

PUBLIC/FILE IN
LIBRARY

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

MINUTES OF THE GOVERNING BOARD MEETING

March 9, 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 Watts led the audience in the Pledge of Allegiance and Trustee Price 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
Mr. Jerry Rahn, Student Member

BOARD MEMBERS

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

STAFF MEMBERS

Motion by Trustee Watts, seconded by Trustee Moore, and unanimously carried to adopt the agenda with the following changes:

AGENDA
ADOPTED

Report 148* - Replacement page
Report 157 - Removed from the agenda

Motion by Trustee McKnight, seconded by Trustee Moore, and unanimously carried to adopt the minutes of the regular meeting of February 23, 1982.

MINUTES
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 Taylor, seconded by Trustee Walther, and unanimously carried to approve the consent calendar with the removal of the following items:

- Report 163 - Awards
- Report 168 - Transfer of Funds

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

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

Trustee McKnight Meeting with Staff
Saddleback College South Campus
February 23, 1982

Trustee McKnight Meeting with Staff
Saddleback College South Campus
February 24, 1982

Trustees Wishing Academic Senate Meeting
to Attend Saddleback College South Campus
March 5, 1982

Trustees Wishing School of Nursing Pinning Ceremony
to Attend Saddleback College South Campus
March 13, 1982

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

Trustee Connolly Foundation Meeting
Mission Viejo
March 5, 1982

Trustees Wishing Community College Trustees Meeting
to Attend Lake Forest
March 29, 1982

The following Certificates of Achievement:

CERTIFICATES
OF ACHIEVEMENT

- Vickie S. Alston Nursing - Ladder Program
- Teresa Lee Beals Nursing - Ladder Program

Deborah Jean Calvert	Nursing - Ladder Program
Jennifer D. Chenoweth	Nursing - Ladder Program
Leslie Christiansen	Nursing - Ladder Program
Pamela C. Dowding	Nursing - Ladder Program
Kim Marie Foster	Nursing - Ladder Program
Heather M. Garbutt	Nursing - Ladder Program
Jan F. Gitsham	Nursing - Ladder Program
Caron L. Goller	Nursing - Ladder Program
Jacqueline A. Gonser	Nursing - Ladder Program
Leslie J. Grattan	Nursing - Ladder Program
Sheree L. Greer	Nursing - Ladder Program
Carolyn J. Hayward	Nursing - Ladder Program
Donna S. Hillman	Nursing - Ladder Program
Lori Lee Housman	Nursing - Ladder Program
Liesda R. Howell	Travel Management
Sharon L. Kennedy	Nursing - Ladder Program
Belinda F. Kimbrell	Nursing - Ladder Program
Loleen J. Klueger	Nursing - Ladder Program
Ruth M. Knowlton	Nursing - Ladder Program
Renate D. Krause	Nursing - Ladder Program
Diana J. E. Lee	Secretarial - General
Linda K. Magruder	Nursing - Ladder Program
Denis H. Mantei	Nursing - Ladder Program
Carole McIver	Real Estate
Lynn M. Merkle	Nursing - Ladder Program
Virginia L. Miller	Nursing - Ladder Program
Cynthia Lynn Natalie	Nursing - Ladder Program
Jeanne G. Neely	Nursing - Ladder Program
Yvonne Otten-Leib	Nursing - Ladder Program
Lois Gail Pace	Nursing - Ladder Program
Victorisa P. Panem	Nursing - Ladder Program
Rita J. Parker	Nursing - Ladder Program
Audrey Brady Pearch	Human Services
Maria A. Pereira	Nursing - Ladder Program
Pamela Lyn Pierson	Nursing - Ladder Program
Sharon Ann Powell	Nursing - Ladder Program
Lorita Renfro	Nursing - Ladder Program
Robin Simonian Russell	Nursing - Ladder Program
JoAnn Saxby	Nursing - Ladder Program
Sheryl Lynn Schlicht	Nursing - Ladder Program
Kathy Lee Schoenfeld	Nursing - Ladder Program
Eusebio Mark Sevilla	Nursing - Ladder Program
Nancy A. Siemonsma	Nursing - Ladder Program
Janice C. Sutherland	Nursing - Ladder Program
Sharon L. Thompson	Nursing - Ladder Program
Lily H. Vinh	Nursing - Ladder Program
Jack S. Walters	Nursing - Ladder Program
Judith Anne Wilkinson	Nursing - Ladder Program
Karen M. Wucetich	Nursing - Ladder Program
Grace M. Xanthos	Human Services

