

PUBLIC/FILE IN
LIBRARY

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

MINUTES OF THE GOVERNING BOARD MEETING

June 22, 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 Price 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. 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. Grafsky, 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 Taylor, seconded by Trustee Watts, and unanimously carried to adopt the agenda with an addendum to Report 338 - Advertising Sales Contract.

AGENDA
ADOPTED

Motion by Trustee Taylor, seconded by Trustee Watts, and unanimously carried to approve the corrected minutes of the Regular Meeting of June 8, 1982.

MINUTES
ADOPTED

CLOSED SESSION

CLOSED
SESSION

The Board of Trustees recessed to closed session at 7:35 p.m. to discuss personnel.

The meeting reconvened at 8:00 p.m.

Ginger Lee Rodgers Cosmetology
Ruth Ann Sommer Cosmetology
Corlin A. Storie Construction Technology -
 Construction Inspection

CERTIFICATES OF
ACHIEVEMENT
(cont'd)

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.

APPOINTMENT OF
SUMMER SCHOOL
CERTIFICATED
PERSONNEL

North Campus

Brady, Mary Schwartz, Delmar
Francis, Eugenia Tanaka, Grace

The following, previously employed certificated personnel approved as HRD Project Counselors, North Campus, on an "if-and-as-needed" basis for the 1982 Summer session (June 14 through August 13, 1982) at the rate stipulated in the salary schedule, at the class to which each is qualified.

Burns, Dayne Goetz, Steve
Fischer, Dorothy Klunder, Jane

Employment of Physician

Darice Zabak, M.D. approved as Physician, Health and Wellness Center, North Campus, effective June 14, 1982, at \$35.00 per hour.

Grants

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Dr. Peter Borella, a natural sciences instructor at Saddleback College, has been selected by the National Science Foundation to serve on a Deep Sea Drilling Project during the months of June and July. Because the NSF cannot pay individuals directly, Saddleback Community College District will pay the monthly salary warrants to Dr. Borella and the foundation will reimburse the District. (A copy of the payment structure is on file with these minutes.)

Audrey Yamagata-Noji, Counselor, Division of Counseling and Guidance, employed for an additional 8.5 hours, at \$31.625, per hour for the 1982 Summer session; salary not to exceed \$276 as provided in the 1981-82 EOPS allocation.

Madelyn Benson, ESL Instructor, North Campus, compensated, not to exceed \$647.50, for assessment services provided Basic Four Information Systems as part of an assessment contract effective January 18, 1982, through May 18, 1982; compensated, not to exceed \$638, for the Edwards Lab industry funded class for services provided April 12, 1982, through July 29, 1982.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS
(cont'd)

Terry Thorpe, Instructor North Campus, compensated not to exceed \$900 for the Bentley Lab industry funded contract for services effective April 17, 1982, through May 15, 1982.

Jerry Rudman, Instructor North Campus, compensated not to exceed \$900 for the Bentley Lab industry funded contract for services effective April 17, 1982, through May 15, 1982.

Frank Pangborn, Instructor North Campus, compensated not to exceed \$500 as the Project Director for the Bentley Lab industry funded contract for services effective April 17, 1982, through May 15, 1982.

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

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Recommendation of Employment - North Campus

Duc Pham, Instructional Assistant Substitute, Instructional Services (Computer Center), hourly equivalent of Grade 7, Step 1, \$6.881 per hour, on an if-and-as-needed basis, effective June 14, 1982.

Ian Bowman, Instructional Assistant Substitute, Instructional Services (Computer Center), hourly equivalent of Grade 7, Step 1, \$6.881 per hour, of an if-and-as-needed basis, effective June 14, 1982.

The following employed as restricted short-term employees pursuant to Education Code 88003.

Recommendation of Employment - Clerk Short Term (Restricted Employees)

Patricia Kay Joan Rios
Nancy Kane

Clerk-Short Term at the rate of \$3.85 per hour, effective July 1, 1982. The hours will be determined by the appropriate administrator and budget.

