

PUBLIC/FILE IN  
LIBRARY

*Ellie*

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

MINUTES OF THE GOVERNING BOARD MEETING

June 8, 1982 - 7:30 p.m.  
Library Classroom Building - Room 105

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

CALL TO ORDER

Present

PRESENT

- Mr. John C. Connolly, President
- Ms. Harriett S. Walther, Vice President
- Mr. Robert L. Price, Clerk
- 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 Watts, seconded by Trustee Walther, and unanimously carried to adopt the agenda.

AGENDA ADOPTED

Motion by Trustee Taylor, seconded by Trustee Walther, and unanimously carried to adopt the minutes of the Regular Meeting of May 25, 1982.

MINUTES ADOPTED

Trustee Price administered an oath of office to Student Trustee Jennifer Herman.

REPORTS AND  
COMMUNICATIONS

Motion by Trustee Price, seconded by Trustee Walther, and unanimously carried to authorize the Interim Chancellor to work with the three chief officers of the Orange County community college districts on a study of community college legislation on the use of reserves and with regard to the course classification system.

REPORTS AND  
COMMUNICATIONS  
CONTINUED

Motion by Trustee Walther, seconded by Trustee Moore, to suspend the rules in order to reconsider the screening and interviewing committee for the position of Chancellor. Motion failed.

Trustee Moore made a personal request to have the selection process for Chancellor on the next board agenda.

Interim Chancellor DeVore introduced full-time faculty members Lee Eckert and Joe Ryan. Messrs. Eckert and Ryan both presented personal checks on behalf of their families in the amount of \$3,750 to the Saddleback College Foundation for the purpose of promoting small business activities.

Trustee Price presented Messrs. Eckert and Ryan with a resolution adopted on May 11, 1982 regarding their outstanding achievements.

Interim Chancellor DeVore requested that discussion be delayed on information Report #297 - Budget For Community Services.

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 Moore, seconded by Trustee Walther, and unanimously carried to approve the consent calendar with the removal of Report 320 - Transfer of Funds.

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

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

Trustee McKnight Meeting with Staff  
Saddleback College South Campus  
May 18, 24 and 26, 1982

Trustees Wishing to Attend      Baseball Banquet  
 Mission Viejo  
 May 30, 1982

Trustee Price      Meeting with Chancellor  
 Saddleback College South Campus  
 June 1, 1982

Trustee Connolly      Meeting with Chancellor  
 Saddleback College South Campus  
 June 1, 1982

Trustee Walther      Foundation Meeting  
 El Toro  
 June 3, 1982

Trustees Wishing to Attend      Community College Trustees' Meeting  
 Fullerton  
 June 7, 1982

Trustees Wishing to Attend      Channel 6 Appearance  
 Laguna Hills  
 June 9 and 23, 1982

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

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

Trustees Wishing to Attend      ACCT Seminar - Community College  
 Foundations and Alumni Programs  
 Kansas City, Missouri  
 July 22-24, 1982

The following Certificates of Achievement:

CERTIFICATES OF  
 ACHIEVEMENT

Cynthia M. Bedell      Ornamental Horticulture - General  
 Felipe Galvin      Media/Arts Technology  
 Gordon Calvin Hewson      Computer & Information Science,  
 Accounting/COBOL  
 Carol V. Jones      Escrow  
 Hieu Viet Mai      Computer & Information Science,  
 Digital Electronics  
 Louise McKay      Human Services - Alcohol/Drug  
 Abuse Studies  
 Robert J. Woolfenden      Travel Management

The following appropriate grade change was allowed, as requested by the faculty:

GRADE CHANGE

Student:      Leslie C. Halsall  
 Student No. 118604  
 Course Name and Number: English 27E  
 Introduction to the Short Story

Units: 3  
Grading Period: Summer session 1981  
(Ticket No. 3270)  
Faculty: William A. Heffernan  
Grade Change: From "Credit" to Letter Grade  
"B"

GRADE CHANGE  
CONTINUED

The following full-time faculty approved 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

Guy, Jerry

The following previously employed part-time faculty (temporary employees) approved 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.