CERTIFICATES OF
ACHIEVEMENT
CONTINUED

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>
Barkas, Jeannette A. Holland, Ann J.	Community Services Folk Dance (EI)

The following classified personnel regular actions which have been allocated in the 1981-82 budget:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Recommendation of Employment

Cheryl Altman, Instructional Assistant Substitute, Humanities and Languages, hourly equivalent of Grade 7, \$6.881 per hour, on an if-and-as-needed basis, effective March 1, 1982.

Barbara Cosgrove, Instructional Assistant Substitute, Humanities and Languages, hourly equivalent of Grade 7, \$6.881 per hour, on an if-and-as-needed basis, effective March 1, 1982.

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

Recommendation of Employment - Tutor I
(Restricted Employees)

Ellie Nelson
Myra Phelan
James Vitale

Tutor I at the rate of \$3.85 per hour, effective January 18, 1982. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Student Employees
(Restricted Employees)

Maria E. Carrillo	Thomas Link
Caren Heisner	Deborah Wergin
David Ihnen	

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

Recommendation of Employment - EOPS
(Restricted Employees)

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

<u>Student</u>	<u>Amount of Check</u>
Joy Allen	\$ 25.00
Patricia Benoit	25.00
Son T. Bui	100.00
Jill Bramlette	31.00
Thu Van Bui	38.00
Diane Casey	66.00
Kurt Chavez	50.00
Chinh Chao Chen	50.00
Yueh Chun Chen	50.00
Hai Chu	25.00
Catherine Crump	31.00
Marvin Davenport	50.00
Gary Davis	25.00
Judy Devore	25.00
Hoah Oanh Do	45.00
Quyen Do	31.00
Truong Do	125.00
Tamberin Didio	125.00
Hung Duong	50.00
Tien Duong	66.00
Cherie Fields	50.00
Page Garrett	50.00
Leslie Gates	50.00
Hien D. Ha	25.00
Carole Hansen	38.00
Kyle Hauer	57.00
Michael Higgins	25.00
Ti Hong	33.00
Anh T. Huynh	50.00
Hang Huynh	50.00
Nga Huynh	25.00
Eric Johnson	50.00
Alisha Kipling	50.00
Steven Knights	25.00
Leslie Lampson	50.00
Nghia Le	40.00
Trinh Le	25.00
Noel Manlapaz	25.00
Jeanne Maurillo	50.00
Judith Meador	50.00
Beatriz Mejia	125.00
Marilyn Minturn	50.00
Thomas Mosby	36.00
Susan McFadden	43.00
Thai Ngo	25.00
Binh Nguyen	21.00
Hoang Nguyen	25.00
Minh K. Nguyen	25.00
Minh Tuyet Nguyen	37.00

Quang Nguyen	\$ 50.00
Thuy T. Nguyen	25.00
Truyen K. Nguyen	41.00
Karen Pease	25.00
Duc Pham	41.00
Le T. Pham	125.00
Thinh Pham	28.00
Hien S. Phan	50.00
Ngoc Phan	50.00
Tung Phan	41.00
Theodora Poole	50.00
Muoi Quach	50.00
Francisca Ramos	125.00
Karen Shingleton	38.00
Duy Dung Ta	50.00
Lethu Ta	50.00
Monghai Ta	50.00
Hiep Hoang Thai	37.00
Hoang Thai	38.00
Dung Tran	25.00
Huong Tran	40.00
Katherin Trujillo	66.00
Judith Ummach	50.00
Hongsa Vo	34.00
Hoang Vuong	38.00
Frances Wafford	31.00

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Qualified students paid under the Extended Opportunity Programs and Services (EOPS), March 1, 1982.