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

Teri Cilyrso	Donald Jackson
Richard Crawford	Greg LaBonte
Ronald Crawford	Maria Lane
Steve Crum	Elizabeth Moberly
Larry Diwg	Daniela Sindoni
Reynold Furrel	Jeff Sisil
Cynthia Gurley	Linda Styrman
Rhonda Jones	Brad Van Patten
	Pamela Verrastro

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
(cont'd)

Production staff of the Summer Stock Saddleback Company Theatre at \$5.00 per hour, effective June 10, 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)

Mitchell Barrie	Jennifer Johnson
Analiza Fernando	Amy Pauley
Linda Hall	

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

Change of Status/Reclassification

Mary O'Malley, Graphic Assistant, Duplicating Center, reclassified to Graphic Assistant, Lead, Grade 7, Step 4, \$1,327 per month, effective July 1, 1982.

Scott Harvey, Printing Technician Lead, reclassified to Printing Technician, Grade 11, Step 4, \$1,456 per month, effective June 30, 1982.

Leave of Absence Without Pay

Merrell Lang, Secretary II (50%) Mathematics and Engineering, requested a leave of absence without pay from July 7 through August 10, 1982.

Nancy Penney, Account Clerk I, Financial Aid, requested a leave of absence without pay from August 9, through August 20, 1982.

Retirement

Eleanor Wahrman, Piano Accompanist II (75%), Fine Arts, retired effective June 3, 1982. Payment is authorized for any accrued and unused vacation pay.

Resignation/Termination

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Max Chance, Safety Officer, Campus Safety, resigned effective June 13, 1982. Payment was authorized for any accrued and unused vacation pay.

Claudia Curtis, Child Care Center Receptionist (hourly), Child Care Center, resigned effective July 31, 1982. Payment was authorized for any accrued and unused vacation pay.

Sally Erickson, Instructional Assistant (hourly), Extended Opportunity Program, terminated effective June 30, 1982 due to completion of VEA Grant. Payment was authorized for any accrued and unused vacation pay.

John C. Graffio, Instructional Assistant, Computer Center, North Campus, resigned effective June 10, 1982. Payment was authorized for any accrued and unused vacation pay.

Eileen Haven, Instructional Assistant (hourly), Social Science, terminated effective May 31, 1982 due to completion of Project SPECIAL Grant. Payment was authorized for any accrued and unused vacation pay.

Barbara Kipps, Instructional Assistant (hourly), Special Programs, terminated effective June 30, 1982 due to completion of VEA Subpart II Grant. Payment was authorized for any accrued and unused vacation pay.

Marilyn Leeburg, Instructional Assistant (hourly), Extended Opportunity Program, terminated effective June 30, 1982 due to completion of EOPS VEA Subpart II Grant. Payment was authorized for any accrued and unused vacation pay.

Charon Melcher, Administrative Secretary III, Office of Continuing Education, North Campus, resigned effective June 17, 1982. Payment was authorized for any accrued and unused vacation pay.

Patricia Staudenbauer, Instruction Assistant (hourly), Social Science, terminated effective May 31, 1982 due to completion of Project SPECIAL Grant. Payment was authorized for any accrued and unused vacation pay.

Dorothy Walz, Secretary II (50%), Social Science, terminated effective June 11, 1982 due to completion of Project SPECIAL Grant. Payment was authorized for any accrued and unused vacation pay.

Volunteer Service

Wilma Hobbs, volunteers 20 to 30 hours per week in Student Development Services at North Campus, effective June 3, 1982.

The following Community Services Programs:

COMMUNITY
SERVICES PROGRAMS

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
April 14, 16, 19, 22, 23; May 18, 1982 North Campus Concert Series	Juliana Hartman Instrumental Accompanist & Soloist	\$ 115.00
April 14, 16, 19, 22, 1982 North Campus Concert Series	Bob Buzzard Instrumental Accompanist & Soloist	35.00
April 14, 16, 19, 22, 23, 1982 North Campus Concert Series	Jack Woodall Instrumental Accompanist & Soloist	50.00

The additional Community Services Programs as indicated on the list on file with these minutes were approved. 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.

The items on the Awards list 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. A copy of the list is on file with these minutes.

AWARDS

The change order approved as outlined below and as described on the attachment on file with these minutes.

CHANGE ORDER

Project: North Campus Library and Classroom
Contractor: Charles Noble Company, Inc.

