

PUBLIC/FILE IN
LIBRARY

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

MINUTES OF THE GOVERNING BOARD MEETING

May 25, 1982
Library Classroom Building - Room 105

The Regular Meeting of the Board of Trustees was called to order by Trustee Connolly. Trustee McKnight led the audience in the Pledge of Allegiance and Trustee Connolly 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
Ms. Jennifer Herman, Student Member

BOARD MEMBERS

Mr. Chester S. DeVore, Interim Chancellor
Dr. Albert J. Graftsky, 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 Walther, seconded by Trustee Watts, and unanimously carried to adopt the agenda with an addendum to Report 283* - Awards.

AGENDA
ADOPTED

Motion by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to adopt the minutes of the Regular Meeting of May 11, 1982.

MINUTES
ADOPTED

Motion by Trustee Walther, seconded by Trustee McKnight, and unanimously carried to adopt the minutes of the Special Meeting of May 18, 1982.

MINUTES
ADOPTED

The meeting was adjourned to closed session at 7:35 p.m.

CLOSED SESSION

The meeting was reconvened at 8:40 p.m. and the following action was reported:

At the meeting of May 11, 1982, Report 251 - Recommendation for Coordinators (Chairs) was removed from the regular calendar and considered in closed session. The agenda item was approved.

At the meeting of May 18, 1982 during closed session the action taken on May 11 regarding Report 251 was rescinded.

The matter was reconsidered during closed session this evening and was approved as presented. A copy of the report is on file with these minutes.

Trustee Price announced that during closed session the Governing Board approved the change in the Interim Chancellor's contract arrangement.

Motion by Trustee Moore, seconded by Trustee Price, and unanimously carried to place the Resident Classification Procedures on the next board agenda for information.

REPORTS AND COMMUNICATIONS

The meeting was recessed at 9:25 p.m. for a ten minute break.

RECESS

The meeting was reconvened at 9:40 p.m.

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 Watts, seconded by Trustee Moore, and unanimously carried to approve the consent calendar with removal of Report 283 - Awards.

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

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

Trustee Walther Oral Interpretation Festival
Saddleback College South Campus;
San Juan Capistrano
May 1, 1982

Trustees Wishing Channel 6 Appearance
to Attend Laguna Hills
May 12, 19 and 26, 1982

Trustees Wishing Reception for Chancellor
to Attend Saddleback College South Campus
May 14, 1982

Trustees Wishing Liaison Meeting
to Attend El Toro
May 19, 1982

Trustees Wishing Commencement
to Attend Saddleback College South Campus
May 19, 1982

Trustees Wishing Emeritus Reception
to Attend Clubhouse II, Leisure World
May 20, 1982

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

The following Certificates of Achievement:

CERTIFICATES
OF ACHIEVEMENT

Gerald J. Grosch Human Services - Generalist
Core
Human Services - Alcohol/Drug
Abuse Studies

Shirley Klein Human Services - Alcohol/Drug
Abuse Studies

Megan Marie Larson Airline Flight Attendant
Susan Senkbeil Interpreter for the Deaf

The following full-time faculty for the 1982 summer session on an if-and-as-needed basis at the rate stipulated in the salary schedule at the class to which each is qualified.

APPOINTMENT OF
SUMMER SCHOOL
CERTIFICATED
PERSONNEL

Counseling and Guidance

Yamagata-Noji, Audrey
Haggerty, Lee

Humanities and Languages

Smith, Jan

The following previously employed part-time faculty (temporary employees) to teach for the 1982 summer session on an if-and-as-needed basis

at the rate stipulated in the salary schedule
at the class to which each is qualified.

APPOINTMENT OF
SUMMER SCHOOL
CERTIFICATED
PERSONNEL
CONTINUED

Business Science and Technology

Barton, Sam

Emeritus Institute

Gluckson, Ruthe
Litvin, Ann
Lomas, Charles

Fine Arts

Harwood, Glenn

Health Sciences

O'Hearn, Gail

Humanities and Languages

Earnshaw, Doris

Physical Education

Schick, Barbara

Social Science

Baker, Roger	Kahapea, Joseph
Clifton, Brian	Mueller, Irwin
Cottingham, Richard	Puckett, Robert
Dawson, Robert	Sorg, Michael
Drummond, Lee	Stumph, Charles
Flathers, Ron	Trudeau, William
Gularte, James	Wemmer, Richard
Hall, Michael	Williams, David
Hallstrom, Don	Williams, Norwood

Vocational Technology

Bowers, Kenneth	Dull, Ron
Dean, Terry	Palessiro, Frank

North Campus

Andrade, Magdalena
Glanzer, Allyn

The following previously employed part-time faculty (temporary employee) to teach on a per diem basis as substitutes for the CETA Graphic Arts Program (Title II-B) at the class to which each is qualified.