Leave of Absence Without Pay

Barbara Clarke, Account Clerk I, Business Services, requested a leave of absence without pay from May 24 through June 25, 1982.

Joan M. Parker, Secretary I (hourly), Financial Aid, requested a leave of absence without pay March 11 and March 12, 1982.

Resignation/Termination

Becky Stilling, Financial Aid Specialist, Financial Aid, resigned effective March 12, 1982. Payment was authorized for any accrued and unused vacation pay.

Robert Withmore, Custodian, Maintenance and Operations, resigned effective February 19, 1982. Payment was authorized for any accrued and unused vacation pay.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Martha Richardson, Custodian, Maintenance and Operations, resigned effective March 2, 1982. Payment was authorized for any accrued and unused vacation pay.

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>
P.E. 84A February 9, 1982	Martha Morrison	\$ 25.00
Biology 44 March 9, 1982	Christine Jorgensen	200.00
Psychology I March 11, 1982	Irene Plejdrup	25.00
Reserve Academy February 23, 1982	Kevin Kelly	240.00

The following is part of the on-going program to provide Continuing Education for nurses. The speakers' costs are paid out of the registration fee collected from the participants. There is no cost to the district.

Disaster Nursing February 19 & 20, 1982	American Red Cross	-
Nursing Management March 6 & 20, 1982	Rebecca Neth	250.00
Bioethics March 24, 1982	Priscilla Agnew James Selevan Debbie Pugh Terri Phillips	125.00 - - -
Sign Language for Medical Usage March 27, 1982	Etta Stecker	-
Radiation Hazards April 3, 1982	Jack Briggs John Albers	120.00 -
Healthy Hearts April 17, 1982	Shari Heim Debbie Grayston Mark A. Cole	75.00 75.00 75.00

The Nursing Information and Knowledge Explosion May 1, 1982	Nancy Donaldson \$ - Diane Lane - Joyce Loepprich - Julie Smith -	PUBLIC AND INSTRUCTIONAL PROGRAMS CONTINUED
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Healing Fall 1981	Virginia Giguere 350.00 Dixie Bullock Not to exceed 1,000.00
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Multi-Cultural Week, North Campus March 23, 1982	Inner City Dance Work 525.00 Dunbar, Afro American Poetry and Song 325.00
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March 24, 1982	La Historia 450.00
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The budget for the Multi-Cultural Experience is derived from five funding sources: Associated Student Bodies -- North and South Campuses; Community Services; District Funds; and Extended Opportunity Programs and Services (EOPS).

At the meeting of July 13, 1981 a contract to film the 10 football games of the season was approved for Sid Brownlee, an independent contractor. Mr. Brownlee was asked to film an additional play-off game and it was recommended that his contract be amended to include the additional game at the contract rate of \$375.00 for the black and white film, and the Chancellor or the Vice Chancellor/ Business Services was authorized to execute the contract amendment.

CONTRACT SERVICES

District Warrants 079589 through 079988, totaling \$308,386.08 approved and ratified for payment. A copy of the warrants is on file with these minutes.

PAYMENT OF BILLS

Payment of personnel services ratified as follows:

Certificated payroll - \$1,328,654.25

PAYMENT OF PERSONNEL SERVICES

Purchase Orders 063781 through 063985, totaling \$71,931.55 approved and payment 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 purchase orders is on file with these minutes.

PURCHASE ORDERS

REGULAR CALENDAR

It was recommended that the items on the Awards list be approved for the action specified and

REGULAR CALENDAR
AWARDS

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 list is on file with these minutes.

AWARDS
CONTINUED

(REMOVED FROM
CONSENT)

Motion by Trustee Watts, seconded by Trustee Moore, and unanimously carried to approve the Awards with the deletion of item 2 on page 1, Bid #595.

