

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

Library Classroom Building - Room 105
April 9, 1984 - 7:30 p.m.

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

CALL TO ORDER

Members of the Board of Trustees

PRESENT

Ms. Harriett Walther, President
Mrs. Shirley Gellatly, Member
Prof. Eugene C. McKnight, Member
Mr. Robert L. Price, Member
Mr. William Watts, Member

Administrative Officers

Dr. Larry Stevens, Chancellor
Mr. David Habura, Vice Chancellor Educational Services
Dr. Albert J. Grafsky, Vice Chancellor Fiscal Services
Dr. Maria Sheehan, Director of Personnel
Mr. Dale Larson, Dean of Students - North Campus
Ms. Constance Carroll, President - South Campus

Faculty Association

Mr. James Lindblad, President

Academic Senate

Dr. Peter Morrison, President

CSEA Representative

Helen Locke

Motion by Trustee Price, seconded by Trustee McKnight, to approve the agenda with the inclusion of the Closed Session items to be considered. Motion carried.

AGENDA
APPROVED

Motion by Trustee Watts, seconded by Trustee Price, to approve the minutes of the Special Meeting of March 24, 1984. Motion carried.

MINUTES
APPROVED

Motion by Trustee Price, seconded by Trustee Watts, to approve the minutes of the Regular Meeting of March 26, 1984, with the following action which was taken during Closed Session:

MINUTES
APPROVED

Motion by Trustee Watts, seconded by Trustee Price, to nominate Harriett Walther for the Marian Bergeson award presented by the Orange County School Boards Association. 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 McKnight, seconded by Trustee Watts, to approve the consent calendar as presented. Motion carried.

APPROVED

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

Trustee Walther	Governmental Affairs Program South Campus March 9 and 23, 1984
Trustee McKnight	Meetings with Administration South Campus March 22, 26, 29, 1984
Trustees Walther and Connolly	Foundation Meeting South Campus March 22, 1984
Trustee Gellatly	Meeting with the Chancellor South Campus March 26, 1984
Trustee McKnight	Meeting with Chancellor South Campus March 28, 1984
Trustees Walther and Moore	Foundation Meeting South Campus March 29, 1984
Trustees Wishing	Opportunity Week South Campus April 2-6, 1984

Trustee Price	Meeting with Administration South Campus April 3, 1984
Trustees Wishing to Attend	IBM Business Science Luncheon Laguna Hills April 4, 1984
Trustee McKnight	Job Fair - Mission Viejo Mall Mission Viejo April 5, 1984
Trustees Wishing	San Juan Capistrano Library Community Reception - Marian Bergeson San Juan Capistrano April 5, 1984
Trustees Wishing to Attend	Emeritus Institute Reception Laguna Hills April 27, 1984

TRUSTEE REQUEST
TO ATTEND
CONFERENCES &
MEETINGS

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

Trustee McKnight	South Orange County Services Council Meeting San Juan Capistrano March 29, 1984
Trustees Wishing to Attend	1984 Conference on Women Anaheim April 26, 1984
Trustees Wishing to Attend	Community College Trustees Dinner Meeting Lake Forest April 30, 1984

Reimbursement Claims for use of Personal Auto for the months of January, February and March 1984:

Trustee Connolly	\$ 22.00
Trustee Gellatly	40.80
Trustee McKnight	32.20
Trustee Moore	43.60
Trustee Price	27.80
Trustee Walther	70.40
Trustee Watts	67.20
Student Trustee Millhouse	24.80

REIMBURSEMENT
CLAIM FOR USE
OF PERSONAL
AUTO

The following Certificated Staff Personnel Actions were approved:

CERTIFICATED
STAFF PERSONNEL
ACTIONS

Claudia Vellozzi was employed as Physician Substitute, Health and Wellness Center, North Campus, at \$40.00 per hour, on an if-and-as needed basis, effective April 10, 1984.

