

LIBRARY

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

Library Classroom Building - Room 105
 February 14, 1983 - 7:30 p.m.

The Regular Meeting of the Board of Trustees was called to order by Trustee McKnight. Trustee Taylor led the audience in the Pledge of Allegiance and Trustee Connolly 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
 Mr. Larry W. Taylor, 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

California School Employees Association

Jerry DeMoss

Motion by Trustee Watts, seconded by Trustee Connolly to approve the agenda. Motion carried.

AGENDA APPROVED

Motion by Trustee Walther, seconded by Trustee Connolly to approve the minutes of the Regular Meeting of January 24, 1983. Motion carried.

MINUTES APPROVED

Board President McKnight recessed the Regular Meeting and declared a Public Hearing regarding the resolution for San Diego Gas and Electric easement on campus property. President McKnight asked if there were any members of the audience who would like to present testimony to the Board regarding the Board granting, or not granting, the easement.

RESOLUTION -
SAN DIEGO GAS AND
ELECTRIC EASEMENT

Hearing no testimony, President McKnight declared the Public Hearing to be closed and reconvened the regular meeting.

Motion by Trustee Moore, seconded by Trustee Price, to approve the adoption of the resolution which is on file with these minutes. Motion carried by roll call vote.

APPROVED

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

Noes: None

Abstain: None

Absent: None

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 Watts, seconded by Trustee Connolly, to approve the consent calendar with the removal of Tab II, Item B - Student Certificates of Achievement. Motion carried.

APPROVED
(REMOVAL OF TAB II
ITEM B - STUDENT
CERTIFICATES OF
ACHIEVEMENT

The following requests for travel and/or mileage were approved:

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

REQUESTS TO ATTEND
CONFERENCES AND
MEETINGS

Trustee McKnight Meeting with Chancellor
South Campus
January 20, 1983

Trustee McKnight Meeting with Chancellor
South Campus
January 24, 1983

Trustees Wishing Irvine Medical Center Recognition Luncheon
to Attend Newport Beach
February 10, 1983

Mary Muehring was employed as HRD-Technician in Community Services at the rate of \$5.00 per hour effective February 14, 1983 on an if-and-as-needed basis. This position will be funded by the Human Resource Development Project.

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

Lisa Bebout	Erik Jensen
Michael Bjorkman	Ashok Kumar
Mike Britt	Dawn Lawrenson
Charles Brown	Samina Mahmood
Cindy Chevalier	David Meisner
Jon Cook	Sylvia Muhr
Roy Crumpton	Linda Paris
Ramsey Faris	Daksha Purohit
Thomas Foster	Elizabeth Quartarao
Marisa Gabold	Marilyn Ravin
Kelly Godfrey	Jane Robinett
Joan Goodman	Rhonda Rosas
Matthew Hagen	Bruce Russell
Lee Hensley	Gordon Schunck
Nancy Hills	Leigh Shaffer
Robert Hogan	Patricia Snyder
Dung Huynh	Shari Yamauchi

Change of Status

Ileen Murray, Program Assistant/CETA, Occupational Programs, was given a change in hours from 30 to 40 hours per week effective February 14, 1983. This increase in hours is due to a transition year for CETA which has created a heavier workload. Sufficient monies are allocated in CETA funds.

Eileen Haven, Instructional Assistant (hourly), Project SPECIAL, Social Science, was given a change in hours from 26 to 28 hours per week effective February 14, 1983. Sufficient monies are allocated in Project SPECIAL funds.

Patricia Staudenbaur, Instructional Assistant (hourly) Project SPECIAL, Social Science, was given a change in hours from 26 to 35 hours per week effective February 14, 1983. Sufficient monies are allocated in Project SPECIAL funds.

Dorothy Walz, Secretary II, Project SPECIAL, Social Science, was given a change in hours from 8 to 9 hours per week, effective February 14, 1983. Sufficient monies are allocated in Project SPECIAL funds.