APPROVED

The requests for transfer of budget appropriation funds were submitted for approval. A copy is on file with these minutes.

TRANSFER OF FUNDS
(REMOVED FROM
CONSENT)

Motion by Trustee Price, seconded by Trustee Walther, and unanimously carried to approve the transfer of funds.

APPROVED

The Board of Trustees Requests list was submitted for information. A copy of the list is on file with these minutes.

BOARD OF TRUSTEES -
OTHER
INFORMATION

Motion by Trustee Moore, seconded by Trustee Walther, and carried to change the time of the special meeting on March 15, 1982 from 3 p.m. to 2 p.m. in order to allow time for the board members to make oral presentations on priorities.

Motion by Trustee Walther, seconded by Trustee Price, and unanimously carried to reconsider the motion for the change of time.

Motion by Trustee Moore, seconded by Trustee Price, and unanimously carried to leave the special meeting time to the discretion of the Secretary of the Board of Trustees.

It was recommended that student participation in the following forensics competition be approved:

FORENSICS
COMPETITION

Subject: Speech Squad
Dates: March 18 - 22, 1982
Destination: San Joaquin Delta,
Stockton, CA
Faculty: Craig Grossman
Carolann Messner

Fourteen members of the speech squad from both the North and South Campuses will compete in a variety of speaking events, including speaking to inform, entertain and persuade. Students from community colleges through the state will be participating in this event. Last year Saddleback College placed sixth in overall competition. District vehicles will be used for transportation. Payment for entry fees, meals and lodging is made possible through both North and South Campus ASB funds. Costs to individual students will be whatever amount they spend over and above the meal allowance provided.

FORENSICS
COMPETITION
CONTINUED

Motion by Trustee Price, seconded by Trustee Walther, and unanimously carried to approve the Forensics Competition as presented.

APPROVED

It was requested that the Board of Trustees accept a grant award from the County Sanitation District of Orange County. Under the supervision of Marine Science instructors, students will produce a videotape which will be used for instruction in Marine Science classes. Copies will also be used by local sanitation districts to train their personnel. Entire costs of production are covered by the award.

GRANTS - AWARD

Project Director: Bill Weisgerber
Award Amount: \$6,000

Motion by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to approve the Grant - Award.

APPROVED

It was requested that the employment of the following full-time classified personnel be approved by the Board of Trustees:

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL

Ratification of Employment - South Campus

Joseph Allard, Custodian, Maintenance and Operations, Grade 7, Step 3, \$1,268 per month, plus 5% per hour shift differential, effective February 24, 1982. This is a replacement position for Robert Withmore.

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

APPROVED

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

GIFTS TO THE DISTRICT

<u>Donor</u>	<u>Gift</u>
David Steenblock, M.D. Costa Mesa	Various electronic medical equipment; including a Blood Gas Analyzer, Coulter Counter, Galvanometer, Cell Fractionater, lab bench and others. The equipment will be used in the Biology Department
Mrs. Jeanne Loomis El Camino Real Junior Woman's Club San Juan Capistrano	A cash donation of \$934.65 to the Special Services Club, Revels
Mr. Ray Krinksy Mission Viejo	Savin 220 copy machine, including supplies
Mrs. Florence Jasper Laguna Hills	Donation of art/model instructional supplies to be used in the Health Sciences Division

Also submitted was a list of 1982 Business Supporters/Challenge Grants which were received during the recent KSBR Fundraising Event. A copy of this list is on file with these minutes.

Motion by Trustee Price, seconded by Trustee Moore, and unanimously carried to accept the gifts to the district. A letter of appreciation on behalf of the Board will be sent to the businesses who contributed to the KSBR Fundraising Event.

