

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

Library Classroom Building - Room 105
January 23, 1984 - 7:30 p.m.

The Regular Meeting of the Board of Trustees was called to order by Trustee Walther. Trustee Price led the audience in the Pledge of Allegiance and Trustee Gellatly gave the invocation.

CALL TO ORDER

Members of the Board of Trustees

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

PRESENT

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 Price, seconded by Trustee Moore, to approve the agenda with the following addenda:

AGENDA
APPROVED

Tab II, Item A - Trustee Requests to Attend Conferences and Meetings

Tab II, Item D - Classified Staff Personnel Actions

Tab IV, Item B-2 - Budget Amendment: Student Drop Fee

Motion carried.

Motion by Trustee Watts, seconded by Trustee Moore, to approve the minutes of the Special Meeting of December 14, 1983, and the minutes of the Regular Meeting of January 9, 1984, as corrected. The correction to the Minutes of January 9, 1984, was an addition of the following sentence to Page 6 of 13, at the end of the first paragraph:

MINUTES
APPROVED

These leased parcels will be used for educational purposes, specifically in agriculture and physical education.

Motion carried.

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 Moore, seconded by Trustee Price, to approve the Consent Calendar with the removal of Item D - Classified Staff Personnel Actions. Motion carried.

APPROVED

The Board of Trustees approved the requests for travel and/or mileage as follows:

TRUSTEE
REQUESTS
TO ATTEND
CONFERENCES
AND MEETINGS

Attendance at the following with minimal mileage only to be paid, be approved:

Trustee Walther	Meeting with Chancellor South Campus January 4, 1984
Trustee McKnight	Meeting with Administration South Campus January 5, 1984
Trustees Wishing to Attend	Liaison Committee Meeting Laguna Hills January 17, 1984

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

Trustee Connolly	Legislative Reception Sacramento January 17, 1984
Trustees Wishing to Attend	Orange County Department of Education Board Members Workshop Costa Mesa January 21, 1984

Trustees Wishing to Attend	California Community College Trustees New Trustees Workshop Sacramento February 3-4, 1984	TRUSTEE REQUESTS TO ATTEND CONFERENCES AND MEETINGS (CONTINUED)
Trustees Wishing to Attend	California Community College Trustees Legislative Conference Sacramento February 4-6, 1984	

The Board of Trustees approved the request for reimbursement for use of personal auto as follows: REIMBURSEMENT CLAIM FOR TRUSTEE'S USE OF PERSONAL AUTO

Trustee Connolly	\$10.00	
Trustee Gellatly	16.00	
Trustee McKnight	22.00	
Trustee Moore	46.00	
Trustee Price	20.60	
Trustee Taylor	12.40	
Trustee Walther	55.20	
Trustee Watts	53.60	
Student Trustee Millhouse	13.20	

The Board of Trustees approved the following Certificated Personnel Actions: CERTIFICATED PERSONNEL ACTIONS

Part-Time/Substitute Staff

<u>Applicant</u>	<u>Probable Assignment</u>
Appy, Ralph	Biology
Bellah, Geoffrey	English
Cavener, Jim	Printed Circuit Board
Campbell, Mary	English
Clark, Joel	Computer Science
Davenport, Josephine	Printed Circuit Board
Gunther, Carol	English
Hinds, Sandra	Reading
Huck, Todd	English
Marple, Janene	Mathematics
Sabine, Kathleen	Art
Sabins, Scott A.	Accounting/Emeritus Institute
Sherlin, Dennis	Printed Circuit Board
Sonnenberg, Everett	Management
Willis, Earnest	Drafting
Wollank, Ingrid	Spanish
Wostal, Carol	Health Center Nurse

Stipend for Grant, "Improving Academic Advisement for the Older Adult" (State Chancellor's Office Grant)

<u>Instructor</u>	<u>Stipend</u>	<u>Instructor</u>	<u>Stipend</u>
Bernsweig, Lynn	\$200	Humple, Carol	\$100
Edwards, Diane	200	Whittier, Maria	200
Estrada, Maria	100	Wine, Alta	100

Tab II, Item D - Classified Staff Personnel Actions, was removed from the Consent Calendar.

CLASSIFIED
STAFF
PERSONNEL
ACTIONS -
REMOVED

On February 14, 1984, Dr. Eldon Schafer has agreed to make a presentation to Saddleback Community College faculty and administrators. This presentation will describe how Lane Community College initiated and continues to make successful use of Quality Circles.

