

PUBLIC/FILE IN  
LIBRARY

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

MINUTES OF THE GOVERNING BOARD MEETING

March 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 Watts led the audience in the Pledge of Allegiance and Trustee McKnight 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. Graftsky, 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 Watts, seconded by Trustee McKnight, and unanimously carried to adopt the agenda with the replacement page for Report 177\* - Certificated Personnel, Regular Actions.

AGENDA ADOPTED

Motion by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to adopt the minutes of the Regular Meeting of March 9, 1982.

REGULAR MEETING  
MINUTES ADOPTED

Motion by Trustee Walther, seconded by Trustee Watts, and unanimously carried to adopt the minutes of the Special Meeting of March 15, 1982.

SPECIAL MEETING  
MINUTES ADOPTED

Academic Senate President Raghu Mathur reported the Academic Senate's input on prioritization for present and future budget revisions. A copy of this report is on file with these minutes.

REPORTS AND COMMUNICATIONS

Jacquelyn Thomas, Director of Staff Development with the Orange County Human Services Agency presented a commendation plaque for Dick Wilson and his involvement in the 1981 Foster Parent Conference. Trustee Connolly thanked Ms. Thomas and indicated he would see that Dick Wilson received the plaque.

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 Moore, seconded by Trustee Taylor, and unanimously carried to approve the consent calendar with the removal of Report 192 - Sale of Surplus/Obsolete Property.

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

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

- Trustee Walther      OCSBA Board Meeting  
Santa Ana  
March 3, 1982
- Trustee Connolly    Meeting with Staff  
Saddleback College North Campus  
March 9, 1982
- Trustees Wishing to Attend    Channel 6 Appearance  
Laguna Hills  
March 10, 16, 24, 1982
- Trustee Price        Meeting with Staff  
Saddleback College South Campus  
March 10, 1982
- Trustee McKnight    Meeting with Chancellor  
Saddleback College South Campus  
March 12, 1982

Trustees Wishing Liaison Meeting  
to Attend El Toro  
March 17, 1982

Trustees Wishing Multi-Cultural Week Activities  
to Attend Saddleback College North Campus  
and South Campus  
March 22 - 26, 1982

Trustees Connolly Foundation Meeting  
and Walther Mission Viejo  
March 29, 1982

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

Trustee Walther CCCT Committee Meeting  
Los Angeles  
March 26, 1982

Trustees Wishing OCSBA Dinner Meeting  
to Attend Newport Beach  
March 31, 1982

Certificates of Achievement:

Marvin C. Davenport	Psychiatric Technician
Christine L. Enstine	Nursing - Ladder Program
Linda C. Rubenacker	Escrow

The following applications were submitted in  
consortium with Coastline Community College:

California Community College Fund for  
Instructional Improvement

"A Pilot Demonstration Module for Two-Dimensional  
Design Using The Video Disc/Micro-computer Inter-  
active Capability" - The project will test the  
capability of an interactive system using the  
existing facilities of the two districts. Saddle-  
back College, South Campus will provide limited  
television production at no additional cost to  
the district exceeding already budgeted operating  
expenses. Amount requested: \$30,000.

"Increasing Retention Rate In Telecourses" - Funds  
are being sought for a joint project between Coast-  
line College and Saddleback College which will test  
techniques to improve the retention rate of students  
enrolled in video-courses. Saddleback's South  
Campus will provide an in-kind contribution of  
\$25,000, which is 40% of the required match.  
Coastline College will provide the remaining 60%.  
Amount requested: \$50,000.

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

CERTIFICATES  
OF ACHIEVEMENT

GRANT -  
APPLICATIONS



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

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS

Recommendation of Employment

Geraldine Evans, Career Guidance Specialist, Counseling and Guidance, hourly equivalent of Grade 12, Step 3, \$8.464 per hour, part-time hourly (19 hours per week), effective March 15, 1982. This is a replacement position for Marlene Thompson.

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)

Desley H. Adams  
Eric J. Cooper

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

Recommendation of Employment - Student Employees (Restricted Employees)

Gary Gentry	Lucas Loukides
Tracey Gromek	Ray Pacitti
Frances Johnson	Michael Rosene
Nicholas Johnson	Rother Monika
Phylliss Johnson	David Storck
	Gerard Walsh

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

Change of Status

Karen Reid, Secretary I, Campus Safety, change in work week from 30 to 25 hours per week plus shift differential, effective March 8, 1982.

Lois McGuire, Secretary II, MDS (CETA Print/Electronics) change in work week from 40 to 30 hours per week affective April 1, 1982 due to cutbacks in CETA Title II-B State Vocational Education funding.