APPOINTMENT OF
SUMMER SCHOOL
CERTIFICATED
PERSONNEL
CONTINUED

Creech, James
Davis, Charles

The following appointed on an if-and-as-needed basis for the 1982 summer session rate stipulated in the salary schedule at the class to which each is qualified.

<u>Applicant</u>	<u>Probable Assignment</u>
Hitomi, Akiko	Japanese, N.C.

Extension of Contract

Stanley Curtis, CETA Printing Instructor, ✓
Library and Instructional Services, employed for an additional eight (8) contractual days for the 1981-82 academic year to accommodate the needs of the present program.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Extension of Coordinator Contract

The following Nursing Coordinators employed for an additional eight (8) weeks for the summer session (May 24 to July 15, 1982) to accommodate the nursing/health sciences programs which operate year round.

Howard Adams
Dixie Bullock

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

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

The following were employed as Restricted Short-Term Employees pursuant to Education Code 88003.

Recommendation of Employment - Professional Model (Restricted Employee)

Charles Boster, Professional Model, \$6.60 per hour, if-and-as-needed, effective August 24, 1982.

Recommendation of Employment of Production Staff For Summer Stock (Restricted Employees)

Donna DeBonis	Donna Fitzgerald
Richard Falconer	Gwen Fornataro

Patti Hubler
Jason Lee
Kurt Muniz

Jeffrey Robinson
Jill Rosenblatt
Paul Seidel

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Employed as production staff of the Summer Stock Saddleback Company Theatre at \$5.00 per hour, effective May 3, 1982. Monies have been budgeted for this project. Hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Student Employees
(Restricted Employees)

Daniel Heagney
Loretta Hogan

Angela Kitsianis
Scott Richards

Student Employees, on an if-and-as-needed basis, \$3.35 per hour.

Recommendation of Employment of Community Services
Lifeguards (Restricted Employees)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
Eric Brillhart	Senior Lifeguard	\$ 5.39
Roberta Fessenden	Senior Lifeguard	5.39
Therese Hartman	Senior Lifeguard	5.39
Jennifer Robbins	Lifeguard	4.51
Kristin Thorpe	Senior Lifeguard	5.39
Rose Van Wie	Lifeguard	4.51
Cheryl Zepel	Senior Lifeguard	5.39

Employed as indicated on an if-and-as-needed basis effective June through August, 1982. The hours will be determined by the appropriate administrator and budget.

Resignation/Termination

Claudia Cherness, Secretary I, Social Science, terminated effective June 30, 1982 due to completion of Human Services Alcohol Grant. Payment was authorized for any accrued and unused vacation pay.

Bobby La Delle, Custodian, Maintenance and Operations, terminated effective June 14, 1982.

Kenneth Mosholder, Construction Inspector/Professional Expert, terminated effective June 3, 1982 due to completion of contract.

Patricia Stewart, Secretary II, Health Sciences and Gerontology, resigned effective May 26, 1982. Payment was authorized for any accrued and unused vacation pay.

The Community Services Programs were approved as submitted. The supplemental information was submitted to project an in-depth study of the proposed programs and is designed to show the potential of income and expenses of Community Services. A copy of the report is on file with these minutes.

COMMUNITY
SERVICES PROGRAMS

District warrants 081662 through 081902, totaling \$302,392.83 approved and ratified for payment. A copy of the warrants is on file with these minutes.

PAYMENT OF
BILLS

Payment of personnel services ratified as follows:

PAYMENT OF
PERSONNEL SERVICES

Classified payroll - \$581,315.61

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
PAYMENT

Project:	Main Campus Warehouse - Bid 578
Contractor:	Charles Noble Company
Contract Amount:	\$282,800.00
Approved Changes:	<u>7,160.00</u>
Revised Amount:	\$289,960.00

Earned to Date	\$289,765.70
Less 10% retention	<u>28,976.57</u>
Net due earned to date	260,789.13
Less previous payments	<u>188,413.65</u>
Amount due this request	\$ 72,375.48

Purchase orders 064726 through 064857, totaling \$43,116.14, 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 report is on file with these minutes.

PURCHASE
ORDERS

The surplus/obsolete item listed below approved for sale through the customary sealed bid procedures followed by the district.

SALE OF
SURPLUS/OBSOLETE
PROPERTY

Sealed bids for the purchase of this property will be opened June 15, 1982.

Ajax Hot Water Boiler - Model WG 3250 A - Serial No. 73-26701 (Located in S/M Building) - Minimum bid: \$1,500.00.

The requests for transfer of budget appropriation funds were submitted for approval. A copy of the reports is on file with these minutes.

TRANSFER OF FUNDS

Regular Calendar

REGULAR CALENDAR

It was recommended that the items on the Awards list (with addendum) be approved for the action specified and that payment be 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 report is on file with these minutes.

