

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

Library Classroom Building - Room 105
February 28, 1983 - 7:30 p.m.

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

CALL TO ORDER

Present:

PRESENT

Members of the Board

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

Saddleback Community College Faculty Association

Al Brightbill

Saddleback Community College Academic Senate

Raghu Mathur

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

AGENDA APPROVED

Motion by Trustee Connolly, seconded by Trustee Watts, to approve the minutes of the Regular Meeting of February 14, 1983. Motion carried.

MINUTES APPROVED

Board President McKnight asked Trustee Moore to read the action which was taken during the closed session of February 14, 1983.

Motion by Trustee Watts, seconded by Trustee Moore, that the Chancellor's district and campus recommendations for administrative assignments for 1983-84 be approved; further, the Chancellor be authorized to mail letters to all district administrators concerning assignments for 1983-84. Motion carried.

ADMINISTRATIVE
ASSIGNMENTS FOR
1983-84
APPROVED

Motion by Trustee Price, seconded by Trustee Walther, to approve the proposal for classified supervisory salary schedule with the same effective date as the previous employee salary schedule approved January, 1983. Motion carried.

CLASSIFIED
SUPERVISORIAL
SALARY SCHEDULE
APPROVED

Motion by Trustee Moore, seconded by Trustee Connolly, to approve 84 hours of additional duties for Pete Espinosa at an hourly rate of \$23.063 for a total not to exceed \$2,360 for the remainder of the fiscal year. Motion carried.

ADDITIONAL DUTIES
APPROVED

Motion by Trustee Moore, seconded by Trustee Connolly, to approve the pay increase for William Schreiber from Grade II, Step 6, to Grade I, Step 5, on the Classified Management Salary Schedule, effective March 1, 1983.

PAY INCREASE
APPROVED

President McKnight recessed the Regular Meeting and declared a Public Hearing for the purpose of members of the public to express their views concerning the Faculty Association's proposed change in the negotiated agreement for 1983-84.

FACULTY
ASSOCIATION
PROPOSAL

Hearing no testimony from the public, Trustee McKnight asked if any member of the Board would like to comment.

The Public Hearing was closed and the Regular Meeting was 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 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 Connolly, seconded by Trustee Price, to approve the consent calendar as presented. Motion carried.

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

REQUESTS TO
ATTEND
CONFERENCES AND
MEETINGS

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

REQUESTS TO ATTEND CONFERENCES AND MEETINGS CONTINUED

Trustees McKnight and Walther Meeting with Accreditation Team Members South Campus February 16, 1983

Trustees Moore, McKnight, Price, Walther and Watts Accreditation Team Exit Interview South Campus February 17, 1983

Trustee McKnight Meeting with North Campus President North Campus February 26, 1983

Trustees Wishing to Attend School of Nursing Pinning Ceremony South Campus March 6, 1983

Trustees Wishing to Attend Handicapped Awareness Day South Campus March 9, 1983

Trustees Wishing to Attend Saddleback Regional Chamber of Commerce Legislative Reception Mission Viejo March 11, 1983

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

Trustees Wishing to Attend ACCT 1983 Regional Seminars: Houston, Texas March 17-20, 1983 San Francisco, California April 14-16, 1983

The following students were granted a Certificate for the Completion of the programs listed:

STUDENT CERTIFICATES OF ACHIEVEMENT

Business Sciences

Dora Hunter Travel Management

Health Sciences

Olivia M. Aguilar Nursing - Ladder Program
Ruben E. Alvarez Nursing - Ladder Program
Robin Berliner Nursing - Ladder Program
Michelle Betts Nursing - Ladder Program
James M. Bruhl Nursing - Ladder Program
Cecilia M. Cabral Nursing - Ladder Program
Katherine J. Chapman-Solan Nursing - Ladder Program

