

REGULAR MEETING

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

Library Classroom Building - Room 105
April 11, 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 McKnight, President
- Mr. William Watts, Vice President
- Mr. John C. Connolly, Clerk
- 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. Grafsky, Vice Chancellor-Business Services
- Dr. Edward A. Hart, President, North Campus
- Mr. Frank Sciarrotta - Dean of Administrative Services

Saddleback Community College Faculty Association

Al Brightbill

Saddleback Community College Academic Senate

Robert Pettengill

Motion by Trustee Watts, seconded by Trustee Walther, to approve the agenda as presented. Motion carried.

AGENDA APPROVE

Motion by Trustee Walther, seconded by Trustee Watts, to approve the minutes of the Regular Meeting of March 28, 1983. Motion carried.

MINUTES APPROVED

Board President McKnight acknowledged the requests from certain members of the audience to speak to the Board of Trustees regarding the District's scheduling of classes. Due to the number of individuals wishing to speak he requested the Board to hear these comments at this time instead of at the end of the meeting under reports and/or comments.

PUBLIC
REPORTS AND/
OR COMMENTS

Board President McKnight asked Chancellor Stevens to introduce the guests at the meeting. Chancellor Stevens asked President Hart to comment on the recent award presented to Carol Muench (Student Health Center at North Campus). Dr. Hart asked Dr. Ron Steinke to present to Ms. Muench the outstanding service award.

GUESTS/
PRESENTATIONS

Chancellor Stevens then introduced Mr. William Turner, Executive Director of Technology Exchange Center (TEC). Mr. Turner briefly discussed with the Board of Trustees the TEC program and answered questions.

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.

CONSENT
CALENDAR

Motion by Trustee Walther, seconded by Trustee Price, to approve the consent calendar as presented. Motion carried.

APPROVED

It was recommended the Board of Trustees approve the following requests for travel and/or mileage:

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

Trustee McKnight	Meeting with Chancellor South Campus March 24, 1983
Trustee Price	Meeting for Harry Wandling Day South Campus March 24, 1983
Trustee Walther	Governmental Affairs Program South Campus March 24, 1983

Trustees Wishing to Attend Channel 6 Appearance Laguna Hills March 30, April 13, 1983

REQUESTS TO MEETINGS AND CONFERENCES (CONTINUED)

Trustee Taylor Marian Bergeson Award Selection Committee Meeting Santa Ana April 28, 1983

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

Trustees Wishing to Attend OCSBA/ACSA Meeting/Dinner Newport Beach April 13, 1983

Trustees Wishing to Attend Leadership Seminar Newport Beach April 16, 1983

Trustees Wishing to Attend California Community College Trustees Conference Monterey May 20-22, 1983

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

APPOINTMENT OF PART-TIME/SUBSTITUTE FACULTY

New Part-Time/Substitute Faculty

<u>Applicant</u>	<u>Probable Assignment</u>
Africano, Richard	Management
Lang, Alan	Mathematics
Pallein, Florence	Nursing (Substitute)
Swan, Tristram	Administration of Justice
Winter, William	Special Services (Substitute)
Yates, Elizabeth	Nursing (Substitute)

Reemployment of Part-Time/Substitute Faculty

<u>Applicant</u>	<u>Probable Assignment</u>
Muniz, Karl	Stagecraft
Patterson, Jeffrey	Music
Sellers, Joanne	Special Services (Substitute)

The following classified personnel actions were approved:

CLASSIFIED PERSONNEL ACTIONS

New Personnel Appointments

Kirk Harrison was employed as Safety Officer, Weekends and Holidays, Campus Safety, Grade 17, Step 1, \$8.898 per hour, plus 5% per hour shift differential, part-time hourly (16 hours per week) effective April 12, 1983.