Business Science and Technology

Rosenberg, David

Emeritus Institute

Piety, Leona

Social Science

Simpson, Keith

North Campus

Fox, Dennis

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

Applicant                      Probable Assignment

Libert, David                      Human Services

Leave of Absence

Donald Dawson, Associate Professor, Social Science Division, requested a leave of absence without pay from August 16, 1982 to January 15, 1983.

CERTIFICATED  
PERSONNEL -  
REGULAR ACTIONS

Resignation

Stanley Van Spanje resigned as Coordinator of the Automotive Technology Program, Division of Business Science and Technology, effective May 21, 1982.

CERTIFICATED  
PERSONNEL -  
REGULAR ACTIONS  
CONTINUED

Grants

Peter J. Espinosa, EOPS Counselor, employed for 85 hours for the 1982 summer session, salary not to exceed \$2,873, at an hourly rate of \$33.688 as provided in the 1981-82 EOPS allocation.

David Campbell, Associate Professor, Division of Natural Sciences, employed as Project Director of the National Science Foundation (NSF) Grant, effective May through August 1982, salary not to exceed \$3,000.

Jerilyn Chuman, Counselor, Division of Counseling and Guidance, employed for an additional 85 hours for the 1982 summer session salary not to exceed \$2,539 as provided in the 1981-82 VEA augmentation.

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 - Clerk-Short Term (Restricted Employees)

Kathleen Fenton  
David Short

Clerk-Short Term at the rate of \$3.85 per hour, effective May 24, 1982. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Professional Model (Restricted Employee)

Katherine Wilson, Professional Model, \$6.60 per hour, if-and-as-needed basis, effective August 24, 1982.

Recommendation of Employment - Human Resource Development Project Technician (Restricted Employee)

Jone Lee Craig employed as HRD Technician at \$5.00 per hour on an if-and-as-needed basis. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment of Peer Advisor/  
Special Programs (Restricted Employee)

CLASSIFIED  
PERSONNEL -  
REGULAR ACTIONS  
CONTINUED

Mark McElroy employed as Peer Advisor at the rate of \$3.85 per hour, effective May 26, 1982. The hours will be determined by the appropriate administrator and budget.

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

Shawn Bell	David Mears
Tanya Callahan	Tim Mertens
David Cleminson	Deborah Pearl
Larry Gordon	Maria Seidler
Arthur Kendrick	Byron Taylor

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)

Catherine Helms	Ngoc Huy Phan
Kim Jacobsen	Tue Dinh Phan
Sheryl Newman	Charles Sawyer
Quang Huu Nguyen	Huong Tran

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

Leave of Absence Without Pay

Evelyn Wroblewski, Account Clerk II, Business Services, requested a leave of absence without pay from July 6 through July 15, 1982.

Recommendation of Employment - EOPS

<u>Student</u>	<u>Amount of Check</u>
Kurt Chavez	\$ 50.00
Judy DeVore	66.00
Page Garrett	65.00
Susan McFadden	65.00
Karen Shingelton	66.00

Qualified students paid under the Extended Opportunity Programs and Services (EOPS) May 27, 1982.

Payment of \$5,000 was approved for Marjorie Carter, agent for THE DAPPER DANS, a barbershop quartet

COMMUNITY  
SERVICES PROGRAMS

composed of four actors. The quartet will furnish 19 performances, one preview performance and 12 rehearsals for The Summer Company Theatre production of The Music Man. Payment is due, in full, on July 15, 1982.

COMMUNITY  
SERVICES PROGRAMS  
CONTINUED

A list of Community Services Programs was submitted for approval. 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 list is on file with these minutes.

The following guest speaker was approved. Monies have been budgeted for the honorarium as indicated, and are part of the district's general instructional program.

