the establishment of the two new interim positions:

Computer Operations Manager, Range 36
System and Programming Manager, Range 56

as described with class specifications in Attachment 2.2-b(6).

(7) APPROVAL OF PROMOTION: LEONARD RAMIREZ, FROM CONTROL CLERK TO COMPUTER OPERATIONS MGR., EFFECTIVE July 18, 1980, Attachment 2.2-b(7)

Mr. Oroz stated that after the selection process, one of the district's employees, Leonard Ramirez, was selected for one
2. PERSONNEL - continued:

2.2 CLASSIFIED PERSONNEL - continued:

b. NON-Routine - continued:

(7) APPROVAL OF PROMOTION: LEONARD RAMIREZ, FROM CONTROL CLERK TO COMPUTER OPERATIONS MGR., EFFECTIVE July 18, 1980, Attachment 2.2-b(7) - continued

of the new interim positions of the preceding agenda item. Mr. Ramirez's position on campus will not be filled.

It was moved by Mr. Wells, seconded by Mr. Ricks, and passed by the Board to approve of the promotion of Leonard Ramirez to Computer Operations Manager, Data Processing, effective July 18, 1980.

Mr. Ramirez was present and Mrs. Powell offered congratulations to him.

2.3 GENERAL PERSONNEL

a. ROUTINE

Upon recommendation of the Personnel Director, it was moved by Dr. Dobbs, seconded by Mr. Wells, and passed by the Board to approve of the following routine General Personnel items, as described in the attachment:

(1) APPROVAL OF PROFESSIONAL VOLUNTEER STATUS, Attachment 2.3-a(1)

3. STUDENT SERVICES

3.1 REPORT BY ASSOCIATED STUDENTS

Mr. Bob Creenan reported briefly that striping of the bikeways is almost completed. A full report will be made in the Fall on that and other projects to be proposed.

At the end of the summer, Mr. Cal Reynolds and Mr. Richard LaPaglia, advisor, will meet with the new student officers for an orientation session. Mrs. Powell offered to also meet with Mr. Creenan for a briefing on his new duty as the student trustee.

Dr. Mertes added that he will meet on a regular basis with Mr. Creenan prior to Board meetings.
4. CURRICULUM AND INSTRUCTION

4.1 APPROVAL OF COURSES FOR 1980 FALL TERM, CONTINUING EDUCATION DIVISION, Enclosure #2

Dr. Bobgan stated that Enclosure #2 contained the list of courses to be offered for the 1980 Fall Term.

There will be 530 classes offered which is an increase of about 60 classes over last Fall. It equals the level of Fall 1977, which preceded the passage of Prop. #13. About 400 hourly instructors will conduct classes this Fall.

Dr. Bobgan spoke briefly to some of the courses. He commended his Program Planners for their fine organizing of programs.

Dr. Mertes also commended Dr. Bobgan and his staff for an outstanding program, and for bringing the division back up to the 1977-78 level. He felt there is a large audience wanting those courses and it is gratifying to know the Adult Ed Division can fill those demands.

It was moved by Mrs. Alexander, seconded by Dr. Dobbs, and passed by the Board to approve of the 1980 Fall term course list for the Continuing Education Division, as contained in Enclosure #2.

4.2 PRESENTATION OF COLLEGE THREE-YEAR PLANS BY DEPARTMENT, Enclosure #3

Dr. Mertes stated that a number of activities are taking place in regard to planning. About a year ago, a report was given on one department with a 3-year approach. During the past year, all departments have undergone that same kind of planning process.

Dr. Richard Sanchez and Mr. David Emerson gave an overview of the results that took place. Dr. Sanchez stated at the 1979 Fall Faculty Seminar the History Department was used as a model to present to the faculty. Then it was determined that implementation could best be done by the departments themselves. The model used by all allowed for maximum participation by all in the departments. Completed plans were due in the Instruction Office by March 1 for up-to-date information for the college catalog. Main object was to provide a degree of quality education, a diversity of programs in a period of declining enrollment and resources, and be cost conscious. Also, wanted a model in which to address the changing student clientele, and a process to review curriculum year in and year out. The model used encourages a process in which departments can manage their own programs. The History report made gave both qualitative and quantitative data. That information is available for all others. The reports given today showed qualitative data only.
4. CURRICULUM AND INSTRUCTION - continued:

4.2 PRESENTATION OF COLLEGE THREE-YEAR PLANS BY DEPARTMENT, Enclosure #3 - continued:

Mr. Emerson spoke to the 3-year plan for the French Department, and Dr. Sanchez spoke to the plan for Administration of Justice Department. These departments represent a transfer-type area and how to deal with specialty problems of declining enrollment. (These reports were contained in Enclosure #3). Faculty members Dr. Norma Thompson and Mr. Don Seaver responded to questions from Board members.

