

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

North Campus Building A - Room 311
February 27, 1984 - 6:00 p.m.

STUDY SESSION

Board President Walther convened the Study Session at 6:15 p.m. and asked Chancellor Stevens to introduce the discussion item 1984-85 Joint Council on Educational Priorities (JCEP) Criteria Options.

STUDY SESSION

Chancellor Stevens asked Vice Chancellor Habura to present the document to the Board for discussion and answer any questions the Board members might have.

The Study Session concluded at 7:15 p.m.

Board President Walther called the Regular Meeting to order and recessed the meeting for a tour of the North Campus faculty offices and then a brief Closed Session to discuss a personnel matter.

CALL TO ORDER
CLOSED SESSION

The meeting was reconvened at 8:00 p.m.

MEETING
RECONVENED

Pledge of Allegiance led by Trustee Gellatly.

Invocation given by Trustee Price.

Members of the Board of Trustees

Ms. Harriett Walther, President
Mr. John C. Connolly, Vice-President
Mr. Robert L. Moore, Clerk
Ms. Shirley Gellatly, Member
Prof. Eugene C. McKnight, 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 Fiscal Services
Dr. Maria Sheehan, Director of Personnel
Dr. Edward Hart, President - North Campus
Ms. Constance M. Carroll, President - South Campus

Faculty Association

Mr. James Lindblad, President

PRESENT
(CONTINUED)

Academic Senate

Dr. Peter Morrison, President

CSEA Representative

Ms. Helen Locke

President Walther introduced North Campus chorale instructor Jan Wyma and her chorale class performed three songs.

CHORALE
PERFORMANCE

Motion by Trustee Moore, seconded by Trustee Connolly, to approve the agenda with replacement pages to Tab III, Item A - Trustees Requests to Attend Conferences and Meetings, and Tab III, Item C - Certificated Personnel Actions. Motion carried.

AGENDA APPROVED

Motion by Trustee McKnight, seconded by Trustee Moore, to approve the minutes of the Regular Meeting of February 14, 1984. Motion carried.

MINUTES APPROVED

Chancellor Stevens introduced Assistant Dean Lee McGrew and asked her to inform the Board members of the upcoming Women's Leadership Conference scheduled for April 6, 1984 on the South Campus.

WOMEN'S LEADER-
SHIP CONFERENCE

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 Watts, to approve the consent calendar as presented. Motion carried.

APPROVED

The Board of Trustees approved the following requests for travel and/or mileage.

TRUSTEE REQUESTS
TO ATTEND
CONFERENCES
AND MEETINGS

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

Trustee Gellatly Meeting with Administration
South Campus
February 9, 1984

Trustee McKnight	Management Council Quality Circles Presentation South Campus February 14, 1984
Trustee McKnight	Meetings with Administration South Campus February 17 and 22, 1984
Trustees Wishing to Attend	Liaison Committee Meeting Laguna Hills February 21, 1984
Trustees Wishing to Attend	Multicultural Experience Week South and North Campuses March 5-9, 1984
Trustees Wishing to Attend	Municipal Water District Water Conservation Tour Santa Ana March 14, 1984
Trustees Wishing to Attend	Orange County School Boards Association Board of Directors Meeting Costa Mesa March 14, 1984

TRUSTEE REQUESTS
TO ATTEND
CONFERENCES
AND MEETINGS
(CONTINUED)

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

Trustees Wishing to Attend	Orange County School Boards Association - ACSA Joint Dinner Meeting Santa Ana February 29, 1984
Trustees Wishing to Attend	Prescription for Prevention Symposium Anaheim Convention Center March 10, 1984
Trustee Wishing to Attend	Association of Governing Boards of Universities & Colleges National Conference on Trusteeship San Francisco April 1-3, 1984

During the 1982-83 and 1983-85 academic years, Saddleback College South successfully implemented a program to train students in pre-nuclear technology by a contract with Southern California Edison Company, Inc./San Onofre. They have been extremely pleased with the progress the

EDUCATIONAL SER-
VICES AGREEMENT:
SOUTHERN
CALIFORNIA EDISON
COMPANY, INC.

students have made at the South Campus. The training administrators at Southern California Edison are eager to continue to work with the College for a number of other training programs. South Campus has been requested to offer two in-service classes for administrative assistants at San Onofre. The program is requested for the period March 7 through October 31, 1984.