Martha Lucille Chilvers	Nursing - Ladder Program
Rebecca G. Cunningham	Nursing - Ladder Program
Kathleen R. Dalton	Nursing - Ladder Program
Ursula V. Denine	Nursing - Ladder Program
Denise Renee Devoge	Nursing - Ladder Program
Lisa A. DeDomenic	Nursing - Ladder Program
Adreinne M. Dye	Nursing - Ladder Program
Melissa A. Elrod	Nursing - Ladder Program
David T. Espinosa	Nursing - Ladder Program
Page E. Garrett	Nursing - Ladder Program
Elizabeth A. Green	Nursing - Ladder Program
Gail A. Hart	Nursing - Ladder Program
Kyle Hauer	Nursing - Ladder Program
Barbara Jean Hawkins	Nursing - Ladder Program
Ami F. Herberg	Nursing - Ladder Program
Christine Hostetler	Nursing - Ladder Program
Nancy Marie Ingram	Nursing - Ladder Program
Susan Jeffries	Nursing - Ladder Program
Deanna B. Johnson	Nursing - Ladder Program
Karen E. Kelly	Nursing - Ladder Program
Sandra Larson	Nursing - Ladder Program
Vicky V. Lucio	Nursing - Ladder Program
Lynn Marie Maffei	Nursing - Ladder Program
Evelyn K. Merry	Nursing - Ladder Program
Sue Monahan	Nursing - Ladder Program
Regina M. Mozingo	Nursing - Ladder Program
Jeanne M. Murow	Nursing - Ladder Program
Elizabeth Nelson	Nursing - Ladder Program
Pamela Nettleman	Nursing - Ladder Program
Laura E. Neudorff	Nursing - Ladder Program
Susan M. Nystedt	Nursing - Ladder Program
Penelope Pasqua	Nursing - Ladder Program
Susan L. Pasque	Nursing - Ladder Program
Mary Louise Pederson	Nursing - Ladder Program
Sherrin Lee Phillips	Nursing - Ladder Program
Diane Angela Porter	Nursing - Ladder Program
Joyce A. Robert	Nursing - Ladder Program
Sandra E. Sanborn	Nursing - Ladder Program
Nancy Schutt	Nursing - Ladder Program
Susan Sine	Nursing - Ladder Program
Mary Melinda Steckler	Nursing - Ladder Program
Mary Jo Stonehouse	Nursing - Ladder Program
Chic D. Summers	Nursing - Ladder Program
Donald S. Thompson	Nursing - Ladder Program
Debra L. Toler	Nursing - Ladder Program
Kenda Lee Wheeler	Nursing - Ladder Program
Kathleen M. Wingate	Nursing - Ladder Program
Carolyn Zehner	Nursing - Ladder Program
Susanne Zemer	Nursing - Ladder Program

STUDENT
CERTIFICATES OF
ACHIEVEMENT
CONTINUED

The Board of Trustees approved the following guest speaker:

EMPLOYMENT OF
GUEST SPEAKERS

April 26, 1983, Sociology 10, Andrea Ysais, honorarium \$25.00.

The Board of Trustees approved as part-time/substitute faculty the following individuals:

APPOINTMENT OF
PART-TIME/
SUBSTITUTE FACULTY

New Part-Time/Substitute Faculty

<u>Applicant</u>	<u>Probable Assignment</u>
Robinson, Bill	Community Services

APPOINTMENT OF
PART-TIME/
SUBSTITUTE FACULTY
CONTINUED

Reemployment of Part-Time/Substitute Faculty

<u>Applicant</u>	<u>Probable Assignment</u>
Everett, David	Library/Media

The Board of Trustees approved the following personnel actions:

CLASSIFIED
PERSONNEL
ACTIONS

New Personnel Appointments

Phillis Steinhauer was employed as a Project Clerk, Library, North Campus, at the rate of \$5.00 per hour effective March 1, 1983.