PUBLIC AND  
INSTRUCTIONAL  
PROGRAMS

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
PE 50 April 19, 1982	Joyce Slechta	\$ 25.00

The items on the Awards list were approved for the action specified and payment 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.

AWARDS

Bid No. - Description

603 - Annual maintenance and inspection of boilers and chillers - Maintenance and Operations

<u>Bidder</u>	<u>Amount</u>
Cal Air Conditioning	\$ 3,088.00
So. Coast Air Con.	1,820.00
	<u>\$ 4,908.00</u>

R-22473 - Parts only to repair 187 filter flanges - Maintenance and Operations

Pool Supply of Orange County	\$ 3,468.85
---------------------------------	-------------

609 - Printing of Lariat, fall 1982 - spring 1983, 8-12 pages, 7000 copies per issue - 24 issues, 10,000 - 36 page special edition tabloid orientation issue with one color applied. Rate of insertion: 19.50/m, minimum 5000 Humanities & Languages

<u>Bidder</u>	<u>Amount</u>	AWARDS CONTINUED
(Saddleback Valley News) (Golden West Publishing)	\$12,832.36	
Institutional membership submitted for approval:		MEMBERSHIP
<u>Library/Instructional Services</u>		
Southern California Consortium for Community College T.V. 1982/83	-- \$9,865.00	
District warrants 081903 through 082195, totaling \$257,404.35 approved and ratified for payment. A copy of the warrant list is on file with these minutes.		PAYMENT OF BILLS
Payment of personnel services ratified as follows:		PAYMENT OF PERSONNEL SERVICES
Certificated payroll \$1,353,251.25		
Purchase orders 064858 through 065035, totaling \$92,601.70 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
<u>REGULAR CALENDAR</u>		
The requests for transfer of budget appropriation funds were submitted for approval. A copy of the list is on file with these minutes.		REGULAR CALENDAR  TRANSFER OF FUNDS
Motion by Trustee Price, seconded by Trustee Watts, and carried to approve the Transfer of Funds as submitted.		APPROVED
The Board of Trustees Requests list was submitted for information. The following information reports were submitted:		BOARD OF TRUSTEES OTHER
1. Residence Classification Procedures 2. Memberships		
The report on the Science Math Building law suit was distributed at the beginning of the meeting and is on file with these minutes.		
The 1982-83 Preliminary Budget was presented for information.		1982-83 PRELIMINARY BUDGET INFORMATION



The meeting was recessed at 9:30 p.m.

RECESS

The meeting was reconvened at 9:45 p.m.

It was requested that the employment of the following full-time classified personnel be approved:

EMPLOYMENT OF  
FULL-TIME  
CLASSIFIED  
PERSONNEL

Ratification of Employment - South Campus

Amy Sciarrotta, Secretary II, Emeritus Institute (Leisure World), Grade 5, Step 1, \$1,106 per month, effective June 7, 1982.

Motion by Trustee Taylor, seconded by Trustee Watts, and unanimously carried to approve the employment of full-time classified personnel as presented.

APPROVED

The appropriate staff have reviewed and recommend the following gift to the Saddleback Community College District be accepted:

GIFT TO THE  
DISTRICT

Donor

Gift

Ken Shannon  
Irvine

Donation of Kenwood AM/FM Receiver and two stereo speakers to be located at the North Campus ASB Office/Lounge

Motion by Trustee Price, seconded by Trustee Walther, and unanimously carried to accept the gift to the district.

ACCEPTED

It was recommended that the Chancellor or Vice Chancellor/Business Services be authorized to request the District's Architect to complete the working drawings for a building to be constructed adjacent to the present Campus Safety facility. The construction would be completed in two phases:

CAMPUS SAFETY  
BUILDING ADDITION

Phase I - As quickly as possible upon approval of the working drawings by the Office of State Architect, the District's maintenance staff will undertake the construction of a restroom and conference room (200 square feet).