Accumulated Vacation Leave Carry Over Request

Andrea Gallagher, Business Services, was permitted to carry over forty-seven (47) hours of accumulated vacation leave to the 1981-82 academic year to be used by December 30, 1982.

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS  
CONTINUED

Leave of Absence Without Pay

Annette Garber, Account Clerk I, Business Services, requested a leave of absence without pay from April 26, 1982 through May 14, 1982.

Resignation/Termination

Paul Hopkins, Instructional Assistant CETA Welding, Multi-Disciplinary Studies, resigned effective March 10, 1982. Payment was authorized for any accrued and unused vacation pay.

Erma Grunewald, Secretary II, MDS (CETA Solar), terminated due to budget constraints, effective May 31, 1982, due to cutbacks in CETA Title II-B State Vocational Education funding.

Tung Huy Phan, Instructional Assistant, MDS (CETA Electronics) terminated due to budget constraints, effective April 30, 1982, due to cutbacks in CETA Title II-B State Vocational Education funding.

The Awards list was 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 specifications and the recommended awards are within the approved budgetary allocations. A copy of the Awards list is on file with these minutes.

AWARDS

The following requests for contract services:

CONTRACT  
SERVICES

Martin Luther Hospital

Martin Luther Hospital has requested an amendment to its contract with the district for the Health Care Student Program which will provide that the hospital will retain ultimate responsibility for the care of a patient. This amendment was approved and the Chancellor or the Vice Chancellor, Business Services, was authorized to execute the said amendment.



Dr. Lefteris Lavrakas

CONTRACT  
SERVICES  
CONTINUED

Ratification was requested for the appointment of Dr. Lavrakas as external evaluator for Staff Development for the January 1982 In-Service at a fee not to exceed \$750.

District warrants 079989 through 080379, totaling \$320,443.87 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 -- \$586,901.99

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
Approved Changes:	7,160.00
Revised Amount:	<u>\$289,960.00</u>

Earned to date	\$126,115.00
Less 10% retention	<u>12,611.50</u>
Net due earned to date	113,503.50
Less previous payments	<u>48,403.35</u>
Amount due this request	<u>\$ 65,100.15</u>

Project:	Modification of Chilled Water System - South Campus
Contractor:	Natkin Service Company
Contract Amount:	\$57,757.00

Earned to date	\$57,757.00
Less 10% retention	<u>5,775.70</u>
Net due earned to date	51,981.30
Less previous payments	<u>38,985.94</u>
Amount due this request	<u>\$12,995.36</u>

It was recommended that the Board of Trustees accept this project as completed and authorize the filing of a Notice of Completion. Payment of the retention amount will be made 35 days after the date of filing said notice.

Purchase orders 063986 through 064176, totaling \$55,755.46, were 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 list is on file with these minutes.

PURCHASE ORDERS

Transfer of budget appropriation funds were submitted for approval. A copy of the list is on file with these minutes.

TRANSFER OF FUNDS

REGULAR CALENDAR

REGULAR CALENDAR

It was recommended that the surplus/obsolete items listed on the report marked "Exhibit A" be approved for sale through the customary sealed bid procedures and also that the surplus/obsolete items authorized for sale at the meeting of February 23, 1982, be approved for disposition at the amounts shown and in the manner indicated on the report marked "Exhibit B". A copy of both reports is on file with these minutes.

SALE OF SURPLUS/OBSOLETE PROPERTY (REMOVED FROM CONSENT)

Motion by Trustee Price, seconded by Trustee Moore, and unanimously carried to approve the recommendation for the disposition of "Exhibit B" only.

APPROVED

The Board of Trustees Requests list was submitted for information.

BOARD OF TRUSTEES - OTHER INFORMATION

Motion by Trustee Price, seconded by Trustee McKnight, and unanimously carried to schedule a Special Meeting for Tuesday, May 18, 1982, at 7:30 p.m. for the purpose of discussing the Five-Year and Master Plans of the district.

SCHEDULE OF MEETINGS

Motion by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to hold the Regular Meeting of April 27, 1982 at the North Campus for the purpose of having a dedication ceremony for the new library. The dedication will begin at 7:00 p.m. and the meeting will be held at the regular time of 7:30 p.m.

Curricular additions and deletions were submitted for approval. A copy of the item is on file with these minutes.

CURRICULAR ADDITIONS AND DELETIONS

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to approve the curricular additions and deletions as presented.

APPROVED



It was requested that the Board of Trustees accept the following awards:

GRANT - AWARDS

From the Vocational Education Act (VEA) \$51,341 as an augmentation to our basic grant. Funds will be allocated as follows:

Subpart 2 \$35,524.

