

PUBLIC/FILE IN  
LIBRARY

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

Library Classroom Building - Room 105  
June 13, 1983 - 7:15 p.m.

CLOSED SESSION

Board President McKnight convened the meeting at 7:15 p.m. and asked the members of the Board of Trustees and Chancellor Stevens to recess to the scheduled Closed Session to consider personnel matters.

REGULAR MEETING

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 Price gave the invocation.

CALL TO ORDER

Members of the Board of Trustees

PRESENT

- Professor Eugene C. McKnight, President
- Mr. William L. Watts, Vice President
- Mr. Robert L. Moore, Clerk
- Mr. Robert L. Price, Member
- Mr. Larry W. Taylor, Member
- Ms. Harriett S. Walther, Member
- Mr. Edwin Millhouse, Student Trustee

Administrative Officers

- Dr. Larry Stevens, Chancellor
- Dr. Albert J. Grafsky, Vice Chancellor-Business
- Mr. Robert Bosanko, Interim President - South Campus
- Dr. Edward A. Hart, President- North Campus
- Mr. Frank O. Sciarrotta, Dean of Administrative Services

Saddleback Community College Academic Senate

James Thorpe

Motion by Trustee Moore, seconded by Trustee Watts, to approve the agenda with the addendum to report Tab IV, C-8, Award of Bid: Word Processing and Data Processing Equipment. Motion carried.

AGENDA  
APPROVED

Motion by Trustee Walther, seconded by Trustee Watts, to approve the minutes of the Regular Meeting of May 17, 1983. Motion carried.

MINUTES  
APPROVED

Board President McKnight announced the following action had been taken during Closed Session on May 17:

CLOSED  
SESSION  
ACTIONS

Motion by Trustee Watts, seconded by Trustee Taylor to approve the Chancellor's recommendation that Dean Frank Sciarrotta be granted a leave equivalent to a one-year faculty sabbatical for 1983-84; this leave contingent on the fact that Mr. Sciarrotta has requested reassignment to the classroom effective with the Fall 1984.

Board President McKnight announced action had been taken this evening in Closed Session to ratify the 1983-85 employment contract for South Campus President Constance Carrol and Vice Chancellor David Habura.

#### INTRODUCTION OF GUESTS/PRESENTATIONS

Chancellor Stevens asked faculty member Dick Wilson to introduce the guests at the meeting from the National Council on Alcoholism, Orange County. Dr. McGraw, President of the NCA, Mr. David Larson, Executive Director, and Dr. Max Snyder, Medical Director at St. Joseph's Hospital made a presentation to the College and the Human Services Program for its leadership in this area.

GUESTS/  
PRESENTATIONS

Chancellor Stevens asked Vern Hodge to give a brief presentation regarding financial aid. Mr. Hodge made a few comments and then asked student Ms. Candace Witt to give some personal comments regarding her experience with the financial aid at Saddleback College.

Board President McKnight asked Trustee Watts to read the resolutions to classified staff members June Bowman and Irene Nadeau, which thanked them for their service to Saddleback College and wished them well in retirement.

#### 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.

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

APPROVED

The Board of Trustees approved the requests for travel and/or mileage as follows.

REQUESTS TO  
ATTEND  
CONFERENCES  
AND MEETINGS

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

Trustee Walther	Governmental Affairs Program Meeting North Campus May 10, 1983
Trustee Walther	Meeting with Vice Chancellor Candidate Laguna Hills May 12, 1983
Trustees Wishing to Attend	Liaison Meeting Laguna Hills May 17, 1983
Trustee McKnight	Meeting with the Chancellor South Campus May 17, 1983
Trustee Walther	Business Speakers Bureau Advisory Meeting Laguna Hills May 19, June 2, 13, 1983
Trustee McKnight	Meeting with the Chancellor South Campus June 6, 1983
Trustee Walther	Governmental Affairs Program Meeting South Campus June 7, 1983
Trustee Walther	OCSBA Meeting Costa Mesa June 29, 1983

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

Trustee Walther	Day In Sacramento Sacramento May 4, 1983
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The Board of Trustees approved the students listed on the exhibit on file with these minutes for Certificates for Completion for the programs listed.

STUDENT  
CERTIFICATES  
OF  
ACHIEVEMENT

The employees listed on exhibit A were identified to teach for the 1983 Summer Session at the rate stipulated on the salary schedule at the class to which each is qualified. A copy of this list is on file with these minutes.