EDUCATIONAL SERVICES AGREEMENT:
SOUTHERN CALIFORNIA EDISON COMPANY, INC.
(CONTINUED)

The Board of Trustees approved the Educational Services Agreement with Southern California Edison Company, Inc., as indicated in the Exhibit on file with these minutes.

The Board of Trustees approved the Certificated Personnel Actions as follows:

CERTIFICATED PERSONNEL ACTIONS

New Part-Time/Substitute Faculty

<u>Applicant</u>	<u>Probable Assignment</u>
Maxum, Bernard J.	Electronics/JTPA
Ryan, Christina	Clinical Nursing (Substitute)

Administrator Resignation

Jerry Guy, Assistant Dean, Special Programs, South Campus, resigned effective February 17, 1984. Payment is authorized for any unused vacation.

Professional Development Leave

Audrey Yamagata-Noji, Special Programs Division, South Campus, has been invited by Assemblyman John Vasconcellos to serve as a legislative intern to the Assembly Ways and Means Committee. This assignment would afford Ms. Yamagata-Noji an opportunity to become experienced in the legislative policy-making process as well as to provide technical assistance in researching issues that affect education. Ms. Yamagata-Noji has requested an unpaid Professional Development Leave effective April 2, through May 18, 1984, pursuant to Article VIII, Section 8, and Section 14A of the Certificated Employee Master Agreement.

The Board of Trustees approved the Classified Staff Personnel Actions as follows.

CLASSIFIED STAFF PERSONNEL ACTIONS

New Personnel Appointments

Berit S. Austin employed as a Stores Clerk, Central Services, District, Grade 5, Step 3, effective March 5, 1984. This is a replacement position for Nettie Dickey who resigned.

Ann Olson employed as Secretary I, EOPS, North Campus, Grade 1, Step 1, \$6.13 per hour, 20 hours per week, effective February 28, 1984. This position is funded by the State EOPS allocation.

CLASSIFIED STAFF
PERSONNEL ACTIONS
(CONTINUED)

Dan W. Nickel employed as Project Clerk, Technology and Applied Science, South Campus, at the rate of \$5.00 per hour on an if-and-as-needed basis, effective February 28, 1984.

Aurelia Huffman employed as Clerk-Short Term, Career Placement, South Campus, at the rate of \$4.05 per hour, on an if-and-as-needed basis, effective February 28, 1984.

Nancy Roper employed as Van Driver Substitute, Special Services, South Campus, at the rate of \$4.40 per hour, on an if-and-as-needed basis, effective February 28, 1984.

Mary Ann Christensen employed as Interpreter III, Special Services, South Campus, at the rate of \$7.70 per hour, on an-if-and-as-needed basis, effective February 28, 1984.

The following individuals were employed as Professional Models in the Fine Arts and Communications Division at the rate of \$6.60 per hour, on an if-and-as-needed basis, effective February 28, 1984.

Gregory Cruzska
Linnea Lawson

The following individuals were employed as Tutor I, South and North Campus, at the rate of \$3.85 per hour, on an if-and-as-needed basis, effective February 28, 1984.

Carmen Casui	Richard Lambakis
Joyma Claus	Ed Marsh
Melinda Feldmiller	Patricia Saimbeni
Hrair Koutnouyan	Lori Wagner

The following named students were employed as Student Employees at the rate of \$3.35 per hour, effective February 28, 1984.

Delong, Lynette	Lafaille, Terri L.
Gage, Don	Merowit, Tracey Jaye
Goodman, Joan	Siminuk, Mark
Jones, Ronald Brian	Varela, Maria Rosario

Change of Status

Blanca Agdeppa, Information Processor, District Office of Personnel and Employee Relations, designated as a Confidential employee with additional compensation of \$55 per month, effective March 1, 1984.

Joan Rios, Admissions & Records Clerk I, Admissions & Records, South Campus, given a change of assignment to Admissions & Records Account Clerk II (10 months), South Campus, Grade 7, Step 5, effective March 1, 1984. This is a replacement position for Sande Charles.

CLASSIFIED STAFF
PERSONNEL ACTIONS
(CONTINUED)

Elsie Ronkeinen, Admissions & Records Clerk I, Admissions & Records, South Campus, given a change of assignment to Assistant Data Control Clerk, South Campus, Grade 7, Step 5, effective March 1, 1984. This is a replacement position for Deane Cropper.

Resignation/Termination

Robin Leftwich, Community Services Specialist, Community Services, South Campus, resigned effective March 14, 1984. Payment is authorized for any unused vacation.

