

PUBLIC/FILE IN  
LIBRARY

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

MINUTES OF THE GOVERNING BOARD MEETING

January 26, 1982 - 7:30 p.m.  
Library Classroom Building - Room 105

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

CALL TO ORDER

Present:

PRESENT

- Mr. John C. Connolly, President
- Ms. Harriett S. Walther, Vice President
- Mr. Robert L. Price, Clerk
- Prof. Eugene C. McKnight, Member
- Mr. Robert L. Moore, Member
- Mr. Larry W. Taylor, Member
- Mr. William L. Watts, Member

BOARD MEMBERS

- Dr. Robert A. Lombardi, Chancellor
- Dr. Albert J. Graftsky, Jr., Vice Chancellor -  
Business Services
- Dr. Edward A. Hart, President - North Campus
- Dr. William O. Jay, President - South Campus
- Mr. Frank O. Sciarrotta - Dean of Administrative  
Services

STAFF MEMBERS

Motion by Trustee Watts, seconded by Trustee Walther, and unanimously carried to adopt the agenda with a substitute page to Report 72 - Board Policy 107.

AGENDA  
ADOPTED

Motion by Trustee Moore, seconded by Trustee Watts, and unanimously carried to adopt the minutes of the regular meeting of January 12, 1982.

MINUTES  
ADOPTED

Chancellor Lombardi introduced Monte LaBonte, Division Director of Fine Arts, who gave a slide presentation of the community college art show

REPORTS AND  
COMMUNICATIONS

which is on display at the Capitol Building in Sacramento. The show is in connection with the reopening of the building and Community College Arts Week. The show displays the work of 50 community colleges.

REPORTS AND  
COMMUNICATIONS  
CONTINUED

Mr. LaBonte introduced Brian Donoghue, Theatre Manager, who announced to the Board that Saddleback's performance of Night and Day will be in a regional competition of the American College Theatre Festival at UCLA on February 12 and 13.

Trustee Connolly presented a plaque to Trustee Watts for his service as President of the Board during 1981.

The meeting was recessed at 8:55 p.m.

RECESS

The meeting reconvened at 9:15 p.m.

RECONVENED

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 these 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 Watts, seconded by Trustee Moore, and unanimously carried to approve the consent calendar with the removal of:

- Report 69 - Classified Personnel - Regular Actions
- Report 81 - Awards
- Report 82 - Memberships
- Report 88 - Sale of Surplus/Obsolete Property

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

BOARD OF TRUSTEES  
REQUESTS TO  
ATTEND  
CONFERENCES,  
MEETINGS, ETC.

Trustee Price	Meeting with Chancellor Saddleback College South Campus January 6, 1982
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Trustees McKnight and Price	Liaison Committee Meeting El Toro January 11, 1982
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Trustees Connolly and Walther	Meeting with Chancellor Saddleback College South Campus January 18, 1982
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Trustees Wishing Liaison Committee Meeting  
to Attend Laguna Hills  
January 19, 1982

BOARD OF TRUSTEES  
REQUESTS TO  
ATTEND  
CONFERENCES,  
MEETINGS, ETC.  
CONTINUED

Trustees Wishing Saddleback Regional Chamber of  
to Attend Commerce Legislative Reception  
Laguna Hills  
February 5, 1982

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

Trustee Price CCJCA Commission of Vocational  
Education  
San Francisco  
January 25, 1982

Trustees Wishing OCSBA-ACSA Region XVII Joint  
to Attend Dinner Meeting  
Newport Beach  
February 3, 1982

The Board of Trustees approved the submission of applications for North and South Campus grants under the Department of Education College Library Resources Program for the fiscal year 1982-83. The goal of this grant is to assist the college in acquiring books and related library materials. Title II-A of the Higher Education Act of 1965 authorized Library Grants not to exceed \$10,000. Saddleback College received an award of \$1,200 for the 1981-82 fiscal year. These funds are to be used between October 1, 1982 and September 30, 1983.