GUEST SPEAKER

The Board of Trustees authorized the employment of Dr. Schafer on February 14, 1984, at an expense not to exceed \$300.

The Federal Communication Commission (FCC) has two remaining available microwave channels in the District's area. Acquisition of license for these channels would enable the college to extend its educational television programming to the Irvine Community Cable. One channel would permit transmission between the television facilities on South Campus and the Times Mirror antenna atop Santiago Peak. The second channel relays transmission from Santiago Peak to North Campus. There is no cost to apply for these licenses.

APPLICATION
FOR INTRA-
CAMPUS
MICROWAVE
CONNECTIONS

Because the college is seeking the only remaining channels in the entire area, and since the 1984-85 budget has not yet been determined, it is to the college's advantage to apply now to the FCC. If the applications are granted, the decision can be made at that time to accept the licenses and fund the project. The total cost of the project would be approximately \$40,000. The application processing time is approximately four to six months. A second application to the United States Forest Service will be required to install the antenna dishes atop the Times Mirror antenna on Santiago Peak.

The Board of Trustees approved the application to the Federal Communication Commission and the United States Forest Service for two Instructional Television Fixed Service Frequencies; and further, that funding for the use of these frequencies will be considered by the Board of Trustees at a later date.

Title 21 of the Office of State Architecture (OSA) Regulations requires that the District employ a qualified construction inspector for all OSA approved projects. Additionally, it is prudent practice to have inspection on any construction project to assure quality of work performed and materials used are in accordance with California Administrative Code, Title 24, Building Code.

INDEPENDENT
CONTRACTOR
AGREEMENT:
CONSTRUCTION
INSPECTOR

Currently two OSA approved projects are in process of completion. These are: South Campus Security Building Upgrade and North Campus Faculty Office Addition. Mr. William T. Rice has been employed by the District for the past several months as a full-time employee of the District for construction inspection on these projects as well as on other projects that have recently been completed. Mr. Rice's current full-time employment contract with the District will terminate on January 31, 1984. The time has come that it is now in the best interest of the District to hire Mr. Rice as an independent contractor to perform construction inspection services on a need-only basis rather than full-time.

INDEPENDENT
CONTRACTOR
AGREEMENT:
CONSTRUCTION
INSPECTOR
(CONTINUED)

The Board of Trustees approved the employment of William T. Rice as an independent contractor to perform construction inspection on the North Campus Faculty Office Addition, the South Campus Security Building Upgrade, and other construction projects for the District as directed, in accordance with the terms and conditions as shown in the agreement on file with these minutes.

Warrants 095177 through 095471, totaling \$272,916.53, were submitted for Board of Trustees approval. A copy of the list is on file with these minutes.

PAYMENT OF
BILLS

Purchase orders 074567 through 074725, totaling \$73,730.96 were submitted for approval. A copy of the list is on file with these minutes.

PURCHASE
ORDERS

Classified Staff Personnel Actions (Removed from Consent)

CLASSIFIED
STAFF
PERSONNEL
ACTIONS

Chancellor Stevens asked that the Retirement of Gerline Hall, Executive Secretary, Office of the President, South Campus, be withdrawn from this agenda item.

The Chancellor recommended the Board of Trustees approve the Classified Staff Personnel Actions as follows:

Martha Richardson to be employed as Custodian, Buildings & Grounds, South Campus, Grade 7, Step 5, plus 5% per month shift differential, effective January 24, 1984. Martha was a permanent employee and is returning to a position similar to that which she formerly held within thirty-nine (39) months after her last date of paid employment (BP-4201.3).

Joseph Cacia to be employed as Instructional Assistant-VEA/Investment in People Project, North Campus, Grade 7, Step 3, \$7.851 per hour, 20 hours per week, effective January 24, 1984. This is a temporary position funded by VEA/Investment in People Project subject to the availability of funds through June 30, 1984.

Danny Cleary to be employed as Custodian Substitute, Buildings & Grounds, North Campus, Grade 7, Step 1, \$7.113 per hour, plus a 5% shift differential on an if-and-as-needed basis, effective January 24, 1984.

CLASSIFIED
STAFF
PERSONNEL
ACTIONS
(CONTINUED)

William C. Zika to be employed as Custodian Substitute, Buildings & Grounds, North Campus, Grade 7, Step 1, \$7.113 per hour, plus a 5% shift differential on an if-and-as-needed basis, effective January 24, 1984.