In summary, Dr. Sanchez stated that these plans and those of the other departments will be used for long-range planning. Information will be distributed campus-wide for additional comments. There will be a committee that will direct the planning process in which every faculty member will be involved.

Mr. Huglin added that these 3-year plans will also be part of the accreditation study next Spring and become part of the Contingency Planning process.

Dr. Mertes thanked the faculty members as this involved a great amount of time. Results will be combined with other activities as assessment is made of population and change in students. As a result of this kind of planning, there is no course 'set in concrete' - every course, every program is subject to change depending on student need. One component to be explored is regionalization - jointly offer programs with Allan Hancock College or other agencies that are county-wide. Another area to be considered seriously is attrition - to know why students are dropping out of class or out of school. In the Fall, Dr. Dorothy Knoell will present her studies on statewide attrition, and Counseling Department will present results of a survey conducted during Spring 1980 on student attrition at SBCC.

Mrs. Powell on behalf of the Board thanked the staff and faculty for an extremely valuable presentation. All members will look forward to more reports along this line.

(No action was needed on this item).

5. BUSINESS SERVICES

5.1 ROUTINE

Upon recommendation of the Superintendent, it was moved by Mr. Frank, seconded by Mr. Wells, and passed by the Board to approve of the following routine Business Services items, as described in the attachments:
5. BUSINESS SERVICES - continued:

5.1 ROUTINE - continued:

a. 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

b. 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.

c. APPROVAL OF PERSONNEL (CAMPUS SECURITY OFFICERS) AUTHORIZED TO ISSUE PARKING CITATIONS, 1980-81 SCHOOL YEAR, Attachment 5.1-c

d. APPROVAL OF TAX SHELTERED ANNUITY ACCREDITED PLANS, Attachment 5.1-d

e. ACCEPTANCE OF GIFTS ON BEHALF OF THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE, Attachment 5.1-e

Dr. Mertes indicated that letters of appreciation will be sent to all donors of gifts.

5.2 NON-ROUTINE

(Item 5.2-k was moved up to accommodate individuals present for this item only. Discussion ended at 6:40 p.m. at which time Mr. Ricks and Mr. Wells left the meeting. See details under "k").

a. ADOPTION OF THE 1980-81 PUBLICATION BUDGET, Enclosure #4

Dr. Mertes stated that Enclosure #4 contained the proposed Publication Budget for 1980-81. It is the result of the Tentative Budget approved at the last Board meeting having been refined. All modifications were reviewed by members of two Board subcommittees. There will be more refinements made before the final budget is presented in August.

It was moved by Mr. Luria, seconded by Mr. Frank, and passed by the Board to adopt the 1980-81 Publication Budget, as contained in Enclosure #4.

b. ACCEPTANCE OF IMPROVEMENT OF INSTRUCTION GRANTS FOR A TOTAL AMOUNT of $6,000, Attachment 5.2-b

Dr. Mertes stated that two proposals have been awarded grant funds under the Chancellor's Improvement of Instruction Program. The grants require in-kind support only.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

b. ACCEPTANCE OF IMPROVEMENT OF INSTRUCTION GRANTS FOR A TOTAL AMOUNT OF $6,000, Attachment 5.2-b - continued:

It was moved by Mr. Luria, seconded by Mr. Frank, and passed by the Board to accept the two grants in the total amount of $6000 under the Chancellor's Improvement of Instruction Grant Program for the projects listed in Attachment 5.2-b.

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

Dr. Mertes indicated that careful review had been made by Mr. Hanson on mileage costs. As a result, an increase in cost per mile is recommended.