APPOINTMENT  
OF 1983  
SUMMER  
SESSION  
FACULTY

The Chancellor recommended the Board of Trustees approve the appointment of 1983 Summer Session faculty as presented.

The Chancellor recommended approval of the following personnel actions:

CLASSIFIED  
PERSONNEL  
ACTIONS

New Personnel Appointments

Jolene Forbes was employed as Secretary I, Occupational Programs/CETA, (Title II-B) Grade 1, Step 3 (50%) \$556 per month, effective June 14, 1983.

Jon Bouvia was employed as Instructional Assistant Substitute, Grade 7, Step 1, \$6.952 per hour, on an if-and-as-needed basis, effective May 31, 1983.

Paul Jenner was employed as Instructional Assistant, Substitute, Grade 7, Step 1, \$6.952 per hour, on an if-and-as-needed basis, effective May 31, 1983.

Martha Froke was employed as Child Care Center Assistant Substitute, Grade 1, Step 1, \$5.994 per hour, on an if-and-as-needed basis, effective July 1, 1983.

The following individuals were employed as Project Clerks in Humanities and Languages (Lariat) at the rate of \$5.00 per hour, on an if-and-as-needed basis effective June 14, 1983:

Carol Ziehm

Roxanne Vettese

Tom Roth was employed as Clerk-Short Term in Community Services, at the rate of \$4.05 per hour, on an if-and-as-needed basis, effective June 14, 1983.

The following individuals are to be employed as Inventory Clerks at the rate of \$6.14 per hour, on an if-and-as-needed basis, effective June 14, 1983.

Mark Godding

Stephanie Neville

Richard McNamee

John-Edward Valencia

Johnston Mitchell

Stephenie Wilson

India Clover was employed as Professional Model in Fine Arts at the rate of \$6.60 per hour, on an if-and-as-needed basis, effective July 12, 1983.

The following named students were employed as Student Employees at the rate of \$3.35 per hour, effective June 14, 1983:

CLASSIFIED  
PERSONNEL  
ACTIONS  
(CONTINUED)

James Ashby	Marylee Monterio
Kirk Ballard	Binh Van Nguyen
Scott Falvo	Joan Ramig
Theresa Healey	Grace Ritua
Mark Heins	Mark Scott
Ruth Jones	

The following individuals were employed as production staff of the Summer Stock Saddleback Company Theatre at \$5.00 per hour. Hours will be determined by the appropriate administrator and budget.

Mike Ayer	Kim Davis
William Bathgate	Donna Debonis
Lisa Bertram	Christine Harbs
Matt Brown	Steve Harvey
Ruby Casarez	Sylvia Hawksley
Gary Davis	Patricia Shaw

Jeanette Hart, Senior Account Clerk, Business Services, was given a change of status to Payroll Supervisor, Class I, Step 3, Supervisory Salary Schedule, effective June 14, 1983. This is a replacement position for June Bowman.

Kathleen Scott, Library Clerk II, Library/Instructional Services requested a leave of absence without pay, effective June 20 through July 1, July 18 through July 29, and August 15 through August 26, 1983.

Ray Vierling, Audio-Visual Technician I, Library/Instructional Services has requested a leave of absence without pay, effective July 1 through July 31, 1983.

Lisa Babcock, Piano Accompanist II (Hourly), Office of Instruction, has resigned effective May 20, 1983. Payment is authorized for any unused vacation.

Dorothy Overton Boyer, Administrative Secretary III (50%), Occupational Programs, resigned effective May 31, 1983. Payment was authorized for any unused vacation.

Dan Donley, Instructional Assistant-Radio and Television, Fine Arts, has resigned effective May 20, 1983. Payment was authorized for any unused vacation.

Michael McMahan, Groundskeeper II, Lead, Maintenance and Operations, resigned effective July 21, 1983. Payment was authorized for any unused vacation.

Dolores Schultz, Instructional Assistant (Hourly), Learning Assistance Program, Library/Instructional Services, resigned effective June 30, 1983. Payment was authorized for any unused vacation.

CLASSIFIED  
PERSONNEL  
ACTIONS  
(CONTINUED)

Judy St.Clair, Instructional Assistant-Art and Photo, Fine Arts, resigned effective June 16, 1983. Payment was authorized for any unused vacation.

