

LIBRARY

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

Library Classroom Building - Room 105
January 24, 1983 - 7:30 p.m.

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

CALL TO ORDER

Present:

PRESENT

Members of the Board

Prof. Eugene C. McKnight, President
Mr. William L. Watts, Vice President
Mr. Robert L. Moore, Clerk
Mr. John C. Connolly, Member
Mr. Robert L. Price, Member
Ms. Harriett S. Walther, Member
Ms. Jennifer Herman, Student Member

Administrative Officers

Dr. Larry Stevens, Chancellor
Dr. Albert J. Graftsky, Vice Chancellor - Business Services
Dr. Edward A. Hart, President - North Campus
Mr. Robert Bosanko, Interim President - South Campus
Mr. Frank O. Sciarrotta- Dean of Administrative Services

Saddleback Community College Faculty Association

Al Brightbill

Saddleback Community College Academic Senate

Raghu Mathur

Motion by Trustee Watts, seconded by Trustee Price, to approve the agenda with the following addendum:

- Tab II, Item F - Student Affairs Aide (name included with recommendation)
- Tab IV, Item C-1 - Modification to South Campus Safety and Security Office - replacement page

Motion carried.

AGENDA APPROVED

Motion by Trustee Watts, seconded by Trustee Walther, to approve the minutes of the regular meeting of January 10, 1983. Motion carried.

MINUTES APPROVED

Board President McKnight complimented the Board on their hard work at the recent Chancellor-Board Evaluation Planning Workshop at Coto de Caza.

Board President McKnight asked Trustee Moore, Clerk of the Board, to read the actions which were taken during closed session January 10, 1983. The following motions were read:

Motion by Trustee Walther, seconded by Trustee Watts, to approve a new position of Special Assistant to the Chancellor for Affirmative Action and Minority Affairs and to appoint Peter Espinosa to the position on an interim basis. Motion carried.

Motion by Trustee Taylor, seconded by Trustee Walther, to approve the Chancellor's recommendation for appointing Robert Bosanko as the Interim President for the South Campus. Motion carried.

Motion by Trustee Watts, seconded by Trustee Walther, to approve the hourly fee of \$85 for Attorney Spencer Covert. Motion carried.

Motion by Trustee Watts, seconded by Trustee Walther, to approve the Chancellor's recommendation that all certificated and classified supervisors and managers, and Vice Chancellor and Presidents, be granted a 6.7% salary adjustment for the 1982-83 school year, retroactive to July 1, 1982 with the condition that only 2.7% of the increase will be carried into the 1983-84 school year beginning July 1, 1983. Motion carried.

Motion by Trustee Price, seconded by Trustee Walther, to authorize the payment of vacation leave accrued by Dr. William Jay and Robert Parsons; inclusive dates to run from July 1, 1982 to January 14, 1983. Motion carried.

Board President McKnight announced that he had reluctantly accepted Trustee Taylor's resignation as legislative representative for the Board of Trustees and had appointed John Connolly to that position and Harriett Walther as alternate.

Chancellor Stevens asked Gary Resnick to show the Board and audience the slide presentation on accreditation. He felt it would be worthwhile since the reaccreditation team would be at Saddleback on February 14, 1983.

CONSENT CALENDAR

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.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the consent calendar. Motion carried.

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

REQUESTS TO ATTEND CONFERENCES, MEETINGS

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

Trustee Walther American Association of University Women
Laguna Hills
January 8, 1983

Trustees Wishing Liaison Meeting
to Attend Laguna Hills
January 18, 1983

Trustee Walther Orange County School Boards Association Meeting
Santa Ana
February 16, 1983

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

Trustees Wishing Orange County Community College Trustees
to Attend Meeting
Garden Grove
January 31, 1983

Professor James Norris of the Business Science and Technology Division requested that he be permitted to start a retirement process phase beginning with the 1983-84 school year at a 50% load in accordance with the Board Policy and Certificated Master Agreement.

CERTIFICATED REDUCED TEACHING LOAD

The Chancellor recommended that the Board of Trustees approve James Norris, Professor, Division of Business Science and Technology, to be employed at a reduced teaching load of 50% effective with the 1983-84 academic year.

LingJia Chung, a part-time certificated employee in the Division of Fine Arts, was correctly placed, based on the information at hand, on the salary schedule as per the District Policy at the time of her employment. The Office of Administrative Services never received a transcript to change her salary classification; however, the records at Cal State Long Beach indicate that an official copy of the transcript was mailed to Saddleback.

PAYROLL ADJUSTMENT PART-TIME FACULTY

The Chancellor recommended that a payroll adjustment be made to Ling Jia Chung, part-time certificated employee in the Division of Fine Arts, effective with the 1979-80 academic year, in the amount of \$655.46.

