

SADDLEBACK COMMUNITY COLLEGE DISTRICT  
28000 Marguerite Parkway  
Mission Viejo, California 92692

MINUTES OF THE BOARD OF TRUSTEES MEETING

Library Classroom Building - Room 105  
January 9, 1984 - 7:30 p.m.

The Regular Meeting of the Board of Trustees was called to order by Trustee Walther. Trustee Watts led the audience in the Pledge of Allegiance and Trustee McKnight gave the invocation. CALL TO ORDER

Members of the Board of Trustees

Ms. Harriett Walther, President PRESENT  
Mr. John C. Connolly, Vice-President  
Mr. Robert L. Moore, Clerk  
Mrs. Shirley Gellatly, Member  
Prof. Eugene C. McKnight, Member  
Mr. Robert L. Price, Member  
Mr. William Watts, Member  
Mr. Edwin Millhouse, Student Trustee

Administrative Officers

Dr. Larry Stevens, Chancellor  
Mr. David Habura, Vice Chancellor Educational Services  
Dr. Albert J. Grafsky, Vice Chancellor Business  
Dr. Maria Sheehan, Director of Personnel  
Dr. Edward A. Hart, President - North Campus  
Mrs. Constance M. Carroll, President - South Campus

Faculty Association

Mr. James Lindblad, President

Academic Senate

Dr. Peter Morrison, President

CSEA Representative

Ms. Helen Locke

Motion by Trustee McKnight, seconded by Trustee Connolly, to approve the agenda with the following changes: AGENDA  
APPROVED

Tab IV - New Business

Item A-2 - Southern California Ocean Studies Consortium  
(Exhibit - replacement page)

Item B-2 - Field Authorization of Construction Change Orders (Exhibit - replacement page)	AGENDA APPROVED (CONTINUED)
Item B-6 - Budget Amendment: Grant Award (Addendum and Exhibit - replacement pages)	

Tab VII - Correspondence & Comments

Item B-2 - Personnel Hearing (Withdrawn)

Motion carried.

Motion by Trustee Watts, seconded by Trustee Price, to approve the minutes of the Regular Meeting of December 12, 1983. Motion carried.	MINUTES APPROVED
---	---------------------

CONSENT CALENDAR

All items listed under the consent calendar are considered to be routine and action will be taken by the Board of Trustees in one motion. There will be no discussion of the items prior to the vote unless it is requested that specific items be discussed or removed from the consent calendar, in which case that item will be considered immediately following the consent calendar.	CONSENT CALENDAR
---	---------------------

Motion by Trustee Price, seconded by Trustee Watts, to approve the consent calendar as presented. Motion carried.	APPROVED
---	----------

The Board of Trustees approved the requests for travel and/or mileage as follows:  Attendance at the following with minimal mileage only to be paid, be approved:	REQUESTS TO ATTEND CONFERENCES AND MEETINGS
---	--

Trustee Gellatly	Meetings with Administration South Campus December 19 and 21, 1983
------------------	--

Trustee McKnight	Visit with Administration South Campus December 20, 1983
------------------	--

Trustee Walther	Planning Committee for Women's Conference South Campus January 27, 1984
-----------------	--

Attendance at the following with actual and necessary expenses to be paid, be approved:

Trustees Wishing to Attend	Orange County Trustees Dinner Meeting Garden Grove January 30, 1984
-------------------------------	---

The Board of Trustees approved the granting of certificates to the following students:

STUDENT  
CERTIFICATES  
OF ACHIEVEMENT

Automotive Technology

Eddie A. Stethman

Early Childhood Education

Gretchen Schoren

Fashion Merchandizing

Michelle D. Ballmer

Human Services (Alcohol & Drug Studies Specialization)

Richard J. Hagerty

Human Services (Public Administration & Employee Assistant)

Eileen R. Stahr

Interior Design Program (Home Furnishings & Interior Design)

Mary Jane Barnes

Office Administration (Administrative Assistant)

Joanne M. Singer

The Board of Trustees approved the following Certificated staff personnel actions:

CERTIFICATED  
PERSONNEL  
ACTIONS

Certificated Employment

Frank Gonzales employed as a counselor for Extended Opportunities Programs and Services (EOPS), South Campus, effective February 1, 1984, at an approximate salary placement of Class II, Step 3.