APPROVED

The Blurock Partnership, district architect, has submitted for approval a Certificate of Substantial Completion/Beneficial Occupancy for the North Campus Library/Classroom Building, specifying the following dates of occupancy:

CERTIFICATE OF SUBSTANTIAL COMPLETION/BENEFICIAL OCCUPANCY - NORTH CAMPUS LIBRARY/CLASSROOM BUILDING

- January 18, 1982 - Classrooms 103, 104 and 106
- February 8, 1982 - Library Rooms 105, 111, 112, 113, 114, 115, 116, 120 and 121

It was recommended that the Chancellor or the Vice Chancellor/Business Services be authorized to execute this Certificate of Substantial Completion/Beneficial Occupancy.

Motion by Trustee Walther, seconded by Trustee Price, and unanimously carried to approve the Certificate of Substantial Completion/Beneficial Occupancy as presented.

CERTIFICATE OF
SUBSTANTIAL
COMPLETION/BENEFICIAL
OCCUPANCY
CONTINUED
APPROVED

Ratification was requested for an agreement with Smith Tool Division to provide educational services for company employees for the period February 23, 1982 through May 26, 1982. Smith Tool will reimburse the district for instruction costs in the amount of \$6,510.00.

EDUCATIONAL
SERVICES AGREEMENT

Authorization was further requested for the Chancellor or the Vice Chancellor/Business Services to execute the contract documents.

Motion by Trustee Watts, seconded by Trustee Walther, and unanimously carried to approve the Educational Services Agreement.

APPROVED

In April of 1978, as a result of a compromise settlement in the Ramberg & Lowrey matter, the district acquired an interest in property located at 2064 Bush Street in Santa Ana.

RESOLUTIONS -
ACCEPTANCE/SALE
OF INTEREST IN
PROPERTY RECEIVED
IN SETTLEMENT OF
RAMBERG & LOWREY
MATTER

The property is being sold; and in order for the transaction to be completed and for the district to receive payment for its interest, the Board of Trustees is requested to adopt the two resolutions on file with these minutes. The two resolutions provide for:

1. Acceptance of grant deed from Donald A. Ramberg and Robert S. Lowrey to the district.
2. Authorization for execution of a grant deed to the specified property upon receipt of payment in the amount of the district's interest.

It was recommended that the resolutions be adopted.

Motion by Trustee Watts, seconded by Trustee Walther, and unanimously carried by roll call vote to adopt the resolution regarding the acceptance of grant deed.

Roll Call Vote:

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

Motion by Trustee Price, seconded by Trustee Walther, and unanimously carried by roll call vote to adopt the resolution regarding the authorization for execution of a grant deed.

RESOLUTIONS -
ACCEPTANCE/SALE
OF INTEREST IN
PROPERTY RECEIVED
IN SETTLEMENT OF
RAMBERG & LOWREY
MATTER
CONTINUED

Roll Call Vote:

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

APPROVED

It was requested that the use of off-campus facilities needed for North Campus classes be ratified as listed below and that the Chancellor or the Vice Chancellor/Business Services be authorized to execute the appropriate agreements for such use.

USE OF OFF-CAMPUS
FACILITIES -
NORTH CAMPUS

	<u>Use</u>	<u>Cost</u>
So. Coast Cultural Service League - Institute of Dance Arts	Ballet 2 classes @ \$300	\$600.00
Rancho San Joaquin Golf Course	Golf 2 classes	\$2.25/student per session
Racquetball USA	Racquetball 1 class	\$450.00
Bentley Laboratories, Inc.	Plastics Technology	No charge
Racquet Club of Irvine	Beginning Tennis 1 class	\$450.00

Motion by Trustee Walther, seconded by Trustee McKnight, and unanimously carried to approve the use of off-campus facilities as presented.

APPROVED

The following budget reports were submitted for information and a copy of each report is on file with these minutes.

BUDGET REPORTS
INFORMATION

1. Income Summary Report
2. Budget Report Summary by Object Code
3. Budget Report Summary by Department

Motion by Trustee Taylor, seconded by Trustee Moore, and unanimously carried to adjourn the meeting at 9:20 p.m.

ADJOURNMENT

The next meeting of the Board of Trustees will be a special meeting on Monday, March 15, 1982.

SCHEDULE OF MEETINGS

R. A. Lombardi

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