

LIBRARY

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

Library Classroom Building - Room 105
March 14, 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
- 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

Motion by Trustee Walther, seconded by Trustee Watts, to approve the agenda indicating the meeting time as 7:30 p.m. Motion carried.

AGENDA APPROVED

Motion by Trustee Watts, seconded by Trustee Moore, to approve the minutes of the Regular Meeting of February 28, 1983, and the Special Meeting of March 7, 1983. Motion carried.

MINUTES APPROVED

Chancellor Stevens introduced Acting Dean of Admissions and Records Herm Schmidt. Mr. Schmidt presented and discussed an on-line registration report with the Board.

The second presentation was made by Dean of Vocational Education, Annette Hayes, regarding the Job Training Partnership Act (JTPA) which will be replacing the CETA program.

Board President McKnight recessed the Regular Meeting for the purpose of holding a Public Hearing for members of the public to express their views concerning the District's preliminary negotiation package for 1983-84.

Motion by Trustee Moore, seconded by Trustee Price, to close the Public Hearing and reconvene the Regular Meeting. Motion carried.

Motion by Trustee Moore, seconded by Trustee Watts, that the Board of Trustees adopt the District's preliminary negotiation package for 1983-84. Motion carried.

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 Walther, seconded by Trustee Moore, 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:

Trustee McKnight Meeting with Chancellor
South Campus
February 25, 1983

Trustee McKnight Meeting with South Campus President
South Campus
March 2, 1983

Trustees Wishing Liaison Meeting
to Attend Laguna Hills
March 15, 1983

REQUESTS TO
ATTEND
CONFERENCES AND
MEETINGS
CONTINUED

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

Trustees Wishing Legislative Reception/Dinner
to Attend Sacramento
March 15, 1983

Trustees Wishing ACCT 1983 Regional Seminars
to Attend Louisville, Kentucky
April 28-30, 1983

Vail, Colorado
June 9-11, 1983

The Board of Trustees approved the following part-time/
substitute faculty for the 1982-83 school year:

APPOINTMENT OF
PART-TIME/
SUBSTITUTE
FACULTY

New Part-Time/Substitute Faculty

<u>Applicant</u>	<u>Probable Assignment</u>
Kirkey, Adrienne	Nursing (Substitute)
Krouse, Gregory	Agriculture
Simon, Eric	Continuing Education & Gerontology (Substitute)

The Board of Trustees approved the following personnel actions:

CLASSIFIED
PERSONNEL
ACTIONS

New Personnel Appointments

Bobbie Jean Garrett was employed as Program Assistant, Office of Continuing Education, Grade 5, Step 1, \$6.619 per hour, part-time hourly (24 hours per week) effective March 16, 1983. This is a replacement position for Charlotte Debter.

Bonnie Wamsley was employed as Instructional Assistant, Humanities and Languages, Grade 7, Step 1, \$6.952 per hour, part-time hourly (19 hours per week) effective March 15, 1983. This is a replacement position for Cheryl Lane.

Enrique Avila was employed as Safety Officer, Weekends and Holidays, Campus Safety, Grade 17, Step 1, \$8.898 per hour, part-time hourly (16 hours per week) effective March 15, 1983. This is a replacement position for Gary Gosper.

CLASSIFIED
PERSONNEL
ACTIONS
CONTINUED

John Miller was employed as Safety Officer, Weekends and Holidays, Campus Safety, Grade 17, Step 1, \$8.898 per hour, part-time hourly (16 hours per week), effective March 15, 1983. This is a replacement position for James Venegas.

George Murphy was employed as Safety Officer, Weekends and Holidays, Campus Safety, Grade 17, Step 1, \$8.898 per hour, part-time hourly (16 hours per week) effective March 15, 1983. This is a replacement position for James Pyle.

Phyllis Barnes was employed as Instructional Assistant Substitute, Grade 7, Step 1, \$6.952 per hour, on an if-and-as-needed basis effective March 15, 1983.

Margaret Moore was employed as Instructional Assistant Substitute, Grade 7, Step 1, \$6.952 per hour, on an if-and-as-needed basis, effective March 19, 1983.

Marti Ashcraft was employed as Safety Officer Substitute, Campus Safety, Grade 17, Step 1, \$8.898 per hour, on an if-and-as-needed basis, effective March 15, 1983.

Kirk Harrison was employed as Safety Officer Substitute, Campus Safety, Grade 17, Step 1, \$8.898 per hour, on an if-and-as-needed basis, effective March 15, 1983.