The following were employed as Tutor I at the rate of \$3.85 per hour effective March 1, 1983:

Mike Freid
Laura Guillermo-Pena
Susan Merchant

Ivan McCanna was employed as Clerk-Short Term in Student Financial Assistance Programs at the rate of \$4.05 per hour effective February 28, 1983.

The following named students were employed as Student Employees at the rate of \$3.35 per hour effective March 1, 1983. The source of funds is the North and South Campus operating budgets.

Shelly Blasingham	Lisa Montgomery
Al Brownlee	Tom Ochsner
Ivan Camacho	James Paschall
Maria Casalino	James Richert
Terry Fitzsimons	Benjamin Rodriquez
Pamela George	David Rodriquez
Ross Hamilton	Summer Rogers
Mary Hitchcock	Marjorie Stewart
Angela Kitsianis	Juanita Villalobos

Change of Status

Alberta Acton, Admissions and Records Clerk I, Admissions and Records, was given a change of status to Admissions and Records Account Clerk II, Grade 7, Step 6, effective February 28, 1983. This is a replacement position for Jeanne Furuta.

Resignation

Barbara Firger, Radio Producer I, Library/Instructional Services, resigned effective February 25, 1983. Payment was authorized for any unused vacation.

CLASSIFIED
PERSONNEL
ACTIONS
CONTINUED

Lois McGuire, Program Assistant, Occupational Programs, resigned effective March 11, 1983. Payment was authorized for any unused vacation.

The Board of Trustees approved the personnel actions as presented. A copy is on file with these minutes.

COMMUNITY
SERVICE
PROGRAMMING
PAYMENT OF BILLS

Warrants 087727 through 088085, totaling \$395,813.53 were submitted for approval. A copy of the warrants is on file with these minutes.

Purchase orders 069468 through 069681, totaling \$71,783.90, were submitted for approval. A copy of the list is on file with these minutes.

PURCHASE ORDERS

OLD BUSINESS

The complexities of the data collection and day-to-day operational processes of the District's Student Registration and Information System along with increasing and everchanging demands for Federal, State and internal management reporting of student information, requires on-going software maintenance, enhancement and operational support. A contract with Aldrich Computer Services for support services for 1982-83 was approved in the amount of \$25,000.00. As of February 1, 1983, less than \$4,000 of the original \$25,000 remains available for on-going support of the Student Registration System for the remainder of the fiscal year. It is estimated that an additional \$10,000 will allow for continued support from Aldrich Computer Services, Inc.

AMENDMENT TO
CONTRACT -
ALDRICH COMPUTER
SERVICES, INC.

The Chancellor recommended the transfer of \$10,000 to the District Data Processing Consultant account and the increase in the Aldrich Computer Services contract from \$25,000 to \$35,000 for 1982-83 be approved.

Motion by Trustee Price, seconded by Trustee Connolly, to approve the transfer of funds and increase in the contract with Aldrich Computer, Inc. Motion carried.

APPROVED

NEW BUSINESS

Chancellor Stevens asked Everett Brewer, South Campus, and Dale Larson, North Campus, to present to the Board the Joint Council on Educational Priorities (JCEP) Report. Academic Senate President, Raghu Mathur, and Assembly Chairman, John Minch, also provided some information regarding the report.

JOINT COUNCIL ON
EDUCATIONAL
PRIORITIES
(JCEP) REPORT

Motion by Trustee Taylor, seconded by Trustee Moore, to table the Joint Council on Educational Priorities (JCEP) Report. Motion carried.

TABLED

The following grant applications were presented for approval:

Community College Software Exchange proposes to establish a micro-computer software exchange center in the South Campus Library. This center will identify and collect microcomputer, non-copyrighted instructional software material appropriate for use in community college curricula. Upon request from other community colleges project staff will duplicate at cost center materials. Amount requested is \$23,397 which includes computer equipment and staff time. If funded, the project director would be Ann Hagerty (Library).