Change Order No. 3 - Revise round duct to a rectangular duct and adjust location. Revise floor finish in classrooms from carpet to V.A.T.

Original contract amount	\$ 538,400.00
Previous change order - add	21,525.00
This change order - add	1,669.86
	<u>\$ 561,594.86</u>

Declan Paul Nieblas and Sonya Lee Donaldson, employees of the District reimbursed the sum of \$10.00 each for Class 2 driver's license fees. These employees are required, as part of their employment, to drive vehicles requiring these licenses.

CLASS 2 DRIVER'S LICENSE FEES

District Warrants 082199 through 082605, totaling \$1,227,309.26 approved and ratified for payment. A copy of the list is on file with these minutes.

PAYMENT OF BILLS

Payment of Personnel Services ratified as follows:

PAYMENT OF PERSONNEL SERVICES

Classified Payroll \$ 590,233.91

Purchase Orders 065036 through 065176, totaling \$978,705.76, approved and payment authorized upon delivery and acceptance of the items ordered. Also submitted was a report of changes to purchase orders previously approved by the Board. A copy of the lists is on file with these minutes.

PURCHASE ORDERS

REGULAR CALENDAR

REGULAR CALENDAR

It was recommended that the Governing Board approve for filing with the Orange County Superintendent of Schools the 1982-83 Tentative Annual Financial and Budget Report (copy is on file with these minutes).

1982-83 TENTATIVE ANNUAL FINANCIAL AND BUDGET REPORT

Motion by Trustee Price, seconded by Trustee Watts, and carried by roll call vote to remove \$600,000 from the contingency account and put that amount into the fund for the District's first year share of the matching funds required for construction of the general classroom building.

Roll Call Vote:

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

Motion by Trustee Price, seconded by Trustee Watts, and unanimously carried by roll call vote to amend the budget report to include \$900,000 for the purchase of the last 20 acre parcel at the North Campus.

Roll Call Vote:

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

Motion by Trustee Watts, seconded by Trustee Price, and unanimously carried to approve the filing of the 1982-83 Tentative Annual Financial and Budget Report as revised.

APPROVED

The CCCT 1982 Student Trustee Director Election information was provided for information.

CCCT 1982
STUDENT TRUSTEE
DIRECTOR ELECTION
INFORMATION

A proposed plan for the selection process for Chancellor was presented to the Board for consideration.

Motion by Trustee Walther and seconded by Trustee Watts that the interview and screening committees be augmented with the President of the Academic Senate. Motion failed.

SELECTION PROCESS
FOR CHANCELLOR

Motion by Trustee Walther and seconded by Trustee Watts that the interview committee be augmented with the Student Trustee. Motion failed.

Motion by Trustee Price, seconded by Trustee Walther, and carried by roll call vote that C-1 be revised to read "The Governing Board, assisted by the Interim Chancellor as a non-voting member."

Roll Call Vote:

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

Motion by Trustee Price, seconded by Trustee Walther, and carried to approve the Selection Process for Chancellor as revised. A copy of the selection process information is on file with these minutes.

Chancellor DeVore presented the following individuals who have been selected to participate on the screening/interviewing committee:

Everett Brewer	Management
Maria Sheehan	Management
Peter Morrison	Faculty
Jean Vincenzi	Faculty
Gerald DeMoss	Classified
Alma Vanesse	Classified

Motion by Trustee Watts, seconded by Trustee McKnight, and unanimously carried to approve these individuals for participation on the committee.

APPROVED

The Board of Trustees Requests list was submitted for information.

BOARD OF TRUSTEES
OTHER
INFORMATION

Trustee Connolly announced there would be a 10 minute recess.

RECESS

The meeting reconvened at 9:00 p.m.

It was recommended that the list of administrative personnel be appointed for the 1982-83 academic year. A copy of this list is on file with these minutes.

APPOINTMENT OF
ADMINISTRATIVE
PERSONNEL

Motion by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to approve the appointment of administrative personnel.

APPROVED

It was recommended that the list of certificated personnel be appointed for the 1982-83 academic year. A copy of this list is on file with these minutes.