CERTIFICATED
STAFF PERSONNEL
ACTIONS

Martha H. Marcua (Office Administration) Business Science, South Campus, resigned effective May 18, 1984.

Certificated Part-Time/Substitute Staff

<u>Applicant</u>	<u>Probable Assignment</u>
Jeff Cope	Administration of Justice
Cathie D. Thompson	VEA Counselor

The following Classified Staff Personnel Actions were approved:

CLASSIFIED STAFF
PERSONNEL
ACTIONS

Noreen Peschke was employed as Program Assistant Substitute, Grade 5, Step 1, \$6.773 per hour, on an if-and-as-needed basis, effective May 1, 1984.

Joann Berry was employed as Secretary II Substitute, Grade 5, Step 1, \$6.773 per hour, on an if-and-as-needed basis, effective April 10, 1984.

Philip Edwards was employed as Custodian, North Campus, Grade 7, Step 1, \$7.113 per hour, 29 hours per week, plus 5% shift differential, effective April 10, 1984.

Christina Ortiz was employed as Graphics Assistant, Duplicating Center, District, Grade 5, Step 3, \$7.470 per hour, 12 hours per week, effective April 10, 1984.

Norman Roy Maurer, Jr., was employed as a Safety Officer, Weekends and Holidays, Safety and Security, District, Grade 17, Step 1, \$9.101 per hour, 16 hours per week, plus a 5% shift differential, effective April 10, 1984.

Edward T. Grijalva, was employed as Safety Officer Substitute, Safety and Security, District, Grade 17, Step 1, \$9.101 per hour, on an if-and-as-needed basis, plus a 5% shift differential, effective April 10, 1984.

Shirley Evans was employed as Switchboard Operator/ Receptionist, Student Services, North Campus, Grade 2, Step 1, effective April 10, 1984.

The following named students were employed as Student Employees at the rate of \$3.35 per hour, effective April 10, 1984:

CLASSIFIED STAFF
PERSONNEL
ACTIONS
(CONTINUED)

Julie Clark	Ric Leczel
Kevin S. Erbe	Todd Tengler
Joseph Fox	Jeanette G. Young

Ann R. MacLean was employed as Project Clerk, District, at the rate of \$5.00 per hour, on an if-and-as-needed basis, effective April 10, 1984.

The following individuals were employed as Clerk-Short Term at North Campus, at the rate of \$4.05 per hour, on an if-and-as-needed basis, effective April 16, 1984.

Mary Cribb	Joann Noyes
Jean Deverman	Bunny Poolos
Flecicia Deon Locke	Elizabeth Taskey
Betty Mattix	

The following were employed as Tutor, South Campus, at the rate of \$3.85 per hour, on an-if-and-as-needed basis, effective April 10, 1984:

Bob Ashley
Margaret Harlan
Peter Tjahhadi

Susan Gordon, Community Services Coordinator, Community Services, South Campus, was given a change of status to Community Services Specialist, Grade 20, Step 2, effective April 23, 1984.

Warren E. Moritz, Building Lead, Facilities and Maintenance Services, District, announced his retirement effective April 1, 1984. Payment was authorized for any unused vacation.

On October 24, 1983, the Board of Trustees approved the expenditure of \$6,000 for the consulting firm of Personnel Research Center to conduct a study of the District's classification system. The study began in December 1983 and all Supervisors, Managers and Administrators, as well as all classified employees were provided orientation sessions on the survey. General questions on the classification process were also provided.

CONTRACT
SERVICE/
CLASSIFICATIONS
STUDY

The second portion of the three part study is now ready to begin. The study can be completed more rapidly by transferring the remainder of the contract to a consultant whose schedule can be devoted exclusively to Saddleback. A balance of \$4,500 remains unexpended. The previous contractor has recommended the change.

The Board of Trustees approved the contract with Associated Management Service, Camarillo, California, to complete the classification study approved on October 24, 1983, at a stipend not to exceed \$4,500.