AWARDS
(WITH ADDENDUM)

Motion by Trustee Moore, seconded by Trustee Price, and unanimously carried to approve the Awards as presented with the exception of Bid #607, Microwave Tower Facility.

APPROVED

The Board of Trustees Requests list was presented for information.

BOARD OF TRUSTEES
OTHER
INFORMATION

Motion by Trustee Moore, seconded by Trustee Price, and unanimously carried to have a special meeting within one month of the arrival of a new Chancellor for the purpose of discussing "long range planning".

Motion by Trustee McKnight, seconded by Trustee Price, and unanimously carried to add to the Requests list the possibility of having Construction Tech students build an addition to the Campus Safety building as an alternative to the problem.

It was requested that the Board of Trustees approve the following Grant Award:

GRANT - AWARD

Project Special - (Special Paraprofessionals Educating Children in Active Learning) from the Department of Education in the amount of \$28,325 for continuation of the grant for the period from June 1, 1982 to May 31, 1983. This is a human development program to train handicapped students as educational assistants. The Board approved the application on October 27, 1980.

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

APPROVED

The Community Services Progress Report was presented for information. A copy of the report is on file with these minutes.

COMMUNITY SERVICES
PROGRESS REPORT
INFORMATION

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>
American McGaw Laboratories, Irvine	Donation of a Rapid Granulation System to be used in the Plastic Technology Program at the North Campus
American Edwards Laboratories, Santa Ana	Various electronic equipment to be used in the Electronics Technology Program at the North Campus

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

ACCEPTED

The law offices of Robert F. Waldon, Incorporated, has submitted an invoice to cover additional services rendered in the lawsuit of Saddleback Community College District vs. Donald A. Ramberg. The hourly rate of attorneys has increased since the original agreement dated February 9, 1977, from \$85 to \$100 per hour. ✓

AMENDMENT TO
LEGAL SERVICES
AGREEMENT

The amendment to the original agreement was submitted to approve the increase of hourly rate of \$85 to \$100 retroactive to February 1, 1982.

Motion by Trustee Price, seconded by Trustee Moore, and unanimously carried to approve the amendment to legal services agreement.

APPROVED

Mr. John O. Jacobs has presented a claim against the district for injuries received when he stumbled and fell on a paved footpath on the South Campus February 12, 1982. The amount of damages claimed by Mr. Jacobs is \$100,000. ✓

CLAIM AGAINST
THE DISTRICT

It was recommended that the Board reject this claim and that the matter be reported to the district's insurance carrier.

Motion by Trustee Taylor, seconded by Trustee McKnight, and unanimously carried to approve the rejection of this claim and report the matter to the district's insurance carrier.

CLAIM AGAINST
THE DISTRICT
CONTINUED
APPROVED

The following recommendations in connection with contract services were submitted for approval:

CONTRACT SERVICES

District Facilities Consultant - Robert C. Poolman and Associates, approval requested for an additional \$2,000 to cover expenses until the end of the 1981-82 fiscal year.

Motion by Trustee Taylor, seconded by Trustee McKnight, and unanimously approved to table this contract service.

TABLED

It was proposed that the district enter into a contract with Shorco Publishing for the production and dissemination of the Community Services brochure. The agreement is on file with these minutes.

It was recommended that the Chancellor or the Vice Chancellor/Business be authorized to execute the agreement.

Motion by Trustee Moore, seconded by Trustee Price, and carried to reject the Shorco Publishing proposed contract.

REJECTED

At the meeting of September 29, 1981 (Report 474) the Board approved the district's participation in an experimental two-way television program with Times Mirror. It was requested that the Board authorize the Chancellor or the Vice Chancellor/Business Services to execute an agreement with Orange Coast Community College District for the use of the NEEDLECRAFT television course which will be aired as a Saddleback College course for credit under the terms of the conditions outlined in the Times Mirror agreement.

Motion by Trustee Taylor, seconded by Trustee Moore, and unanimously carried to approve the contract service as presented.

APPROVED

The following requests for legal services were submitted for approval:

LEGAL SERVICES

LEGAL SERVICES
CONTINUED

The law firm of Beam, DiCaro, D'Antony and Stafford will represent the district in such actions as may be required in connection with the construction of the Science-Math Building. The district agrees to pay attorneys for services rendered under this agreement at the rate of \$85 per hour.

It was recommended that this agreement may be terminated by either party upon 14 days written notice subject to whatever limitations may be imposed by the Court with respect to substitution of attorneys.

The law firm of Biddle and Hamilton will provide general legal services for the district. The district agrees to pay attorneys for services rendered under this agreement at the rate of \$75 per hour.

It was recommended that this agreement may be terminated by either party upon 30 days written notice.

