

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

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

The Regular Meeting of the Board of Trustees was called CALL TO ORDER  
to order by Trustee McKnight. Trustee Moore led the  
audience in the Pledge of Allegiance and Trustee  
McKnight gave the Invocation.

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. 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 Watts, seconded by Trustee Walther, to approve the agenda with the following addenda:

AGENDA APPROVED

- Tab II, Item A - Requests to Attend Conferences and Meetings
- Tab II, Item D - Employment of Guest Speakers
- Tab IV, Item A-2 - Contract Services: Industry Funded Classes/Assessment of Prior Learning

Motion carried.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the minutes of the Work Study Session and Regular Meeting of March 14, 1983. Motion carried.

MINUTES APPROVED

Resolutions of Commendation were presented for the Board's consideration for Harry Wandling and Gary Resnick. Trustee Moore read the resolutions which are on file with these minutes.

Motion by Trustee Watts, seconded by Trustee Moore, to approve the resolutions. Motion carried by roll call votes:

Resolution for Harry Wandling:

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

Resolution for Gary Resnick:

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

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. Motion carried.

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

REQUESTS TO ATTEND CONFERENCES AND MEETINGS

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

- Trustee McKnight Meeting with Chancellor  
South Campus  
March 14, 1983
- Trustee McKnight Meeting with Chancellor  
South Campus  
March 17, 1983
- Trustees Wishing to Attend Wheelchair Sports Camp Tour  
South Campus  
March 31, 1983
- Trustees Wishing to Attend Harry Wandling Day  
Leisure World  
April 8, 1983
- Trustees Wishing to Attend Reception for Dr. Peter Hartman  
El Toro  
April 9, 1983

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

- Trustees Wishing to Attend Orange County Trustees Dinner Meeting  
Lake Forest  
April 18, 1983

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

APPOINTMENT OF PART-TIME/SUBSTITUTE FACULTY

New Part-Time/Substitute Faculty

<u>Applicant</u>	<u>Probable Assignment</u>
Johnson, Carolyn	Consumer/Family Resources

Reemployment of Part-Time/Substitute Faculty

Manriquez, John	Graphic Arts
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The Board of Trustees approved the personnel actions as follows:

CLASSIFIED PERSONNEL ACTIONS

New Personnel Appointments

Mitchell Haeri was employed as Instructional Assistant/Astronomy, Natural Science Division, South Campus, Grade 7, Step 1, plus 5% per month shift differential effective March 29, 1983. This is a replacement position for William Hixon.

Tony Manteneiri was employed as Instructional Assistant Substitute, Grade 7, Step 1, \$6.952 per hour, plus 5% per hour shift differential, on an if-and-as-needed basis, effective April 4, 1983.

CLASSIFIED  
PERSONNEL ACTIONS  
CONTINUED

The following individuals were employed as Professional Models in Fine Arts at the rate of \$6.60 per hour, on an if-and-as-needed basis, effective April 1, 1983:

Darlene Johnson  
Cathy Phelps  
Amy Speth

The following individuals were employed as EOPS Advisors in Extended Opportunity Programs and Services (EOPS) at the rate of \$3.85 per hour, on an if-and-as-needed basis, effective March 29, 1983:

Hien Song Phan  
Rebecca Reyes

Kimberlee Jacobsen was employed as Peer Advisor in Special Services at the rate of \$3.85 per hour, on an if-and-as-needed basis, effective March 29, 1983.

Christina Campbell was employed as HRD-Technician in Community Services at the rate of \$5.00 per hour effective March 29, 1983, on an if-and-as-needed basis. This position will be funded by the Human Resource Development Project.

The following individuals were employed as Tutor I at the rate of \$3.85 per hour effective March 29, 1983:

Maria Barreneche  
Douglas Scott

The following named students were employed as Student Employees at the rate of \$3.85 per hour effective March 29, 1983. The source of funds is the operating budgets of both North and South Campus.