Phase II - Construction of a new facility to replace the existing Campus Safety building, completed by Construction Technology students. The design of Phase II will include the restrooms and conference room in Phase I.

When the total project is complete, the existing trailers will be available for other district use.

The architect estimates the cost of this project to be \$50,000; but by construction being done by district personnel or in connection with a student program, considerable savings will be realized.

Motion by Trustee Taylor, seconded by Trustee Watts, and carried to table this item.

TABLED

It was recommended that the Chancellor or Vice Chancellor/Business Services be authorized to:

PARKING LOT  
EXPANSION -  
SOUTH CAMPUS

1. Request the architect to complete the working drawings for an addition to parking lot #5 on the South Campus (north end of tennis courts). The lot will be lighted, striped, drained, but not landscaped.
2. Upon completion of the working drawings, to bid the project and present for approval to the Governing Board prior to any bid award.
3. Increase the parking fees (change in Board Policy 3450):
  - a. Automobiles - \$20 per semester
  - b. Motorcycles - \$10 per semester

Motion by Trustee Price, seconded by Trustee Watts, and carried to amend the recommendation to indicate that increased fees will be restricted to capital outlay projects only.

Motion by Trustee Walther, seconded by Trustee Moore, and carried to approve the items as amended.

APPROVED

It was recommended that approval be granted to amend the contract with the district's auditor, Main Hurdman, increasing the fees by \$500.00. The additional expense is necessary for the following purposes:

AMENDMENT TO  
CONTRACT WITH  
AUDITOR

1. Complete a management survey of fiscal operations in the Community Services Program in conjunction with the annual audit.
2. Provide a recommendation on the feasibility of transferring the responsibility of fiscal operations from Community Services to the Business Office.

Motion by Trustee Price, seconded by Trustee Taylor, and unanimously carried to approve the amendment to contract with auditor.

AMENDMENT TO  
CONTRACT WITH  
AUDITOR  
CONTINUED

APPROVED

The Blurock Partnership, district architect, has submitted for approval a Certificate of Substantial Completion/Beneficial Occupancy for the South Campus Warehouse, specifying May 12, 1982 as the date of occupancy.

CERTIFICATE OF  
SUBSTANTIAL  
COMPLETION/  
BENEFICIAL  
OCCUPANCY - SOUTH  
CAMPUS WAREHOUSE

It was recommended that the Chancellor or the Vice Chancellor/Business Services be authorized to execute this Certificate of Substantial Completion/Beneficial Occupancy.

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

APPROVED

Trustee Price requested that the following contract services be considered individually.

CONTRACT SERVICES

District Facilities Consultant - Robert C. Poolman and Associates -- Approval of an additional \$2,000 to cover expenses until the end of the 1981-82 fiscal year. Justification for this request is on file with these minutes.

Motion by Trustee Taylor, seconded by Trustee Walther, and unanimously carried to approve the item until the end of the fiscal year.

APPROVED

College Work Study Program - University of California, Irvine -- It was proposed that the district enter into an agreement with the University of California, Irvine, for a college work study program to utilize the services of students participating in this program at the University of California, Irvine. The students will assist counselors in providing clients with career evaluation in the Career Decision Project at North Campus. Wages to be paid the students will range from \$6.58 to \$8.27 per hour and the district will reimburse the University of California, Irvine, for 20% of the wages paid to students. This program will save the district \$1200/year per employee and there is currently one student participating. The agreements will cover the period April 21, 1982 through June 30, 1982 and July 1, 1982 through June 30, 1983.

Motion by Trustee Taylor, seconded by Trustee Moore, and unanimously carried to approve the college work study program.

APPROVED

Donald Scott Thompson - Independent Contractor -- It was proposed that the district enter into an agreement with Donald Scott Thompson for his services in developing, testing and producing computer assisted learning project for Health Sciences. Total contract price is \$1,000 and services will commence May 26, 1982 and will be completed no later than June 15, 1982.