The Chancellor recommended to the Board of Trustees that the following persons be approved as part-time/substitute faculty for the 1982-83 school year.

APPOINTMENT OF
PART-TIME/
SUBSTITUTE
FACULTY

New Part-Time/Substitute Faculty

<u>Applicant</u>	<u>Probable Assignment</u>
Booth, Jennifer	Community Services
Corbet, William E.	Construction Technology
Davenport, Diane	Sociology
Murtz, Albert	Computer Lab
Nowroozi, Shahla	Chemistry
Palmer, Margaret	Office Administration

Reemployment of Part-Time/Substitute Faculty

<u>Applicant</u>	<u>Probable Assignment</u>
Attard, John	Chemistry
Chance, Max	Administration of Justice
Ensch, Richard	Cooperative Education
Ensch, Teresa	Cooperative Education
Hangartner, John	Astronomy
Nelson, Barbara	Art
Rodgers, Carolanne	Office Administration
Troop, Jane	Office Administration
Yank, Esther	Office Administration

The Chancellor recommended that the Board of Trustees approve the following personnel actions:

CLASSIFIED
PERSONNEL
ACTIONS

New Personnel Appointments

Daniel Shanahan was employed as Instructional Assistant in Occupational Programs/Automotive (CETA-Title II-B), Grade 7, Step 1, \$6.952 per hour, part-time hourly (20 hours per week), effective January 18, 1983. This is a replacement position for Don Christensen.

Bonnie Sherar was employed as Lifeguard in Health, Physical Education, Recreation and Athletics, at the rate of \$4.510 per hour, on an if-and-as-needed basis effective January 25, 1983.

The following named students were employed as Student Employees at the rate of \$3.35 per hour effective January 24, 1983. The source of funds is the North and South Campus operating budgets.

Elizabeth Alfano	Hal Forsen
Suzann Barry	Colleen Gaynor
Marla Cary	Mike Hollis
Cuong Dang	Jerry Ives
Cynthia Duran	Lynette Johnson

Tom Janke
Georginne Mercado
David McLead
Joann Olsen
Robert Owens
Nancy Padberg

Connie Sue Ray
Robert Ridenour
Julie Rosenberg
Steve Svitenko
Elisa Tobia
Evelyn Ward

CLASSIFIED
PERSONNEL
ACTIONS
CONTINUED

Sondi Nelson, Coaching Aide for Women's Softball, Health, Physical Education, Recreation and Athletics, part-time with pay not to exceed \$1,250 effective January 24, 1983.

Change of Status

Melissa Latham, Graphic Typesetter, Library/Instructional Services (Duplicating) was given Lead status. In order to accomplish this her Grade 5, Step 2, will be changed to Grade 7, Step 2, \$1,227 per month, effective February 1, 1983. This is a lead replacement position for Mary O'Malley.

Paul Ehrlich, Radio Operator/Announcer, Library/Instructional Services (KSBR) was given a change in hours from 16 to 29 hours per week, effective January 24, 1983. This increase in hours is due to the need to compile and report the daily weather forecast which is a feature of the Radio Station.

Leave of Absence Without Pay

Nancy Plessman, Secretary I, Continuing Education Programs and Gerontology, requested a leave of absence without pay effective June 20, 1983 through June 30, 1983.

Resignation

Charlotte Debter, Program Assistant (50%), Office of Continuing Education, North Campus, resigned effective January 17, 1983. Payment was authorized for any accrued and unused vacation.

The Chancellor recommended that the Board approve Christine Moshenko for the position of Student Affairs Aide at the hourly rate of \$6.619 effective January 25, 1983. At the regular meeting of January 10, 1983 the Board of Trustees approved the position of Student Affairs Aide to be assigned to the North Campus under the direction of Dr. Maria Sheehan. Ms. Moshenko was hired as a restricted employee supported by funds granted to the Saddleback Community College District by the Associated Students Organization of the North Campus.

STUDENT
AFFAIRS AIDE

The Chancellor recommended that the Board of Trustees approve the following guest lecturer:

EDUCATION
PROGRAMS AND
SERVICES

F. Paul Meyer, November 22, 1982, Interdisciplinary Studies, honorarium \$60.00.

On January 4, 1983, Dr. Juana Barbarita of the State Chancellor's Office conducted an in-service seminar on the South Campus of the Saddleback Community College District. The training seminar was devoted to Affirmative Action and Equal Employment Opportunity. Dr. Barbarita was assisted by Mr. Lester Johnson of Chaffey College. The Chancellor recommended to the Board of Trustees that \$167.50 be paid to Dr. Barbarita for travel.