GRANTS -  
APPLICATIONS

The following part-time faculty (temporary employees) were approved to teach for the 1981-82 academic year at the rate stipulated in the salary schedule, at the class to which each is qualified.

APPOINTMENT OF  
PART-TIME/  
SUBSTITUTE  
FACULTY

<u>Applicant</u>	<u>Probable Assignment</u>
Abel, Erika G.	Real Estate
Akin, Sharon	Sign Language
Attard, John	Chemistry
Beck, Chance A.	Architecture
Chapman, David R. E.	Sign Language
Chapman, Julie I.	Sign Language
Claffy, Patti	Office Administration
Cook, Dorothy J.	Interior Design
Davis, Irving	Music
Cordell, Jon Terry	Cable TV
Golden, Jill	Foods and Nutrition
Gordon, Barbara	Interior Design
Harwood, Glenn	Speech

James, Richard L.	Physical Education
Jenks, Rod	Philosophy
Juhl, Joyce	Law
McDonald, J. Gordon	Mathematics
Melara, Miriella	French
Rubenstein, Susan	Art
Setlak, Helene J.	Art
Simmons, Keith C.	Architecture
Staudenbaur, Paricia	Human Development
Wamsley, Bonnie I.	ESL
Wiley, Roy	Aviation
Zamora, Robert	Spanish

APPOINTMENT OF  
PART-TIME/  
SUBSTITUTE  
FACULTY  
CONTINUED

The following part-time faculty (temporary employees) were appointed on an if-and-as-needed basis for the 1981-82 academic year as indicated:

Gaschen, Fred	Assistant Basketball Coach	\$625
Van Leuvan, Fred	Assistant Basketball Coach	625
DeMaggio, Stanley N.	Assistant Women's Basketball Coach	1,250
Kemp, Edward	Assistant Women's Swim Coach	1,250
	(Replacement for Peter Cosmakos)	
James, Richard	Head Women's Track and Field Coach	2,000

The following, previously employed part-time faculty (temporary employees) were approved to teach on an if-and-as-needed basis for the 1981-82 academic year at the rate stipulated in the salary schedule, at the classification to which each is qualified.

Emeritus Institute

Hickey, Margaret  
Sands, Dan  
Willbrant, J. Loyce

Natural Science

Akins, Val  
Keim, Randolph

North Campus

Cross, Susan  
Horton, Barbara  
Ishimine, Tomotaka  
Spindler, Eugene

The following Fluor Engineers and Constructors, Inc. employees were approved to teach in the program at no cost to the district, effective January 18, 1982. These persons hold a California Community College Credential.

Felczer, Leon  
Hellesvig, Vernon L.      43

Additional Compensation

CERTIFICATED  
PERSONNEL -  
REGULAR ACTIONS

The following Coordinators were approved at the rate of \$1,369.00 per semester, effective January 4, 1982:

Howard Adams                      Nursing Coordinator  
Dixie Bullock                     Nursing Coordinator  
Claudia Egkan                    Business Center Coordinator

Resignation/Termination

The resignation of Ram Singhania, Computer and Information Sciences Instructor, North Campus, was approved effective January 4, 1982.

The following guest lecturers/artists were approved. Monies have been budgeted for the honorariums as indicated. The following items are part of the district's general instructional program.

PUBLIC AND  
INSTRUCTIONAL  
PROGRAMS

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
Medical Surgical Nursing Class January 18 & 25, 1982 February 8 & 25, 1982 March 15 & April 12, 1982	Elsie Ingram	\$ 50.00 50.00 50.00
Gerontology 101 March 1, 1982	Helen Loring	50.00
IDS 1/South January 1982	Owen Thomas	75.00
IDS 1/South February 1982	James McGaugh	75.00
IDS 1/South February 1982	Bill Kirk	75.00

The following Community Services Programs were approved:

COMMUNITY  
SERVICES  
PROGRAMS

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
For distribution of flyers to promote the North Campus Celebrity Series, Spring 1982 season.	Joyce Winters	\$ 100.00
How to Get Published April 24, 1982 (Revised honorarium - original Board Approval of December 15, 1981 was incorrect)	Robert Howland	400.00

William Blurock & Partners, Architects, submitted the following request for payment on a project previously approved by the Board. The payment request was approved for ratification.

