

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

Library Classroom Building - Room 105
May 2, 1983 - 7:30 p.m.

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

CALL TO ORDER

Present:

Members of the Board

PRESENT

Prof. Eugene C. McKnight, President
Mr. William L. Watts, Vice President
Mr. Robert L. Moore, Clerk
Mr. John C. Connolly, Member (arrived at 7:55 p.m.)
Ms. Harriett S. Walther, Member
Ms. Jennifer Herman, Student Member

Administrative Officers

Dr. Larry Stevens, Chancellor
Dr. Albert J. Graftsky, Vice Chancellor - Business Services
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 Moore, to approve the agenda with the removal of Tab IV, Item C-7 - Controller: Interview Committee. Motion carried.

AGENDA APPROVED

Motion by Trustee Walther, seconded by Trustee Watts, to approve the minutes of the Regular Meeting of April 11, 1983. Motion carried.

MINUTES APPROVED

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

APPROVED

The following requests for travel and/or mileage were approved:

REQUESTS TO ATTEND CONFERENCES AND MEETINGS

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

Trustees Wishing to Attend Liaison Meeting Laguna Hills April 19, 1983

Trustees Wishing to Attend Multi-Cultural Week Activities South Campus April 25-29, 1983

The following reimbursement claims for use of personal auto were approved:

REIMBURSEMENT CLAIM FOR TRUSTEES' USE OF PERSONAL AUTO

Trustee Connolly	\$ 28.00
Trustee McKnight	32.40
Trustee Moore	44.00
Trustee Price	21.80
Trustee Taylor	23.20
Trustee Walther	58.00
Trustee Watts	66.00
Student Trustee Herman	29.40

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

APPOINTMENT OF PART-TIME/SUBSTITUTE FACULTY

<u>Applicant</u>	<u>Probably Assignment</u>
Mokhtarzad, Shahriar	Physics
Murphy, Edgar	Engineering
Zepeda, Clotilde	Special Services

The following classified personnel actions were approved:

CLASSIFIED PERSONNEL ACTIONS

New Personnel Appointments

Deleslie Hervey employed as Safety Officer, Campus Safety, Grade 17, Step 1, \$8.898 per hour, plus 5% per hour shift differential, part-time hourly (8 hours per week), effective May 3, 1983.

James Bryant employed as Custodian Substitute, Maintenance and Operations, Grade 7, Step 1, \$6.952 per hour, plus 5% per hour shift differential, on an if-and-as-needed basis effective May 5, 1983.

Anthony Scott Lucas employed as Custodian Substitute, Maintenance and Operations, Grade 7, Step 1, \$6.952 per hour, plus 5% per hour shift differential, on an if-and-as-needed basis effective May 3, 1983.

John Williams employed as Custodian Substitute, Maintenance and Operations, Grade 7, Step 1, \$6.952 per hour, plus 5% per hour shift differential, on an if-and-as-needed basis effective May 3, 1983.

Lita Kirstatter employed as Program Assistant Substitute, Grade 5, Step 1, \$6.619 per hour, plus 5% per hour shift differential, on an if-and-as-needed basis effective May 3, 1983.

The following individuals were employed as Tutor I at the rate of \$3.85 per hour, effective May 3, 1983.

Christine Kohorsand Steve Knauer

The following individuals were employed as Clerk Short Term in Community Services effective May 3, 1983.

David Bamford Scott Swanson

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 May 3, 1983.

Neda Amoui Alicia Perez
Colleen Cansler Virginia Shirran

Pearl Harbin was employed as a Project Clerk, Library, North Campus, at the rate of \$5.00 per hour, effective April 26, 1983.

The following named students were employed as Student Employees at the rate of \$3.35 per hour, effective May 3, 1983. The source of funds is the operating budgets of both North and South Campuses.

Sheri Arntsen	Janey Morrison
Cuong Dang	Paul Mareks
Glenda Garmon	Bich Nguyen
William Garmon	Linda Oppliger
Farzaneh Ghofrani	Hoa Pham
Michelle Janes	William Reid
Ruth Jones	Nanette Rianda
Kathleen Kopan	Kevin Seay
Minh La	Soldfua Sialo'L
Douglass Marshall	Kathy Starkey
	Mai Tran

Michael Ogle employed as Technican Production Staff in Fine Arts, at \$3.35 per hour, effective May 3, 1983. Monies have been budgeted for this project. Hours will be determined by the appropriate administrator and budget.