The following individuals to be employed as Project Clerks, at North and South Campuses, at the rate of \$5.00 per hour, on an-if-and-as-needed basis, effective January 24, 1984.

Jon Bouvier
Glenna Foster

Paul Jenner
Linda Lamb

Grant H. Anderson to be employed as Tutor I, North Campus, at the rate of \$3.85 per hour, on an if-and-as-needed basis, effective January 24, 1984.

Laura Parra to be employed as EOPS Advisor, Special Programs, South Campus, at the rate of \$3.85 per hour, on an if-and-as-needed basis, effective January 24, 1984.

The following named students to be employed as Student Employees at the rate of \$3.35 per hour, effective January 24, 1984. The source of funds is the operating budgets of both North and South Campuses.

Diana H. Coll
Donna A. Johnson
Cynthia Miranda
Christina Ortiz

Kevin Parker
Theodora Poole
Richard Ward

Nancy Hulse, Account Clerk I, Office of Fiscal Services, District, to be given a change of status from 20 to 30 hours per week, effective January 24, 1984.

Barbara Clarke, Account Clerk I, Office of Fiscal Services, District, to be given a change of status from 20 to 30 hours per week, effective January 24, 1984.

Susan Clark, Public Information Assistant, Office of Public Information, South Campus, to be temporarily assigned as Acting Campus Public Information Officer, North Campus, Grade 20, Step 5, effective January 24 through June 30, 1984.

Susan Lemkin, Secretary II, Division of Fine Arts and Communications, South Campus, to be temporarily assigned to Public Information Coordinator, Office of Public Information, South Campus, Grade 10, Step 5, (75%), effective January 24 through June 30, 1984.

Geraldine Evans, Career Guidance Specialist, Counseling Services, South Campus, resigned effective January 27, 1984. Payment is authorized for any unused vacation.

CLASSIFIED
STAFF
PERSONNEL
ACTIONS
(CONTINUED)

Motion by Trustee Connolly, seconded by Trustee Watts, to approve the Classified Staff Personnel Actions as recommended with the removal of the retirement item. Motion carried.

APPROVED

OLD BUSINESS

Chancellor Stevens requested Tab III, Item A - Authorization for Feasibility Study of Revenue Options be withdrawn from the agenda.

AUTHORIZATION
FOR FEASI-
BILITY STUDY
OF REVENUE
OPTIONS -
WITHDRAWN

Motion by Trustee Price, seconded by Trustee Gellatly, to withdraw the agenda item as recommended by Chancellor Stevens. Motion carried.

Providing direct, educational services to industries in the community is a high priority of the Saddleback Community College District. Saddleback College South has been working with the Gold Coast Technology Exchange Center, Inc. (TEC), to identify local firms interested in contracting for educational services, including instruction, training and the assessment of prior learning. In the course of this ongoing identification of industry needs, Consolidated Micrographics, Inc., Laguna Niguel, has been in contact with Saddleback College South to develop an on-site, 12-hour training program in supervisory methods for the firm's recently promoted managers. The program is requested for the period of January 24 through February 2, 1984.

EDUCATIONAL
SERVICES
AGREEMENT:
MICROGRAPHICS,
INC.

An educational services agreement as shown in Exhibit A on file with these minutes has been negotiated with Consolidated Micrographics, Inc., whereby the company agrees to pay \$1,250 for the training program provided by Saddleback College South.

The Chancellor recommended the Board of Trustees approve the educational services agreement with Consolidated Micrographics, Inc., Laguna Niguel, as indicated in Exhibit A on file with these minutes.

Motion by Trustee Watts, seconded by Trustee Price, to approve the educational services agreement with Consolidated Micrographics, Inc., as presented. Motion carried.

APPROVED

The Foundation for Community Services Cable Television (Federal Entity) accepts grant applications to fund the production of local cable programming in California. Saddleback Community College applied for funds to assist in the production of Lifestyles, a weekly cable television

GRANT AWARD:
FOUNDATION FOR
COMMUNITY SER-
VICES CABLE TV
(FEDERAL ENTITY)

series produced by the South Campus Arts Program and the District Office of Media Services. The grant funds the production of six special community oriented ten-minute segments within the weekly half hour programs. Further, the grant will aid in the production of six one-minute promotional programs about the Lifestyles series to be aired the second half of the Spring semester over cable systems within the College District.

GRANT AWARD:
FOUNDATION FOR
COMMUNITY SER-
VICES CABLE TV
(FEDERAL ENTITY
(CONTINUED)

An award notice as indicated in Exhibit A on file with these minutes has been received in the amount of \$3,400. Expenditure of these funds require that the budget be amended as shown in Resolution 84-5 on file with these minutes.