APPOINTMENT OF
CERTIFICATED
PERSONNEL

Motion by Trustee Taylor, seconded by Trustee McKnight, and unanimously carried to approve the appointment of certificated personnel.

APPROVED

It was recommended that the list of classified personnel be appointed for the 1982-83 academic year. A copy of this list is on file with these minutes.

APPOINTMENT OF
CLASSIFIED
PERSONNEL

Motion by Trustee Watts, seconded by Trustee Taylor, and unanimously carried to approve the appointment of classified personnel.

APPROVED

It was recommended that the Board adopt a resolution providing for an Interim Salary Schedule(s) for Non-Bargaining Unit and Classified Employees for 1982-83 which shall be the same as the 1981-82 Salary Schedule. A copy of this resolution is on file with these minutes.

RESOLUTION -
INTERIM SALARY
SCHEDULES FOR
NON-BARGAINING UN
AND CLASSIFIED
EMPLOYEES

Motion by Trustee Watts, seconded by Trustee Price, and unanimously carried by roll call vote to adopt the Resolution - Interim Salary Schedules for Non-Bargaining Unit and Classified Employees.

ADOPTED

Roll Call Vote:

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

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

GIFT TO THE
DISTRICT

Donor

Gift

The Ebell of Laguna Hills Donation of \$400 to be used for Emeritus Institute Services

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

ACCEPTED

It was recommended that the Board of Trustees approve the scholarship donations in the amount of \$50,350.00. A copy of this list is on file with these minutes.

1982-83
SCHOLARSHIP
DONORS

Motion by Trustee Price, seconded by Trustee Walther, and unanimously carried to approve the 1982-83 scholarship donations.

APPROVED

A contract was submitted for the purpose of acquiring services of a commission-only advertising salesperson. A copy of the contract and guidelines is on file with these minutes.

ADVERTISING
SALES CONTRACT
(WITH ADDENDUM)

It was recommended that the advertising contract be approved, that the Chancellor or Vice Chancellor/Business Services be authorized to

execute the agreement and that Diana J. Bibbee be approved as the independent contractor for the Advertising Sales Contract. It was also recommended that the commission on advertising sales be increased to 25%.

ADVERTISING
SALES CONTRACT
CONTINUED
(WITH ADDENDUM)

Motion by Trustee Taylor, seconded by Trustee Watts, and unanimously carried to approve the advertising sales contract with the addendum.

APPROVED

A resolution setting the district appropriations limit for fiscal year 1982-83 was submitted for adoption. A copy of the resolution is on file with these minutes.

APPROPRIATIONS
LIMIT - RESOLUTION

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

ADOPTED

Roll Call Vote:

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

Authorization was requested to issue purchase orders against the 1982-83 budget in order to have necessary supplies and equipment on hand for the fall semester classes beginning August 23, 1982. Chancellor DeVore indicated necessary supplies and equipment would include the purchase of books for the library.

AUTHORIZATION TO
ISSUE PURCHASE
ORDERS FOR FALL
SEMESTER NEEDS

Motion by Trustee Watts, seconded by Trustee Walther, and unanimously carried to approve the authorization to issue purchase orders.

APPROVED

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

It is anticipated that there will be no expense to the district for labor. Phase I will be constructed by district maintenance personnel

and Phase II by the Construction Technology Program students. The exception would be for contracting services for the trenching and sewer installation and possibly some other specialized parts of the construction.

CAMPUS SAFETY
BUILDING ADDITION
CONTINUED

Material costs are estimated at \$4,000 for Phase I and \$20,000 for Phase II; a total of \$24,000 for the entire project. Of that total cost, \$12,000 could be included in the parking fund budget as a capital outlay expense where funds are available. The remaining \$12,000 would be included in the instructional budget for supplies which would be an increase in their normal allocation to provide for this project.

The Governing Board will be presented copies of the plans when they are developed for consideration and input, and approval will be requested prior to the beginning of construction.

Motion by Trustee McKnight, seconded by Trustee Price, and unanimously carried to approve the building addition as presented.

APPROVED

It was requested that the Chancellor or the Vice Chancellor/Business Services be authorized to execute the appropriate contract adjustments as follows. (Copies of the changes are on file with these minutes).