PAYMENT TO ARCHITECT

Project: Library/Classroom Building - North Campus  
Fee: \$61,600

Amount due on account to date (90%) \$55,440.00  
Less previous payments 49,280.00  
Amount due this request \$ 6,160.00

District Warrants 078227 through 078677, totaling \$677,814.60 were approved and ratified for payment. A copy of the District Warrants is on file with these minutes.

PAYMENT OF BILLS

Payment of personnel services was ratified as follows:

PAYMENT OF PERSONNEL SERVICES

Classified payroll - \$625,365.42

The following progress payment requests were submitted for approval or ratification on awards previously approved by the Board of Trustees. The payments are within the budgetary allocations for the projects listed and the architect and the construction inspector have certified that the work covered by these payments has been satisfactorily performed.

PROGRESS PAYMENTS

Project: North Campus Site Development - Bid 42-2  
Contractor: Kawai Bros.  
Contract Amount: \$102,500.00  
Approved Changes: 9,000.00  
Revised Amount: \$111,500.00

Earned to date \$81,725.00  
Less 10% retention 8,172.50  
Net due earned to date 73,552.50  
Less previous payments 69,052.50  
Amount due this request \$ 4,500.00

Project: Library Classroom Building - North Campus - Bid 40  
Contractor: Charles Noble Co.  
Contract Amount: \$538,400.00  
Approved Changes: 16,088.58  
Revised Amount: \$554,488.58

Earned to date	\$396,529.90
Less 10% retention	39,652.99
Net due earned to date	<u>356,876.91</u>
Less previous payments	232,730.90
Amount due this request	<u>\$124,146.01</u>

PROGRESS  
PAYMENTS  
CONTINUED

Purchase Orders 063140 through 063382, totaling \$166,238.77, were approved and payment was authorized upon delivery and acceptance of the items ordered. Also submitted for approval was a report of changes to purchase orders previously approved by the Board. A copy of the report is on file with these minutes.

PURCHASE ORDERS

Transfer of budget appropriation funds was approved. A copy of the transfers is on file with these minutes.

TRANSFER  
OF FUNDS

REGULAR CALENDAR

REGULAR  
CALENDAR

It was recommended that the following classified personnel regular actions which have been allocated in the 1981-82 budget be approved.

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

Ratification of Employment - South Campus

Marjorie Corkery, CETA Operations Facilitator, (Human Services), Classified Supervisory Salary Schedule hourly equivalent of Class III, Step 3, \$9.083 per hour (35 hours total), effective December 21, 1981.

Recommendation of Employment

Elizabeth Sater, Secretary I/Secretary II Substitute, hourly equivalent of Grade 1, Step 1, \$5.994 per hour, and Grade 5, Step 1, \$6.583 per hour, plus 5% per hour shift differential, on an if-and-as-needed basis, effective January 27, 1982.

Recommendation of Employment - Restricted Employees

It was recommended that the following be employed as Restricted Short-Term Employees pursuant to Education Code 88003:

Jill Lucas, Radio Operator/Announcer Substitute, \$4.490 per hour, part-time hourly (19 hours per week), on an if-and-as-needed basis, effective January 11, 1982. Funded through the CPB Grant.

Change of Status - Grants Personnel (Restricted Employee)

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS  
CONTINUED

Marilyr Leebug, Instructional Assistant, VEA Subpart 2 Grant, change in work week from 19 to 27.5 hours per week, effective January 18, 1982.

Recommendation of Employment - Interpreter (Restricted Employees)

It was recommended that the following be employed as Interpreters effective January 12, 1982. The hours will be determined by the appropriate administrator and budget.