It was moved by Dr. Dobbs, seconded by Mr. Frank, and passed by the Board to approve of an increase in district mileage allowance from 15¢ to 20¢ per mile, effective July 1, 1980. (At this point, 6:43 p.m., Mrs. Alexander left the meeting.)

d. APPROVAL OF INSURANCE PROGRAM, Attachment 5.2-d

Mr. Hanson stated that the district has been covered with a binder pending receipt of a new insurance proposal. The attachment contains the various coverages and costs with increased coverage on property to more accurately reflect current replacement costs.

It was moved by Dr. Dobbs, seconded by Mr. Frank, and passed by the Board to approve of the insurance proposal from Cameron, Roberts and Seider, Inc. for 1980-81 in the amount of $56,572, effective July 1, 1980.

e. APPROVAL OF INSURANCE CARRIERS AT PREMIUMS INDICATED, PERSONNEL BENEFIT PROGRAMS FOR 1980-81, Attachment 5.2-e

Dr. Mertes stated that all groups on campus have thoroughly reviewed existing and new health plans. Meetings included presentations in written and oral form. The Personnel Benefits Committee recommended some changes with premiums and coverages having been negotiated with the carriers. The proposed plans have been reviewed by CSEA and concurrence has been obtained from them.

It was moved by Dr. Dobbs, seconded by Mr. Luria, and passed by the Board to approve of the Personnel Benefit Plans for 1980-81 as listed in Attachment 5.2-e.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

f. 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

Dr. Mertes indicated that the auditors for financial aid programs would like to do the audits for the 1978-79 and 1979-80 years during the month of August. They can be completed in a timely manner to meet the due date in December.

It was moved by Mr. Frank, seconded by Mr. Luria, and passed by the Board to approve of the contract with Robert M. Moss Accounting Corp. at a maximum price of $2000 for the program/fiscal audit of SEOG, CWS, NDSL, and BEOG programs for the 1978-79 and 1979-80 years.

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

Mr. Hanson indicated that annually an appraisal is made of all facilities. This is essential to maintain the proper level of insurance. The cost is the same as last year.

It was moved by Mr. Frank, seconded by Dr. Dobbs, and passed by the Board to approve of the Marshall & Stevens, Inc. proposal for the 1980 facility appraisal at a cost of $1450.

h. DENIAL OF CLAIM - ROSALIND ARISS, Attachment 5.2-h

Dr. Mertes indicated action is required regarding claims against the district.

It was moved by Mr. Frank, seconded by Mr. Luria, and passed by the Board to deny in full the claim of Ms. Rosalind Ariss, that Ms. Ariss be so notified, and that the claim be forwarded to the district's insurance carrier.

i. APPROVAL TO SELL BURROUGHS B-3500 COMPUTER

Dr. Mertes indicated that the B-3500 Burroughs computer is no longer of use to the district. Several brokers in used computer equipment had been contacted and the best offer received was $4,000.

It was moved by Mr. Luria, seconded by Mr. Frank, and passed by the Board to approve of disposing of the B-3500 computer by sale to DSI, Inc. of Denver, Colorado for $4000.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

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

Mr. Burt Miller indicated that there will be a high volume of printing generated by the new joint data processing operation. Funds were included in projected costs for the 1980-81 year.

It was moved by Dr. Dobbs, seconded by Mr. Frank, and passed by the Board to authorize staff to advertise for bids for a high speed line printer.

k. APPROVAL OF LEASE/PURCHASE OF INSTRUCTION COMPUTER

At Dr. Mertes' request, this item was considered first under business items (5:45 p.m.). Dr. Mertes reviewed the past extensive study which resulted in the separation of administrative and instructional data processing. The administrative operation joined the K-12 operation at City Schools. The instructional operation remains on campus in which staff will have their own hardware for the college's instructional computer program and computer assisted instruction. This separation was approved by the Board and all involved are pleased with the approach.

On May 22, 1980 the Board approved release of a Request For Proposal (RFP) for which nine bids were received from seven vendors. These proposals were thoroughly reviewed by staff who recommended a lease/purchase agreement for a system with DATA GENERAL, INC.

Dr. Mertes stated that on Tuesday, July 15, seven (7) letters, one addressed to each board member and marked "Personal-Confidential-Legal Matter" were received in the President's office through the regular mail process (they were sent certified with return receipts). The letters arrived too late to be included in the delivery packets that go to Board members. Quite by circumstance, Mrs. Powell arrived to pick up her packet and was given her letter. She showed the contents of the letter to Dr. Mertes who had not received a letter. The letter was from PRIME, an unsuccessful vendor. (The other letters for Board members were in their folders at this meeting.)