IN-SERVICE
SPEAKER -
TRAVEL EXPENSES

Ray Darga offered to volunteer his time working in Maintenance and Operations assisting with the operation of construction equipment and building and grounds maintenance. Mr. Jerry Dooley has interviewed Mr. Darga and has found him to have sufficient background. The Chancellor recommended that the Board of Trustees approve Ray Darga as a volunteer in Maintenance and Operations under the direction of Mr. Jerry Dooley for 1982-83.

VOLUNTEER -
MAINTENANCE AND
OPERATIONS

Carol Arritt volunteered her time working in the Health and Wellness Center at North Campus assisting with health education programs. Carol Arritt is a Health Education major from Long Beach State and also a registered nurse. The Chancellor recommended that the Board of Trustees approve Carol Arritt as a volunteer in the Health and Wellness Center at North Campus for the year 1982-83.

VOLUNTEER -
NORTH CAMPUS

On December 3, 1982 a Management Charrette was conducted by Dr. Richard Batdorf as a leader/consultant. Upon completion of that charrette, the consensus of those present was that Dr. Batdorf should be invited back to lead the faculty/staff charrette scheduled for January 6 and 7, 1983. Dr. Batdorf is both well qualified and effective; and, given the nature of the planning charrette, the outcomes would be more easily achieved if leadership comes from a person who is not impacted nor has a vested interest in possible charrette outcomes.

CONSULTANT -
FACULTY/STAFF
CHARRETTE

The Chancellor recommended that the Board of Trustees ratify this contract with Dr. Richard Batdorf in the amount of \$705.00 (including expenses).

The District currently is renting photocopy machines for the use of the Library and Dean of Instruction Office at the North Campus and the Financial Aid Office on the South Campus. It has been determined that the machines presently being rented at an annual cost of \$9,620.43 can be purchased on a five year contract for an annual cost of \$2,433.99, or a total of \$12,169.95. Purchase would save the District \$7,186.44 annually and \$35,932.20 over the life of the five year contract.

PURCHASE -
PHOTOCOPIERS

The Chancellor recommended that the Board approve the purchase of the three Xerox photocopy machines on a five year contract.

It was recommended that the Board approve the request for reimbursement for use of personal auto as follows:

REIMBURSEMENT
CLAIM FOR
TRUSTEES' USE OF
PERSONAL AUTO

Reimbursement Claim for Use of Personal Auto (October, November, December):

Trustee Connolly	\$10.00
Trustee McKnight	11.20
Trustee Moore	12.00
Trustee Price	11.00
Trustee Taylor	23.20
Trustee Walther	40.00
Trustee Watts	40.00
Student Trustee Herman	16.00

REIMBURSEMENT
CLAIM FOR
TRUSTEES' USE OF
PERSONAL AUTO
CONTINUED

The Chancellor recommended Board approval of purchase orders 068845 through 069053, totaling \$113,977.72. A copy of the purchase orders is on file with these minutes.

PURCHASE ORDERS

The Chancellor recommended Board approval of payment of warrants 086908 through 087198, totaling \$178,930.32. A copy of the warrants is on file with these minutes.

PAYMENT OF BILLS

OLD BUSINESS

California Education Code Section 84040 requires that an annual audit of all District funds be made by a Certified Public Accountant or a Public Accountant licensed by the State Board of Accounting. The Board employed the firm of Main Hurdman, Newport Beach, to conduct the audit of District funds for the 1981-82 fiscal year. The report of their audit has been completed and is being submitted for all agencies the law requires as well as to the Board.

1981-82
AUDIT REPORT

Vice Chancellor Graftsky introduced Ed Beranek and John Steinbeck of Main Hurdman and asked them to discuss the audits with the Board members.

The Chancellor recommended the Board accept the Auditor's Report for review and study.

Motion by Trustee Connolly, seconded by Trustee Moore, to accept the report for review and study. Motion carried.

APPROVED

At its meeting of July 13, 1982 the Board contracted with the Griffith Company, Santa Ana, for the construction of an addition to Parking Lot #5. The work is completed. Final payment to the Griffith Company has been withheld pending the resolution of a problem with the lighting standards. Griffith Company has provided a bond in the amount of \$20,000 guaranteeing that the lighting standards will be corrected.

PARKING LOT
CONSTRUCTION -
FINAL PAYMENT

The Chancellor recommended that the final payment to the Griffith Company be made in accordance with the Contractor's Application for payment (on file with these minutes), and authorize the filing of a Notice of Completion. Payment of the retention amount will be made 35 days after the date of filing said notice.