CLASSIFIED
PERSONNEL
ACTIONS
(CONTINUED)

Robert Dobro, Utility Person-Warehouse, Purchasing and Stores, has requested a leave of absence without pay, effective April 25 through April 29; July 5 through July 7; and August 8 through August 12, 1983.

Declan Nieblas, Delivery Driver, Library/Media Services, resigned effective May 25, 1983. Payment is authorized for any unused vacation.

Eileen Haven, Instructional Assistant (Hourly), Social Science, terminated effective May 31, 1983, due to completion of Project SPECIAL Grant. Payment is authorized for any unused vacation.

Patricia Stuadenbaur, Instructional Assistant, Social Science, terminated effective May 31, 1983, due to completion of Project SPECIAL Grant. Payment is authorized for any unused vacation.

Dorothy Waltz, Instructional Assistant (Hourly), Social Science, terminated effective May 31, 1983, due to completion of Project SPECIAL Grant. Payment is authorized for any unused vacation.

An Extended Opportunity Programs and Services (EOPS) Grant was approved for Tranchau Phan in the amount of \$200.00.

EXTENDED
OPPORTUNITY
PROGRAMS &
SERVICES (EOPS)

The following guest speakers were approved:

<u>Event/Activity</u>	<u>Honorarium</u>
April 21, 1983 Laguna Summer Music Festival	(not to exceed) \$800.00
April 28-April 30, 1983 Oral Interpretation Festival	
Leslie Irene Coger	450.00
Charlotte Lee	300.00
Elbert Bowen	500.00
Ted Colson	400.00
Madeline Keaveney	100.00
Pamela Miller	100.00
May 2, 1983 In-Service Program	
Dr. Lefteris Lavrakas	200.00

EMPLOYMENT OF
GUEST SPEAKERS

May 2, 1985
Interdisciplinary Studies 5

EMPLOYMENT OF
GUEST SPEAKERS
(CONTINUED)

Ginger Dodd	\$ 75.00
Charlotte Rubenstein	200.00

May 9, 1983
Interdisciplinary Studies 2

Virginia Meyn	75.00
Susan Epstein	500.00

The Fee Based Non-Credit Summer Programs were approved and a copy of the list is on file with these minutes.

FEE BASED
NON-CREDIT
SUMMER PROGRAMS

The Amendment to Agreement and Final Payment which eliminated the need for a Performance Bond and Payment Bond was approved for the slurry coating with Pavement Coatings, Anaheim. Authorization was approved for the final payment to be made to Pavement Coatings in accordance with their application for payment and the filing of the Notice of Completion was also approved.

SLURRY COATING:
AMENDMENT TO
AGREEMENT AND
FINAL PAYMENT

The final payment to Victory Sports Systems, Inc., was approved in accordance with the contractor's Application for Payment and a notice of completion was authorized.

RESURFACE OF
TRACK: FINAL
PAYMENT

Warrants 089258 through 089812, totaling \$504,895.55 were submitted for approval. A copy of the list is on file with these minutes.

PAYMENT OF
BILLS

Purchase Orders 070483 through 070873, totaling \$210,553.89 were submitted for approval. A copy of the list is on file with these minutes.

PURCHASE ORDERS

NEW BUSINESS

The Data General C-150 computer systems housed at both campuses support course work in the computer and information science program, as well as computer-aided instruction in other disciplines. Use of the computers is dependent upon a series of operating system software programs and programming language computer programs. Data General provides these software programs to the District through standard licensing agreements. Maintenance of these software programs to provide enhancements, revisions, and new features is available from Data General for an additional fee.

UPDATING COMPUTER-
AIDED INSTRUCTIONAL
PROGRAMS

Saddleback College has had no agreement with Data General to provide maintenance and enhancements to these programs since October 1981. The following additions would bring Saddleback's system up-to-date and would result in significant benefit to students enrolled in instructional programs which utilize these systems.

- | | | |
|--|----------|---|
| 1. Contract with Data General for one year of software subscription services | \$ 3,000 | UPDATING COMPUTER-AIDED INSTRUCTIONAL PROGRAMS
(CONTINUED) |
| 2. Replace obsolete Fortran 4 with newer Fortran 77 programming language | 4,500 | |
| 3. Purchase a 6060 Disk Pack for backing up software and programs | 1,500 | |

The Chancellor recommended the expenditures listed, together with a transfer of funds from the computer equipment repair account into the computer contract services and computer equipment accounts, be approved.