Edward Coady	Michael Maloney
Debbie Callender	Lee Norton
Maureen Hardy	William Reid
Melissa Hedges	John Rodriques
Cindy Kay	Patrick Wallace
Karen Krogh	Cindy Wineinger

#### Leave of Absence Without Pay

Lois Wineinger, Administrative Secretary IV, Community Services, requested a leave of absence without pay effective June 6, 1983 through July 1, 1983.

Resignation/Termination

CLASSIFIED  
PERSONNEL ACTIONS  
CONTINUED

Louise Steinberg, Program Assistant (hourly)  
Office of Instructional Services resigned effective  
December 31, 1982. Payment was authorized  
for any unused vacation.

Phoung Dang, Instructional Assistant (hourly)  
Learning Assistance Program resigned effective  
November 13, 1982. Payment was authorized for  
any unused vacation.

Christopher Elbert, Radio Operator/Announcer (hourly)  
Radio Operations, Library/Instructional Services  
was terminated effective January 3, 1983. Payment  
was authorized for any unused vacation.

The Board of Trustees approved the payment for  
guest speakers as follows:

EMPLOYMENT OF  
GUEST SPEAKERS

March 16, 1983

IDS 5 - Earth: Contemporary Issues

Shierry Nicholson \$200.00

April 4, 1983

Management Council In-Service

Kaye Ragan 75.00

April 12, 1983

IDS 2 - Gods, Clocks, Visions

Lynn Hicks 35.00

April 20, 1983

Project SPECIAL Workshop

Connie Wilbur 25.00

Denise Killpack 25.00

April 25, 1983

IDS 5 - Earth: Contemporary Issues

Arlene Hamblitt 35.00

April 25-29, 1983

Multi-Cultural Experience

"Malika" - Persian Dancer 150.00

Japanese Dancers 80.00

Afro-Caribbean Dancers 800.00

Pop Lock Dancers 200.00

Vietnamese Dancers 150.00

"Los Alacranes Mojados" 375.00

Paul Apodaca - Native American artist and speaker	\$100.00	EMPLOYMENT OF GUEST SPEAKERS CONTINUED
Pedro Carbajal - Flamenco Dance Company	330.00	
Bilingual Foundation for the Arts - Carman Zapata	1,500.00	
Other speakers as yet not confirmed	400.00	
Warrants 088382 through 088818, totaling \$342,984.60 were approved. A copy of the list is on file with these minutes.		PAYMENT OF BILLS
Purchase Orders 069872 through 070110, totaling \$85,489.24, were approved. A copy of the list is on file with these minutes.		PURCHASE ORDERS

NEW BUSINESS

Following the Joint Council on Educational Priorities (JCEP) conference, administrators on both campuses began to develop their respective educational services criteria alternatives for 1983-84. The Board of Trustees were provided with copies of the North and South Campus <u>Proposed Criteria Alternatives for Educational Services 1983-84</u> and copies are on file with these minutes.	PROPOSED CRITERIA ALTERNATIVES FOR EDUCATIONAL SERVICES 1983-84
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The reports which are based upon the Mission Statement adopted by the Board at its March 14, 1983, meeting detail several criteria statements. The documents consist of each element of the Mission Statement, indicating guidelines for action. These guidelines are converted to criteria alternatives that, when approved, constitute the framework for the program of curriculum and studies for 1983-84.

The documents are in draft form subject to modification by the Board of Trustees and other groups during the next two weeks. An administrative recommendation for each criteria report will be made to the Board at either a special study session of the Board of Trustees or at the regular meeting of April 11, 1983.

The Chancellor recommended the Board of Trustees accept the Proposed Criteria Alternatives for Educational Services 1983-84 for review and study.

Motion by Trustee Moore, seconded by Trustee Watts, to accept the North and South Campus <u>Proposed Criteria Alternatives for Educational Services 1983-84</u> for review and study. Motion carried.	ACCEPT FOR REVIEW & STUDY
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The Assessment of Prior Learning (APL) Program was recommended by Professor Eugene McKnight of the Saddleback Community College Board of Trustees, and the program was initiated at the College during the Spring 1979 semester. For the past academic year, Saddleback College has successfully implemented a program to train students in pre-nuclear technology by a contract with Southern California Edison/San Onofre.