Apple S.A.U.C.E. (Software Applications and Curriculum Enhancement) proposes a staff development project to train faculty in the skills of preparing computer assisted instructional materials for their teaching area. Amount requested is \$17,280 which includes minicomputers, programming for the computers and professional staff time. If funded, the project director would be Steve Tash (Library).

Humanizing Telecourses proposes to explore six experimental methods of humanizing telecourses through increasing the interpersonal contact of students with instructors and other students. Methods which prove effective will later be incorporated into telecourse offerings. This project is in consortium with Coastline Community College which will serve as the project's fiscal agent. Amount requested is \$25,339. If funded, the project director would be William Weisgerber (Media Services).

The Chancellor recommended that the grant applications be approved for submission to the State Chancellor's Office for funding.

Motion by Trustee Taylor, seconded by Trustee Watts, to approve the grant applications as presented. Motion carried.

The Saddleback Community College District has been notified of the availability of continuation funds to serve 76 Comprehensive Education Training Act (CETA) trainees. Total project costs will be \$149,839 to be expended during the project period of April 1, 1983 to September 30, 1983. In addition to the training costs, trainees will receive direct allowances totaling \$100,346.

The Chancellor recommended that the Comprehensive Employment Training Act (CETA) grant award in the amount of \$149,839 be approved.

Motion by Trustee Connolly, seconded by Trustee Taylor, to approve the grant award as presented. Motion carried.

On November 29 and again on February 1, 1983, representatives of the District's negotiating team and the Faculty Association met under the direction of a PERB hearing officer (informal conferences)

GRANT APPLICATION
FUND FOR
INSTRUCTIONAL
IMPROVEMENT

APPROVED

GRANT AWARD:
COMPREHENSIVE
EDUCATION
TRAINING ACT

APPROVED

TENTATIVE SALARY
AGREEMENT WITH
FACULTY ASSOCIATION

in order to determine whether or not a mutually agreeable resolution to the contract dispute might be reached. On Thursday, February 17, a tentative agreement was reached between the Faculty Association and management negotiators.

TENTATIVE SALARY
AGREEMENT WITH
FACULTY
ASSOCIATION
CONTINUED

The Faculty Association membership voted on the tentative agreement reached between the District and the Association on Thursday and Friday, February 24 and 25, and recommended approval of the tentative agreement.

The Chancellor recommended the Board of Trustees approve the Agreement to Amend Certificated Master Agreement which is on file with these minutes.

Motion by Trustee Taylor, seconded by Trustee Moore, to approve the Agreement to Amend Certificated Master Agreement as presented. Carried by roll call vote:

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

APPROVED

The Irvine Company has requested that the District grant an easement to the Irvine Ranch Water District for the installation of a booster pump station to serve areas presently under development east and north of the North Campus. The easement is described and shown on maps which are on file with these minutes.

EASEMENT -
IRVINE RANCH
WATER DISTRICT

The Chancellor recommended the Board adopt the Resolution of Intent (on file with these minutes) and Notice of Public Hearing (on file with these minutes).

Trustee Taylor questioned the District's legal responsibility for any problems or malfunctions. Chancellor Stevens and Mr. Willette, Director, Builder and Land Manager for The Irvine Company, assured the Board that the contract with the Irvine Ranch Water District addresses those concerns. A copy of the contract is on file with these minutes.

Motion by Trustee Taylor, seconded by Trustee Price, to approve the Resolution of Intent and Notice of Public Hearing as presented. Motion carried by roll call vote.

APPROVED

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

California Education Code Section 84040 requires that each community college district employ an outside auditor to conduct a financial audit of its operations each year. The Orange County

EMPLOYMENT OF
AUDITOR

Superintendent of Schools has notified the District that it must have an auditor employed prior to April 1, 1983. The firm of Main Hurdman, Newport Beach, has proposed to conduct the required financial audits for an annual fee of \$21,000.00.