Richard Anderson, Instructional Assistant-Theatre (Hourly), Fine Arts, terminated effective June 30, 1983, due to reduction of South Campus budget. Payment was authorized for any unused vacation.

Barbara Kipps, Instructional Assistant (Hourly), Extended Opportunity Programs and Services, Counseling and Guidance, terminated effective June 30, 1983, due to completion of VEA Subpart 2 Grant. Payment was authorized for any unused vacation.

Marilyn Leeburg, Instructional Assistant (Hourly), Extended Opportunity Programs and Services, Counseling and Guidance, terminated effective June 30, 1983, due to completion of VEA Subpart 2 Grant. Payment was authorized for any unused vacation.

Linda McDonald, Admission and Records Account Clerk II, Office of Student Development and Services, resigned effective June 15, 1983. Payment was authorized for any unused vacation.

The following individuals announced their retirement from the District effective June 30, 1983:

JoAnn Hines, Administrative Secretary III  
Wanda McIntire, Administrative Secretary IV  
Iris Swanson, Executive Assistant-Chancellor

The Saddleback Company Theatre's sixth season will produce The Man of La Mancha, Mr. Roberts, and Ali Baba and the Forty Thieves during the summer 1983.

SADDLEBACK  
COMPANY  
THEATRE SUMMER  
1983

The Chancellor recommended that the Board of Trustees approve the individual contracts as shown on Exhibit A, which is on file with these minutes.

The Board of Trustees approved the personnel actions concerning the fee based non-credit summer programs. A copy of the actions is on file with these minutes.

FEE BASED  
NON-CREDIT  
SUMMER PROGRAM

The Board of Trustees approved the following guest speaker:

EMPLOYMENT OF  
GUEST SPEAKERS

Revision to Prior Approval on May 2, 1983  
February 28, March 7, April 25, 1983  
Interdisciplinary Studies 2

Virginia Meyn

\$ 225.00

The Board of Trustees approved the following EOPS grants in an amount not to exceed \$200:

Alex Adams	Tranchau Phan
Beth Bassett	Barbara Roy
Giao Do	Ha Thai
Nien Duong	Heip Thai
Frances Johnson	Phuong Truong
Joanna French	Theresa Viceroy
Trinh Lee	Hoang Vuong
Hanh Nguyen	Vi Vuong
Mychan Pahm	Nancy Weeks
Tue Phan	

EXTENDED  
OPPORTUNITY  
PROGRAMS &  
SERVICES (EOPS)

Mark Heins, Dennis Butts, and Lisa Whitlock have volunteered their time working for KSBR during summer and continuing into the next fiscal year.

VOLUNTEERS

The Board of Trustees approved volunteers, Mark Heins, Dennis Butts, and Lisa Whitlock for their service to the District.

The Board of Trustees approved the reissuance of a warrant in the amount of \$119.81, payable to Monte LaBonte.

OUTDATED  
WARRANT

Warrants 090175 through 090918, totaling \$672,264.40 were submitted for approval and a copy is on file with these minutes.

PAYMENT OF  
BILLS

Purchase Orders 071039 through 071299, totaling \$194,019.89, were submitted for approval and a copy is on file with these minutes.

PURCHASE  
ORDERS

#### OLD BUSINESS

OLD  
BUSINESS

Board President McKnight indicated that in the place of Old Business the Board of Trustees would make the time available to the three individuals who wished to address the Board regarding concerns of the Women's Studies Program.

PRESENTATION  
CONCERNING  
WOMEN'S STUDIES  
PROGRAM

Jane Dodson, Lori Partin, and David Van Dorn made brief presentations to the Board and stated their concerns regarding the Women's Studies Program at Saddleback College.

#### NEW BUSINESS

An independent contractor in computer-aided-instruction (CAI), Donald Scott Thompson developed, tested and produced the learning projects for Medication Mathematics Computer Aided Instruction program for students for the Health Sciences Division last year. Additional computer programming is required to complete this project.

CONTRACT  
SERVICES:  
DONALD SCOTT  
THOMPSON

The Chancellor recommended that an independent contract with Donald Scott Thompson in the amount of \$990 be approved.