Motion by Trustee Watts, seconded by Trustee Moore, to approve the final payment to the Griffith Company and authorize the filing of a Notice of Completion. Motion carried.

PARKING LOT
CONSTRUCTION -
FINAL PAYMENT
CONTINUED
APPROVED

At its meeting of January 10, 1983 the Board of Trustees was asked to grant an easement to the San Diego Gas and Electric Company. Since the January 10 action of the Board regarding this easement, the District has been notified by County Counsel that notice of the Board's intent to grant the easement must be given and hold a public hearing on the matter before the easement is granted.

RESOLUTION -
SAN DIEGO GAS
AND ELECTRIC
COMPANY EASEMENT

The Chancellor recommended the Board rescind the action taken on January 10, 1983 and adopt the Resolution of Intent and the Notice of Public Hearing which are on file with these minutes.

Motion by Trustee Moore, seconded by Trustee Watts, to rescind the January 10 action of the Board regarding this easement and adopt the Resolution of Intent and the Notice of Public Hearing. Motion carried by roll call vote.

APPROVED

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

As part of the District budget planning for the 1983-84 fiscal year, a Joint Council for Educational Priorities (JCEP) conference is scheduled for February 2-3, 1983. This conference was discussed at the two Planning Charrettes that were held December 3, 1982 and January 6-7, 1983, respectively.

CONSULTANT FOR
JOINT COUNCIL
EDUCATIONAL
PRIORITIES
CONFERENCE

The Joint Council for Educational Priorities will be made up of faculty and administration totaling approximately 30 persons. The Council's charge will be to gain consensus on the 10 most important educational priorities for the District for 1983-84.

The Chancellor recommended that the Board of Trustees approve Dr. William Randall of Randall and Associates, Phoenix, Arizona, as a consultant for the Joint Council for Educational Priorities conference on February 2-3, 1983 in an amount not to exceed \$500.00.

Motion by Trustee Connolly, seconded by Trustee Price, to approve the consultant services of Dr. William Randall of Randall and Associates. Motion carried.

APPROVED

The National Institute for Staff and Organizational Development (NISOD) is a national consortium of community colleges emphasizing professional staff education and development. Nearly 200 community colleges belong to the consortium. There is need and a desire on the part of the leadership of both campuses to reinstitute the District's membership in this consortium.

MEMBERSHIP -
NATIONAL
INSTITUTE FOR
STAFF AND
ORGANIZATIONAL
DEVELOPMENT

The Chancellor recommended that the Board of Trustees approve the prorated membership for the District in National Institute for Staff and Organizational Development (NISOD) in the amount of \$400 for the remainder of 1982-83.

MEMBERSHIP-
NATIONAL INSTITUTE
FOR STAFF AND
ORGANIZATIONAL
DEVELOPMENT
CONTINUED
APPROVED

Motion by Trustee Connolly, seconded by Trustee Watts, to approve the membership as presented. Motion carried.

The reassignment of Dr. William O. Jay, approved by the Board of Trustees January 10, 1983, has left the Office of President of the South Campus vacant. Mr. Robert Bosanko, Dean of Admissions and District Records, has been identified as a person with the necessary qualifications to assume the interim presidency of the South Campus.

ADMINISTRATOR
REASSIGNMENT -
INTERIM PRESIDENT,
SOUTH CAMPUS

The Chancellor recommended to the Board of Trustees that Mr. Robert Bosanko be appointed as Interim President of Saddleback College, South Campus, effective January 17, 1983. The 1982-83 salary for his previous position as Dean of Admissions and District Records and his new position, Interim President, shall not exceed \$57,300.00.

Motion by Trustee Watts, seconded by Trustee Price, to approve the appointment of Mr. Robert Bosanko and the salary amount indicated. Motion carried.

APPROVED

The appointment of Mr. Robert Bosanko as the Interim President of the South Campus leaves vacant the position of Dean of Admissions and District Records. The Director of Admissions and Records, Herman Schmidt, has been identified as a person with the appropriate qualifications who could serve as an Interim Dean of Admissions and District Records.

REASSIGNMENT -
INTERIM, DEAN OF
ADMISSIONS &
DISTRICT RECORDS

The Chancellor recommended to the Board of Trustees that Herman Schmidt be appointed as Interim Dean of Admissions and District Records, effective January 24, 1983. Mr. Schmidt's placement on the Certificated Management Salary Schedule will be Category II, Step 3.

Motion by Trustee Price, seconded by Trustee Walther, to approve the appointment of Herman Schmidt as Interim Dean of Admissions and District Records at the salary indicated. Motion carried.