EMPLOYMENT OF
AUDITOR
CONTINUED

The Chancellor recommended the Board approve the employment of Main Hurdman, Newport Beach, as the District's financial auditor for fiscal year 1982-83, for an annual fee of \$21,000.00.

Motion by Trustee Watts, seconded by Trustee Moore, to approve the firm of Main Hurdman as the District's financial auditor for 1982-83. Motion carried.

APPROVED

The following gifts to the District were presented for approval:

GIFTS TO THE
DISTRICT

<u>Donor</u>	<u>Gift</u>	<u>Donor's Estimated Value</u>
Amcor Canoga Park	Donation of two Solon 170 water heating systems	\$3,600
Apollo Industries Los Angeles	Donation of copper pipe, fittings, valves, etc., and consulting services for installation of Solon 170 water heating systems	\$ 400
Mr. & Mrs. Robb Webster Laguna Hills	Donation of a wheelchair	\$ 150
Mr. & Mrs. Philip Bruce Laguna Hills	Donation of a wheelchair	\$ 200
Mr. & Mrs. John Crean San Juan Capistrano	Donation of a wheelchair	\$ 150

Motion by Trustee Moore, seconded by Trustee Watts, to approve the gifts to the District. Motion carried.

APPROVED

Two years ago the South Campus Library started the process of automating all library services, including book circulation and catalog, under a contract with the On-Line Computer Library Center (OCLC). This totally computerized system will replace the manual book record processing with files contained on magnetic computer tapes.

CONTRACT SERVICES
LIBRARY ON-LINE
COMPUTER

It has been determined that Turner Data cannot read or print out the OCLC tapes without considerable added expense. The Honnold Service Group of Claremont offers such services at an annual cost to the District of \$275.00.

The Chancellor recommended the Board of Trustees approve the contract with Honnold Service Group for a total cost of \$275.00.

Motion by Trustee Price, seconded by Trustee Moore, to approve the contract service with Honnold Service Group for a total cost of \$275.00. Motion carried.

APPROVED

For the past four years Community Services has sold ads for the Summer Company Theatre program booklet. The college has no one under contract to solicit ads for these programs. Community Services would like to employ Jim Keshen to perform this service as an independent contractor. Mr. Keshen would receive 25 percent of gross advertising revenue for new ads and 20 percent of gross advertising revenue for renewal ads. The contracted services are to commence on or about March 1, 1983 and be completed no later than May 15, 1983.

INDEPENDENT
CONTRACT:
COMMUNITY
SERVICES

The Chancellor recommended the Board of Trustees approve the independent contract for Jim Keshen as outlined in the contract on file with these minutes.

Motion by Trustee Watts, seconded by Trustee Moore, to approve the independent contract for Jim Keshen. Motion carried.

APPROVED

CORRESPONDENCE

The correspondence items were submitted for the Board's information.

REPORTS AND/OR COMMENTS

Motion by Trustee Price, seconded by Trustee Moore, upon receipt of the preliminary report from the Accreditation Team, a special meeting/workshop be scheduled for the purpose of discussing the report. Motion carried.

SPECIAL MEETING/
WORKSHOP

Copies of the preliminary report will be sent to all Board members and made available for review by faculty and staff.

Motion by Trustee Watts, seconded by Trustee Moore, to schedule a special meeting of the Board of Trustees for Monday, March 7, 1983 at 7:30 p.m. for the purpose of holding a closed session to review management's proposal for the negotiated contract for the Faculty Association. Motion carried.

SPECIAL MEETING
SCHEDULED

The meeting was adjourned at 8:45 p.m. to closed session to discuss personnel items.

CLOSED SESSION

The next meeting of the Board of Trustees will be a special meeting on Monday, March 7, 1983 at 7:30 p.m.

SCHEDULE OF
MEETINGS

Larry P. Stevens

Larry P. Stevens, Secretary to the Board of Trustees