INDUSTRY FUNDED  
CLASSES/  
ASSESSMENT OF  
PRIOR LEARNING

The training administrators at Southern California Edison are eager to continue to work with the College for a number of other training programs. For several months they have been asking us to design a program for Assessment of Prior Learning for a large number of their staff. After many meetings and negotiations with representatives of the College and Southern California Edison, we have come to agreement on two pilot programs in the area of Assessment of Prior Learning (APL).

A copy of the contract, curriculum, and cost sheet are on file with these minutes. This pilot program will serve a total of forty-five students maximum for a ten week period, commencing April 13, 1983, and ending June 16, 1983.

The Chancellor recommended the Board approve the Educational Services Agreement between the District and the Southern California Edison Company.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the agreement as presented. Motion carried.

APPROVED

After two years of teamwork at South Campus, a contract was initiated with Southern California Edison Company, dated May 26, 1982. The industry-funded contract was to train students at the South Campus to become nuclear reactor operators for San Onofre/Southern California Edison.

CONTRACT  
SERVICES: SOUTHERN  
CALIFORNIA  
EDISON COMPANY

Southern California Edison and the District need to approve a new contract for the third and final semester for this pilot nuclear technology program. The breakdown of costs and courses are outlined on the attachments on file with these minutes.

The Chancellor recommended the Board approve the contract for the third and final semester of the Educational Services Agreement between the District and the Southern California Edison Company as shown in Exhibit A on file with these minutes.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the Educational Services Agreement as presented. Motion carried.

APPROVED

At its meeting of February 14, 1983, the Board of Trustees approved the transfer of funds for the purchase of two computer terminals and a printer to accommodate converting the System of Interactive Guidance Information (SIGI) to Turner Data Systems.

CONTRACT MODIFI-  
CATION FOR STUDENT  
GUIDANCE  
PROGRAM (SIGI)

The hookup of this equipment to Turner Data Systems requires a minor modification in the District's contract with Turner in order to rent two additional "ports."

The Chancellor recommends the approval of a contract modification with Turner Data Systems for the rental of additional terminal capacity to accommodate the Student Guidance Program (SIGI).

Motion by Trustee Walther, seconded by Trustee Watts, to approve the contract modification with Turner Data Systems as presented. Motion carried.

APPROVED

Many colleges and universities across the nation are taking advantage of an advertising agreement between Bruner Broadcasting Company of Texas which provides the institution with a news media information center. The center consists of two computerized electronic signs that provide news and advertising.

NEWS MEDIA  
"INFORMATION"  
CENTER

The two locations recommended for installation at Saddleback College South Campus are on the stairway wall opposite the main entrance to the library and on the outside wall of the cafeteria building near the entrance. The College is responsible for the construction of a support shelf and providing an electrical outlet.

The materials relating to a news media information center were submitted for the Board of Trustees information and are on file with these minutes.

INFORMATION

Saddleback Community College District has in its employ a number of skilled trade positions. These would include electricians, air conditioning and refrigeration, mechanics, plumbers, and carpenters. All skilled trade positions are classified at Grade 18 with the exception of Maintenance II - Carpentry, Grade 17.

RECLASSIFICATION  
OF MAINTENANCE  
II - CARPENTRY  
POSITION

The Chancellor recommended that the Maintenance II - Carpentry position be reclassified from Grade 17 to Grade 18, effective April 1, 1983.

Motion by Trustee Moore, seconded by Trustee Price, to approve the reclassification of Maintenance II -



Carpentry from Grade 17 to Grade 18, effective April 1, 1983, Motion carried.

RECLASSIFICATION  
OF MAINTENANCE II  
APPROVED

The Chancellor recommended the employment of Ruth Baumgartner as Program Assistant, Occupational Programs/CETA (Title II-B), Grade 5, Step 3, effective March 29, 1983.

RECOMMENDATION OF  
EMPLOYMENT: FULL-  
TIME CLASSIFIED  
POSITION

Motion by Trustee Walther, seconded by Trustee Watts, to approve the employment of Ruth Baumgartner as Program Assistant, Occupational Programs/CETA (Title II-B), Grade 5, Step 3, effective March 29, 1983. Motion carried.