Motion by Trustee Moore, seconded by Trustee Watts, and unanimously carried to approve the legal services as presented.

APPROVED

Motion by Trustee Moore, seconded by Trustee Price, and unanimously carried to include on the Board of Trustees Requests list a report on the status of the law suit with regard to the Science-Math Building.

The following request for institutional membership was submitted for approval:

MEMBERSHIP

Association of Community College
Trustees - July 1982 through
 June 1983 --- \$1,030.00

Motion by Trustee Moore, seconded by Trustee Walther, and carried to approve the membership as presented.

APPROVED

At the meeting of April 13, 1982 the Board of Trustees adopted a resolution announcing its intention to lease district real property for a cable TV facility in accordance with specified terms and conditions.

PROPOSED LEASE OF
DISTRICT REAL
PROPERTY CABLE TV
FACILITY

Following the instructions contained in the resolution, bids were requested with Storer Cable being the only bidder. The results of the bid produced a commitment to increase the one time payment to cover the first ten year use from \$170,000 to \$175,000. Additionally, the bid from Storer Cable included a written condition to increase the equipment building from 10 ft. by 20 ft. to 20 ft. by 40 ft. and the three satellite earth dishes of five meters in diameter to four satellite earth dishes, each seven meters in diameter. Of further note, the cable company desires to negotiate the compensation for the second ten year period.

PROPOSED LEASE OF
DISTRICT REAL
PROPERTY CABLE TV
FACILITY
CONTINUED

It was recommended that the Board:

1. Accept the bid as submitted.
2. Authorize the Chancellor or his designee to conclude and sign the contract.

Motion by Trustee Watts, seconded by Trustee Taylor, and carried to approve the acceptance of the bid as submitted and to authorize the Chancellor or his designee to conclude and sign the contract.

APPROVED

It was requested that the use of off-campus facilities be approved for North Campus classes as shown below and that the Chancellor or the Vice Chancellor/Business Services be authorized to execute the appropriate agreement for such use.

USE OF
OFF-CAMPUS
FACILITIES

Facility: Irvine School of Gymnastics
Use: Beginning Karate Class
Period: January 19, 1982 to May 18, 1982
Cost: \$250.00

Motion by Trustee Moore, seconded by Trustee Taylor, and unanimously carried to approve the use of off-campus facilities as presented.

APPROVED

A Community Services Progress Report was presented for information at the meeting of April 27, 1982. At that meeting the Board made a recommendation that an internal audit be made of receipts and expenses associated with items 18, 27 and 54 of that report.

INTERNAL AUDIT -
COMMUNITY SERVICES
PROGRESS REPORT
INFORMATION

An internal audit report was submitted to the Board for information.

Motion by Trustee Price, seconded by Trustee Moore, and unanimously carried to prepare a feasibility study and advise the Board regarding the transfer of all fiscal responsibilities for Community Services to the Vice Chancellor/Business Services.

Trustee Watts left the meeting at 11:00 p.m.

A preliminary 1982-83 general fund budget was presented for the Board's information.

PRELIMINARY
1982-83 GENERAL
FUND BUDGET
INFORMATION

Motion by Trustee Price, seconded by Trustee Moore, and unanimously carried to provide the Board with a list of memberships and a full, detailed special report on Community Services income and expenses.

Motion by Trustee Price, seconded by Trustee Walther, and unanimously carried to prepare for action at the next regular meeting a proposal for acting upon the North Campus land parcel; to open escrow for as long a period of time as possible; and maintain reconfiguration discussions as agreed upon.

The Associated Student Body Budget Report for the period ending April 30, 1982 was submitted for information.

BUSINESS
SERVICES REPORT
INFORMATION

In the report submitted to the Board on May 11, 1982 it was recommended that a self-funded workers' compensation program for Saddleback Community College District be initially funded at 70% of the estimated 1982-83 modified premium of \$276,243. This level is twice the anticipated loss level of 35% and gives a sound cushion in the event of unusual losses during the first year. This funding represents an initial savings of \$82,873.

RESOLUTION -
WORKERS'
COMPENSATION
SELF-INSURANCE

It was recommended that the Board adopt the Resolution regarding Workers' Compensation Self-Insurance and authorize the Chancellor or Vice Chancellor/Business Services to file for a Certificate of Consent to Self-Insure the payment of Workers' Compensation as provided by Section 3700, Labor Code of California. A copy of the resolution is on file with these minutes.

Motion by Trustee McKnight, seconded by Trustee Taylor, and carried by roll call vote.

APPROVED

Roll Call Vote:

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

The meeting was adjourned to closed session at
11:50 p.m.

ADJOURNMENT

The next regular meeting of the Board of Trustees
will be held on Tuesday, June 8, 1982.

SCHEDULE OF
MEETINGS



Chester S. DeVore, Secretary to the Board of Trustees