Certificated Part-Time/Substitute Staff

Adams, Deborah Lee	Physical Education
Ammerman-Puente, Sally	Foods & Nutrition
Bears, Jim	Psychology
Brady, Virginia	Reading
Carson, Randolph C.	Printed Circuit Board
Cassaro, Donna	Dental Assistant
Chomik, Pamala June	Physical Education
Cyphers, Paul	Solar Technology
Daily, Linda	Special Services
Deily, John P.	Legal Assisting
Denne, Deborah K.	Agriculture
Fu, Dave	Printed Circuit Board
Gonzales, Wilfred	Printed Circuit Board
Hendricks, Dorothy	Music/Emeritus Institute
Jam, Steven	Communication Arts
Julian, Mercedes	Spanish
Kelly, Kathryn	Spanish

Certificated Part-Time/Substitute Staff (continued)

McClure, Carol	Computer Science
Nicol, Rick	Architecture
Russell, Mark	Architecture
Sawaya, Joseph F.	Mathematics
Schroeder, Robert	Agriculture
Shelton, Betty	Art
Smith, Jan	Legal Assisting
Strenger, Dean R.	Mathematics
Ward, Anna	Computer Science
Yadegaran, Bruce	Drafting
Yakel, Herman	Printed Circuit Board

CERTIFICATED  
PERSONNEL  
ACTIONS  
(CONTINUED)

The Board of Trustees approved the following Classified staff personnel actions:

CLASSIFIED  
STAFF  
PERSONNEL  
ACTIONS

New Personnel Appointments

The following were employed as Clerk-Short Term, at North and South Campuses, at the rate of \$4.05 per hour, on an if-and-as-needed basis:

Barbara Bowers, effective December 8, 1983  
Karen Reid, effective January 3, 1984  
Elaine Rubenstein, effective January 16, 1984

Carol A. Chamberlain was employed as Interpreter III, Special Programs, South Campus, at the rate of \$7.70 per hour, on an if-and-as-needed basis, effective January 16, 1984.

Gregory W. Hook was employed as Coaching Aide, Women's Swimming, Physical Education, Recreation, Health & Athletics, South Campus, at the rate of \$10.00 per hour not to exceed \$1,250, on an if-and-as-needed basis, effective January 16, 1984.

The following individuals were employed as Tutor I, North and South Campuses, at the rate of \$3.85 per hour, on an if-and-as-needed basis, effective January 16, 1984.

Bob Goossems	Alan Lanker
Joan Krieger	Ruth Schreier

Laurel Stone was employed as an HRD Technician, Community Services, North Campus at the rate of \$5.00 per hour, effective January 5, 1984. This position will be funded by the Human Resource Development Project, a non-credit program, which is totally self-supporting.

The following named students were employed as Student Employees at the rate of \$3.35 per hour, effective January 10, 1984. The source of funds is the operating budgets of both North and South Campuses.

Amendola, Mark  
Babin, Dedre  
Bai, Phyong  
Barker, Kevin  
Bartlett, Elizabeth  
Cumminghan, Gail  
Dea, Nancy  
Deleva, Donald  
Fox, Joseph

Holder, Billy  
Kopan, Kathleen  
Landine, Guy  
Legault, Susan  
Markert, John  
Oliver, Michelle  
Pike, Arnold  
Simpson, Suzanne  
Wells, Tamera

CLASSIFIED  
STAFF  
PERSONNEL  
ACTIONS  
(CONTINUED)

William Thomas Rice was appointed by the District as a Construction Inspector, designated as a "professional expert" in accordance with Education Code Section 88003. The salary was established at \$2,420.14 per month, plus benefits, effective January 1 through January 31, 1984.

Lea Ann Knebel, Natural Science Technician, Technology and Applied Science, South Campus, resigned effective January 13, 1984. Payment was authorized for any unused vacation.

Raymond Rhue, Television Studio Supervisor, Fine Arts & Communications, South Campus, resigned effective January 6, 1984. Payment was authorized for any unused vacation.

Rosemary Powers was approved as a volunteer working in the Health and Wellness Center, North Campus.

Warrants 094692 through 095173, totaling \$603,016.13 were approved. A copy of the list is on file with these minutes.