Resignation

Gary Gosper, Safety Officer (Weekends & Holidays), Safety Department, resigned effective January 31, 1983. Payment was authorized for any unused vacation.

Bill Hixon, Instructional Assistant/Astronomy (hourly), Natural Science, resigned effective January 10, 1983. Payment was authorized for any unused vacation.

CLASSIFIED
PERSONNEL
ACTIONS
CONTINUED

Cheryl Lane, Instructional Assistant/Reading, Humanities and Languages, resigned effective February 1, 1983. Payment was authorized for any unused vacation.

James Pyle, Safety Officer (Weekends & Holidays), Safety Department, resigned effective March 20, 1983. Payment was authorized for any unused vacation.

The Chancellor recommended the approval of the grants to the following effective February 14, 1983. Each student will receive a \$200 grant.

EXTENDED
OPPORTUNITY
PROGRAMS AND
SERVICES (EOPS)

Vinh V. Do	Pamela McGuire
Ngoc Duong	Nina Ramirez
Joanna French	Pha Tran
Sandra C. Hickle	Thu Mai Tran
Dung T. Huynh	Phuong Truong
Yolanda Hughes	Hong Sa Thi Vo
Frances Johnson	Thuy A. Vo
Phyllis Johnson	Tuan Minh Vo
Arthur Kendrick	Steve Widin
Steven Knight	

The Chancellor recommended to the Board of Trustees approval of the personnel actions for Community Service Programming. A copy of the action is on file with these minutes.

COMMUNITY SERVICE
PROGRAMMING

The Chancellor recommended the Board of Trustees approve Sharon O'Brien, Larry Akini and Colleen Coyne as volunteers in the Health and Wellness Center at North Campus for the Spring Semester 1983.

VOLUNTEERS -
NORTH CAMPUS

Warrants 087177 through 087723, totaling \$486,477.77, were submitted for Board approval. A copy is on file with these minutes.

PAYMENT OF BILLS

Purchase orders 069054 through 069467, totaling \$133,939.40, were submitted for Board approval. A copy is on file with these minutes.

PURCHASE ORDERS

The Chancellor recommended to the Board that the following students be granted a Certificate for the completion of the programs listed:

STUDENT
CERTIFICATES OF
ACHIEVEMENT
(REMOVED FROM
CONSENT CALENDAR)

Business Science and Technology Division

Accounting

Dayle Irene Mencarini
Nien Nhut Duong
Stephen D. Letendre
Barbara Ann Manteneri
Karuna Mathur
William W. Sumstine

Automotive

Patrick M. Robinson

Business Management

Carolann Wright

Clerical/General Office

Lise A. Branch

Production Supervision

George H. Denny

Travel Management

Burma Jean Everett
Marilyn R. Hoffman
Dobora C. Salen

Continuing Education Division

Gerontology

Miriam L. Downing

Mathematics Division

Electronic Digital Technology

Cuong T. Dang
Mark T. Dang
Steven L. Evans
Bryan I. Johnson

Physical Education Division

Coaching Assistant

Donald A. Butcher

Social Science Division

Human Development - Early Childhood Education

Lyanne Darnall
Renee D. Fleming
Nora L. Link
James W. O'Mara
Roy Radley
Sandra J. Walsh
Gina Marie Young

Human Services - Alcohol/Drug Specialization

Andrew M. DeLong
Nancy E. Dresbach
Eileen Stahr
Karen Wood

Family Services

Lori Baird

Generalist

Eileen Stahr

Public Services Administration

Ida D. Haslwantor

STUDENT
CERTIFICATES OF
ACHIEVEMENT
CONTINUED

Motion by Trustee Moore, seconded by Trustee Walther, to approve the Student Certificates of Achievement. Motion carried. Trustee Taylor voted no.

APPROVED

OLD BUSINESS

Board Policy 2001 concerns the administrative organization of the Saddleback Community College District. At the Board/Chancellor Workshop held January 21-22, 1983, the Board reviewed and approved new organizational charts for the District. These charts should be included with Board Policy 2001 and will be amended as needed.