<u>Name</u>	<u>Classification</u>	<u>Hourly Rate</u>
Colleen A. Gilbert	Interpreter II	\$6.600
Carol Nickens	Interpreter III	7.700
Susan Senkbeil	Interpreter Apprentice	3.850

Recommendation of Employment - Student Employees (Restricted Employees)

Student Employees, if-and-as-needed basis, \$3.35 per hour:

John Blasina	Marlane Morse
Kelly Burke	Cheryl A. Nichols
Nikki Dravani	Mary Risucci
Michael A. Edwards	Andrew A. Smits
Michelle Larwood	Sharon Stitson
Kim McCumber	Mark E. Weinmann

Change of Status/Reclassification

Mary Lou Deleva, Secretary I, Office of Administrative Services, change of position to Secretary II (10-month position), Health, P.E. Recreation and Athletics, Grade 5, Step 6, \$1,389 per month, effective January 20, 1982. This is a replacement position for Juleen Gerhardt.

Lori Griffin, Secretary II, Purchasing Department, reclassified to Information Processor, Grade 7, Step 5, \$1,389 per month, effective February 1, 1982.

Emiko Suzukawa, Secretary II, Health Sciences and Gerontology, reclassification to Administrative Secretary III, Grade 11, Step 4, \$1,456 per month, Office of Continuing Education and Emeritus Institute, effective February 1, 1982.



Resignation/Termination

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS  
CONTINUED

Robert Jasper, Custodian, Maintenance and Operations, resigned effective January 22, 1982. Payment was authorized for any accrued and unused vacation pay.

Tina Jasper, Custodian, Maintenance and Operations, resigned effective January 22, 1982. Payment was authorized for any accrued and unused vacation pay.

Susun Wilkinson, Secretary II, Occupational Programs, resigned effective December 10, 1981. Payment was authorized for any accrued and unused vacation pay.

Louise Hoagland, Secretary I, Career Placement, resigned effective January 4, 1982. Payment was authorized for any accrued and unused vacation pay.

Motion by Trustee Taylor, seconded by Trustee Watts, and unanimously carried to approve the Classified Personnel - Regular Actions as presented.

APPROVED

It was recommended that the items on the Awards list be approved for the action specified, and that payment be authorized upon delivery and acceptance of the items ordered. Each bidder recommended for an award has submitted the low bid meeting specifications and the recommended awards are within the approved budgetary allocations. A copy of the Awards list is on file with these minutes.

AWARDS

Motion by Trustee Price, seconded by Trustee Moore, and unanimously carried to approve the Awards list as presented.

APPROVED

The following requests for institutional memberships were submitted for approval:

MEMBERSHIPS

Community Services

California Park & Recreation Society  
(renewal) \$90.00

Financial Aid

California Community College Student  
Financial Aid Administrators Association  
(renewal) \$15.00

Business Sciences

MEMBERSHIPS  
CONTINUED

International Conference of Building  
Officials (new) \$130.00

Motion by Trustee Price, seconded by Trustee Watts,  
and unanimously carried to approve the memberships  
as presented.

APPROVED

It was recommended that the Board ratify the sale  
of surplus/obsolete property to the individuals  
shown on the list on file with these minutes at  
the high bid amounts indicated.

SALE OF  
SURPLUS/OBSOLETE  
PROPERTY

Motion by Trustee Moore, seconded by Trustee  
Price, and unanimously carried to approve the  
sale of surplus/obsolete property as presented.

APPROVED

The Program Area Priorities item was presented  
for information. Chancellor Lombardi indicated  
that at the end of the meeting Vice Chancellor  
Grafsky would give a budget presentation which  
related to this agenda item.

PROGRAM AREA  
PRIORITIES

The Board of Trustees Requests List was presented  
for information.

BOARD OF TRUSTEES  
OTHER  
INFORMATION

Motion by Trustee Price, seconded by Trustee  
McKnight, and carried to include on the Requests  
List an updated report regarding the rearrangement  
of trustee areas at the next meeting. Trustees  
Taylor and Watts voted no.

