

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

MINUTES OF THE BOARD OF TRUSTEES  
June 11, 1984 - 6:30 p.m.  
North Campus - 212/213

STUDY SESSION

STUDY  
SESSION

The Study Session of the Board of Trustees was called to order by Trustee Walther. Chancellor Stevens asked Campus Presidents Carroll and Hart to present the campus' 1984-85 Enrollment/ADA Planning.

Controller Tom Kimberling reviewed with the Board the recommendation for the Transportation Department and the leasing of vehicles for the 1984-85 fiscal year.

REGULAR MEETING

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

Members of the Board of Trustees

PRESENT

Ms. Harriett Walther, President  
Mr. John Connolly, Vice President  
Mr. Robert Moore, Clerk  
Prof. Eugene McKnight, Member  
Mr. Robert Price, Member  
Mr. William Watts, Member

Administrative Officers

Dr. Larry Stevens, Chancellor  
Mr. David Habura, Vice Chancellor Educational Services  
Dr. Albert J. Graftsky, Vice Chancellor Fiscal Services  
Dr. Ed Hart, President - North Campus  
Ms. Constance Carroll, President - South Campus

Faculty Association

Mr. Tom Evans

Academic Senate

Dr. Peter Morrison, President

CSEA Representative

Ms. Helen Locke

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

AGENDA

APPROVED

Chancellor Stevens announced the minutes of the Special Meetings of May 23 and 29 will be provided to the Board at a later date.

Chancellor Stevens introduced North Campus Faculty Member Elaine Rubenstein and she presented the Board Members with the second edition of The elephant-ear.

THE ELEPHANT-EAR

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.

Chancellor Stevens asked that Consent Calendar Item I - Award of Bid: 1984-85 Cosmetology Contract be withdrawn from the consent calendar and not be considered for action at the meeting. Trustee Walther indicated Item H - Award of Bid: Compound Microscopes was being pulled because one of the bidders was protesting the bid award.

Motion by Trustee McKnight, seconded by Trustee Moore, to approve the consent calendar with the removal of Item H and I. Motion carried.

APPROVED

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

REQUESTS TO ATTEND CONFERENCES, AND MEETINGS

Trustee McKnight Meeting with Staff  
South Campus  
June 4, 1984

Trustee Connolly, Foundation Meeting  
Moore, Walther Mission Viejo  
June 7, 1984

Trustee Gellatly, Meeting with Staff  
McKnight South Campus  
May 24 & 25, 1984

The Board of Trustees approved at the March 12 and April 9 meetings the majority of the course additions,

deletions and repeatable courses for the 1984-85 Academic Year. Additional course approvals will be brought to the Board as they are recommended by the curriculum committees and approved by the Chancellor.

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

A list of course revisions was approved by the Board of Trustees and a copy of that list is 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 ongoing identification of the industry needs, Charlton Associates, Irvine, has been in contact with Saddleback College North to develop an on-site training program in supervisory training for the firm's employees. The program is requested for the period of June 12 to June 30, 1984.

EDUCATIONAL  
SERVICES AGREEMENT:  
CHARLTON  
ASSOCIATES

The Board of Trustees approved the educational services agreement with Charlton Associates, Irvine, as presented. A copy of the agreement is on file with these minutes.

During the 1982-83 and 1983-84 academic years, Saddleback College South successfully implemented a program to train students in pre-nuclear technology by a contract with the Southern California Edison Company at San Onofre. The training administrators at Southern California Edison are eager to continue to work with the College and have requested that the South Campus offer two summer classes as part of the pre-nuclear technology training program. The training is requested for the period June 11 through August 2, 1984.

EDUCATIONAL  
SERVICES AGREEMENT:  
SOUTHERN  
CALIFORNIA EDISON

An educational services agreement has been negotiated with the Southern California Edison Company whereby the company agrees to pay \$23,669 for the training program provided by Saddleback College South.

The Board of Trustees approved the agreement with Southern California Edison Company as presented and a copy of the agreement is on file with these minutes.

The following Certificated Staff Personnel Actions were approved:

CERTIFICATED  
PERSONNEL ACTIONS

William Weisgerber, District Director/Library Media Services and Grant Coordination, was granted an administrative leave, pursuant to Board Policy 4111, effective July 1 through July 31, 1984 (one month).

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Payment for any unused vacation due to reassigned was approved.

Audrey Yamagata-Noji (EOPS Counselor), Special Programs, South Campus, was granted a contract extension for a maximum of fifteen days during the month of July to close out EOPS reporting for 1983-84 and to develop the 1984-85 program plan for both North and South Campuses.

Part-Time/Substitute Staff

<u>Applicant</u>	<u>Probable Assignment</u>
M'Louo Dietzer	Music
Jose L. Estaban	Economics

The following Classified Staff Personnel Actions were approved:

CLASSIFIED  
STAFF  
PERSONNEL ACTIONS

Billie Kelly was employed as Program Assistant, Learning Assistance Program, South Campus, Grade 5, Step 1, \$6.773 per hour, 29 hours per week, eleven months, effective June 12, 1984.