APPROVED

The District formerly used spirit process duplicators on a wide basis to produce copies for both classroom and administrative purposes. The District has 534 gallons of duplicator fluid which are surplus.

SALE OF SURPLUS  
DUPLICATING  
FLUID

The Chancellor recommended the Board declare the 534 gallons of duplicator fluid surplus to the District's needs and approve sale to the Buena Park School District at \$1.50 per gallon.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the sale of the surplus duplicator fluid to the Buena Park School District. Motion carried.

APPROVED

Management decision making is requiring more statistical data which, when hand calculated, is extremely time consuming for clerical and/or management personnel. Information reporting and data processing have become a necessity in the management of large divisions. In January 1983, the Math/Engineering and Natural Science Divisions were joined into one large division with one division administrator. For an effective division operation, it is necessary to become more efficient and a word processor will help by efficiently producing and changing various necessary forms and reports.

REQUEST FOR  
BIDS: WORD  
PROCESSING EQUIP-  
MENT FOR DIVISION  
OF MATHEMATICS,  
SCIENCES AND  
ENGINEERING

Specifications have been developed which would provide the greatest flexibility and adaptability toward a future system to serve all campus office areas.

The Chancellor recommended the Board approve request for bids and authorize purchase at a cost not to exceed \$14,000; and, further, transfer funds from the South Campus President's Equipment Replacement account to the District Data Processing account.

Motion by Trustee Moore, seconded by Trustee Price, to approve the request for bids and authorize purchase of word processing equipment not to exceed \$14,000 for the Division of Mathematics, Sciences and Engineering, and transfer funds as requested. Motion carried.

REQUEST FOR  
BID: WORD  
PROCESSING  
EQUIPMENT  
CONTINUED

APPROVED

The District presently leases a Xerox Copier Model 2300 for use in the North Campus Student Development and Services Office at an annual cost of \$1,367.40. By converting from the present lease to a sixty month time-purchase contract, the District can acquire ownership at a cost of \$1,285.46 annually, a slight savings over rental.

CONVERSION OF  
COPIER RENTAL  
AGREEMENT TO  
PURCHASE  
AGREEMENT

The Chancellor recommended the Board approve a sixty month time-purchase contract for a Xerox 2300 copier located at the North Campus.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the time-purchase contract as presented. Motion carried.

APPROVED

Since its opening, the Main Theatre in the Fine Arts complex has had a problem with poor lighting and lack of safety rails along the aisles. The firm of Guernsey and Pearson has analyzed the problem and has recommended installation of illuminated steps and handrails at a cost of \$4,879.82. The South Campus President's duplicating budget shows a projected excess of \$5,000 for the current year, therefore, providing the necessary funds to facilitate this transfer.

TRANSFER OF  
FUNDS: FINE ARTS  
DIVISION, SOUTH  
CAMPUS

The Chancellor recommended approval of the transfer of \$5,000 from the South Campus President's duplicating budget to the Fine Arts Building repair budget for the installation of stair illumination and handrails by Guernsey and Pearson.

Motion by Trustee Price, seconded by Trustee Moore, to approve the transfer of funds and installation of stair illumination and handrails by Guernsey and Pearson as presented. Motion carried.

APPROVED

The contract with the present operator of the Campus bookstores expires at the end of the current year unless the District exercises its option to renew for another year. At its regular meeting on March 14, 1983, the Board approved leasing the bookstore buildings to the two student bodies so that a method of operation most beneficial to students and the District could be pursued.

BOOKSTORE  
OPERATIONS:  
OPTIONS

Questions were raised by Board members regarding the type of operational method which should be used in the future. There were at least three options available for bookstore operations, which are listed below. The fourth option listed makes it unavailable as a current choice due to the time required to put it into effort for next year.