CONTRACT  
SERVICES:  
DONALD SCOTT  
THOMPSON

Motion by Trustee Watts, seconded by Trustee Price, to approve the independent contract with Donald Scott Thompson. Motion carried.

APPROVED

For the past seven years, the District has contracted with private cosmetology schools to teach Saddleback College students enrolled in the cosmetology program. The current fee is 79¢ per hour, per student. The fee quoted for the coming fiscal year (1983-84) is 43¢ per hour, per student.

CONTRACT  
SERVICES:  
COSMETOLOGY  
CONTRACT 1983-84

Bids were received from Elegante School of Hair Design (Dana Point), Lake Forest Beauty College (El Toro), and Touch of Beauty, Inc. (Laguna Hills). The low bid was received from Touch of Beauty, Inc.

The Chancellor recommended the Board of Trustees approve a new contract with Touch of Beauty, Inc. as shown in the Exhibit on file with these minutes. Chancellor Stevens also indicated the Board of Trustees had received a copy of the telegram sent by Elegante School of Hair Design that evening.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the contract with Touch of Beauty as presented. Motion carried.

APPROVED

In accordance with Board Policy 6125 (Field Trips and Field Courses) all field courses must be approved by the Board of Trustees one time before they are included in subsequent schedules of classes. Marine Science 31G - Santa Catalina/Circumnavigation has not been approved by the Board. This course will be a one unit course, is scheduled for June 25, 25, and 26, 1983, and will be taught by faculty member Jim Bollingmo.

FIELD COURSE:  
MARINE SCIENCE 31

A district vehicle will be used to transport students to each area. All travel, food and lodging expenses will be paid by the students. Approximately 15 students will participate. The cost to each student will be \$60.00.

The Chancellor recommended the Board of Trustees approve the field course Marine Science 31G.

Motion by Trustee Watts, seconded by Trustee Moore, to approve field course Marine Science 31G. Motion carried.

APPROVED



A modest physical education, health and recreation program has been tentatively approved for the North Campus for 1983-84. Wells Fargo Bank has instituted a major fitness campaign by providing grant money for the development of jogging courses of the type proposed. For 1983 they will be offering 1000 grants of \$2,500 each to schools and colleges nationwide. In order to receive the grant, The district must agree to undertake its share of the cost and perform the installation. The cost of installing the jogging course stations is \$8,700 which includes \$7,700 for materials and \$1,000 for labor.

GRANT  
APPLICATION:  
20 STATION  
JOGGING COURSE

The Chancellor recommended the Board of Trustees authorize a grant application to Wells Fargo Bank in the amount of \$2,500 for funding support of this project.

Motion by Trustee Watts, seconded by Trustee Price, to approve the authorization for a grant application to Wells Fargo Bank for this project. Motion carried.

APPROVED

On January 21 and 22, 1983, in a study session with the Board of Trustees held at Coto de Caza, Chancellor Larry Stevens presented to the Board for its approval a plan for the restructuring of the District and campus administration. The personnel actions necessary to staff the new administrative structure has been completed.

CERTIFICATED  
EMPLOYEE  
REASSIGNMENTS

The Chancellor recommended the Board of Trustees approve the appointment of the following certificated employee reassignments:

<u>North Campus</u>	<u>Position</u>
Carolann Messner	Associate Dean/ Student Development
Dr. Clella Wood	Associate Dean/ Vocational Education
Dr. John Lowe	Assistant Dean/School of Social Science & Technologies
Gary Resnick	Assistant Dean/School of Health, Life Sciences, Physical Sciences & Technologies
Dr. Donald Rickner	Assistant Dean/School of Arts, Languages & Humanities

<u>South Campus</u>	<u>Position</u>	CERTIFICATED EMPLOYEE REASSIGNMENTS (CONTINUED)
Dr. Donald Busche	Associate Dean/ Vocational Education	
Vern Hodge	Associate Dean/ Student Development	
Gregory Bishopp	Assistant Dean/Fine Arts and Communications Division	
Donald Dawson	Assistant Dean/Technology and Applied Science Division	
Jerry Guy	Assistant Dean/ Special Programs	

Motion by Trustee Watts, seconded by Trustee Moore, to approve the certificated employee reassignments as presented. Motion carried. APPROVED

According to Board Policy 4004 exclusive representatives and the Board of Trustees shall present their respective initial collective bargaining proposals at public meetings and both initial proposals shall thereafter be public records. CALIFORNIA SCHOOL EMPLOYEES COLLECTIVE BARGAINING PROPOSALS

The Board of Trustees were provided copies of the California School Employees Association's (CSEA) initial collective bargaining proposal, as well as the District's initial proposal for review and study. Pursuant to Board Policy 4004 copies of the proposal will be on file at the North and South Campus libraries for public review.