BOARD POLICY 2001
ADMINISTRATIVE
ORGANIZATION

The Chancellor recommended the Board of Trustees consider the review and approval of the charts at the Workshop as a first reading and approve the charts for inclusion in Board Policy 2001. Copies of the charts are on file with these minutes.

Motion by Trustee Watts, seconded by Trustee Walther, to approve Board Policy 2001 as amended. Motion carried.

APPROVED

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. Board policy 4004 was accepted for review and study at the January 24, 1983 Board meeting.

BOARD POLICY 4004
REGULATIONS FOR
COLLECTIVE
BARGAINING

The Chancellor recommended that the proposed Board Policy 4004 be approved. A copy of the board policy is on file with these minutes.

Motion by Trustee Watts, seconded by Trustee Connolly, to approve Board Policy 4004. Motion carried.

APPROVED

NEW BUSINESS

The Saddleback Community College District has developed a highly successful Assessment of Prior Learning (APL) program during the past five years. The Southern California Edison Company has requested that the Saddleback Community College District offer an APL class to some of their employees during the Spring Semester of 1983. The Edison Company will reimburse the District for all costs.

ASSESSMENT OF
PRIOR LEARNING
(APL) CLASS

The only faculty member with the necessary experience to analyze APL documents for unit value is Kathie Hodge (Counseling) who during the 1983 Spring Semester is on sabbatical leave. The employment of any employee while on sabbatical leave requires approval of the Board of Trustees.

ASSESSMENT OF
PRIOR LEARNING
(APL) CLASS
CONTINUED

The Chancellor recommended the Board of Trustees approve Kathie Hodge to teach one APL class for the Spring 1983 Semester. Motion carried.

APPROVED

The Library/Instructional Services area acquires material in response to requests from the faculty and perceived changing instructional needs. One of the sources for media material is the Nebraska Educational Television Library. The Nebraska Educational Television Library will allow a discount of \$15 per program with an associate membership status in the amount of \$500.

ASSOCIATE
MEMBERSHIP

Motion by Trustee Moore, seconded by Trustee Price, to approve the Associate Membership in Nebraska Educational Television Library. Motion carried.

APPROVED

The following individuals comprise guest speakers for Special Services for Handicapped Awareness Day and Adult Opportunity Center Seminar.

EMPLOYMENT OF
GUEST SPEAKERS

February 7, 1983

Counseling Mikel Garcia - \$ 25.00

Counseling Mikel Garcia - - \$ 25.00

March 9, 1983

Special Services Bonnie Gibson - \$300.00

 Alex Valdez - \$250.00

 Carol Nickens - \$ 15.40

The Chancellor recommended the Board of Trustees approve the guest speakers.

Motion by Trustee Moore, seconded by Trustee Connolly, to approve the guest speakers as presented. Motion carried.

APPROVED

Faculty members Lee Eckert (Business Science, South Campus) and Joe Ryan (Business Science, North Campus) have become particularly noteworthy nationally for their efforts and support to small businesses. During the Fall Semester of 1982 Messrs. Eckert and Ryan authored an instructional guidebook for use in their small business class. The guidebook was sold in the college bookstore and profits generated from the book sales contributed \$2,314 to the college's operating budget.

FACULTY MEMBERS
RECOGNITION

The Chancellor recommended the Board of Trustees acknowledge and recognize faculty members Lee Eckert and Joe Ryan for their contributions to the college general fund and small business program curriculum.

The only faculty member with the necessary experience to analyze APL documents for unit value is Kathie Hodge (Counseling) who during the 1983 Spring Semester is on sabbatical leave. The employment of any employee while on sabbatical leave requires approval of the Board of Trustees.

ASSESSMENT OF
PRIOR LEARNING
(APL) CLASS
CONTINUED

The Chancellor recommended the Board of Trustees approve Kathie Hodge to teach one APL class for the Spring 1983 Semester.