Eileen Roth, Program Assistant (hourly), Community Services, South Campus, resigned effective February 29, 1984. Payment is authorized for any unused vacation.

Germaine Schuster, Switchboard Operator/Receptionist, Student Services, North Campus, unpaid status effective February 28, 1984.

At its meeting of September 12, 1983, the Board of Trustees approved entering into a contract with the Board of Governors for the California Community Colleges for deferred maintenance projects. The agreement provides that the State will match District funds for approved maintenance projects in the amount of fifty percent of total cost. Among the projects approved for State funding was the overhaul of air handler fans in the South Campus Library and Science/Math Building. The approved budget for this project is \$18,200.

AWARD OF BID:
AIR CONDITIONING
REPAIRS

After receiving approval of contract specifications from the Office of the Chancellor of the California Community Colleges, bids were requested and opened on January 13, 1984. Three bids were received with Honeywell, Inc., Costa Mesa, the low bidder meeting specifications.

The Board of Trustees awarded Bid #668 for overhaul of air handler fans in the South Campus Library and Science/Math Building to Honeywell, Inc., Costa Mesa, in the amount of \$16,395.

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AWARD OF BID:
ROOFING CONTRACT

was the reroofing of the South Campus Science/Math Building. The approved budget for this project is \$43,000.

AWARD OF BID:
ROOFING CONTRACT
(CONTINUED)

After receiving approval of contract specifications from the Office of the Chancellor of the California Community Colleges, bids for the reroofing of the southern portion of the Science/Math Building were requested and opened on December 9, 1983. Five contractors responded with Coast Roofing Company, Los Alamitos, the low bidder meeting specifications. Due to the unexpectedly low bids, further bids were requested for reroofing the northern portion of the Science/Math Building. These bids were opened on February 3, 1984. Seven contractors responded with Hughes Roofing, Riverside, the low bidder meeting specifications.

The Board of Trustees awarded Bid #666 for reroofing work on the South Campus Science/Math Building to Coast Roofing Company, Los Alamitos, in the amount of \$14,847, and Bid #669 to Hughes Roofing, Riverside, in the amount of \$23,800.

On October 29, 1983, J. Scott Munroe, South Campus student enrolled in a physical education class, allegedly injured his right leg in the course of practicing football. The California Government Code provides for the filing of claims by persons who contend that acts or omissions by a public entity have caused or contributed to an injury or loss. J. Scott Munroe has filed a claim against the District, as indicated in the Exhibit on file with these minutes. CLAIM AGAINST THE DISTRICT

The Board of Trustees rejected the claim of J. Scott Munroe and the matter was referred to the District's insurance carrier.

Dr. Lee Waian, Saddleback College environmental studies instructor, has provided invaluable assistance and expertise to the District during the investigation of a proposal to build wastewater treatment facilities adjacent to Saddleback South. Studies of this project are not yet complete and Dr. Waian has agreed to continue monitoring the situation in the event future District involvement is warranted. Dr. Waian has not been remunerated for his assistance to date on this project. A consultant stipend of \$250 has been proposed based upon anticipated use of Dr. Waian's advisory services with respect to the wastewater treatment proposal through the remainder of this fiscal year.

CONSULTANT
AGREEMENT:
WASTEWATER
TREATMENT
PROPOSAL

The Board of Trustees approved Dr. Lee Waian's employment as a consultant to provide continued assistance on the wastewater treatment plan project, in accordance with the terms and conditions as shown in the Exhibit on file with these minutes.

Warrants 095903 through 096180, totaling \$390,115.53, were approved.

PAYMENT OF BILLS

Purchase orders 075045 through 075233, totaling \$108,866.71, were approved.

PURCHASE ORDERS

NEW BUSINESS

The Academic Calendar is constructed in compliance with the sections of the Education Code and with provisions of the negotiated contracts with district employees. Opportunity for input into formation of the proposed calendar is provided through the Calendar Committee. During the months of December through February the Calendar Committee met four times to consider alternative calendars.

PROPOSED 1984-85
ACADEMIC
CALENDAR

From an instructional view, the calendar retains 166 days of instruction and nine days of in-service as in the current year. Presumed improvements include (1) final examinations both semesters begin on Mondays allowing the weekend for student preparation, (2) a five-day later starting date for classes in the Fall to accommodate students whose family vacations may conflict with our first day of instruction, (3) a more even distribution of teaching days as among Mondays through Fridays, (4) a clear designation of the dates Saturday classes meet.