Dr. Mertes directed staff to review two components: 1) bid process, and 2) substance of recommendation. Also, a telephone call was made to PRIME to invite a representative to attend the Board meeting.
5. BUSINESS SERVICES - continued:

5.2 NON-ROUTINE - continued:

k. APPROVAL OF LEASE/PURCHASE OF INSTRUCTION COMPUTER - continued:

Mrs. Powell then acknowledged the presence of Mr. Phil DeAguero and gave him time to speak.

Mr. DeAguero, representing PRIME, thanked Dr. Mertes for the invitation to appear, and thanked staff for openness and accessibility in participating in the bid process. His letter and his talk both related to his contention that two PRIME systems are clearly superior to the DATA GENERAL system recommended. He also spoke to a survey sheet reproduced from a journal and distributed copies of Board members.

Mr. David Emerson, representing staff, stated that of the seven proposals received, three were significantly below requirements using information of cost of purchase, lease, and maintenance along with cost of each system over its expected life cycle, four proposals were selected for performance evaluation. As a part of the formal bid, each bidder was also asked to provide a list of users. The selection was narrowed to two vendors and their users were contacted. The final selection of the committee was based on meeting the original specifications, initial cost, life cycle cost, past performance, measured performance evaluation, and available support to the district. Therefore, the committee recommended the selection of Data General to the superintendent.

A lengthy discussion was held between Board members and staff; and additional remarks by Mr. DeAguero. Brief comments were made by a Mr. Werner of Data General.

Mr. Ricks and Mr. Wells interjected their opinion that sufficient time had been spent and they supported the decision of the staff.

In summary, Dr. Mertes noted for Board members that issue being raised is not an issue questioning the bid process, but the decision itself is being challenged. He complimented the staff on the efforts that were put very carefully into their recommendation.

A motion was made by Dr. Dobbs, seconded by Mr. Ricks, and passed by the full Board to approve of a lease/purchase of an instructional computing system from DATA GENERAL, INC.

(At this point, 6:40 p.m., Mr. Ricks and Mr. Wells left the meeting).

Mrs. Powell directed the agenda back to Item 5.2-a.
MINUTES – Special Meeting  
SBCCD Board of Trustees  
July 17, 1980

5. BUSINESS SERVICES – continued:

5.2 NON-ROUTINE – continued:

1. APPROVAL TO RELEASE TO VENDORS A REQUEST FOR PROPOSAL (RFP) FOR COMPUTER TERMINALS, Attachment 5.2-1

Dr. Mertes stated that this item relates to the instructional computer in the preceding item. Advertising for bids apart from the main frame was desired as it may bring in more bidders.

It was moved by Dr. Dobbs, seconded by Mr. Luria and passed by the Board to approve of the release to vendors of the Request For Proposal (RFP) for the computer terminals.

m. REQUEST FOR SUNDAY USE OF FACILITIES, Attachment 5.2-m

Dr. Mertes indicated that Mr. Greg Sharp was present to speak to this item even though the hour was quite late.

Mr. Sharp stated that after Board approval last year, the event had to be at another location because of cost. He requested use of La Playa Stadium for this year’s event and will have proper insurance papers delivered to the Business office.

It was moved by Mr. Luria, seconded by Dr. Dobbs, and passed by the Board to approve of the Sunday use of La Playa Stadium on August 17, 1980 by the Santa Barbara World Cup Committee, subject to proper insurance coverage.

6. GENERAL INFORMATION

No items.

7. ADJOURNMENT

At the request of the Superintendent, a motion was made by Dr. Dobbs, seconded by Mr. Luria, and passed by the Board to start the next Board meeting with an executive session at 3:00 p.m.

The next meeting will be held on Thursday, August 14, 1980.

Upon motion of Dr. Dobbs, seconded by Mr. Luria, the Board of Trustees adjourned their special meeting at 6:55 p.m.

ATTEST:

JOYCE P. PONZI
President, Board of Trustees
Santa Barbara Community College District

DAVID MERTES
Superintendent/President and Secretary/Clerk to the Board of Trustees

Approved by the Board of Trustees on August 14, 1980.