BOOKSTORE  
OPERATIONS:  
OPTIONS  
CONTINUED

1. Seek to enter into a contract with a vendor who would have complete responsibility for operation of the store and who would pay a percentage of sales or some other verifiable rent.
2. District assumption of operation of the stores with the hiring of a manager and other staff, purchase of fixtures and equipment and purchase of inventory. Also includes cost of upgrading existing facilities.
3. Extend the existing contract for another year and conduct an extensive examination of the advantages and disadvantages of District versus vendor operated stores.
4. A sixty-six year lease for joint occupancy with a vendor of a facility housing student store, cafeteria, student body offices, student lounge and recreation room areas, and other related facilities.

Motion by Trustee Moore, seconded by Trustee Watts, to approve Option #3 with the word "extend" changed to "renegotiate." Motion carried.

APPROVED

The projected District carryover balance in excess of 3 million dollars provides the Saddleback Community College District with a unique opportunity to enhance the instructional and support programs and services and also improve some chronically inferior situations with respect to office space and classrooms.

CAPITAL  
CONSTRUCTION  
PROJECTS

The proposed allocation of these funds would provide more than 63 percent of the money--a total of \$2,423,500--for projects or programs directly benefitting students and faculty. The availability of these funds also permits the District to set aside \$1,100,000 as a reasonable contingency fund for the 1983-84 fiscal year.

The following capital expenditures were presented for consideration:

● North Campus Shower and Lockerroom Building	\$ 200,000	CAPITAL CONSTRUCTION PROJECTS CONTINUED
● South Campus Classroom Building	275,000	
● North Campus Faculty Offices	230,000	
● South Campus Faculty Offices (Business and Technology Divisions)	230,000	
● South Campus Parking Area Improvements	35,000	
● South Campus General Classroom Project - Matching Funds	1,075,000	
● North Campus Library Book Acquisitions	38,500	
● Upgrade and Improvement of Instructional Media Equipment	25,000	

The Chancellor recommended the approval of the above listed projects, not to exceed the amount of funds designated for each project. It was further recommended the Board authorize transfer of \$1,075,000 to the special reserve fund for the South Campus classroom building project for the purpose of matching state funds in the event the Legislature approves the project in the current legislative session.

Motion by Trustee Taylor, seconded by Trustee Moore, to approve the projects and authorize the transfer of \$1,075,000 to the special reserve fund.

Motion carried by roll call vote:

APPROVED

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

The Chancellor recommended the following gifts to the District be approved for acceptance:

GIFTS TO THE DISTRICT

<u>Donor</u>	<u>Gift</u>
Amcor Canoga Park	Substitution of three Solon 120 water heating systems instead of two Solon 170 models, originally approved by Board 2-28-83



Motion by Trustee Watts, seconded by Trustee Moore, to continue the contractual agreement with the Orange County Community College Districts Consortium. Motion carried by roll call vote.

ORANGE COUNTY  
CONSORTIUM  
AGREEMENT  
CONTINUED

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

APPROVED

CORRESPONDENCE

The correspondence was submitted for the Board of Trustees information.

CORRESPONDENCE

REPORTS/COMMENTS

REPORTS/COMMENTS

The information on the California Community College Trustees (CCCT) Board of Directors election was presented for the Board of Trustees information.

Motion by Trustee Connolly, seconded by Trustee Watts, to schedule meetings for the Board of Trustees during the month of May on Monday, May 2, 1983, and Tuesday, May 17, 1983. Motion carried.

MEETING DATES FOR  
MAY

APPROVED

Motion by Trustee Moore, seconded by Trustee Watts, to schedule a special work study session on Wednesday, April 20, beginning at 4 p.m. for the purpose of discussing masterplanning for the Campuses and District. Motion carried.

WORK STUDY  
SESSION SCHEDULED

APPROVED

Motion by Trustee Connolly, seconded by Trustee Watts, to schedule a study session to discuss the Criteria Alternative documents for North and South Campuses at 5 p.m. on Monday, April 11, 1983. Motion carried.

STUDY SESSION  
SCHEDULED

APPROVED

Motion by Trustee Watts, seconded by Trustee Connolly, to cancel the regularly scheduled meeting of Monday, April 25. Motion carried.

MEETING  
CANCELLED  
APPROVED

The meeting was recessed to Closed Session at 10:25 p.m.

*Larry P. Stevens*

Larry P. Stevens, Secretary to the Board of Trustees