Motion by Trustee Watts, seconded by Trustee Walther, to approve the expenditures and transfer of funds as presented. Motion carried.

APPROVED

Electronic interconnection of two cable television services in the central and northern portion of the District via microwave to receive college instructional television programming requires an application for college microwave paths to be filed with the Federal Communications Commission. Engineering data must be gathered to complete the application in an already crowded frequency spectrum.

CONSULTANT:
DISTRICT MICROWAVE
INTERCONNECTION

Mr. Hugh R. Paul is an engineer experienced in the applications process. Mr. Paul will perform the necessary engineering studies, including the preparation of the application for a fee not to exceed \$2,000.

The Chancellor recommended Hugh Paul be approved to perform the engineering service for an amount not to exceed \$2,000.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the consultant services of Hugh R. Paul. Motion carried.

APPROVED

The Chancellor recommended the following guest speakers and performing groups be approved for the third annual Multicultural Experience which was held the week of April 25, 1983.

MULTICULTURAL WEEK
GUEST SPEAKERS

James Tatum	\$ 100
Ray Reyes	200
Asian American Journalists Association	200
Quynh Kieu	100
Strolling Troubadours	50
Glenda Ahhaitty	100
Mai Cong	100
Mitsuye Yamada	100
Dorothy Tucker	100
Irma Rodriguez	100

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

APPROVED

The Board of Trustees were presented copies of the Educational Services 1983-84 Proposed Criteria Alternatives document. A copy of this report is on file with these minutes.

EDUCATIONAL
SERVICES 1983-84
PROPOSED CRITERIA
ALTERNATIVES

Chancellor Stevens asked the Board members to substitute this revised copy of the report with the reports previously submitted in April, with the intent to study the document at the May 17 board meeting.

The Master Plan for the Management of the Saddleback Community College District provides for major administrative reorganization and restructuring of the personnel unit for the District. In order to effectively implement a transition from the present Administrative Services operations to the newly proposed unit of Personnel/Employee Relations, an in-depth audit of policies, practices, work flow and job functions is essential.

CONTRACT
SERVICE: PERSONNEL
& EMPLOYEE
RELATIONS AUDIT

The District has received proposals from four professional consulting firms for the purpose of conducting a personnel audit. The proposal submitted by Ms. Joanne Turner of Management Services Consultants is deemed best suited to meet the current needs of our District.

The Chancellor recommended approval of the independent contract with Ms. Joanne Turner of Management Services Consultants for a cost not to exceed \$4,600.

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

APPROVED

Board Policy 4111 provides paid leaves for certificated persons employed as administrators in the Saddleback Community College District. Mr. Monte LaBonte has requested administrative leave between April 26 through June 24, 1983 (2 months).

CERTIFICATED
ADMINISTRATIVE
LEAVE REQUEST

The Chancellor recommended the Board approve Monte LaBonte's request for an administrative leave with pay in accordance with Board Policy 4111 for the period of April 26 through June 24, 1983.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the administrative leave for Monte LaBonte as presented. Motion carried.

APPROVED

The nursing program operates on a year-round basis. It is, therefore, necessary for the coordinators to be employed during the eight week summer session.

EMPLOYMENT OF
CERTIFICATED
COORDINATORS -
SUMMER 1983

The Chancellor recommends the approval of Dixie Bullock and Barbara Hoffman for the positions of Health Sciences Coordinators at a stipend of \$684.50 each for the summer 1983 session, effective May 23 through July 15, 1983.

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

APPROVED

The Orange County Department of Education requires all full-time faculty, previously employed part-time faculty, and new part-time substitute faculty to be approved to teach for the 1983 summer session.

APPOINTMENT OF
1983 SUMMER
SESSION FACULTY

The Chancellor recommended approval of the certificated personnel actions for the 1983 summer session as presented in Exhibit A and a copy of the list is on file with these minutes.

Motion by Trustee Walther, seconded by Trustee Moore, to approve the certificated personnel actions for the 1983 summer session as presented. Motion carried.

APPROVED

The Saddleback Community College District publishes a Schedule of Classes prior to the start of each semester and summer session. The District seeks an annual bid from vendors for production of all three schedules - fall, spring and summer.