Robert F. Daas	- Alcohol & Drug Abuse	STUDENT
Ann M. Walthers	- Bilingual Multicultural	CERTIFICATES
Nancy Dresbach	- Generalist	OF ACHIEVEMENT
Lori Gelgur	- Psychiatric Technician	(CONTINUED)
Sandra Long	- Psychiatric Technician	
Warrants 088822 through 089254, totaling \$283,553.65 were submitted for Board approval. A copy of the list is on file with these minutes.		PAYMENT OF BILLS
Purchase Orders 070111 through 070482, totaling \$216,591.47, were submitted for Board approval. A copy of the list is on file with these minutes.		PURCHASE ORDERS
<u>OLD BUSINESS</u>		OLD BUSINESS
None		
<u>NEW BUSINESS</u>		NEW BUSINESS
For some months information has been provided to the Board of Trustees informally regarding a new concept of interdistrict cooperation and coordination. This new concept, Technology Exchange Center (TEC), has enormous potential for Orange County Community College Districts who represent this effort to serve business and industry in Orange County.		TECHNOLOGY EXCHANGE CENTER (TEC) AFFILIATION AGREEMENT
The purpose of the Technology Exchange Center is to act as a catalyst between industry and vocational education in Orange County to match the educational system's output with industry's need for skilled labor. It is organized as an independent corporation reliant on contracts for services resulting in revenue generation on a non-profit basis. The initial \$10,000 investment is a one-time only expenditure since the center is designed to be a self-sustaining entity within the next six months. The source of funds for this project is the District's 1982-83 operating budget.		
The Chancellor recommended that \$10,000 be approved for an affiliation with Technology Exchange Center pursuant to the condition that this constitutes a one-time only assessment.		
Motion by Trustee Watts, seconded by Trustee Walther, to approve the \$10,000 payment for an affiliation with Technology Exchange Center. Motion carried.		APPROVED
Mr. Ed Karasek of Ford Aerospace contacted Saddleback College North Campus requesting a course in micro-processor. The District indicated the course could not be offered at this late date, but it could be offered if Ford Aerospace would cover the cost of instruction.		EDUCATIONAL SERVICES AGREE- MENT: FORD AEROSPACE

Meetings were held between Saddleback College and Ford Aerospace and a contract was developed in which it was mutually decided that a digital electronics course was needed prior to offering the microprocessor course. It was also determined that the company would pay the full cost of the instruction, the costs of recordkeeping in Admissions and Records, a pro-rated amount for the use of the South Campus Electronics lab, plus indirect expenses as detailed in the contract on file with these minutes.

EDUCATIONAL
SERVICES
AGREEMENT:
FORD AEROSPACE
(CONTINUED)

The Chancellor recommended approval of the Educational Services Agreement between Ford Aerospace and Saddleback College.

Motion by Trustee Watts, seconded by Trustee Connolly, to approve the Educational Services Agreement with Ford Aerospace. Motion carried.

APPROVED

Saddleback College, through its South Campus Career Guidance Center, has utilized the unique characteristics of a computer-based system which is the property of the Capistrano Unified School District. This program software, called the Guidance Information System, has been used by the South Campus counseling staff since January 19, 1981.

GUIDANCE
INFORMATION
SYSTEM
CONTRACT FOR
1983-84

The contract with Time Share Corporation and Capistrano Unified School District expired on January 18, 1983. It has left Saddleback College South Campus with an urgent need to have the Guidance Information System reinstated. A copy of the contract with the Capistrano Unified School District for computer processing time of their DEC 11/70 is on file with these minutes. The rates are \$200 per month, plus costs of initial telephone line installation. The terms of this agreement shall be for the period of April 15, 1983, through June 30, 1984. The contract with Capistrano Unified allows for unlimited use of time on the computer and allows for usage of the Guidance Information System on South and North Campus.

The Chancellor recommended the Board of Trustees approve the contract between Capistrano Unified School District and Saddleback Community College District.

Motion by Trustee Watts, seconded by Trustee Connolly, to approve the contract with the indication that the total cost will not exceed \$5,400 plus the cost of initial telephone installation. Motion carried.

APPROVED

Under the new California Title V, Administrative Code, community colleges are mandated to include the following in the Associate of Arts general education requirements: (1) a philosophy of general education; (2) a criteria for classifying courses suitable for general education, and (3) a minimum competency in writing, mathematics and reading.

REVISED GENERAL
EDUCATION REQUIRE-
MENTS FOR AN
ASSOCIATE OF ARTS
DEGREE

Saddleback Community College District's general education package has traditionally been a very strong certificate pattern and needed little change except for the above requests.

The Academic Senate, appropriate administrators, and the Academic Standards Committee have all reviewed the revisions shown in Exhibit A which is on file with these minutes. The revised document has been approved by the Executive Council and the Chancellor. It is important to the College to have a catalog in circulation which reflects the most recent Associate of Arts general education requirements. The 1983-85 college catalog is scheduled to go to the printers approximately April 15.

The Chancellor recommended the approval of the revised general education requirements for an Associate of Arts degree as shown in Exhibit A; and further approval of the criteria for determination of general education courses as shown in Exhibit B which is on file with these minutes.