Motion by Trustee Walther, seconded by Trustee Connolly, to approve employing Kathie Hodge to teach one APL class for the Spring 1983 Semester. Motion carried.

APPROVED

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Motion by Trustee Moore, seconded by Trustee Connolly, to approve the guest speakers as presented. Motion carried.

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FACULTY MEMBERS
RECOGNITION
APPROVED

Motion by Trustee Price, seconded by Trustee Moore, to approve the acknowledgement and recognition of Lee Eckert and Joe Ryan. Motion carried.

CERTIFICATED
ADMINISTRATIVE
LEAVE REQUEST

Board Policy 4111 provides paid leaves for certificated persons employed as administrators for the District. Shelba Robison, Director of Grants and Resource Development, has requested administrative leave between February 22, 1983 and April 25, 1983 (two months).

The Chancellor recommended to the Board that Shelba Robison be granted an administrative leave with pay in accordance with BP 4111 for the period of February 22, 1983 to April 25, 1983.

APPROVED

Motion by Trustee Watts, seconded by Trustee Walther, to approve the administrative leave for Shelba Robison for the period of February 22, 1983 to April 25, 1983. Motion carried.

PAYROLL ADJUSTMENT
FULL-TIME FACULTY

Last year faculty member Donald Dawson (Social Sciences) requested and was granted a one-semester unpaid leave of absence for the Fall Semester of the 1982-83 academic year. Due to an error, Mr. Dawson was not paid for the time period between January 3 to January 14.

The Chancellor recommended the Board of Trustees authorize the backpayment of 10 days service to Mr. Dawson for the period between January 3 and January 14, 1983 (\$200.17 per day for 10 working days).

APPROVED

Motion by Trustee Walther, seconded by Trustee Connolly, to approve the payroll adjustment for Donald Dawson as presented. Motion carried.

PAYROLL ADJUSTMENT
PART-TIME FACULTY

Part-time faculty shall move one step on the salary schedule after having taught thirty (30) Lecture Hour Equivalent (LHE's) in the District. The computation of LHE's was reviewed for the following instructors and it was determined that these part-time faculty members are entitled to the amount indicated.

<u>Name</u>	<u>Proper Salary Placement</u>	<u>Effective Date</u>	<u>Salary Adjustment</u>
David Romeo Fine Arts	Class III, Step 2	8/24/81	\$864.00
Patricia Short Continuing Education and Gerontology	Class I, Step 2	8/24/81	\$360.00
Paul Spackman Fine Arts	Class II, Step 2 Class II, Step 3	8/25/80 8/24/81	\$247.00

The Chancellor recommended the Board of Trustees approve the payroll adjustments to the part-time instructors as listed.

PAYROLL ADJUSTMENT
PART-TIME FACULTY
CONTINUED

Motion by Trustee Walther, seconded by Trustee Connolly, to approve the payroll adjustment to part-time faculty as presented. Motion carried.

APPROVED

The all-weather surface of the running track was installed during the 1976-77 fiscal year under a contract awarded by the Board to Tabaglione Construction Consultant Company. The two inside lanes of the track are 80% to 90% worn with bare concrete showing on some of the turns. In order to properly resurface, the entire track area needs to be done. Funding for this project will be the South Campus President's Contingency Account.

AWARD OF BID -
RESURFACE TRACK

The Chancellor recommended the Board of Trustees award a contract to Victory Sports System of Riverside in the amount of \$38,500 to resurface the running track.

Motion by Trustee Watts, seconded by Trustee Connolly, to approve the award to Victory Sports System as presented. Motion carried.

APPROVED

At its meeting of October 19, 1982 the Board of Trustees approved acceptance of a grant award of \$16,775 from the Education of the Handicapped Act. In order to account for the current year revenue and expenditures under this award, the budget must be amended.

BUDGET AMENDMENT:
GRANT AWARD

The Chancellor recommended the Board approve the adoption of the resolution which is on file with these minutes.