PAYMENT OF  
BILLS

Purchase orders 074348 through 074566, totaling \$148,492.89, were approved. A copy of the list is on file with these minutes.

PURCHASE  
ORDERS

#### OLD BUSINESS

The Board of Trustees has had several alternative means for matching the state grant for construction of the South Campus General Classroom Building under consideration since its meeting of December 12, 1983. One of the alternatives under consideration has been the delay of the purchase of one or both of the final two parcels of the North Campus site from The Irvine Company. In order to keep this alternative available, the District requested, and The Irvine Company granted, an extension of the option to purchase through January 20, 1984. At its meeting of December 14, 1983, the Board of Trustees authorized the Chancellor to negotiate with The Irvine Company for an extension through July 31, 1985.

CONSIDERATION  
OF REAL  
PROPERTY  
MATTERS:  
NORTH CAMPUS  
SITE

Irvine Company officers have indicated their willingness to extend the option as requested. The extension is to be accomplished by the District entering into a lease-purchase agreement with The Irvine Company. The term of the lease will be January 16, 1984 through July 31, 1985, with the District having an option to purchase one or both parcels at any time during the term. The cost of the lease shall be \$10 per year. Interest payments based upon the agreed upon purchase price of \$1.8 million will be made at the time of purchase of each parcel. In addition to the lease and interest payments, the District will agree to pay any and all real estate taxes which may become due on the property during the term of the lease. These leased parcels will be used for educational purposes, specifically in agriculture and physical education.

CONSIDERATION  
OF REAL  
PROPERTY  
MATTERS:  
NORTH CAMPUS  
SITE  
(CONTINUED)

The Chancellor recommended the Board of Trustees approve the lease-purchase agreement with The Irvine Company for the lease-purchase of the final two parcels of the North Campus site. The Chancellor further recommended that he or the Vice Chancellor for Fiscal Services and Operations be authorized to execute the documents necessary to the lease.

Motion by Trustee Watts, seconded by Trustee Price, to approve the lease-purchase agreement with The Irvine Company for the lease-purchase of the final two parcels of the North Campus site and that the Chancellor or Vice Chancellor for Fiscal Services and Operations be authorized to execute the documents necessary to the lease. Motion carried.

APPROVED

President Walther then opened the meeting to other members of the administration and audience who wished to address the Board concerning the new South Campus Classroom Building and related projects.

The following individuals addressed the Board with respect to their concerns about the South Campus:

- Bill Shaw - Facilities Planning Administrator
- Constance Carroll - President, South Campus
- Everett Brewer - Dean of Instruction, South Campus
- Bill Kelly - Dean of Student Services, South Campus
- Miki Mikolajczak - South Campus Faculty Assembly
- Dale Giese - South Campus Associated Student Body
- Ron Hastings - Special Programs, South Campus
- Jean Vincenzi - Faculty Member (Math, Science & Engineering)
- Phil Rogers - Faculty Member (Math, Science & Engineering)
- Margaret Gritton - Faculty Member (Technology & Applied Science)
- Nancy Kessler - Faculty Member (Technology & Applied Science)
- Dr. Lee Waian - Faculty Member (Technology & Applied Science)

NEW BUSINESS

Both campuses of the College, working with the Gold Coast Technology Exchange Center, Inc. (TEC), have identified a number of firms interested in contracting for education services, including instruction, training, and assessment of prior learning.

EDUCATIONAL  
SERVICES  
AGREEMENT:  
AEROSCIENTIFIC  
CORPORATION  
(PRINTED CIR-  
CUIT TECHNOLOGY

The Saddleback North Campus Associate Dean for Vocational Programs, Dr. Clella Wood, is working with several firms including Aeroscientific Corporation, in the printed circuit board industry. A proposed series of three training classes in the printed circuit board area have been developed for Aeroscientific Corporation to include lamination, photoimaging, and plating.

An agreement in the amount of \$4,143.50 has been negotiated. The services under the agreement are scheduled for the period January 13 to February 3, 1984. A copy of the agreement is on file with these minutes.

The Chancellor recommended the Board of Trustees approve the educational services agreement with Aeroscientific Corporation as indicated in the Exhibit on file with these minutes.