The following individuals were employed as Clerk-Short Term in Financial Assistance Office effective March 15, 1983:

<u>Name</u>	<u>Hourly Rate</u>
Mary Jacobsen	\$ 4.65
Carla Calwell	4.05

The following individuals were employed as Tutor I at the rate of \$3.85 per hour effective March 15, 1983:

Mark Baird	Monica Jamieson
Carolyn Cad	Amy MacKenzie
Marie Calucci	Tony Manteneri
Roger Cossaboom	David Rueter
Peggy Mauerman	Mitra Vahdat
Miyuki Cunningham	Kazuo Wegmuller

The following named students were employed as Student Employees at the rate of \$3.35 per hour effective March 15, 1983. The source of funds is the operating budgets of both North and South Campus.

CLASSIFIED
PERSONNEL
ACTIONS
CONTINUED

Brian Bowski	Steven Kelly
Matthew Brown	Julie Knauer
Veronique Cooper	Adam Krull
Robin Elliott	Laila Park
Paul Espe	Atul Patel
	Elizabeth Ryan

Rick Founds, Media Specialist-Electronic Repair, Library/Instructional Services resigned effective March 31, 1983. Payment was authorized for any unused vacation.

James Venegas, Safety Officer, Weekends and Holidays, Campus Safety, resigned effective March 10, 1983. Payment was authorized for any unused vacation.

Gerard Walsh, Instructional Assistant, Office of Instruction, North Campus, resigned effective March 10, 1983. Payment was authorized for any unused vacation.

The Board of Trustees approved the following guest speakers:

EMPLOYMENT OF
GUEST SPEAKERS

	<u>Guest Speaker</u>	<u>Honorarium</u>
April 2, 9, 16, 23, 30, 1983 May 7, 14, 21, 28, 1983 June 4, 11, 18, 1983 Producer for weekly Blues Radio Program	Lindsey Shannon	\$ 53.00/date
May 5, 1983 Week of Young Child	Magda Gerber	\$200.00
April 14, 1983 April 21, 1983 Biology 44 Human Sexuality	Leslie Jacobson-Wig	\$ 50.00

The following grants to students were approved:

EXTENDED
OPPORTUNITY
PROGRAMS AND
SERVICES (EOPS)

The following qualified students were approved to be paid under the Extended Opportunity Programs and Services (EOPS) effective March 14, 1983. Each student will receive a \$200 Grant.

Hung Duong	Araceli Lugo
Diane Gipson	Leonardo Luna
Antionette Houston	Thanh Kim Nguyen

Jean Ortiz
Monica Palacios
Barbara Roy
Kimberly Rodriquez

Alberto Sandoval
Huong Tran
Mai P. Tran

EXTENDED
OPPORTUNITY
PROGRAMS AND
SERVICES (EOPS)
CONTINUED

The Board of Trustees approved the following volunteers for the District Radio Station located on South Campus for the year 1982-83.

KSBR CITIZEN
VOLUNTEERS

Rick Ashby
Cindy Atkinson
Saul Barajas
Tom Borton
Jim Cadenhead
Dale Fletcher
Stan Gaulrapp
Jack Green
Bob Greenup
Leslie Harrold
Barbara Lake

Rusty Lane
Nate McCray
Peggy Misseri
Shannon Robinson
Floyd Rouse
Laurie Santos
Ron Urzedowski
Gary Vance
Barbara Wagner
Rock Wylie
Gordon Yonehara

Dr. William K. Applegate, former Executive Director of the Pasadena City College Foundation, is a leading authority on support groups as well as one of the most successful fund raisers in community college education in California. Dr. Applegate will be in California March 15 for the purpose of meeting with interested community college Chief Executive Officers in re-establishing local district foundation. The Board of Trustees approved a \$150 consultant fee for Dr. William K. Applegate.

CONSULTANT:
FOUNDATION

Warrants 088089 through 088378, totaling \$87,276.85, were submitted for Board approval. A copy of the list is on file with these minutes.

PAYMENT OF BILLS

Purchase orders 069682 through 069871, totaling \$91,908.64, were submitted for Board approval. A copy of the list is on file with these minutes.

PURCHASE ORDERS

OLD BUSINESS

Board President McKnight recessed the Regular Meeting for the purpose of holding a Public Hearing in order for members of the public to express their views concerning the Resolution for the Irvine Ranch Water District Easement.

PUBLIC HEARING
AND RESOLUTION
IRVINE RANCH
WATER DISTRICT
EASEMENT

Upon hearing no comment from the public regarding this matter, motion by Trustee Moore, seconded by Trustee Watts, to close the Public Hearing and reconvene the Regular Meeting.