Naum Auerbukh was employed as Custodian Substitute, Grade 7, Step 1, \$7.113 per hour, plus 5% shift differential, on an if-and-as-needed basis, effective June 12, 1984.

The following individuals were employed as Secretary II Substitutes, Grade 5, Step 1, \$6.773 per hour, on an if-and-as-needed basis, effective June 11, 1984:

Laura Angel  
Erma Grunewald

The following individuals were employed as Senior Lifeguards, Community Services, South Campus, at a rate of \$5.39 per hour, on an if-and-as-needed basis, effective June 4, 1984:

Jennifer Boring	Juan Pacheco
Tami Darr	Fred Riggs
Don Lebell	Karen Servas
Rose Van Wie	

The following individuals were employed as Project Clerks, North Campus, at the rate of \$5.00 per hour, on an if-and-as-needed basis, effective June 12, 1984:

Carol Lowe  
Susan Sheve

Charles Myers was employed as Tutor, South Campus, at a

rate of \$3.85 per hour, on an if-and-as-needed basis, effective June 12, 1984.

The following individuals were employed as Production Staff for Summer Stock, Saddleback Company Theatre, Fine Arts and Communications, South Campus at the rate of \$5.00 per hour:

Jon Carter	Marybeth Muniz
Jim Chamberlin	Marcy O'Malley
Kim Davis	Deborah Parl
Donna Debonis	Darlene Salmon
Hal Forsen	Martin Simonson
Jenine Howard	Michelle Winters
Paul Lovely	

The following named students were employed as Student Employees at the rate of \$3.35 per hour, effective June 12, 1984.

Kelly Ann Barron	Kristy King
Mark Cook	Guy M. Lindsay
Dieter	Elsie Liu
Richard A. Doyle	Shirley Locke
Julie Fowler	Steve Mounce
Dean Heath Garrett	Charles Myers
Stephanie Hager	Mary Pratt
Maureen Heard	Leah M. Tillman
Karen Hedstrom	Lucy Ward

Julie Pettengill, Instructional Assistant, Technology and Applied Science, South Campus, was granted a leave of absence without pay effective June 25 through August 3, 1984.

Darlene Miller, Secretary II, Personnel & Employee Relations, District, resigned effective June 8, 1984. Payment was authorized for any unused vacation.

Timothy Steele, Piano Accompanist II (hourly), School of Arts, Languages & Humanities, North Campus, resigned effective May 18, 1984. Payment was authorized for any unused vacation.

Sandra Wilcox, Secretary II/JTPA (hourly), Vocational Education, District, resigned effective May 25, 1984.

Warren Deacon, Station Manager, Radio Operations/KSBR, District, layoff effective June 29, 1984. Payment was authorized for any unused vacation.

Marilyn Moore, Radio Operator Supervisor, Radio Operations/KSBR, District, layoff effective June 29, 1984. Payment was authorized for any unused vacation.

Rodney Flores, Radio Producer II, Radio Operations, KSBR, District, layoff effective June 29, 1984. Payment was authorized for any unused vacation.

Nicholas Roman, Radio Producer II, Radio Operations/KSBR District, layoff effective June 29, 1984. Payment was authorized for any unused vacation.

Paul Ehrlich, Radio Operator/Announcer (hourly), Radio Operations/KSBR, District, layoff effective June 30, 1984. Payment is authorized for any unused vacation.

Eldon Kleist, Radio Operator/Announcer (hourly), Radio Operations/KSBR, District, layoff effective June 30, 1984. Payment was authorized for any unused vacation.

Paul Wooldridge, Radio Operator/Announcer (hourly), Radio Operations/KSBR, District, layoff effective June 30, 1984. Payment is authorized for any unused vacation.

Bid #22 was opened and evaluated on May 8, 1984, for charter bus transportation for the North and South Campuses. The bids are to fix prices for the year. Action on the item will not result in the expenditure of funds.

AWARD OF BID:  
BUS TRANSPORTATION

The Board of Trustees approved the award for charter bus service for the 1984-85 fiscal year to each vendor shown in the exhibit on file with these minutes.

From time to time the District accumulates surplus property items which are of no usable value to the College. The Board of Trustees has requested that it be notified of the intention to dispose of these items for purposes of due notice and approval of the action. Bid #24 was opened and evaluated on May 29, 1984. A copy of the bid award is on file with these minutes.

AWARD OF BID:  
SURPLUS  
PROPERTY

The Board of Trustees approved the sale of surplus property and lost and found property to the highest bidders as indicated on the exhibit.

All District owed typewriters require service from time to time. The District does not employ an individual with the skills necessary to maintain and repair typewriters. Therefore, annual contracts for typewriter repair and maintenance are awarded in order to fix the cost of repairs.

