

LIBRARY

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

MINUTES OF THE GOVERNING BOARD MEETING

February 23, 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 McKnight led the audience in the Pledge of Allegiance and Trustee Moore gave the Invocation.

CALL TO ORDER

Present

PRESENT

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

BOARD MEMBERS

- Dr. Robert A. Lombardi, Chancellor
- Dr. Albert J. Grafsky, 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 Price, seconded by Trustee Walther, and unanimously carried to approve the agenda with the following addenda:

AGENDA
ADOPTED

- Report 122* - Requests to Attend Conferences,
Meetings, Etc.
- Report 131 - Employment of Full-Time
Classified Personnel

Motion by Trustee McKnight, seconded by Trustee Watts, and unanimously carried to approve the minutes of the regular meeting of February 9, 1982 as corrected.

MINUTED
ADOPTED

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 McKnight, seconded by Trustee Walther, and unanimously carried to approve the consent calendar with the removal of Report 133 - Public and Instructional Programs.

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

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

Trustee Walther OCSBA Board of Directors Meeting
Santa Ana
January 6, 1982

Trustee Walther Meeting with Chancellor
Saddleback College South Campus
February 9, 1982

Trustee McKnight Meeting with Staff
Saddleback College North Campus
February 10, 1982

Trustee McKnight Meeting with Staff
Saddleback College South Campus
February 11, 1982

Trustees Wishing Liaison Committee Meeting
to Attend Laguna Hills
February 16, 1982

Trustee Connolly Lariat Interview
Saddleback College South Campus
February 16, 1982

Trustee Price Meeting with Chancellor
Saddleback College South Campus
February 17, 1982

Trustees Wishing Handicapped Awareness Day
to Attend Saddleback College South Campus
March 3, 1982

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

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

Trustees Wishing ACCT 1982 Pacific Region
to Attend Seminar
Tuscon, Arizona
March 18-20, 1982

The following Certificates of Achievement:

CERTIFICATES
OF ACHIEVEMENT

Irene Bizjak	Interior Design
Sharon Bozeman	Cosmetology
Donna Bradshaw	Cosmetology
Thu Van Bui	Computer and Information Science
Diana Carlson	Special Education Assistant
Robert E. Dalton	Real Estate
Ladys Eakin	Cosmetology
Jean Enright	Cosmetology
Steve Escalante	Cosmetology
Renee Flournoy	Cosmetology
Michele Flowers	Cosmetology
Sherri Goldberg	Cosmetology
Suzanne Gonnevillle	Reprographics Technology
Jeff Graf	Cosmetology
Rosemary Grijalva	Early Childhood Studies
Joan Mary June	Human Services
Sheila Katz	Human Services
Denise Lassiter	Reprographics Technology
Renee LaValle	Cosmetology
Margaret McClure	Cosmetology
Gail A. Nash	Real Estate
Dong Van Nguyen	Computer and Information Science
Susan Nonken	Cosmetology
Charlene Sabella	Early Childhood Studies
Lacie Savage	Cosmetology
Rhonda Shook	Cosmetology
Diane Somerville	Nutrition
Donna Uchino	Cosmetology
Katrina Waters	Early Childhood Studies
Helen Yassai	Cosmetology
April Young	Cosmetology

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>
Shiley, Mary	Ballroom Dance, N.C.

The following was approved as a part-time hourly counselor to CETA training participants effective February 5, 1982. This position is fully CETA reimbursed.

APPOINTMENT OF
PART-TIME/
SUBSTITUTE
FACULTY
CONTINUED

Applicant Probable Assignment

LaPointe, William CETA Counselor

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.

North Campus

Allen, Larry
West, John

Request to Give Notice

Pursuant to Education Code Section 87740, permission was requested to issue the March 15th notice to certificated personnel employed by the Saddleback Community College District during the 1981-82 academic year designated as restricted or leave replacement employees.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Additional Compensation

Madelyn Benson, ESL Instructor, North Campus, will be compensated, not to exceed \$750, for assessment services provided Basic Four Information Systems as part of an assessment contract effective November 1, 1981. The amount will be paid entirely by Basic Four.

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

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Recommendation of Employment (Restricted Employee)

Mary Ballard, Development Director/KSBR Radio Station, Library & Instructional Services, Grade 20, Step 3, \$1,709 per month, plus 25% commission on all funds raised above employee's salary level, effective March 18, 1982. This position is funded by CPB Community Service Grant.