Postsecondary Instruction	27,402
Handicapped	5,382
Disadvantaged	1,562
Displaced Homemakers	352
Limited & Non-Eng. Speaking	300
Special Services for Women	526

Subpart 3 \$14,887.

Disadvantaged	2,539
Handicapped	3,009
Personnel Training	1,657
Voc. Guidance and Counseling	6,657
Sex Bias	1,025

Subpart 4 \$ 302.

Postsecondary Instruction

Subpart 5 \$ 718.

Postsecondary Instruction

Motion by Trustee Walther, seconded by Trustee Moore, and unanimously carried to approve the Grant - Awards as presented.

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

Margaret June Tilden, Information Processor, Office of Instruction, Grade 7, Step 1, \$1,156 per month, effective March 10, 1982. This is a replacement position for Susun Wilkinsen.

Motion by Trustee Moore, seconded by Trustee McKnight, and unanimously carried to approve the employment of full-time classified personnel as presented.

APPROVED

A Community Services Program progress report for the period ending March 15, 1982 was presented for information.

COMMUNITY SERVICES PROGRAM INFORMATION

Board Policy 5505 - Instructional and Grade  
Grievance was presented for information.

Motion by Trustee Taylor, seconded by Trustee  
Price, and unanimously carried to refer this  
policy to administration for evaluation and  
reconsideration and bring the policy back to  
the next regular meeting as a first reading.

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>
Leisure World Historical Society Laguna Hills	Two issues (Spring and Fall 1981) of <u>Leisure World History</u>
GEMCO Store Huntington Beach	Ping pong table to be located in the student lounge, South Campus

Motion by Trustee Moore, seconded by Trustee  
Price, and unanimously carried to accept the  
gifts to the district.

ACCEPTED

The following request for renewal of instructional  
membership was submitted for approval:

MEMBERSHIP

Admissions and Records

Pacific Association of Collegiate  
Registrars and Admissions Officers - \$35.00

Motion by Trustee McKnight, seconded by Trustee  
Taylor, and unanimously carried to approve the  
membership as presented.

APPROVED

Warrant 96-073867 in the amount of \$6.00 was  
issued April 13, 1981 to the Association of  
American Colleges for the purchase of a book.  
The warrant, misplaced by the Association, was  
recently found and returned to the district.

REISSUANCE OF  
OUTDATED WARRANT

It was recommended that the Board of Trustees  
authorize the issuance of a new warrant to the  
vendor in the amount of \$6.00.

Motion by Trustee Moore, seconded by Trustee  
Price, and unanimously carried to authorize  
the reissuance of the outdated warrant.

APPROVED

RESOLUTION -  
HEALTH CARE  
ORGANIZATION

The following resolution would permit the Saddleback Community College District to engage in negotiations for the development of a nursing facility to train and educate students at Saddleback College.

It was recommended that the resolution be adopted in order to further enable the district to renegotiate the option to purchase 40 acres from the Irvine Company.

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to indicate Irvine Medical Center, affiliated with Hoag Hospital, on the appropriate lines in the resolution.

WHEREAS, at a meeting held by this Board on Monday, March 15, 1982, the Board received written proposals from the Irvine Community Hospital, Inc., sponsored by Western Medical Center, and by Irvine Medical Center, affiliated with the Hoag Community Hospital; and

WHEREAS, said hearing was for the purpose of determining which organization appears at this time best able to assist the Saddleback Community College in establishing nursing programs and other related educational programs in the healing arts at the North Campus of the Saddleback Community College District; and

WHEREAS, in the opinion of this Board, the presentation and the written material show that Irvine Medical Center, affiliated with Hoag Hospital is the organization best able to assist the Saddleback Community College District;

NOW, THEREFORE, BE IT RESOLVED that the Chancellor and staff are hereby directed to meet further with the Irvine Medical Center and the Irvine Company for the purpose of drafting agreements, including, if necessary, an amendment to the existing option to purchase the remaining portion of the North Campus, whereby Irvine Medical Center, affiliated with Hoag Hospital will provide assistance to the Saddleback Community College District in establishing nursing and other health education programs at the North Campus.

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried by roll call vote to adopt the Resolution - Health Care Organization.

RESOLUTION -  
HEALTH CARE  
ORGANIZATION  
CONTINUED

Roll Call Vote:

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

APPROVED

The Associated Student Body Budget Report for the period ending February 28, 1982 was submitted for information.

BUSINESS SERVICES  
REPORT  
INFORMATION

The meeting was adjourned to closed session at 9:20 p.m. Action taken will be reported at the next meeting.

CLOSED SESSION

The next regular meeting of the Board of Trustees will be Tuesday, April 13, 1982.

SCHEDULE OF  
MEETINGS

*R. A. Lombardi*

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