The Chancellor recommended the Board of Trustees accept the two proposals for review and study and schedule a Public Hearing on these proposals at the next regular meeting of the Board of Trustees on June 27, 1983.

Motion by Trustee Watts, seconded by Trustee Price, to accept for review and study the two proposals and schedule a Public Hearing for June 27, 1983. Motion carried. ACCEPTANCE FOR REVIEW AND STUDY PUBLIC HEARING

The reorganization of the District's Community Service function effective July 1, 1983, leaves the Summer Stock Program without the direction of Dr. Doyle McKinney. Dr. McKinney initiated the program and his follow through is essential to its success. REORGANIZATION OF COMMUNITY SERVICES

The Chancellor recommended the Board of Trustees approve Doyle McKinney to be employed an additional twenty-five (25) days (July 1 through August 7, 1983) to supervise the District's Summer Stock Program.

REORGANIZATION  
OF COMMUNITY  
SERVICES

Motion by Trustee Watts, seconded by Trustee Walther, to approve Dr. McKinney to be employed an additional twenty-five (25) days as presented. Motion carried.

APPROVED

At its meeting of March 28, 1983, the Board of Trustees authorized Capital Expenditure Outlays, including the upgrade and improvement of instructional media equipment, for a sum not to exceed \$25,000. Bid #650 was opened and evaluated on May 16, 1983. A total of fourteen bids were received and a copy of this list is on file with these minutes.

AWARD OF BID:  
AUDIO VISUAL  
EQUIPMENT

The Chancellor recommended the Board of Trustees approve the award of Bid 650 for audio visual equipment to the vendors as presented for a total amount of \$20,701.26.

Motion by Trustee Watts, seconded by Trustee Walther, to approve the award of bid for audio visual equipment as presented. Motion carried.

APPROVED

Charter bus transportation for field trips is required for various divisions on both North and South Campuses. Bid #12 was opened and evaluated on May 12, 1983. Six bids were received from various charter bus companies and those companies listed on the exhibit on file with these minutes were low bidders for the size and type of bus shown.

AWARD OF BID:  
BUS  
TRANSPORTATION

The Chancellor recommended the Board of Trustees approve the award for charter bus service for the 1983-84 fiscal year as presented.

Motion by Trustee Walther, seconded by Trustee Watts, to approve the award of bid as presented. Motion carried.

APPROVED

The district owned van used for daily pick up and delivery service between the district and the County Superintendent of Schools office and among the various district operated locations has become uneconomical to repair after accumulating 260,000 miles. It has been determined that replacement of the van could best be realized by leasing. Bid #R-32409 was opened and evaluated on May 11, 1983, and the low and best bid was submitted by MacHoward Leasing Company.

AWARD OF BID:  
LEASE OF  
TRANSPORTATION  
DEPARTMENT VAN

The Chancellor recommended the Board of Trustees approve the award of a bid to MacHoward Leasing Company for a 36 month lease at a monthly rate of \$261.82 and a total cost of \$9,425.52.

Motion by Trustee Taylor, seconded by Trustee Price, to table the agenda item for a further analysis of lease versus outright purchase. Motion carried.

AWARD OF BID:  
LEASE OF  
TRANSPORTATION  
DEPARTMENT VAN  
(CONTINUED)  
TABLED

At its meeting of April 11, 1983, the Board of Trustees authorized seeking bids for the construction of faculty offices for Saddleback College, North Campus, with a project budget of \$228,305.

AWARD OF BID:  
FACULTY OFFICES,  
NORTH CAMPUS

Bid #60 was opened and evaluated on June 2, 1983. A total of twelve bids were received with Diversified Pacific Construction Company, Inc., Laguna Hills, submitting the low bid in the amount of \$209,600.

The Chancellor recommended that the Board of Trustees award a contract for the construction of faculty offices for Saddleback College, North Campus, in the amount of \$209,600 to Diversified Pacific Construction Company, Inc. The Chancellor further recommended that he or the Vice Chancellor for Fiscal Affairs and Operations be authorized to execute a contract on behalf of the District and to issue a notice to proceed to the contractor as soon as all bonds and other contract documents are completed.