Motion by Trustee Watts, seconded by Trustee Moore, to approve the educational services agreement with Aeroscientific Corporation as presented. Motion carried.

APPROVED

The Southern California Ocean Studies Consortium consists of the California State Universities at Dominguez Hills, Fullerton, Long Beach, Los Angeles, Northridge, and Pomona. The Consortium was formed to promote student and faculty involvement in scientific research including including harbor and marine pollution, sound wave migration, and the effects of natural and man-made structures on biological, physical and chemical systems in the marine environment. The results of these studies directly benefit the Southern California community. Funds from private industries and governmental agencies are solicited to finance the Consortium.

SOUTHERN  
CALIFORNIA  
OCEAN STUDIES  
CONSORTIUM

Assistant Dean Ryburn Bartlett (Mathematics, Science and Engineering) and Dr. Peter Borella (Geology) of Saddleback South attended the Consortium meeting in October 1983 at California State University at Long Beach. The purpose of the meeting was to inform Southern California community colleges about future plans of the Marine Consortium and opportunities for obtaining a new marine research facility and long-term financial support from the State. Expanding memberships in the Consortium to include the Southern California community colleges will improve the likelihood of increased State funding. The Consortium has asked for

support of the concept that the community colleges of Southern California become members of the Consortium. The costs associated with membership, should the College eventually decide to join the Consortium, have not been determined. However, all that is being requested at this time is for local community college districts to indicate their support of the Consortium and its efforts in scientific research.

SOUTHERN  
CALIFORNIA  
OCEAN STUDIES  
CONSORTIUM  
(CONTINUED)

The Chancellor recommended the Board of Trustees support the concept of Saddleback Community College's participation in the Southern California Ocean Studies Consortium and adopt Resolution 84-2 as amended and on file with these minutes.

Motion by Trustee Moore, seconded by Trustee Gellatly, to adopt Resolution 84-2 as amended regarding the Southern California Ocean Studies Consortium. Motion carried by roll call vote.

APPROVED

Ayes: Trustees Connolly, Gellatly, McKnight, Moore, Price, Walther and Watts  
Noes: None  
Absent: None  
Abstain: None

The requirement that there be a Capital Construction Plan is contained in the Community College Construction Act (Education Code Section 81800, et. seq.). The plan itself is prepared in reference to plans of the District concerning its future academic programs, predicted enrollments, enrollment capacity and an annual inventory of space. These plans are due to California Community Colleges by February 1 of each new year.

1985-89 FIVE  
YEAR CAPITAL  
CONSTRUCTION  
PLAN AND PRO-  
JECT PLANNING  
GUIDES (PPG):  
1985-86 FIRST  
FUNDING YEAR

The 1985-89 Five Year Capital Construction Plan and supporting Project Planning Guides (PPG) for Saddleback Community College District have been prepared and are due to California Community Colleges on or before February 1, 1984. The Five Year Plan contain 17 projects proposed to be funded and completed for the years 1983-84 through 1989-90. Project Planning Guides for six of the projects are included in the total plan submittal.

The Chancellor recommended the Board of Trustees approve the District's 1985-89 Five Year Construction Plan as presented in Exhibit A on file with these minutes, and that Project Planning Guides (PPG's) for the following projects be approved for submittal with the Five Year Construction Plan.

- Equipment for new classroom building - South Campus
- Site development S-1 - South Campus
- Replacement of main chiller/hot water loop - South Campus



- Parking area facilities for new classroom building - South Campus
- Building A Cluster II - North Campus
- Building B Cluster II - North Campus

1985-89 FIVE  
YEAR CAPITAL  
CONSTRUCTION  
PLAN AND PRO-  
JECT PLANNING  
GUIDES (PPG):  
1985-86 FIRST  
FUNDING YEAR  
(CONTINUED)  
APPROVED

Motion by Trustee Price, seconded by Trustee Moore, to approve the District's 1985-89 Five Year Construction Plan and the Project Planning Guides as presented. Motion carried.

The District employs an architect, a facilities planning administrator, and an inspector, to represent its interests during construction of a project. Since delays in construction can prove very costly to the District, it is prudent to grant authority to the District Facilities Planning Administrator to approve change orders as they are needed.