Motion by Trustee Walther, seconded by Trustee Watts, to approve the revised general education requirements for an Associate of Arts degree with corrections to the residence requirement and the philosophy statment. Motion carried.

APPROVED

Harriett Crowell, Secretary II, Duplicating, Library/Instructional Services, has announced her retirement effective April 29, 1983.

RECOGNITION OF
SERVICE UPON
RETIREMENT

Motion by Trustee Price, seconded by Trustee Connolly, to commend the services to the college by Ms. Crowell upon her retirement. Motion carried.

APPROVED

The Chancellor recommended approval of the following full-time classified positions:

RECOMMENDATION OF
EMPLOYMENT:
FULL-TIME
CLASSIFIED
POSITIONS

Paul Rickner employed as Custodian Supervisor, Maintenance and Operations, South Campus, Class III, Step 3, Supervisory Salary Schedule, effective April 1, 1983. This is a replacement for Constantine Carey.

Edward Manriquez employed as Utility Person/
Building, Maintenance and Operations, South
Campus, Grade 13, Step 1, effective April 12,
1983. This is a replacement position for
Jim Cavin.

RECOMMENDATION OF
EMPLOYMENT:
FULL-TIME
CLASSIFIED
POSITIONS
(CONTINUED)

Motion by Trustee Connolly, seconded by Trustee
Price, to approve the full-time classified
personnel actions as submitted. Motion
carried.

APPROVED

Insurance companies and management specialists
recommend that businesses and institutions
which have large inventories of expensive and
portable equipment conduct physical inventories
and reappraisals not less often than every four
years. Business Office records indicate that
no inventory conducted and/or monitored by
someone from outside the various college divisions
and departments has ever been done.

INVENTORY:
EMPLOYMENT OF
SPECIAL STAFF

The Chancellor recommended the Board approve the
creation of not more than three short-term positions
in range 20, step 4 (\$11.11 per hour); duties to
be to conduct a physical inventory of all District
equipment and fixtures.

Motion by Trustee Watts, seconded by Trustee
Walther, to approve the creation of not more
than three short-term positions as recommended,
for a maximum cost of \$4,000 to the District.
Motion carried.

APPROVED

At its March 28 meeting, the Board of Trustees
approved five new construction projects,
totaling \$970,000. A stipulation in this action
was the concern that these particular projects
be planned, bid let, and an award of contract
made prior to June 30, 1983.

PLANNING CONCEPTS
FOR NEW CAPITAL
BUILDING PROJECTS

Subsequent to the Board's action of March 28,
the Chancellor asked William Blurock to work
with the District's Vice Chancellor for Fiscal
Services and Operations to initiate the
required steps to get construction underway
prior to June 30, if at all possible. Mr.
Blurock has responded with alacrity. Building
project sketches have been received and reviewed
by the administration. The working sketches
which are on file with these minutes denote the
concept for each structure as approved by the
Board at its last meeting.

It was recommended the Board of Trustees approve the building concepts as presented.

PLANNING CONCEPTS
FOR NEW CAPITAL
BUILDING PROJECTS

Motion by Trustee Watts, seconded by Trustee Walther, to approve the building concepts as presented. Motion carried.

APPROVED

Management of the higher education enterprise, as with management in any productive activity, requires current and accurate information regarding productivity. Productivity in education is very difficult to measure because of the nature of the students and the nature of the value added.

CONTRACT
AMENDMENT: TURNER
DATA SYSTEM

Present data processing capability provides the raw data needed to provide information on productivity. However, because the data is in different computers and in different formats, it cannot be drawn together for analysis. Turner Data Systems has proposed a program which will allow this information to be reported and analyzed in a form that will help management make decisions about scheduling and staffing assignments which will provide more effective and efficient use of resources.

The Chancellor recommended the Board of Trustees approve an amendment of the contract with Turner Data Systems to provide for a program to collect and report student/faculty data at a cost not to exceed \$8,000.

Motion by Trustee Taylor, seconded by Trustee Watts, to approve the amendment to the contract with Turner Data not to exceed \$8,000. Motion carried.

APPROVED

On September 30, 1977, the Board of Trustees approved an agreement between the District and The Irvine Company granting the District an option to purchase the land for the North Campus. The option agreement requires that the District notify The Irvine Company of its intent to exercise its option not later than May 1 of a given year and to open an escrow for the purchase of land within the option.