APPROVED

On September 1, 1982, Robert Kopfstein, Division of Humanities and Languages, resigned as the Reading Coordinator. On November 8, 1982 a job announcement was posted regarding this position. Applications have been screened, interviews of candidates conducted and an offer of employment made to fill this position.

CERTIFICATED
COORDINATOR
REPLACEMENT

The Chancellor recommended to the Board of Trustees that Lynda Bechtold be approved for the position of Reading Coordinator, Division of Humanities and Languages, at a stipend of \$1,369 per semester, effective January 24, 1983.

Motion by Trustee Walther, seconded by Trustee Moore, to approve the appointment of Lynda Bechtold as Reading Coordinator. Motion carried.

CERTIFICATED
COORDINATOR
REPLACEMENT
CONTINUED
APPROVED

Pursuant to Article VIII, Paragraph 12, of the 1980-83 Certificated Master Agreement a number of full-time faculty have applied for sabbatical leaves for the 1983-84 academic year. The members of the Faculty-Administrative Committee for Sabbatical Leaves have met and reviewed all requests for sabbatical leaves.

SABBATICAL LEAVES
1983-84

The Chancellor recommended that the Board of Trustees approve the following sabbatical leaves:

Bander, Carol	Humanities & Languages
Bennett, Joann	Fine Arts
Bliss, Robert	Business Science & Technology
Carroll, Thomas	Humanities & Languages
Kim, Yong	Natural Science
MacMillan, Sharon	Social Science
Merrifield, Michael	Library/Instructional Services
Reed, Michael	Library/Instructional Services
Rudmann, Jerald	Social Sciences & Technologies
Swearingen, Kenneth	Health, P.E., Recreation & Athletics
Whitt, Theresa	Health Sciences
Thorpe, James	Math & Engineering (Alternate)
Lange, Grace	Humanities & Languages (Alternate)
Flood, John	Counseling & Guidance (Alternate)

Motion by Trustee Connolly, seconded by Trustee Price, to approve the 1983-84 sabbatical leaves as presented. Motion carried.

APPROVED

The Board of Trustees approved Interim Chancellor DeVore's recommendation to construct a new facility to replace the existing South Campus Safety and Security trailers located in Parking Lot 1 in action taken at its June 22, 1982 meeting. Since the Board's action of last summer the Board reviewed and approved the working drawings and final architectural plans for the facility have been recently studied and reviewed.

MODIFICATION TO
SOUTH CAMPUS
SAFETY AND
SECURITY OFFICE

The Chancellor recommended the Board of Trustees approve the construction of lavatory facilities and additional meeting space adjacent to the existing South Campus Safety and Security trailers located in Parking Lot 1.

Motion by Trustee Watts, seconded by Trustee Walther, to approve the modification to South Campus Safety and Security Office as presented. Motion carried.

APPROVED

At the regular meetings on October 27, 1980 and January 12, 1981, the Board authorized the leases of IBM 6670 "Information Distributor" and IBM 5520 "Administrative System" word processors, respectively. The equipment was leased because at that time it

PURCHASE OF IBM
EQUIPMENT -
NORTH CAMPUS

was more economical than purchasing. The lease program provides for application of the lease payments from the first two years to the purchase of the machines.

PURCHASE OF IBM
EQUIPMENT -
NORTH CAMPUS
CONTINUED

The Chancellor recommended that the Board approve time purchase contracts for the IBM 5520 system at a total cost of \$33,528 and the IBM 6670 system at a total cost of \$31,270.40 with terms and payments in accordance with the documents on file with these minutes.

Motion by Trustee Watts, seconded by Trustee Walther, to approve the purchase of IBM equipment for the North Campus as presented. Motion carried.

APPROVED

The California Government Code Section 3547 requires that the Board adopt regulations for the purpose of insuring that the public has an opportunity to become familiar with and react to employee organization collective bargaining proposals.

REGULATIONS FOR
COLLECTIVE
BARGAINING

The Chancellor recommended that the Board approve the first reading of Board Policy 4004 - Public Notice, Collective Bargaining adopting the regulations for Public Notice.

Motion by Trustee Price, seconded by Trustee Connolly to approve the first reading of Board Policy 4004. Motion carried.

APPROVED

CORRESPONDENCE

CORRESPONDENCE

The correspondence was presented for the Board's information and is on file with these minutes.

The meeting was recessed to closed session at 8:50 p.m.

CLOSED SESSION

The next meeting of the Board of Trustees will be a regular meeting held on Monday, February 14, 1983 at 7:30 p.m.

SCHEDULE OF
MEETINGS


Larry R. Stevens, Secretary to the Board of Trustees