Change of Status/Reclassification (Restricted Employee)

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Marilyn Moore, Radio Management trainee, (CPB Community Service Grant) reclassification to Radio Operations Supervisor, Library & Instructional Services, Classified Supervisory Salary Schedule, Class II, Step 2, \$18,312 per year, effective February 19, 1982. This position is funded by CPB Community Services Grant.

Recommendation of Employment - Tutor I (Restricted Employees)

Sherie Gill
Hau Man Ko (Leighton)

Tutor I at the rate of \$3.85 per hour, effective February 8, 1982. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Human Resource Development Project Technician (Restricted Employee)

Beverly Anne Johnson, HRD Technician, at \$5.00 per hour, on an if-and-as-needed basis. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Student Employees (Restricted Employees)

Steven Adams	Heidi Millar
Richard Ashby	Muhr Sylvia
Barbara Deeter	James Paschall
JoAnna French	Bobby Ray
Colleen Gaynor	Roger Renkas
Charles Harrelson	Hallack Robb
Beth Herzhaft	Svensson
Randal Klefbeck	Chris Tooker
Shen Kuolun	Mikki Iravani
Ken Kott	John Caravolias
Dirk Larson	Emad Towfiz
	Terrance Jones

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

Leave of Absence Without Pay

Cheryl Lane, Instructional Assistant/Reading, Humanities and Languages, requested a leave of absence without pay from February 11 through approximately September 1982.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

The following Community Services Programs:

COMMUNITY
SERVICES
PROGRAMS

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
Conducting Symposium	Frederick Fennell	\$2,500.00
June 21 - 25, 1982	Terry Newman	500.00

This is a joint project between Community Services and the Fine Arts Division.

The Board of Trustees approved an additional amount of \$20.00 to the City of Laguna Beach for a maintenance fee for the April 24, 1982 performance of Ballet Folklorico Mexicapan at the Irvine Bowl. The original amount (\$30.00) was approved by the Board on November 23, 1981.

The additional list of Community Services Programs was approved and is on file with these minutes. The supplemental information was submitted to project an in-depth study of the proposed programs and was designed to show the potential of income and expenses of Community Services.

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

AWARDS

At the meeting of February 9, 1982, the Board of Trustees approved an Educational Services Agreement with Basic Four Corporation, providing for the district to offer English classes at their facilities during the spring 1982 semester.

CONTRACT SERVICES

It was requested that the Board of Trustees ratify the assessment agreement with Basic Four Corporation for the preliminary study

which determined the appropriate classes to be presented. The agreement provides for reimbursement to the district for the assessment study in the amount of \$750.00.

CONTRACT SERVICES
CONTINUED

District Warrants 079071 through 079588, totaling \$566,499.81, were approved and ratified for payment. A copy of the list is on file with these minutes.

PAYMENT OF BILLS

Payment of personnel services ratified as follows:

PAYMENT OF
PERSONNEL
SERVICES

Classified payroll -- \$591,579.35

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: District Warehouse - Bid 578
Contractor: Charles Noble Co.
Contract Amount: \$282,800.00

Earned to date	\$53,781.50
Less 10% retention	<u>5,378.15</u>
Net due earned to date	48,403.35
Less previous payments	<u>-0-</u>
Amount due this request	\$48,403.35

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

Earned to date	\$521,079.73
Less 10% retention	<u>52,107.98</u>
Net due earned to date	\$468,971.75
Less previous payments	<u>356,876.91</u>
Amount due this request	\$112,094.84

Purchase Orders 063621 through 063780, totaling \$59,238.15, were approved and payment was authorized upon delivery and acceptance of the items ordered. Also submitted was a report of changes to purchase orders previously approved by the Board. A copy of the list is on file with these minutes.

PURCHASE ORDERS

Transfer of budget appropriation funds:

TRANSFER
OF FUNDS

<u>Department/ Division</u>	<u>Amount</u>	<u>Accounts</u>
Community Services	\$5,000	From: Summer Theatre Guest Consultants To: Summer Theatre Printing
North Campus	\$3,534	From: Instructional Equipment To: Computer Equipment
Unassigned/ Station KSBR	\$4,835	From: Unassigned - Equipment Contingency To: Operating Equipment, KSBR