Motion by Trustee Price, seconded by Trustee Watts, to approve the award of a contract for the construction of faculty offices for Saddleback College, North Campus, as presented and authorize the Chancellor or Vice Chancellor to execute a contract on behalf of the District and to issue a notice to proceed to the contractor as soon as all bonds and other contract documents are completed. Motion carried.

APPROVED

At its meeting of April 11, 1983, the Board of Trustees authorized seeking bids for the construction of a shower and locker building for Saddleback College, North Campus, with a project budget of \$200,000. Bid #59 was opened and evaluated on June 2, 1983. A total of eleven bids were received with Hewett Construction, Orange, submitting the low bid in the amount of \$191,000.

AWARD OF BID:  
SHOWER AND  
LOCKER BUILDING,  
NORTH CAMPUS

The Chancellor recommended that the Board of Trustees award a contract for the construction of a shower and locker building for Saddleback College, North Campus, in the amount of \$191,000 to Hewett Construction. The Chancellor further recommended that he or the Vice Chancellor for Fiscal Affairs and Operations be authorized to execute a contract on behalf of the District and to issue a notice to proceed to the contractor as soon as all bonds and other contract documents are completed.

Motion by Trustee Moore, seconded by Trustee Watts, to award a contract for construction of a shower and locker building for Saddleback College, North Campus, in the amount of \$191,000 to Hewett Construction and to authorize the execution of a contract on behalf of the District and issue a notice to proceed as presented. Motion carried.

AWARD OF BID:  
SHOWER AND  
LOCKER BUILDING,  
NORTH CAMPUS

Approval to dispose of an IBM 360 Computer System was granted by the Board of Trustees at its meeting of April 11, 1983. Bid #20 was opened and evaluated on May 20, 1983. A total of four bids were received with Daniels Component Exchange, Inc., Monterey Park, providing the highest bid.

AWARD OF BID:  
SURPLUS  
PROPERTY

The Chancellor recommended the Board of Trustees approve the sale of the donated IBM 360 Computer System to Daniels Component Exchange, Inc., for the amount of \$3,035.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the sale of the donated IBM 360 Computer System to Daniels Component Exchange, as presented. Motion carried.

APPROVED

Trash removal service is required on a daily basis for both North and South Campus. Bid #14 was opened and evaluated on May 19, 1983. A total of three bids were received with Dewey's Rubbish Service providing the low bid.

AWARD OF BID:  
TRASH DISPOSAL  
SERVICE

The Chancellor recommended the Board of Trustees approve the award of a bid to Dewey's Rubbish Service at a cost not to exceed \$4,644 (North Campus) and \$16,860 (South Campus).

Motion by Trustee Moore, seconded by Trustee Price, to approve the award of bid to Dewey's Rubbish Service as presented. Motion carried.

APPROVED

At its meeting of May 17, the Board of Trustees authorized bidding for interactive word/data processing equipment for the Board/Chancellor's Office and the Public Information/Community Relations Offices.

AWARD OF BID:  
WORD/DATA  
PROCESSING  
EQUIPMENT

Bids were received from three vendors. Low bidder for the word/data processing work station in the Board of Trustees/Chancellor's Office is Digital Equipment Corporation of Costa Mesa, with a total bid price of \$8,816.01. including hardware, word and data processing software, tax, freight and insurance. Digital also was low bidder for the word/data processing system of four work stations for the Public Information/Community Relations Offices, with a total bid of \$25,653.45, including

hardware, word and data processing software, tax, freight and insurance.

AWARD OF BID:  
WORD/DATA  
PROCESSING  
EQUIPMENT

The Chancellor recommended that the Board of Trustees award the bid in the amounts for purchase of the word/data processing equipment.

Motion by Trustee Watts, seconded by Trustee Walther, to approve the award of bid for word processing and data processing equipment. Motion carried.

APPROVED

At its meeting of May 2, 1983, the Board of Trustees approved two contracts with the Donald Douglas Association for construction inspection of two projects. After having undertaken the inspection work, Douglas representatives have indicated that they cannot complete the inspection within the amounts specified in the contract, and their requests for amendment appear to be excessive.