CONTRACT
SERVICE
CLASSIFICATION
STUDY
(CONTINUED)

Saddleback Community College District has been contracting educational services with local industries throughout the community. Many of these contracts are negotiated directly between the College and a specific company, while on other occasions the College has worked with the Gold Coast Technology Exchange Center, Inc. (TEC). TEC has made a contract with El Torito - La Fiesta Restaurants, Inc. for training in restaurant management.

EDUCATIONAL
SERVICES
AGREEMENT:
EL TORITO

An Educational Services Agreement has been prepared by TEC, as the agent between El Torito and the Saddleback Community College District, in an amount of \$6,750 for assessment services. The assessment is to take place from April 9, 1984, through December 30, 1984. On March 23, 1984, the Employment Training Panel met and approved the agreement. There is no cost to the District.

The Board of Trustees approved the Educational Services Agreement with the Gold Coast Technology Exchange Center and El Torito as presented and copies are on file with these minutes.

Providing direct educational services to industries in the community is a high priority of the Saddleback Community College District. Saddleback College North has been working with local firms interested in contracting for educational services, including instruction and training. In the course of this on-going identification of industry needs, Circuit Laboratory, Inc., Laguna Hills, has been in contact with Saddleback College North to develop an on-site training program in lamination for the firm's employees. The program is requested for the period of April 21 to June 20, 1984.

EDUCATIONAL
SERVICES
AGREEMENT:
CIRCUIT
LABORATORY

An educational services agreement has been negotiated with Circuit Laboratory, Inc., whereby the company agrees to pay for the training program provided by Saddleback North. This agreement is included as an exhibit on file with these minutes.

The Board of Trustees approved the educational services agreement with Circuit Laboratory, Inc., as indicated in the exhibit on file with these minutes.

Providing direct educational services to industries in the community is a high priority of the Saddleback Community College District. Saddleback College North has been working with local firms interested in contracting for educational services, including

EDUCATIONAL
SERVICES
AGREEMENT:
AERO-
SCIENTIFIC

instruction and training. In the course of this ongoing identification of industry needs, Aero-Scientific, Anaheim, has been in contact with Saddleback College North to develop an on-site training program in drilling, electrical/mechanics maintenance, and media training for the firm's employees. The program is requested for the period of April 16, 1984, through June 30, 1984.

EDUCATIONAL
SERVICES
AGREEMENT:
AERO-SCIENTIFIC
(CONTINUED)

An educational services agreement has been negotiated with Aero-Scientific, whereby the company agrees to pay for the training program provided by Saddleback College North. A copy of this agreement is included with these minutes.

The Board of Trustees approved the educational services agreement with Aero-Scientific, Anaheim, as presented.

The District is authorized by Section 53060 of the California Government Code to contract with and employ an independent contractor, especially trained to perform special services that will meet the specific needs of the Saddleback Community College District.

INDEPENDENT
CONTRACTOR
AGREEMENT:
PRINTED CIRCUIT
TECHNOLOGY

The Investment in People (IIP) Project, a Printed Circuit Technology skills program funded by the state, provides funds for instructional support to monitor the activities in the Printed Circuit Board Laboratory and assist students with questions about the content of the training. The contractor has a strong background in math and electronics, and knowledge of the terminology used in the printed circuit industry. The contractor will be paid \$1,130.54 for 144 hours of services from the IIP consultant account.

The Board of Trustees approved the hiring of the special consultant as authorized by the Independent Contractor Agreement on file with these minutes.

For the past three years, the District has employed a consultant to maintain, modify, correct and update the software used in its computer based student registration system. With the implementation of the enrollment fee, considerable modification will be required to insure proper installation of the student accounts receivable sub-system for recording costs due from students through registration. Other non-anticipated changes to the system are also required to meet new state student accounting, Average Daily Attendance (ADA), procedures.

AMENDMENT TO
CONTRACT:
ALDRICH COMPUTER
SERVICES, INC.