REGULAR CALENDAR

REGULAR CALENDAR

It was recommended that the following guest lecturers/artists be 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>
Sociology 10 March 25, 1982	Sandra Goldrup	\$ 25.00
Handicapped Awareness Week March 2, 1982	Balloon Man	250.00
March 3, 1982	Electric Sign Co.	375.00
	Alex Valdez	75.00
	Joni Carlson	75.00
	Carol Nickens	25.00
Multi-Cultural Week March 22, 1982	Gerri Baum	75.00
	Ben Lucero	175.00
	Mary Lou Morris	35.00
March 23, 1982	Orange County Indian Center	25.00
	Vietnamese Dancers	60.00
	Japanese Dancers	-
	Father David Pettit	-
	Ann Litvin	85.00
March 24, 1982	French Puppet Theater	125.00
	Afro-Haitian Dancers	400.00
	Jah Motion	400.00
	Mildred Tyler	-

March 25, 1982	Mini Israeli Ensemble	\$330.00	PUBLIC AND INSTRUCTIONAL PROGRAMS CONTINUED
	Los Alacranes	375.00	
	Tomas Rivera	150.00	
	Flamenco Dance Co.	300.00	
March 26, 1982	L. Martina Young	800.00	
	Dick Gregory	2,750.00	

Motion by Trustee Watts, seconded by Trustee Taylor, and unanimously carried to approve the Public and Instructional Programs as presented. APPROVED

The Board of Trustees Requests list was submitted for information. BOARD OF TRUSTEES - OTHER

The following courses are to be offered for the spring of 1982. They have been approved by the Curriculum Committee and are submitted for approval. COLLEGE COURSES VIA MEDIA

Los Angeles Television Consortium Courses

American Government (Pol. Sci. 1, 3 units, Introduction to American Government)

*American Story: The Second Century (Hist. 17, 3 units - History of the U.S. since 1876)

*Creative Needlecrafts (Clothing and Textiles 178, 2 units)

Fast Forward (IDS 150, 2 units)

*Focus On Society (Soc. 1, 3 units Introduction to Sociology)

History of Mexico (History 30, 3 units)

Humanities Through the Arts (Theatre 110X, 3 units)

It's Everybody's Business (Management 100, 3 units - Organization of American Business)

Understanding Human Behavior (Psychology 33, 3 units - Introduction to Effective Human Behavior)

You and the Law (Management 190, 3 units Personal Law) This course is also being offered as a radio course.

Radio courses offered over KSBR-FM - 88.5 Saddleback Community College station

Topic Music (Music 20, 3 units - Music Survey)

You and the Law (Management 190, 3 units Personal Law) This course is also being offered as a television course.

COLLEGE COURSES
VIA MEDIA
CONTINUED

*New courses. The others have been offered previously.

Motion by Trustee Watts, seconded by Trustee Price, and unanimously carried to approve the College Courses Via Media.

APPROVED

It was recommended that student participation in the following Fine Arts events be approved:

STUDENT
PARTICIPATION
IN FINE ARTS EVENTS

Subject: Chamber Singers, Wind Ensemble
Honor Choir and Honor Band
participants
Dates: February 24-27, 1982
Destination: Music Association of California
Community Colleges State Conference
in Sacramento, California
Faculty: Alvin Brightbill and Terry Newman

Approximately 16 Saddleback students will participate in the All-State honor groups at the MACCC State Conference in Sacramento.

ASB funds (South Campus) in the amount not to exceed \$1,000 have been budgeted to cover food and lodging. District vehicles will be used for transportation. No expense to the students is anticipated.

Subject: Theatre 19XA/D - Oral Interpretation
Festival
Dates: March 3-7, 1982
Destination: University of Arizona,
Tucson, Arizona
Faculty: Lynn Wells

Four Saddleback students have been selected to attend the Desert Interpretation Festival to be held at the University of Arizona. This annual event has been conducted for 14 years and is attended by selected students from colleges all over the United States. Students will be attending lectures and workshops, studying literature, critical analysis and analysis of performance, and presenting an evaluated performance. A district vehicle will be used for transportation; ASB funds (South Campus) will pay for lodging. Students will be responsible for food.

Motion by Trustee Price, seconded by Trustee Taylor, and unanimously carried to approve the items as presented.

STUDENT
PARTICIPATION
IN FINE ARTS EVENTS
CONTINUED
APPROVED

The construction of the Academic Calendar is the responsibility of the Dean of Admissions and District Records and the calendar committee: Pete Morrison, Faculty Association; Jim Thorpe, Academic Senate; Jerry DeMoss, California School Employee Association.

ACADEMIC CALENDAR
FOR 1982-83

When prepared, the calendar is reviewed by the following committees:

1. Student Services Administrative Staff
2. Student Services Committee
3. Chancellor's Cabinet

It was recommended that the Academic Calendar for 1982-83 be approved as presented. A copy of the calendar is on file with these minutes.