The Chancellor recommended the Board of Trustees accept the award from the Foundation of Community Services Cable Television in the amount of \$3,400; and further, adopt Resolution 84-5 authorizing the expenditure of funds as shown in Exhibit C on file with these minutes.

Motion by Trustee Moore, seconded by Trustee Connolly, to accept the award from the Foundation of Community Services Cable Television in the amount of \$3,400 and to adopt Resolution 84-5 authorizing the expenditure of funds. Motion carried by roll call vote:

APPROVED

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

The Board of Trustees approved a list of memberships for the College and each campus at the November 14, 1983, Board of Trustees meeting. A single district-wide membership in the Learning Assessment and Retention Consortium (LARC) was approved in the amount of \$200. Faculty on both campuses have been active in LARC. The College benefits from the research and recommendations developed by LARC in the areas of student assessment and retention. The Consortium has advised us that their by-laws call for membership on a campus basis in multi-campus colleges.

MEMBERSHIP IN
LEARNING
ASSESSMENT AND
RETENTION CON-
SORTIUM (LARC)

It is desirable that faculty from each campus be allowed to participate in the Learning Assessment and Retention Consortium (LARC). This requires approval for a second membership fee of \$200 to be paid to the Consortium.

The Chancellor recommended the Board of Trustees approve a second membership for 1983-84 in the Learning Assessment and Retention Consortium (LARC) in the amount of \$200.

Motion by Trustee Connolly, seconded by Trustee Moore, to approve the second membership for 1982-83 in the Learning Assessment and Retention Consortium (LARC) in the amount of \$200. Motion carried.

MEMBERSHIP
IN LEARNING
ASSESSMENT AND
RETENTION CON-
SORTIUM (LARC)
(CONTINUED
APPROVED

At its meeting of June 13, 1983, the Board of Trustees approved the application for a grant from Wells Fargo Bank to assist the District in the purchase and installation of an exercise circuit course at the North Campus. Subsequently, the District was awarded a grant of \$2,500 by Wells Fargo Bank for this project. Materials for the exercise course were delivered in the early fall. Ideally, it would be best to have the District maintenance provide installation of the 20 station course. However, it became evident under the present workload that a project of this magnitude would impact ongoing operations to the extent that regular District maintenance activities would be substantially impaired. Therefore, it was deemed best to have the installation bid by an outside contractor. Because of budget cutbacks, the project has been delayed until it became clear that the original budgeted funds would still be available. The layout for the exercise course has been established and approved by the District Facilities Planner. A number of Physical Education classes in conditioning and exercise have been planned around the use of this course for the spring semester.

AWARD OF BID:
NORTH CAMPUS
EXERCISE
COURSE

Quotations for installation of the exercise course were solicited with two contractors responding. Jack Lucas Construction, Costa Mesa, submitted the low bid. Funds for this project are budgeted in the North Campus Furniture and Equipment account.

The Chancellor recommended the Board of Trustees award the bid for installation of the exercise course at North Campus to Jack Lucas Construction, Costa Mesa, in the amount of \$6,488.

Motion by Trustee Moore, seconded by Trustee Price, to approve the award of bid for installation of the exercise course at North Campus to Jack Lucas Construction, Costa Mesa, in the amount of \$6,488. Motion carried.

APPROVED

The California Education Code Section 85210 provides that the Board of Trustees by Resolution, and with the approval of the County Superintendent of Schools, may amend the District Budget to provide for the expenditure of funds of unanticipated revenues, the amount of which was unknown at the time of the adoption of the final budget.

BUDGET AMEND-
MENT: STUDENT
DROP FEE

Because of the late passage of Senate Bill 851 of the 1983 Legislative session, the General Fund budget did not include anticipated income from the mandatory \$10 drop fee. Twenty thousand dollars was budgeted to be collected from change of program fees which were previously charged for both drops and other program changes. It now appears that collection of drop fees will amount to \$102,000 for the year, a difference of \$82,000. The Board of Trustees has previously approved use of \$30,076 of this amount for purchase of Student Accounts Receivable software. It is proposed that the remaining \$51,924 be used for hardware and other support to implement the program, as outlined in Exhibit A on file with these minutes.