District staff proposed an amendment to this contract for the 1983-84 year in an amount not to exceed an additional \$16,400 for a total contract amount of \$69,476.

The Board of Trustees approved an amendment to the contract with Aldrich Computer Services, Inc. for the data processing consultant services as presented in the exhibit on file with these minutes.

AMENDMENT TO
CONTRACT:
ALDRICH
COMPUTER
SERVICES, INC.
(CONTINUED)

The Saddleback Community College District uses a large amount of 8½" x 11" white bond paper. It is purchased in a large amount and stored in the Warehouse to be used as needed by all departments throughout the District.

AWARD OF BID:
WHITE BOND
PAPER

Bid #671 for 12,000 reams of white bond paper was opened and evaluated on March 1, 1984. Twenty-two vendors were invited to bid. Twelve responded with Blake, Moffitt, and Towne, Commerce, submitting the lowest bid that met specifications. The low bid of Kent Landsberg was rejected for the reasons indicated in the exhibit on file with these minutes.

The Board of Trustees approved the award of Bid #671 for 12,000 reams of white bond paper to Blake, Moffitt, and Towne, Commerce, in the amount of \$26,040 plus California sales tax.

The Community Services Summer Brochure is used to inform District residents of educational, recreational and cultural programs being offered during the summer.

AWARD OF BID:
COMMUNITY
SERVICES
SUMMER
BROCHURE

On March 23, 1984, Bid #675 for 170,000 summer brochures containing 32 pages each, was opened and evaluated. Ten vendors were invited to bid; four responses were received with San Dieguito Printers, Encinitas, submitting the lowest bid that met specifications.

The Board of Trustees approved the award of Bid #675 for printing of the Community Services Summer Brochure to San Dieguito Printers, Encinitas, in the amount of \$14,095.88, including tax.

Warrants 096865 through 097199, totaling \$315,511.58 were approved. A copy of the list is on file with these minutes.

PAYMENT OF
BILLS

Purchase Orders 075735 through 075972, totaling \$216,568.00, were approved. A copy of the list is on file with these minutes.

PURCHASE
ORDERS

The Board of Trustees accepted for study at the March 26, 1984, meeting the 1984-85 Tentative Program of Curriculum and Studies prepared by each campus. While the projections contained therein are, this year, only first approximations of enrollments and resource utilization, they serve as useful guides to the large dimensions of program balance and distribution.

1984-85
TENTATIVE
PROGRAM OF
CURRICULUM &
STUDIES

Budget development and development of a Program of Studies have proceeded simultaneously. The budget document, when lodged with the Board, will reflect the Joint Council on Educational Priorities (JCEP) recommendations adopted by the Board and the 1984-85 Tentative Program of Curriculum and Studies.

1984-85
TENTATIVE
PROGRAM OF
CURRICULUM &
STUDIES
(CONTINUED)

The Chancellor recommended the Board of Trustees adopt the 1984-85 Tentative Program of Curriculum and Studies as a guide in the development of the 1984-85 budget.

Motion by Trustee Price, seconded by Trustee Watts, to adopt the 1984-85 Tentative Program of Studies as a guide to the development of the 1984-85 budget. Motion carried.

APPROVED

The Saddleback Community College District has a long history of offering high quality non-credit Community Service programs to the residents of the District. By offering non-credit programs and/or classes on a self-sustaining basis, Saddleback College continues to perform this important community service to residents throughout the community. These non-credit, fee based programs, presenters, and accompanying compensation require the approval of the Board of Trustees.

COMMUNITY
SERVICES
PROGRAMS:
1984 SUMMER
SESSION

The Chancellor recommended the Board of Trustees approve the Community Services programs, presenters and compensation for the North and South Campus as presented in the exhibit on file with these minutes.

Motion by Trustee Watts, seconded by Trustee Price, to approve the 1984 summer session Community Services programs as presented.