Motion by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to approve the 1982-83 Academic Calendar.

APPROVED

It was recommended that the Board approve the acceptance of an award from the California State University System Consortium for Reading Across the Vocational Education Curriculum: Helping Students Develop Read-Ability. Project period is July 1, 1981 through June 30, 1982. The entire project costs are provided for by the grant and the Saddleback College District will be reimbursed for expenditures not to exceed \$1,250.00. The Board approved the original request on July 13, 1981.

GRANTS - AWARD

Motion by Trustee Walther, seconded by Trustee Price, and unanimously carried to approve the Grants - Award.

APPROVED

It was recommended that the employment of the following full-time classified personnel be approved:

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL

Ratification of Employment - South Campus

Marjorie Corkery, Instructional Assistant,
Office of Instruction, Grade 7, Step 3,

\$1,268 per month, effective February 10, 1982. This is a replacement position for Gerline Hall.

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL
CONTINUED

Recommendation of Employment - North Campus

Robert Gillham, Groundskeeper I, Maintenance & Operations, Grade 6, Step 2, \$1,183 per month, effective February 24, 1982. This is a replacement position for John Polikaitis who has transferred to South Campus.

Motion by Trustee Price, seconded by Trustee Watts, and unanimously carried to approve the employment of full-time classified personnel.

APPROVED

The appropriate staff have reviewed and recommend the following gift to the Saddleback Community College District be accepted:

GIFT TO THE
DISTRICT

<u>Donor</u>	<u>Gift</u>
Mr. Jonas R. Moore Irvine	399 record albums and 20 cassette tapes for the music collection located at the North Campus Library

Motion by Trustee Taylor, seconded by Trustee Walther, and unanimously carried to accept the gift to the district.

ACCEPTED

At the meeting of January 12, 1982 the Board rejected Ms. Esther Zarky's claim for personal injury damages for an approximate amount of \$6,900.00. Ms. Zarky has filed an amended claim in the amount of \$200,000.00. It was recommended that the amended claim be rejected and the matter be referred to the district's insurance carrier.

CLAIM AGAINST
THE DISTRICT

Motion by Trustee Watts, seconded by Trustee Walther, and unanimously carried to approve the recommended action in the claim against the district.

APPROVED

The following institutional memberships were submitted for approval:

MEMBERSHIPS

Natural Science

Committee on Chemistry in the Two-Year
College, Division of Chemical Education - \$25.00

Vocational Technology

MEMBERSHIPS
CONTINUED

California Community College
Placement Association - \$20.00

Motion by Trustee Taylor, seconded by Trustee
Walther, and unanimously carried to approve
the memberships.

APPROVED

It was recommended that the surplus/obsolete
items listed on the report which is on file
with these minutes be approved for sale in
accordance with sealed bid procedures as
established by the California Education Code.

SALE OF
SURPLUS/OBSOLETE
ITEMS

Motion by Trustee Moore, seconded by Trustee
Walther, to approve the sale of surplus/obsolete
items.

Motion by Trustee Price, seconded by Trustee
McKnight, and unanimously carried to amend the
motion to indicate the removal of item 15 on
the report.

The amended motion was voted on and unanimously
carried.

APPROVED

Lupe Garcia's legal action against the district
was presented for information.

LEGAL ACTION
AGAINST THE
DISTRICT
INFORMATION

The Associated Student Body Budget Report for
the period ending January 31, 1982 was sub-
mitted for information.

BUSINESS SERVICES
REPORT
INFORMATION

The meeting was adjourned at 8:25 p.m. to
closed session for the purpose of discussing
the potential litigation of land.

CLOSED SESSION

The meeting was reconvened at 8:50 p.m. and
the following action transpired:

RECONVENED

Motion by Trustee Moore, seconded by Trustee
Taylor, and unanimously carried to request
proposals be submitted to the Saddleback
Community College District from all
interested health service organizations
wishing to establish a hospital with a
relationship to Saddleback Community College
District in the Irvine area in the future.

Motion by Trustee Moore, seconded by Trustee Price, and unanimously carried to call a special meeting on Monday, March 15, 1982, at 3 p.m. for the purpose of hearing the proposals from the interested health service organizations wishing to participate.

The next regular meeting of the Board of Trustees will be Tuesday, March 9, 1982.

SCHEDULE OF MEETINGS



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