Motion by Trustee Walther, seconded by Trustee Moore, to adopt the Resolution as presented (copy on file with these minutes). Motion carried by roll call vote.

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

Noes: None

Abstain: None

Absent: Trustee Taylor

PUBLIC HEARING
AND RESOLUTION
IRVINE RANCH
WATER DISTRICT
EASEMENT
CONTINUED

APPROVED

NEW BUSINESS

The Board of Trustees has long been interested in the programs scheduled and conducted by the District Community Services area. The fee based non-credit summer programs were presented for Board approval.

FEE BASED
NON-CREDIT
SUMMER PROGRAMS

The Chancellor recommended approval of the personnel actions for fee based non-credit summer programs as indicated on the report on file with these minutes.

Motion by Trustee Walther, seconded by Trustee Watts, to approve the fee based non-credit summer programs as indicated. Motion carried.

APPROVED

The Long Beach advertising firm of Barnett and Raus proposes to enter into an agreement with Saddleback College whereby a college TV production crew of three, using college TV remote set-up equipment would travel to Hawaii during the period of March 28 - April 2 to video tape a segment focusing on Kona, Hawaii and marlin fishing.

REMOTE VIDEO
PRODUCTION

A production crew of two Saddleback instructors and one classified employee will do this project. Insurance coverage on the remote set-up equipment remains in effect whenever the equipment is used within U.S. boundaries. Ownership of the original and edited tapes will remain the property of the college and full credit will be given to the college at any time this segment is aired.

The Chancellor recommended the Board approve an agreement with Barnett and Raus advertising firm for the purpose of producing a television program for the College.

Motion by Trustee Watts, seconded by Trustee Price, to approve the remote video production as presented. Motion carried.

APPROVED

Howard Adams, one of the two health sciences coordinators has submitted his resignation as coordinator effective February 17, 1983.

EMPLOYMENT OF
CERTIFICATED
COORDINATOR

The Chancellor recommended the Board of Trustees approve Barbara Hoffman (Nursing) for the position of Health Sciences Coordinator at a stipend of \$1,369 per semester effective March 15, 1983.

EMPLOYMENT OF
CERTIFICATED
COORDINATOR
CONTINUED

Motion by Trustee Watts, seconded by Trustee Walther, to approve the employment of Barbara Hoffman as Health Sciences Coordinator. Motion carried.

APPROVED

The Chancellor recommended the Board approve the following full-time classified positions:

RECOMMENDATION
OF EMPLOYMENT:
FULL-TIME
CLASSIFIED
POSITIONS

Michael Allen Ontiveros was employed as Media Services Supervisor, North Campus, Class III, Step 3, Supervisory Salary Schedule, effective April 11, 1983. This is a replacement position for Chris Alexandra.

Linda Davis was employed as Graphics Typesetter, Library/Instructional Services and the Lariat, South Campus, Grade 5, Step 2, plus 5% per month shift differential effective March 15, 1983. This is a replacement position for Melisa Latham.

Joan Rios was employed as Admissions and Records Clerk Typist I, Admissions and Records, South Campus, Grade 5, Step 3, effective March 15, 1983. This is a replacement position for Alberta Acton.

Motion by Trustee Price, seconded by Trustee Walther, to approve the full-time classified positions as presented. Motion carried.

APPROVED

A total of 14 bids were received on February 23, 1983 for typesetting and printing of the College Catalog. Orange Graphics, Santa Ana, provided the lowest bid for typesetting and pasteup, and San Dieguito Publishers, Encinitas, was low bidder for printing.

AWARD OF BID:
COLLEGE CATALOG

The Chancellor recommended award of Bid #639 for typesetting and pasteup of the College Catalog to Orange Graphics and printing to San Dieguito Publishing at the following costs:

Orange Graphics	\$ 4,986.24
San Dieguito Publishers	<u>\$26,172.46</u>
	\$31,158.70

Motion by Trustee Watts, seconded by Trustee Walther, to approve the award of Bid #639 as presented.

APPROVED

Six bids were received on February 18, 1983 for the Community Services Summer Brochure. San Dieguito Printers was the lowest bidder for the 168,000 brochures with 24 pages each.

AWARD OF BID:
FEE BASED
NON-CREDIT
SUMMER PROGRAMS
BROCHURE

The Chancellor recommended award of Bid #638 for printing of the Community Services Summer Brochure to San Dieguito Printers in the amount of \$9,947.00.

AWARD OF BID:
FEE BASED
NON-CREDIT
SUMMER PROGRAMS
BROCHURE
CONTINUED
APPROVED

Motion by Trustee Walther, seconded by Trustee Price, to approve the award of Bid #638 to San Dieguito Printers. Motion carried.