APPROVED

The Board of Trustees approved at the March 12, 1984, meeting the repeatable courses recommended by the District Curriculum Committee and the Chancellor. Additional repeatable courses have been submitted and recommended since that time and all new, non-repeatable courses for 1984-85 require approval.

1984-85
COURSE
ADDITIONS,
REVISION,
DELETIONS &
REPEATABLE
COURSES

The volume of curriculum change has been extraordinary this year. The combined effects of the curriculum review process, reinstatement of some courses, the repeatable course law and the normal need to keep our curriculum up to date has generated over 563 course additions, revisions or deletions. These are being brought to the Board as they are recommended through the curriculum approval process.

The course additions, reinstatements, repeatable course approvals and deletions presented in Exhibit A require Board action. Course revisions and modifications are included for information only. The courses

approved at the March 12, 1984, meeting are included in the Exhibit on file with these minutes for purposes of completeness. The course additions, reinstatements, repeatable course approvals and deletions are submitted by educational area.

1984-85
COURSE
ADDITIONS,
REVISIONS,
DELETIONS &
REPEATABLE
COURSES
(CONTINUED)

The Chancellor recommended the Board of Trustees approve the course additions, deletions and repeatable courses as presented in the Exhibit on file with these minutes.

Motion by Trustee McKnight, seconded by Trustee Watts, to approve the 1984-85 Course Additions, Revisions, Deletions and Repeatable Courses as presented. Motion carried.

APPROVED

The California Education Code Section 85210 provides that the Board of Trustees by Resolution, and with the approval of the County Superintendent of Schools, may amend the District Budget to provide for the expenditure of funds of unanticipated revenues, the amount of which was unknown at the time of the adoption of the final budget.

BUDGET
AMENDMENT:
JOB TRAINING
PARTNERSHIP
ACT GRANT
AWARD

At its meeting on March 26, 1984, the Board of Trustees accepted a grant to develop competency-based training modules for the College's Job Training Partnership Act programs in the amount of \$82,666. In order to account for the revenues and expenditures under this grant, the budget must be amended.

The Chancellor recommended the Board of Trustees approve the adoption of Resolution 84-17 as outlined in the Exhibit on file with these minutes. Motion carried by roll call vote.

APPROVED

Roll Call Vote:

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

The California Education Code Section 85210 provides that the Board of Trustees by Resolution, and with the approval of the County Superintendent of Schools, may amend the District Budget to provide for the expenditure of funds of unanticipated revenues, the amount of which was unknown at the time of the adoption of the final budget.

BUDGET
AMENDMENT:
SOUTHERN
CALIFORNIA
EDISON GRANT
AWARD

At its meeting on February 27, 1984, the Board of Trustees accepted an award from Southern California Edison to conduct a training program for administrative

assistants in the amount of \$7,200. In order to account for the revenues and expenditures under this award, the budget must be amended.

BUDGET
AMENDMENT:
SOUTHERN
CALIFORNIA
EDISON GRANT
AWARD
(CONTINUED)

The Chancellor recommended the Board of Trustees approve the adoption of Resolution 84-16 as outlined in the Exhibit on file with these minutes. Motion carried by roll call vote.

APPROVED

Roll Call Vote:

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

The Chancellor recommended the following gift to the District be accepted by the Board of Trustees:

GIFT TO THE
DISTRICT

700 pounds Copper Clad Laminate Material C. H. Copeland Sun Valley

Motion by Trustee Gellatly, seconded by Trustee McKnight, to accept the gift to the District as presented. Motion carried.

APPROVED

CORRESPONDENCE AND COMMENTS


The Chancellor recommended the Board of Trustees use the CCCT 1984 Board of Directors ballot to vote and turn the ballot in for tallying.

CCCT BOARD
OF DIRECTORS
ELECTION 1984

The correspondence was transmitted to the Board of Trustees for review and comment.

CORRESPONDENCE

There being no further business, President Walther recessed the meeting to Closed Session at 9:10 p.m.



Larry P. Stevens, Chancellor