FIELD  
AUTHORIZATION  
OF CONSTRUCTION  
CHANGE  
ORDERS

The Chancellor recommended the Board of Trustees authorize the District Facilities Planning Administrator to approve changes in construction projects within the restrictions of the guidelines as shown in the replacement Exhibit on file with these minutes.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the guidelines with the following change:

APPROVED

All changes between \$5,000 and \$10,000 recommended by the Facilities Planning Administrator will be reported to and approved by the Chancellor or designee with appropriate Board notification.

Motion carried.

The California Education Code, Section 76140, mandates that each community college district of the state must establish a nonresident tuition rate for the next succeeding fiscal year no later than February 1 of each year. The fee is prescribed as the District's cost of instruction per unit of average daily attendance for the previous fiscal year modified by the projected increase in the U.S. Consumer Price Index for the current year and the year in which the fee will be in effect.

1984-85  
NONRESIDENT  
TUITION FEES

The nonresident tuition fee for the 1984-85 fiscal year has been determined by the prescribed formula to be \$78 per unit. These same rates for the 1983-84 fiscal year were \$73 per unit.

The Chancellor recommended the Board of Trustees adopt nonresident tuition rates for the 1984-85 fiscal year of \$78 per semester unit for nonresident students.

Motion by Trustee Moore, seconded by Trustee Price, to approve \$78 per semester unit for nonresident students for the 1984-85 fiscal year. Motion carried.

1984-85  
NONRESIDENT  
TUITION FEES  
(CONTINUED)  
APPROVED

At its meeting of June 13, 1983, the Board of Trustees approved a contract for the construction of the North Faculty Office addition. That project is nearing completion and requires furniture to make it functional.

AWARD OF BID:  
NORTH CAMPUS  
FURNITURE AND  
EQUIPMENT

Bid #64 for furniture for the faculty office addition was opened on December 9, 1983, with ten bidders responding. The low bidders for the various items are listed on the Exhibit on file with these minutes. Funds for the purchase of the furniture are budgeted in the "North Campus Furniture and Equipment" account.

The Chancellor recommended the Board of Trustees approve contracts with the vendors listed in the Exhibit on file with these minutes for the items listed and in the amounts shown, totaling \$25,247.55.

Motion by Trustee Watts, seconded by Trustee Price, to approve the award of Bid #64 as presented. Motion carried.

APPROVED

Saddleback College, South Campus, has enjoyed an national reputation for providing state-of-the-art word processing training. However, great technological advances have been made in the equipment used in this instructional area, and the College has not updated its equipment to reflect these advances. The Business Science Division has received VEA funding of \$23,000 to purchase word processing equipment for use in this instructional area. This new equipment would bring state-of-the-art training back to the South Campus word processing training program.

AWARD OF BID:  
SOUTH CAMPUS

On December 1, 1983, Bid #664 for an NBI distributed logic word processing system consisting of three video display terminals, one printer, and one central processor, was opened and evaluated. Twenty-one vendors were invited to bid; seven responses were received with NBI, Irvine, submitting the lowest bid that met specifications. Funds for this purchase are budgeted in the "VEA Subpart 2, Postsecondary Vocational Education Instruction" account.

The Chancellor recommended the Board of Trustees award Bid #664 for instructional word processing equipment, including maintenance agreement, to NBI, Irvine, in the amount of \$22,358.

Motion by Trustee Moore, seconded by Trustee Gellatly, to approve the award of Bid #664 as presented. Motion carried.

APPROVED

At its meeting of September 26, 1983, the Board of Trustees approved acceptance of a grant award of \$82,315 from the Corporation for Public Broadcasting annual award. The 1983-84 adopted budget included provisions for expenditure of CPB funds for salaries of Radio Station KSBR personnel underwritten by this grant. Not included, however, was the sum of \$16,564 reimbursed by the C.P.B. for National Public Radio interconnect and collateral payments. In order to account for the additional current year revenue and expenditures under this award, the budget must be amended.

BUDGET  
AMENDMENT:  
GRANT AWARD

The Chancellor recommended the Board of Trustees approve the adoption of the Resolution #84-1 which is on file with these minutes.

Motion by Trustee Moore, seconded by Trustee Price, to approve Resolution #84-1 as indicated in the Addendum. Motion carried by roll call vote.