LAND OPTION
AGREEMENT: THE
IRVINE COMPANY

The Chancellor recommended that the Board of Trustees approve purchase of the final 20 acres of the North Campus land from The Irvine Company and further to direct the Chancellor to open an escrow in accordance with the provisions of the Option Agreement between the District and The Irvine Company.

Motion by Trustee Taylor, seconded by Trustee Walther, to approve the purchase of the final 20 acres of North Campus land and direct the Chancellor to open an escrow in accordance with the provisions of the Option Agreement between the District and The Irvine Company. Motion carried.

LAND OPTION
AGREEMENT: THE
IRVINE COMPANY
(CONTINUED)

A student, Mary L. Johnson, was injured when she fell descending a flight of stairs when attending an off-campus class at the Advance Health Center, Newport Beach. Ms. Johnson, through her attorney, has filed application for leave to present a late claim because of the mistaken impression that the matter has been taken care of through the insurance company.

CLAIM AGAINST
THE DISTRICT:
LATE CLAIM

The Chancellor recommended that the Board deny the application to file the late claim.

Motion by Trustee Watts, seconded by Trustee Walther, to approve the Chancellor's recommendation to deny the application to file a late claim. Motion carried.

APPROVED

At its meeting of June 8, 1982, the Board of Trustees approved a contract with Southern California Edison Company to provide educational services for company employees for the period August 2, 1982, through May 20, 1983, for an amount not to exceed \$68,412. Funds for the Fall semester 1982 have been previously appropriated. In order to account for Spring semester 1983, revenue and expenditures under this contract, the budget must be amended.

BUDGET
AMENDMENT:
CONTRACT AWARD

The Chancellor recommended the Board approve the adoption of the resolution to amend the District Budget. A copy of the resolution is on file with these minutes.

Motion by Trustee Connolly, seconded by Trustee Watts, to approve the adoption of the resolution as presented. Motion carried by roll call vote:

APPROVED

Roll Call Vote:

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

In June of 1980 the Board accepted from Times Mirror Cable Television a gift to the District of an IBM 360 computer for use in the North Campus Computer Information Science program. It was anticipated that a building would be on-line soon in which this machine would be housed for instruction in computer operations. In the meantime, it was placed in commercial storage.

SALE OF IBM
EQUIPMENT

The IBM 360 computer continues to require storage which costs \$1,914 per year. The potential for its use in the future, due to a lack of adequate facilities to house it, has caused the equipment donation to be declared surplus.

The Chancellor recommended that the IBM 360 computer system be declared surplus property and bids be accepted for its sale.

Motion by Trustee Watts, seconded by Trustee Connolly, to declare the IBM 360 computer system as surplus property and bids be accepted for its sale. Motion carried.

APPROVED

The Chancellor recommended the following gifts to the District be accepted.

GIFT TO THE
DISTRICT

Mrs. Marge Hartmann
Laguna Hills

Donation of Keuffel
& Esser drafting set with
associated drafting
equipment.

Motion by Trustee Watts, seconded by Trustee Walther, to approve the acceptance of the gift to the district. Motion carried.

APPROVED

The following budget reports were submitted for Board members information and review. Copies of the reports are on file with these minutes.

BUDGET STATUS
SUMMARIES

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

CORRESPONDENCE

CORRESPONDENCE

The correspondence was presented to the Board for information.

REPORTS AND/OR INFORMATION

The California Community College Trustees (CCCT) Board of Directors ballots were distributed for the Trustees to mark and submit for tabulation.

CCCT BOARD
OF DIRECTORS
ELECTION - 1983

A resolution was presented to the Board for their consideration concerning the Community College Finance Coalition proposal. A copy of the resolution is on file with these minutes.

RESOLUTION:
COMMUNITY COLLEGE
FINANCE COALITION
PROPOSAL

Motion by Trustee Walther, seconded by Trustee Taylor, to adopt the resolution. Motion carried by roll call vote.

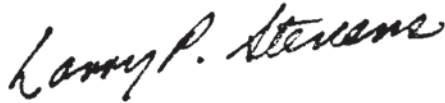
APPROVED

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

Chancellor Stevens initiated a discussion regarding the Board of Trustees adopting a resolution concerning the registration fee surcharge proposal.

Motion by Trustee Walther, seconded by Trustee Taylor, to direct the administration to prepare a resolution in opposition to the surcharge proposal to be presented at the next regular meeting. Motion carried.

Motion by Trustee Watts, seconded by Trustee Price, to recess the meeting to Closed Session at 9:15 p.m.



Larry P. Stevens
Secretary to the Board of Trustees