CONTRACT:  
CONSTRUCTION  
INSPECTOR

The Chancellor recommends that the Board of Trustees terminate the contracts with Donald Douglas Association and approve the contract with William T. Rice (on file with these minutes) for inspection of the project for an amount not to exceed \$800.00.

Motion by Trustee Price, seconded by Trustee Watts, to approve the contract with William T. Rice as presented.

APPROVED

At its regular meeting of June 8, 1983, the Board of Trustees approved the employment of Self Insurance Administrators, Inc., San Diego to administer the district's self-insured workers compensation program which was to begin July 1, 1982. The initial agreement with Self Insurance Administrators, Inc., was for a period of one year from July 1, 1982, through June 30, 1983. Self Insurance Administrators, Inc., has proposed to continue serving the district at the same fee rate as for 1982-83 fiscal year.

CONTRACT  
AMENDMENT:  
SELF INSURANCE  
ADMINISTRATORS,  
INC.

The Chancellor recommended that the Board of Trustees approve the Amendment on file with these minutes to the contract with Self Insurance Administrators, Inc.

Motion by Trustee Watts, seconded by Trustee Walther, to approve the amendment to the contract with Self Insurance Administrators, Inc. Motion carried. Chancellor Stevens indicated this, and other insurance contracts, would be annually evaluated by the Board of Trustees.

APPROVED

Pursuant to Government Code Section 7910, an appropriations limit of \$48,912,301 has been calculated for fiscal year 1983-84, 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 (15) days prior to the adoption of this resolution.

RESOLUTION:  
APPROPRIATIONS  
LIMIT

The Chancellor recommended that the Board of Trustees establish an appropriations limit of \$48,912,301 for fiscal year 1983-84 by adopting the resolution which is on file with these minutes.

Motion by Trustee Watts, seconded by Trustee Walther, to approve the adoption of the resolution by roll call vote. Motion carried. APPROVED

Roll Call Vote:

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

The Constitution of the State of California prohibits governmental agencies from increasing the salaries of employees after services are rendered. However, the District may reserve the right to adjust employee salaries by declaring that the matter of salaries for the upcoming fiscal year were under study before the start of the fiscal year. The Board, having reserved this right, must also adopt an interim salary schedule.

RESOLUTIONS:  
INTERIM SALARY  
SCHEDULE

Due to current negotiations with employee groups and lack of firm information regarding revenues, it is not possible to make final decisions regarding salaries for either classified or certificated personnel for the 1983-84 fiscal year.

The Chancellor recommends the Board of Trustees adopt the resolutions which are on file with these minutes regarding classified and certificated salary schedules for the 1983-84 fiscal year.

Motion by Trustee Price, seconded by Trustee Watts, to approve the resolutions as presented. Motion carried by roll call vote. APPROVED

Roll Call Vote:

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

Each year the District's Office of Fiscal Services and Operations prepares a tentative budget for submission to the Board of Trustees for review and study prior to eventual adoption. The 1983-84 Tentative Operating Budget has been developed through the respective administrative offices of the District, as well as both campus presidents. The budget reflects as nearly as possible the estimated revenues projected for 1983-84.

1983-84  
TENTATIVE  
OPERATING  
BUDGET

The 1983-84 Tentative Operating Budget provided to members of the Board of Trustees has been prepared in a new format. The budget reflects a "unit-cost" approach to exhibiting all funds available to the District for budget purposes.

The Chancellor recommended the Board of Trustees accept for review and study the 1983-84 Tentative Operating Budget.

Motion by Trustee Moore, seconded by Trustee Watts, to accept for review and study the 1983-84 Tentative Operating Budget. Motion carried.

ACCEPTED

A list of the 1983-84 scholarship donations was presented for information and a copy of the list is on file with these minutes.

1983-84  
SCHOLARSHIP  
DONATIONS

Large quantities of paper are purchased for District Stores for usage throughout the year. By purchasing and storing the paper, a better price is obtained. Saddleback College joins in the bidding procedure with Orange and Los Angeles County School Districts on a joint purchasing venture obtaining better prices for paper in quantity discounts.

DISTRICT  
STORES:  
PAPER FOR  
FISCAL YEAR  
1983-84

The low bidder on the Orange/Los Angeles County contract was Kirk Paper Co., Inc., for fiscal year July 1, 1983 through June 30, 1984.