An additional instructional holiday, Martin Luther King Day on January 21 is observed. This does not affect the total number of days of instruction which remain at 166.

The only significant compromise is two different length semesters, a Fall of 81 instructional days and a Spring of 85 days. The Calendar Committee was unable to achieve the improvements noted above while retaining two 83 day semesters. An analysis by faculty and administrators found this to be an acceptable, if not wholly desirable pattern.

The Chancellor recommended the Board of Trustees approve the 1984-85 Academic Calendar as shown in the Exhibit on file with these minutes.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the 1984-85 Academic Calendar as presented. Motion carried.

APPROVED

Beginning with the Assumptions Workshop with faculty and staff in August of 1983, continuing through the Joint Council on Educational Priorities in October and leading now to the 1984-85 Joint Council on Educational Priorities (JCEP) Criteria Options, faculty and educational administrators have been developing priorities for the year

1984-85 JOINT
COUNCIL ON
EDUCATIONAL
PRIORITIES (JCEP)
CRITERIA OPTIONS

ahead. The 1984-85 Joint Council on Educational Priorities (JCEP) Criteria Options document reflects the work of both campus faculties and campus administration in innumerable forums over the past two months. The recommendations were consolidated, with modifications, by an editing committee comprised of the three senate presidents, the two campus presidents and the Vice Chancellor for Educational Services. (CONTINUED)

It is the intention of the administration that the document be circulated to campus personnel for their recommendations concerning each issue and that the Board of Trustees consider adopting specific options as budget planning guidelines for 1984-85 at the March 12, 1984, Board meeting. That meeting will include an opportunity to hear from representatives of the respective campus and college senates.

The Chancellor recommended the Board of Trustees accept the 1984-85 Joint Council on Educational Priorities (JCEP) Criteria Options, a copy of which is on file with these minutes, for review and study.

Motion by Trustee McKnight, seconded by Trustee Moore, to accept the 1984-85 Joint Council on Educational Priorities (JCEP) Criteria Options, a copy of which is on file with these minutes, for review and study. ACCEPTED

Pursuant to Article VIII, paragraph 12, of the 1980-83 Certificated Master Agreement, 22 full-time faculty applied for sabbatical leaves for the 1984-85 academic year. The sabbatical applications and supporting information were forwarded to the Faculty-Administrative Committee for Sabbatical Leaves after review by the appropriate Assistant Deans, Deans, and Campus Presidents. SABBATICAL LEAVES 1984-85

The members of the Faculty-Administrative Committee for Sabbatical Leaves have met and reviewed all requests for sabbatical leaves. This committee was chaired by Dr. Ronald Steinke. The Committee has voted to recommend the following faculty for sabbatical leaves during the 1984-85 academic year.

<u>Name</u>	<u>Length of Leave</u>
Bremer, Fred	Fall Semester
Sherrer, Betty	Spring Semester
Cain, Duane	Fall Semester
Weisrock, Thomas	Fall Semester
Wells, Carlyn	Academic Year
Johnson, Zane	Spring Semester
Bullock, Dixie	Fall Semester
Campbell, Dave	Spring Semester
Morrison, Peter	Academic Year
Agnew, Priscilla	Fall Semester
Berns, Roberta	Academic Year
Chai, Nakyong	Fall Semester
Froehlich, Robert	Fall Semester

The Chancellor recommended the Board of Trustees approve those faculty for sabbatical leaves during academic year 1984-85 as presented.

SABBATICAL
LEAVES
1984-85
(CONTINUED)

Board President Walther called upon Robert Froehlich who had requested to address the Board of Trustees regarding his sabbatical leave.

Motion by Trustee Connolly, seconded by Trustee Moore, to approve the 1984-85 sabbatical leaves as presented.

Motion by Trustee Price, seconded by Trustee Gellatly, to amend the motion to change the sabbatical leave for Robert Froehlich from one semester to the academic year. Motion failed: 2 ayes, five noes.

MOTION FAILED

President Walther called for the vote on the original motion. Motion was carried unanimously.

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
AMENDMENT:
GRANT AWARD

At its meeting of February 14, 1984, the Board of Trustees approved the award of two contracts with Helionetics, Inc., Irvine, for educational services in the amounts of \$1,241 and \$6,605, respectively, for a total of \$7,846. In order to account for the revenue and expenditures under these two contracts, the budget must be amended.

The Chancellor recommends the Board of Trustees approve the adoption of Resolution 84-9 as outlined in the Exhibit on file with these minutes.