AWARD OF BID:
1983-84 CLASS
SCHEDULE

A total of five bids were received by the District for typesetting, paste-up and printing of the fall, spring and summer schedules of classes for 1983-84.

The Chancellor recommended acceptance of the low bid of Ampress Printing for production of the fall, spring and summer schedules of classes.

Motion by Trustee Walther, seconded by Trustee Moore, to approve the award of bid to Ampress Printing for the 1983-84 class schedules. Motion carried.

APPROVED

Staff has met with the management of Campus Services, Inc. to discuss a one (1) year extension of the contract for services on both North and South Campuses. The contractor agreed to improve the interior appearance of each campus bookstore, and also to provide new and used book inventories at or above the current fiscal year levels. Further, the contractor will provide monthly sales summaries for each campus.

BOOKSTORE
CONTRACT:
AMENDMENT

The Chancellor recommended the approval of the contract amendment which is on file with these minutes.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the contract amendment 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:
GRANT AWARD

The Chancellor recommended the approval of the adoption of the Resolution which is on file with these minutes regarding the CETA Title II-B programs.

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

BUDGET
AMENDMENT:
GRANT AWARD

Roll Call Vote:

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

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:
CONTRACT
AWARD

The Chancellor recommended the approval of the adoption of the Resolution which is on file with these minutes regarding the contract with Ford Aerospace.

Motion by Trustee Watts, seconded by Trustee Moore, to adopt the resolution by roll call vote. Motion carried.

APPROVED

Roll Call Vote:

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

On February 22, 1983, Mr. Roberto J. Pietila, a student in the woodshop class, injured his left hand while using a table saw. Mr. Pietila has filed a claim against the District, a copy of which is on file with these minutes, demanding payment of damages in an amount yet to be determined.

CLAIM AGAINST
THE DISTRICT

The Chancellor recommended the Board reject the claim of Robert J. Pietila and that the matter be referred to the District's insurance carrier.

Motion by Trustee Watts, seconded by Trustee Walther, to reject the claim and refer the matter to the District's insurance carrier. Motion carried.

APPROVED

California law and regulation as prescribed in California Administrative Code, Title 21, "Public Works," requires that community college districts employ construction inspectors to have, "actual personal knowledge, obtained by personal inspection of the work of construction in all stages of progress, that the requirements of the approved plans and specifications are being completely executed."

CONTRACTS:
CONSTRUCTION
INSPECTORS

Two projects currently scheduled for construction on the South Campus require the services of an inspector. The Donald Douglas Association has been contacted and has agreed to provide inspection on a part-time as needed basis. Their fee will be funded as follows:

CONTRACTS:
CONSTRUCTION
INSPECTORS
(CONTINUED)

Student Information Center	not to exceed \$ 1,700
Storer Cable TV Tower	not to exceed \$ 1,000

(to be reimbursed by
Storer Cable TV)

The Chancellor recommended approval of the contracts with Donald Douglas Association in the amounts specified for inspection services for the two projects on South Campus.

Motion by Trustee Moore, seconded by Trustee Walther, to approve the contract with Donald Douglas Association as presented. Motion carried.

APPROVED

The following Budget Reports were presented for information:

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

A copy of the reports is on file with these minutes.

CORRESPONDENCE

The correspondence was submitted for Board of Trustees information and review.

CORRESPONDENCE

INFORMATION AND/OR REPORTS

Each year the California Association of Community Colleges (CACC) focuses legislative and citizen attention on the many benefits derived from our colleges by declaring "Community College Week." This year May 8-14 has been decreed by the Governor as California "Community College Week" and local Boards of Trustees are being asked to show their support in the form of official resolutions.

RESOLUTION:
COMMUNITY COLLEGE
WEEK

The Chancellor recommended the approval of the resolution which is on file with these minutes in support of "Community College Week". He further recommended that copies of the resolution be forwarded to appropriate legislators and community college organizations at the state level.

Motion by Trustee Walther, seconded by Trustee Moore, to adopt the resolution as presented by roll call vote. Motion carried.

APPROVED


Roll Call Vote:

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

The meeting was recessed to Closed Session at 8:10 p.m.

RECESSED TO
CLOSED SESSION

The next regular meeting of the Board of Trustees will be
Tuesday, May 17, 1982, at 7:30 p.m.



Larry P. Stevens
Secretary to the Board of Trustees