BUDGET AMEND-
MENT: STUDENT
DROP FEE
(CONTINUED)

The Chancellor recommended the Board of Trustees approve the detailed expenditure plan in Exhibit A on file with these minutes. The Chancellor further recommended the Board of Trustees approve the adoption of Resolution 84-3 as outlined in Exhibit B on file with these minutes.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the expenditure plan for the Student Drop Fee as presented in Exhibit A on file with these minutes and to further approve the adoption of Resolution 84-3 as outlined in Exhibit B on file with these minutes. Motion carried by roll call vote:

APPROVED

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

The California Education Code Section 85210 provides that the Board of Trustees by Resolution, and with the approval of the County Superintendent of Schools, may amend the District Budget to provide for the expenditure of funds of unanticipated revenues, the amount of which was unknown at the time of the adoption of the final budget.

BUDGET AMEND-
MENT: GRANT
AWARD

At its meeting of January 9, 1984, the Board of Trustees approved a contract with Aero-Scientific to provide educational services for company employees for the period January 13, 1984 through February 3, 1984, for an amount not to exceed \$4,143. In order to account for the revenue and expenditure under this contract, the budget must be amended.

The Chancellor recommended the Board of Trustees approve the adoption of Resolution 84-4 as outlined in Exhibit A on file with these minutes.

Motion by Trustee Watts, seconded by Trustee Moore, to approve the adoption of Resolution 84-4 as presented. Motion carried by roll call vote:

BUDGET AMEND-
MENT: GRANT
AWARD
(CONTINUED)

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

APPROVED

The following Budget Reports were presented for the Board of Trustees' information and review:

BUDGET STATUS
SUMMARIES

- General Fund Income Summary
- General Fund Expenditure Summary by Function
- General Fund Expenditure Summary by Object
- Parking Service Income and Expenditures
- Community Services Income & Expenditures
- Radio Station Income and Expenditures

INFORMATION AND REPORTS

Chancellor Stevens asked Bill Schreiber, Executive Assistant to the Chancellor, to present a report on the Saddleback College Foundation to the Board of Trustees for their information.

FOUNDATION
REPORT

Bill Schreiber also gave a brief report to the Board of Trustees on the District's Government Affairs Program.

GOVERNMENTAL
AFFAIRS REPORT

Board President Walther recessed the meeting at 9:25 p.m. for a five minute break. The personnel hearing scheduled for the evening would begin immediately following the recess.

MEETING
RECESSED

PERSONNEL HEARING

Board President Walther announced the meeting was reconvened to consider the disciplinary action against Jesse Arnold, a permanent classified employee of the Saddleback Community College District. President Walther asked Mr. Arnold if he in fact understood his right to have this matter considered in Closed Session by the Board of Trustees and Mr. Arnold indicated he did understand but wanted it heard in open session.

MEETING
RECONVENED

PERSONNEL
HEARING

At that time President Walther announced the personnel hearing was being conducted in accordance with the provisions of Board Policy 4205 and indicated the rules of evidence would apply.

Mr. Arnold was represented by Mr. Patrick J. Prezioso and the District by Mr. Spencer E. Covert. Both Mr. Covert and Mr. Prezioso called upon witnesses to testify in this matter.

At the conclusion of testimony, the Board of Trustees recessed to Closed Session at 11:40 p.m. to deliberate the case.

PERSONNEL
HEARING
(CONTINUED)

The Board Members reconvened at 12:10 p.m. and President Walther made the following announcement:

The Board having heard and considered evidence from both parties pertaining to the recommendation for the termination of Mr. Jesse Arnold, a permanent classified employee of the Saddleback Community College District, finds that, on the basis of the evidence, there is cause for dismissal of Mr. Arnold from his employment with the District, pursuant to Board Policy 4205 due to Mr. Arnold's inefficiency in the performance of his duties for the reasons stated in the summary of charges. Said dismissal is effective January 24, 1984.

This decision was reached by a motion and second and carried by roll call vote:

DISMISSAL

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

President Walther asked Bill Schreiber to continue with his report on the Governmental Affairs Program. Due to the lateness of the meeting, Chancellor Stevens indicated this report could be placed on the Board of Trustees/Chancellor's Planning and Evaluation Workshop scheduled for January 27-28, 1984.

GOVERNMENTAL
AFFAIRS
PROGRAM

The meeting was adjourned at 12:20 p.m.

ADJOURNED

The next meeting of the Board of Trustees will be a Special Meeting January 27-28, 1984, at 4:00 p.m., at the Aliso Creek Inn, Laguna Beach.



Larry P. Stevens
Secretary to the Board of Trustees