Motion by Trustee Watts, seconded by Trustee Moore, to approve the adoption of Resolution 84-9. Motion carried by roll call vote.

APPROVED

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

Noes: None

Abstain: None

Absent: None

Education Code Section 84040 requires "not later than the first day of May of each fiscal year...each community college district shall either provide for an audit of the books and accounts of the district,...or make arrangements with the county superintendent of schools having jurisdiction over the district to provide for such auditing." The District has been notified by the Orange County Superintendent of Schools that if the District has not

EMPLOYMENT OF
DISTRICT
AUDITOR

arranged for an audit by April 2, 1984, that office will assign an auditing firm.

EMPLOYMENT OF
DISTRICT
AUDITOR
(CONTINUED)

Main Hurdman, Newport Beach, has performed the fiscal audit for the District for the past six fiscal years. They are a large experienced firm which also performs audits for two of the other three community college districts of Orange County. Because of their past experience, they are familiar with the Saddleback fiscal records system. Main Hurdman proposes to perform a complete fiscal audit for fiscal year 1983-84 for a total fee of \$21,950.

The Chancellor recommended the Board of Trustees employ Main Hurdman, Certified Public Accountants, as the District's fiscal auditors for the fiscal year 1983-84 at a total fee of \$21,950.

Motion by Trustee McKnight, seconded by Trustee Price, to approve the employment of Main Hurdman as the District's fiscal auditors for the fiscal year 1983-84 at a total fee of \$21,950. Motion carried.

APPROVED

Assembly Bill 521/Chapter 481, Statutes of 1979 added Government Code Section 22017, allowing public agencies to establish separate accounting for the payment of compensation to employees who are on approved leaves of absence on account of sickness. This made it possible for districts to exclude from wages covered for social security purposes those wages paid to employees who are absent on account of sickness. Separate accounts were not made available for community colleges and public schools. Consequently, wages resulting from employees being paid while on approved sick leave were not excluded from social security taxes.

OVERPAYMENT
OF SOCIAL
SECURITY TAXES

The District was recently informed that we are eligible to recover those social security overpayments. However, an extensive audit must be conducted of all employee wages for calendar years 1980 and 1981 to determine the amount of overpayment. At this time the District lacks the staff and expertise to perform such an audit. Western Assurance Company, Inc., Palm Desert, has conducted a number of such audits for other local community colleges and public school districts and have extended an offer to perform that service for the Saddleback Community College District for twenty-nine (29) percent of the employer's portion of any successful claims for refund. The remaining seventy-one (71) percent of refunds would remain with the District as unanticipated revenue and thus result in a benefit.

The Chancellor recommended the Board of Trustees approve the District entering into an agreement with Western Assurance Company, Inc., Palm Desert, for collection of overpayment of social security taxes.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the agreement with Western Assurance Company, Inc., for collection of overpayment of social security taxes. Motion carried.

OVERPAYMENT
OF SOCIAL
SECURITY TAXES
(CONTINUED)

APPROVED

According to California Education Code 72241 and Board Policy 3300, the Board of Trustees "receive and administer gifts to the District." All gifts are reviewed by the division or office that would use the donated item. The Chancellor's Executive Council also reviews the utility and appropriateness of donated gifts.

GIFTS TO THE
DISTRICT

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

<u>Gift</u>	<u>Donor</u>
● Televideo TS-803 including software and hardware	ComputerNet, Inc., Orange
● Books: 24 Paperback 49 Clothbound	Christ College, Irvine

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

APPROVED

The following monthly budget status reports were presented for 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

A copy of each report is on file with these minutes.

INFORMATION & REPORTS

President Walther asked Pete Espinosa to give the legislative update report to the Board of Trustees.

LEGISLATIVE
UPDATE

Bill Schreiber gave a brief report on the Saddleback Community College District Foundation.

FOUNDATION
NOTES

CORRESPONDENCE & COMMENTS

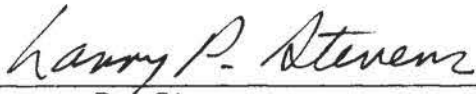
The correspondence was transmitted to the Board of Trustees for review and comment. Copies of the correspondence are on file with these minutes.

CORRESPONDENCE

The meeting was recessed to Closed Session to discuss negotiations at 9:35 p.m.

CLOSED SESSION

The next Regular Meeting of the Board of Trustees will be Monday, March 12, 1984, at 7:30 p.m.



Larry P. Stevens
Secretary to the Board of Trustees