Motion by Trustee McKnight, seconded by Trustee  
Price, and carried to include on the Requests  
List progress reports on the Foundation.  
Trustees Moore, Taylor and Watts voted no.

Motion by Trustee McKnight, seconded by Trustee  
Walther, and carried to include on the Requests  
List a report from administration on possible  
ways of solving the parking problems. Trustees  
Taylor and Watts voted no.

Motion by Trustee Walther and seconded by Trustee  
Moore, that in the future requests proposed at a  
given meeting by the Board not be voted on until  
the following meeting when the administration can  
give an estimate of time and cost to comply, and  
a recommendation for establishing priorities.

Trustee Walther withdrew her motion because it had  
not been restated by the chair.

Motion by Trustee Moore, seconded by Trustee Price, and carried that the Chancellor and/or his staff investigate the advisability of the college sponsoring community services trips. Trustee Watts voted no.

BOARD OF TRUSTEES  
OTHER  
CONTINUED

Motion by Trustee Taylor, seconded by Trustee Moore, and unanimously carried that the Board not join any chambers of commerce within the district.

Board Policy 107 - Written Commendations was presented for information and first reading. A copy of the policy is on file with these minutes.

BOARD POLICY 107  
WRITTEN  
COMMENDATIONS  
INFORMATION

It was recommended that the Five-Year Plan be approved and submitted to the Chancellor's office for consideration; and that authorization be granted to submit the Project Planning Guides for state support for projects in 1983-84. It was also recommended that the District Master Plan for 1982, for the North and South Campuses, be approved.

DISTRICT MASTER  
PLAN/FIVE-YEAR  
PLAN

Motion by Trustee Moore, seconded by Trustee Price, and unanimously carried to approve the District Master Plan/Five-Year Plan.

APPROVED

Motion by Trustee Moore, seconded by Trustee Price, and unanimously carried that a special meeting be scheduled for the Board; that Chancellor Lombardi invite an appropriate member of the Chancellor's office to present some information on the use of the five-year plan in that office and also invite Mr. Poolman; and that the Board discuss the philosophy of the five-year plan and any changes that might be suggested in the future prior to this five-year plan being rewritten or updated.

It was recommended that the following gifts to the district be accepted:

GIFTS TO THE  
DISTRICT

Donor

Gift

Bently Laboratories, Inc.  
Irvine, CA

#428 and #429 Injection  
Molds donated to the  
Plastics Technology  
Program at North Campus

Mission Viejo Company  
Mission Viejo, CA

\$2500 Grant to the  
Radio Station KSBR  
for coverage of local  
events and sports

GIFTS TO THE  
DISTRICT  
CONTINUED

Gloria Fleming  
Costa Mesa, CA

Respiratory Therapy  
Machine (Byrd Unit)  
donated to the Health  
Sciences Division for  
use in their Nursing  
Skills Lab

Motion by Trustee Price, seconded by Trustee Watts,  
and unanimously carried to accept the gifts to the  
district.

ACCEPTED

In accordance with the terms of the Option to  
Repurchase included in the contract documents  
for purchase of the initial North Campus site,  
the district has requested and received a quit-  
claim deed from The Irvine Company for the  
initial 20 acre site.

ACCEPTANCE OF  
QUITCLAIM DEED  
NORTH CAMPUS  
SITE

It was recommended that the Board accept the  
quitclaim deed and authorize the recording of  
the document with the Orange County Recorder.

Motion by Trustee Moore, seconded by Trustee  
McKnight, and unanimously carried to accept the  
Quitclaim Deed - North Campus Site.

ACCEPTED

The district has had in effect an agreement with  
Butte Community College District for the use of  
district data processing facilities by Butte at  
the rate of \$1,000 per month.

AMENDMENT OF  
CONTRACT WITH  
BUTTE COMMUNITY  
COLLEGE DISTRICT

It was requested that the Board ratify an amend-  
ment to this agreement changing the termination  
date from August 31, 1981 to May 1, 1982, and  
that the Chancellor or the Vice Chancellor/Business  
Services be authorized to execute the appropriate  
amendment document.