Motion by Trustee Moore, seconded by Trustee Connolly, to approve the resolution as presented. Motion carried by roll call vote.

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

Noes: None

Abstain: None

Absent: None

APPROVED

The part-time Library clerk position budgeted for the North Campus has not been filled due to the District-wide hiring freeze. North Campus Library staff have requested that the funds budgeted for the part-time Library clerk be used for the employment of a project clerk.

TRANSFER OF FUNDS
LIBRARY/MEDIA
SERVICES,
NORTH CAMPUS

The Chancellor recommended approval of the employment of a project clerk and transfer of the necessary funds from the part-time Library clerk account.

Motion by Trustee Walther, seconded by Trustee Moore, to approve the employment of a project clerk and transfer of funds. Motion carried.

APPROVED

In September, 1979 the District obtained a license to operate the System of Interactive Guidance Information (SIGI) on its North Campus. The license includes an annual update of the system data base. This update causes the District to incur programming costs because of equipment incompatibility.

TRANSFER OF FUNDS
NORTH CAMPUS

If the District were to purchase two DEC VT-131 Video Terminal Monitors (CRT's) and two DOT Matrix Printers, the SIGI system could be tied into computer facilities at Turner Data. The funds for the equipment will come from the savings realized in the changeover from rental to time-purchase of IBM equipment which was approved at the Board meeting of January 24, 1983.

The Chancellor recommended approval of the purchase of requested equipment (\$4,700) and the transfer of funds.

Motion by Trustee Watts, seconded by Trustee Connolly, to approve the purchase of equipment and transfer of funds as presented. Motion carried.

APPROVED

For the Spring Semester 1983, Room B105, North Campus, was converted to a laboratory for Physical Sciences not requiring water and gas to each station. The installation of a sink and other minor room modifications are required to complete the project. Monies have been located in the North Campus Business Duplicating Budget which can be used for this purpose.

TRANSFER OF FUNDS
OFFICE OF
INSTRUCTION/
NORTH CAMPUS

The Chancellor recommended that \$3,031.97 be transferred from North Campus Business Duplicating to North Campus Physical Science Instruction Equipment in order to complete modification of North Campus B105 to a Physical Sciences Laboratory.

Motion by Trustee Price, seconded by Trustee Moore, to approve the transfer of funds as presented. Motion carried.

APPROVED

The following Budget Reports were submitted for Board members' information and review and are on file with these minutes.

BUDGET REPORTS
INFORMATION

General Fund Income Summary
General Fund Expenditure Summary
Parking Services Income and Expenditures
Community Services Income and Expenditures
Radio Station Income and Expenditures

The correspondence was submitted for Board members' information and is on file with these minutes.

CORRESPONDENCE
INFORMATION

Chancellor Stevens introduced Herman A. Schmidt, Interim Dean of Admissions and Records, and asked him to discuss correspondence Item 9 with the Board.

INFORMATION AND/OR REPORTS

During the Faculty Association's reports and communications, Mr. Al Brightbill presented copies of the Faculty Association's preliminary proposal to the Board.

FACULTY ASSOCIATION
NEGOTIATION/
PROPOSAL

Board President McKnight requested a motion to accept the proposal for review and study. Motion by Trustee Taylor, seconded by Trustee Connolly, to accept the proposal for review and study. Motion carried.

APPROVED

Board President McKnight announced the Faculty Association's proposal will be available to the public for review at each Campus library and the District Personnel Office. Also, notices shall be posted at appropriate places as designated by the Education Code. He further announced that a Public Hearing concerning the Faculty Association's contract proposal will be held at the Regular Meeting on Monday, February 28, 1983 at 7:45 p.m.

PUBLIC HEARING
SCHEDULED

The meeting was adjourned to closed session at 9:10 p.m.

CLOSED SESSION

The next regular meeting of the Board of Trustees will be held on Monday, February 28, 1983 at 7:30 p.m.

SCHEDULE OF
MEETINGS



Larry P. Stevens, Secretary to the Board of Trustees