CONTRACT SERVICES  
CONTINUED

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

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

APPROVED

Contract Advertising Proposal -- The Public Information Office presented a proposal to contract with a freelance advertising salesperson on a commission-only basis to solicit paid ads to be placed in district publications. A copy of this proposal is on file with these minutes.

The Governing Board was asked to approve this concept based upon past success with limited advertising solicitation and the potential for increased revenues that would help offset some district printing costs. Following concept approval, a contract will be drafted and a process defined for Board action at the meeting of June 22, 1982. The process will include methods of advertising review that would assure placement of only those ads which are appropriate to the image of the district.

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to approve the concept.

APPROVED

Ratification was requested for an agreement with Southern California Edison Company to provide educational services for company employees for the period August 2, 1982 through May 20, 1983. Southern California Edison Company will reimburse the district for instruction costs in the amount of \$68,412.00.

EDUCATIONAL  
SERVICES  
AGREEMENT

Authorization was further requested for the Chancellor or the Vice Chancellor/Business Services to execute the contract documents.

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

APPROVED

Amendment No. 4 to the Option Agreement providing the conditions of escrow to be entered into for Parcel No. 3 was submitted for approval. A copy is on file with these minutes.

RESOLUTION  
CONCERNING  
ACQUISITION OF  
NORTH CAMPUS LAND  
PARCEL NO. 3

It was further recommended that the Board adopt the resolution authorizing the Vice Chancellor/Business Services to execute the necessary escrow instructions for the purpose of entering into an escrow for the purchase of Parcel No. 3 in accordance with Amendment No. 4 to the Option Agreement, with the issuance of a warrant made payable to the appropriate escrow in the amount of \$900,000. A copy is on file with these minutes.

Motion by Trustee Price, seconded by Trustee Moore, and unanimously carried to approve the amendment and adopt the resolution by roll call vote.

ADOPTED

Roll Call Vote:

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

It was recommended that the Board take the following actions in order to implement the plan for self-insurance for Workers' Compensation for the 1982-83 fiscal year.

SELF-INSURANCE/  
WORKERS'  
COMPENSATION

1. Adopt the resolution authorizing the establishment of a Self-Insurance Fund and the transfer of \$195,000 from the General Fund to that fund. A copy of the resolution is on file with these minutes.
2. Adopt the resolution authorizing the establishment of a trust account for use in payment of Workers' Compensation claims and costs related to claims. A copy of the resolution is on file with these minutes.
3. Approve the agreement with Self-Insurance Administrators as the district's agent for administration of the Workers' Compensation insurance plan. The significant features of the agreement are that Self-Insurance Administrators will perform the same services for the district in relation to Workers' Compensation claims as were performed previously by State Fund. Additionally, Self-Insurance

Administrators will provide loss control services including safety procedures manuals, on-site inspections and in-service training. The fee to be paid to Self-Insurance Administrators will be seven cents per \$100 of payment (approximately \$16,000). The agreement is cancellable upon sixty days notice from the district.

SELF-INSURANCE/  
WORKERS'  
COMPENSATION  
CONTINUED

Motion by Trustee Price, seconded by Trustee Taylor, and unanimously carried by roll call vote to approve the actions as recommended.

Roll Call Vote:

Ayes: Trustees Connolly, Moore, Price, Taylor,  
Walther and Watts

APPROVED

Noes: None

Absent: Trustee McKnight

Abstain: None

The following budget reports were submitted for information and are on file with these minutes.

BUDGET REPORTS  
INFORMATION


1. Income Summary Report
2. Budget Report Summary by Object Code
3. Budget Report Summary by Department

The meeting was adjourned at 11:10 p.m.

ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Tuesday, June 22, 1982.

SCHEDULE OF  
MEETINGS



Chester S. DeVore, Secretary to the Board of Trustees