AWARD OF BID:  
TYPEWRITER  
MAINTENANCE,  
NORTH & SOUTH  
CAMPUSES

Bid #23 for typewriter maintenance was opened and evaluated on May 23, 1984. A total of eight bids were received with Pacific Typewriter and Communications,



Oceanside, submitting the lowest bid.

The Board of Trustees awarded Bid #23 for typewriter maintenance to Pacific Typewriter and Communications, Oceanside, in an amount not to exceed \$13,500.

Room 128 in the South Campus Library is used for instruction in the Graphic Communication Arts. These disciplines utilize materials and processes which may be dangerous to health and property if not properly controlled and housed. Staff is concerned that in spite of alterations made to the laboratory air handling system and changes in procedures, some potential threat to staff and student health may still exist. Because of the potential health hazard, employment of a certified industrial hygienist to examine the problem and provide recommendations for any needed alterations in facilities or procedures has been considered.

CONSULTING  
AGREEMENT:  
INDUSTRIAL  
HYGIENIST

The Board of Trustees approved a contract with Health Science Associates to conduct an inspection of the South Campus Graphic Communication Laboratory (Library 128) in an amount not to exceed \$1,000. A copy of the contract is on file with these minutes.

Warrants 098255 through 098584, totaling \$303,295.53 were approved. A copy of the list is on file with these minutes.

PAYMENT OF BILLS

Purchase Orders 076833 through 076968, totaling \$176,231.90, were approved. A copy of the list is on file with these minutes.

PURCHASE ORDERS

#### NEW BUSINESS

The microscopes in the South Campus Biology Department are used extensively for many courses and programs. The original microscopes have never been replaced, and updated models have never been purchased.

AWARD OF BID:  
COMPOUND  
MICROSCOPES

Eighteen vendors were invited to bid with seven responding. The apparent low bids of Parco Scientific and Hinkle's Optical were rejected on the basis that they did not meet specifications. Each of these vendors has accepted this decision. The bid of A. G. Heinze Company was also rejected as not meeting specifications. Specifically, the Nikon microscope offered does not have a bitutinous head, is incapable of continuous focus, does not have an Iris diaphragm on the oil immersion lens, and has a 20 watt illuminator which causes heat related maintenance problems.

Trustee Walther asked the representatives from A. G. Heinze to present their reasons for protesting the award

of bid for the compound microscopes.

The Chancellor recommended the Board of Trustees reject the protest of the A. G. Heinze Company and further to award Bid #676 for 17 compound microscopes to Southland Instruments, Inc., Huntington Beach, in the amount of \$16,956.82.

Motion by Trustee Price, seconded by Trustee Moore, to remove the item for further study. Motion failed.

Motion by Trustee Connolly, seconded by Trustee Watts, to award Bid #676 to Southland Instruments, Inc., Huntington Beach in the amount of \$16,956.82. Motion carried.

APPROVED

The 1984-85 Tentative Operating Budget was presented to the Board of Trustees for review and study at its regular meeting May 14, 1984.

1984-85  
TENTATIVE  
OPERATING BUDGET

The Chancellor recommended the Board of Trustees approve the budget as presented at its May 14, 1984, meeting as amended, as Saddleback Community College District's 1984-85 Tentative Operating Budget. He further recommended the Board direct the Chancellor to submit the adopted budget to the County Superintendent of Schools.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the adoption of the 1984-85 Tentative Operating Budget as presented at the May 14 meeting, as amended, and direct the Chancellor to submit the adopted budget to the County Superintendent of Schools. Motion carried.

APPROVED

Article XIII B of the California Constitution and Division 9 of Title I of the Government Code require the governing body of each local jurisdiction, by Resolution, to establish appropriation limits for the following fiscal year as a legislative act.

RESOLUTION:  
APPROPRIATIONS  
LIMIT

Pursuant to Government Code Section 7910, an appropriations limit of \$46,773,669 has been calculated for fiscal year 1984-85, and the documentation used in determining this limit has been made available to the public in the office of the Vice Chancellor, Fiscal Services and Operations, for fifteen days prior to the adoption of the Resolution.

The Chancellor recommended the Board of Trustees establish an appropriations limit of \$46,773,669 for fiscal year 1984-85 by adopting the resolution on file with these minutes.



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

APPROVED

Roll Call Vote:

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

The following gift was presented for approval by the Board of Trustees:

GIFT TO THE DISTRICT

IBM Selectric II and Irvine Consultant Group  
900 Savings Wordmaster Irvine  
with cassettes and  
instruction booklet

CORRESPONDENCE/COMMENTS/ACTION

Motion by Trustee Moore, seconded by Trustee Price, to direct the administration to conduct a survey of current counseling programs with respect to job transition and to report back to the Board of Trustees the results of the survey. Motion carried.

COUNSELING SURVEY

APPROVED

The correspondence items were transmitted for Board of Trustees review.

CORRESPONDENCE

The meeting was recessed to Closed Session at 9:10 p.m.

  
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Larry P. Stevens  
Secretary to the Board of Trustees