The Chancellor recommended the Board of Trustees approve the purchase of paper for District Stores from Kirk Paper Company, Inc., Los Angeles, at a cost of \$16,011.30.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the purchase of paper for District Stores from Kirk Paper Company, Inc. Motion carried.

APPROVED



The Hermann Miller Stenotype equipment was used in the Saddleback College North Business Center for student instruction in the stenotype program. This program has not been offered for the past year because of small enrollments, and it is not expected to be reopened. The equipment for the stenotype program has been in storage for the past year and cannot be used in other programs.

SALE OF  
STENOTYPE  
EQUIPMENT

Inquiries were made of the community colleges in the Orange County area for the sale of these items. Cypress College was the only interested bidder as they have an extensive stenotype program and have offered to pay \$1,000 for this equipment.

The Chancellor recommended that the Board of Trustees authorize the sale of the stenotype equipment to Cypress College for \$1,000.

Motion by Trustee Taylor, seconded by Trustee Price, to authorize the sale of the stenotype equipment to Cypress College for \$1,000. Motion carried.

APPROVED

From time to time the District accumulates surplus items and other items from the lost and found 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.

SURPLUS  
PROPERTY BID:  
OBSOLETE AND  
LOST AND  
FOUND PROPERTY

The Chancellor recommended the Board of Trustees approve the list of surplus, obsolete and lost and found items which is on file with these minutes, to be sold to the highest bidders. Authorization was further requested to dispose of items for which no bids were received in the most reasonable manner consistent with the condition of the items.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the list to be sold to the highest bidder and authorize the disposal of items which no bids were received. Motion carried.

APPROVED

The following budget reports were submitted for the Board of Trustees information and review and copies 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

The correspondence was presented for the Board of Trustees information and copies of the items are on file with these minutes.

CORRESPONDENCE

Education Code Section 5340 requires that consolidated elections be held whenever two or more school and/or college districts hold governing board elections in the same area on the same day. Education Code Section 5000 also requires that the election for trustees' offices whose term ends on November 25, 1983, be held Tuesday, November 8, 1983.

CONSOLIDATED ELECTIONS FOR MEMBERS OF GOVERNING BOARDS

Saddleback Community College District trustee terms for trustee seats numbers 1, 3, 6 and 7 expire on November 25, 1983. Therefore, an election to fill these seats must be called for November 8, 1983.

The Chancellor recommended the Board of Trustees adopt the resolution which is on file with these minutes calling and consolidating the trustee election on November 8, 1983.

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

APPROVED

Roll Call Vote:

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

There is strong interest by each of the statewide community college organizations, as well as local community college districts, to conduct a feasibility study concerning a community college initiative. The purpose of the study would be to determine whether or not there is sufficient citizen support to pass an initiative returning control of local property tax revenues to local boards of trustees. The cost to conduct a valid feasibility study is approximately \$35,000.

STATEWIDE COMMUNITY COLLEGE SURVEY

The Saddleback Community College District is being invited to participate in this project in the amount of \$1,000. The California Association of Community College (CACC) has agreed to serve as fiscal agent for this effort.

The Chancellor recommended the Board of Trustees give consideration to the approval of \$1,000 to the Statewide Community College Survey Project.

Motion by Trustee Price, seconded by Trustee Moore, to approve the payment of \$1,000 to the Statewide Community College Survey Project. Motion carried.

STATEWIDE  
COMMUNITY  
COLLEGE  
SURVEY

Two resolutions were presented to the Board of Trustees for their consideration. The resolutions were for Executive Assistant Iris Swanson and the Saddleback College golf team. Copies of the resolutions are on file with these minutes.

APPROVED

RESOLUTIONS

Motion by Trustee Watts, seconded by Trustee Walther, to approve both resolutions as presented. Motion carried by roll call vote.

Roll Call Vote:

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

Chancellor Stevens recommended to the Board of Trustees that the regular meeting of July 25, 1983, be cancelled.

CANCELLATION  
OF JULY 25  
MEETING

Motion by Trustee Watts, seconded by Trustee Moore, to cancel the regular meeting of the Board of Trustees for July 25, 1983. Motion carried.

APPROVED

The meeting was adjourned at 9:25 p.m. to Closed Session.



Larry P. Stevens, Secretary to the Board of Trustees