COMPUTER SERVICES

Amendment No. 3 to Turner Data Systems contract dated January 22, 1979 - Computer Services for Business Office, Procurement & Stores and Personnel. Amendment No. 3 increases the 5-year total to \$766,009.67.

Amendment No. 2 to Turner Data Systems contract dated May 27, 1980 - Computer Services for the Student Records Information System. Amendment No. 2 increases the 5-year total to \$1,190,143.71.

1982-83 Agreement, Aldrich Computer Services, Inc.- Total expenditure in fiscal year 1982-83 will not exceed \$25,000.

1982-83 Agreement, Aldrich Computer Services, Inc.- Total expenditure in fiscal year 1982-83 will not exceed \$20,000.

Motion by Trustee Watts, seconded by Trustee Price, and carried to approve the computer services as submitted.

COMPUTER SERVICES
CONTINUED

APPROVED

It was proposed that the district enter into an agreement with Academic Financial Services Association, a Division of AFSA Data Corporation, for a student loan management service which would include billing, accounting and reporting our National Direct Student Loan Accounts.

CONTRACT SERVICES

The cost involved is a \$100 setup fee and \$75 per month based on the present number of accounts. This agreement shall be for an initial term of one year and shall continue year to year thereafter unless either party gives a 60 days written notice prior to the end of the initial term. A copy of the agreement is on file with these minutes.

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

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

APPROVED

In order to remain eligible to receive donations of surplus property from the California State Agency for Surplus Property, the district is required to furnish the agency with assurance of compliance with nondiscrimination requirements established for the program by federal regulations.

AGREEMENT - STATE
SURPLUS PROPERTY
AGENCY

It was recommended that the Chancellor or Vice Chancellor/Business Services be authorized to execute the agreement which assures such compliance on the part of the district. A copy of the agreement is on file with these minutes.

Motion by Trustee Walther, seconded by Trustee McKnight, and unanimously carried to approve the agreement as presented.

APPROVED

Under the law, State distributing agencies are responsible for effecting fair and equitable distribution of surplus property based on the relative needs and resources of interested donees. In order to update the district's eligibility to participate in the program, it was recommended the resolution on file with these minutes be adopted designating the Vice Chancellor/Business Services as the authorized

SURPLUS PROPERTY
PROGRAM ELIGIBILI

representative to acquire federal surplus property. It was further recommended that the Chancellor or Vice Chancellor/Business Services be authorized to file the eligibility application which is on file with these minutes.

Motion by Trustee Walther, seconded by Trustee Watts, and unanimously carried by roll call vote to adopt the resolution and approve the authorization to file.

Roll Call Vote:

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

APPROVED

It was recommended that the Board approve a list of memberships for 1982-83. Payment of dues will be made as invoices are received. A copy of the list is on file with these minutes.

MEMBERSHIPS

Motion by Trustee Walther, seconded by Trustee Price, and unanimously carried to approve the memberships as presented.

APPROVED

After consideration of quotations from four insurance companies, it was recommended that the district select Employers Re-Insurance Corporation as the insurance carrier for excess coverage on the Workers' Compensation Self-Insurance. Also that Northwestern Insurance Company provide a contract (unlimited) for full statutory coverage in excess of \$10,000,000 for a flat annual charge of \$900.

WORKERS'
COMPENSATION/
SELF-INSURANCE
EXCESS COVERAGE

It was therefore recommended that the Board of Trustees adopt the resolution on file with these minutes authorizing Employers Re-Insurance Corporation and Northwestern Insurance Company to provide excess insurance coverage for Workers' Compensation/Self-Insurance.

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

Roll Call Vote:

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

WORKERS'
COMPENSATION/
SELF-INSURANCE
EXCESS COVERAGE
CONTINUED

ADOPTED

The Associated Student Body Budget Report for
the period ending May 31, 1982 was submitted
for information.

BUSINESS SERVICES
REPORT
INFORMATION

The meeting was adjourned at 9:35 p.m.

ADJOURNMENT

The next meeting of the Board of Trustees will
be a special meeting on Wednesday, June 30, 1982,
at 6:00 p.m.

SCHEDULE OF
MEETINGS



Chester S. DeVore, Secretary to the Board of Trustees