APPROVED

Ayes: Trustees Connolly, Gellatly, McKnight, Moore, Price, Walther and Watts

Noes: None

Absent: None

Abstain: None

Chapter 2 of Division 5 of the California Government Code known as the "Subletting and Subcontracting Fair Practices Act" requires that in all public contracts the awarding authority must approve the substitution of one subcontractor for another after a bid has been awarded.

CHANGE IN  
SUBCONTRACTORS

The prime contractor on the North Campus Faculty Office Addition requests the substitution of Irvine Interiors, Tustin, California, for Santillo Acoustics, Inc., Chatsworth, California, to perform integrated ceiling work; Dittimore Brothers, Inc., Buena Park, California, for Adams Insulation, Santa Ana, California, to perform building insulation work. Both Santillo and Adams have failed to perform the work according to drawings and specifications as prepared by the architect.

The Chancellor recommended the Board of Trustees approve the substitution of Irvine Interiors, Tustin, California, as the subcontractor to perform integrated ceiling work and Dittimore Brothers, Inc., Buena Park, California, to perform building insulation work on the North Campus Faculty Office expansion as proposed by the prime contractor Diversified Pacific Construction Company, Inc.

Motion by Trustee Moore, seconded by Trustee Price, to approve the change in subcontractors as presented. Motion carried.

APPROVED

At its meeting of June 27, 1983, the Board of Trustees entered into a contract with California Living, Orange, for improvements to the South Campus Stadium Parking Lot 1A. The work under the contract has been completed and final payment has been requested. Total cost for the work was \$151,050.00, with a final payment due in the amount of \$15,105.00.

NOTICE OF  
COMPLETION:  
SOUTH CAMPUS  
STADIUM PARK-  
ING LOT 1A

The Chancellor recommended the Board of Trustees authorize the filing of the Notice of Completion and, further, direct the payment of the retention amount to be made 35 days after the date of filing the required Notice as shown in the Exhibit on file with these minutes.

Motion by Trustee McKnight, seconded by Trustee Moore, to authorize the Notice of Completion and direct the payment of the retention amount as presented. Motion carried.

APPROVED

The Chancellor recommended the following gifts be accepted on behalf of Saddleback College by the Board of Trustees.

GIFTS TO THE  
DISTRICT

<u>Gift</u>	<u>Donor</u>
● \$250.00	Robert P. Kramer Southern California Tennis Association Los Angeles
● Books: <u>A Matter of Spunk</u> <u>Whistle Down a Dark Lane</u>	Adrienne Jones Laguna Niguel

Motion by Trustee Moore, seconded by Trustee Connolly, to accept the gifts as presented. Motion carried.

APPROVED

#### INFORMATION AND REPORTS

Motion by Trustee Moore, seconded by Trustee McKnight, to suspend the rules in order to continue the meeting past 10:30 p.m. Motion carried.

SUSPEND THE  
RULES

#### CORRESPONDENCE AND COMMENTS

The 1983-84 Academic Calendar approved by the Board of Trustees designates Monday, February 13, 1984, as the official observance of Lincoln's Birthday. The College will be closed that day. The regular Board of Trustees meetings scheduled for February 1984 are Monday, February 13 and February 27.

RESCHEDULING  
OF FEBRUARY 13  
MEETING  
(LINCOLN'S  
BIRTHDAY)

It is recommended the Board of Trustees reschedule the regular meeting of February 13 to Tuesday, February 14, 1984.

Motion by Trustee Watts, seconded by Trustee Price, to reschedule the February 13 meeting to February 14, 1984. Motion carried.

The correspondence was transmitted to the Board of Trustees for review and comment.

The meeting was recessed to Closed Session at 10:55 p.m.

The next Regular Meeting of the Board of Trustees will be Monday, January 23, 1984, at 7:30 p.m., at South Campus, Library - Room 105.

RESCHEDULING  
OF FEBRUARY 13  
MEETING  
(LINCOLN'S  
BIRTHDAY)  
(CONTINUED)  
APPROVED.

CORRESPONDENCE

CLOSED SESSION

  
\_\_\_\_\_  
Larry P. Stevens  
Secretary to the Board of Trustees