The Director of Library/Media Services has completed a study which demonstrates that a program of duplicator equipment replacement, upgrade and relocation will accrue significant long-term savings to the District, coupled with markedly improved employee productivity potential.

AWARD OF BID:
KODAK MODEL
250F COPIER

Bid #641 was opened and evaluated on March 1, 1983 confirming the findings of the report on duplicator equipment upgrade, replacement relocation. The successful bidder, Eastman Kodak, agreed to the interest rate reduction plan and will charge a one-time-only charge of \$1,490 to include the modification and move of the existing Kodak copiers.

The Chancellor recommended the Board of Trustees enter into a contract in the amount of \$112,968 with Eastman Kodak, Inc., for a 60-month lease/purchase of a Kodak Model 250F Copier to include the one-time payment of \$1,490 for conversion and relocation of present equipment.

Motion by Trustee Moore, seconded by Trustee Connolly, to approve the award of Bid #641 to Eastman Kodak as presented. Motion carried.

APPROVED

Asphalt roads and parking lots require periodic coating with a slurry seal in order to avoid premature failure. The slurry seal prevents the penetration of moisture and air through the surface. Treatment is planned for the Spring recess in order to avoid inconvenience to students.

AWARD OF BID:
SLURRY COATING

The Chancellor recommended award of Bid #640 for slurry coating asphalt roads and parking lots to Pavement Coatings Company in the amount of \$18,902.60.

Motion by Trustee Watts, seconded by Trustee Moore, to approve Bid #640 to Pavement Coatings Company in the amount of \$18,902.60. Motion carried.

APPROVED

The bookstores at North and South Campus have been operated by a vendor for the past several years. California Education Code Section provides for either District or student body organization operation of the stores. In order for an outside vendor to operate the stores, its contract must be with the student body organizations.

LEASE AGREEMENT:
BOOKSTORES

The Chancellor recommended the Board of Trustees approve the Agreement with the two student body organizations (on file with these minutes) and that the Board direct the Chancellor to execute the Agreement for the District.

LEASE AGREEMENT:
BOOKSTORES

Motion by Trustee Moore, seconded by Trustee Connolly, to approve the Agreement and direct the Chancellor to execute the Agreement for the District. Motion carried.

APPROVED

The following budget reports were submitted for information and are on file with these minutes:

BUDGET REPORTS
INFORMATION

- General Fund Income Summary
- General Fund Expenditure Summary by Function
- General Fund Expenditure Summary by Object
- Parking Service Income and Expenditures
- Community Services Income and Expenditures
- Radio Station Income and Expenditures

The Saddleback Community College District has been part of the Orange County Community College Consortium for approximately eighteen months, contracting for the services of a professional lobbyist to represent the four Community College Districts in the county.

GOVERNMENTAL
AFFAIRS PROGRAM
REPORT

Several months ago, the District began to develop its own Governmental Affairs Program, including a coordinated program of Legislative advocacy, information and political awareness. These preliminary efforts have resulted in a Governmental Affairs Program Plan which is on file with these minutes.

Chancellor Stevens asked Executive Assistant to the Chancellor, William Schreiber, to discuss the plan with the members of the Board. The Trustees requested two additions to the plan as presented: (1) that the plan include Jennifer Herman as a student to The Team; and (2) the first Program Goal be "regular reporting to and action by the Board of Trustees".

It was recommended that the Board approve in concept the Governmental Affairs Program Plan, pending further review and study prior to adoption. When approved, funding for this project would be provided in the 1983-84 Fiscal Year budget.

Motion by Trustee Watts, seconded by Trustee Walther, to approve in concept the Governmental Affairs Program Plan as revised. Motion carried.

APPROVED

CORRESPONDENCE

The correspondence items were submitted for information and are on file with these minutes.

CORRESPONDENCE
INFORMATION

REPORTS AND/OR COMMENTS

Motion by Trustee Moore, seconded by Trustee Watts, to request the Chancellor to provide a report on bookstore options at the next meeting scheduled for March 28, 1983. Motion carried.

BOOKSTORE
OPTIONS

Motion by Trustee Watts, seconded by Trustee Price, to change the Regular Board Meeting of Monday, May 9, 1983 to Tuesday, May 10, 1983. Motion carried.

MEETING
DATE CHANGE

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

CLOSED SESSION

The next meeting of the Board of Trustees will be a Regular Meeting on Monday, March 28, 1983 at 7:30 p.m.

SCHEDULE OF
MEETINGS

Larry P. Stevens

Larry P. Stevens, Secretary to the Board of Trustees