Motion by Trustee Walther, seconded by Trustee  
Moore, and unanimously carried to approve the  
contract amendment as presented.

APPROVED

Ratification was recommended for an agreement  
between the district and Southern California  
Edison which provides for the district to pre-  
sent a course in Emergency Medical Technician  
Procedures to company employees during the  
spring semester.

EDUCATIONAL  
SERVICES  
AGREEMENT -  
SOUTHERN  
CALIFORNIA  
EDISON COMPANY

Southern California Edison Company will make facilities available for instruction at the San Onofre Nuclear Generating Station, and will reimburse the district for instruction costs in the amount of \$4,645.95. The agreement covers the period from January 4, 1982 through June 30, 1982.

EDUCATIONAL  
SERVICES  
AGREEMENT -  
SOUTHERN  
CALIFORNIA  
EDISON COMPANY  
CONTINUED

It was further recommended that the Chancellor or the Vice Chancellor/Business Services be authorized to execute the appropriate contract documents.

Motion by Trustee Moore, seconded by Trustee Watts, and unanimously carried to approve the educational services agreement with Southern California Edison Company.

APPROVED

The district architect has reviewed the work performed by California Landscape Company under the contract for North Campus Site Development #1, and has found the project to be substantially complete as of December 10, 1981.

NORTH CAMPUS  
SITE  
DEVELOPMENT #1  
CERTIFICATE OF  
SUBSTANTIAL  
COMPLETION

It was therefore recommended that the Board of Trustees accept this project as substantially complete and authorize the Chancellor or the Vice Chancellor/Business Services to execute a Certificate of Substantial Completion/Beneficial Occupancy.

Motion by Trustee Taylor, seconded by Trustee Moore, and unanimously carried to approve the Certificate of Substantial Completion as presented.

APPROVED

Lupe Garcia has submitted an application for permission to file a late claim against the district, alleging personal injury damages as a result of a fall which occurred in the shower area of the women's locker room on May 13, 1981.

APPLICATION FOR  
LEAVE TO  
PRESENT LATE  
CLAIM AGAINST  
THE DISTRICT

It was recommended that the application for leave to present a late claim under Section 911.4 of the Government Code made in behalf of Lupe Garcia be denied. It was further recommended that the Chancellor be directed to inform Lupe Elodia Garcia of the denial in accordance with the provisions of Government Code Section 911.8.

Motion by Trustee Moore, seconded by Trustee Watts, and unanimously carried to approve the recommendation of the report as presented.

APPROVED

Coastline College will be offering during the spring semester the following television courses not available to the district through the Television Consortium membership:

TELEVISION  
COURSE  
AGREEMENT

You and the Law  
Needlecraft

TELEVISION  
COURSE  
AGREEMENT  
CONTINUED

Proposed agreement with Coast Community College  
District would provide:

1. Coastline will telecast the above two courses for credit during spring 1982 semester.
2. Saddleback will be responsible for registration and administrative details necessary for successful completion of the television courses.
3. Saddleback will pay Coastline 50% of the state apportionment received by Saddleback for students registered in these two courses.

It was recommended that the Chancellor or the Vice Chancellor/Business Services be authorized to execute the proposed agreement.

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to approve the agreement as presented.

APPROVED

A report on district income over the past five years, beginning with fiscal year 1977-78, was presented to the Board for information.

DISTRICT  
INCOME  
INFORMATION

Due to the late hour, Vice Chancellor Graftsky will make his budget presentation at the next meeting.

The meeting was adjourned to closed session at 10:40 p.m.

CLOSED SESSION

There was no action to report.

The next regular meeting of the Board of Trustees will be February 9, 1982 at 7:30 p.m.

SCHEDULE OF  
MEETINGS

R. A. Lombardi  
R. A. Lombardi, Secretary to the Board of Trustees