

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

MINUTES OF THE BOARD OF TRUSTEES
July 9, 1984 - 7:30 p.m.
South Campus - Library 105

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

CALL TO ORDER

Members of the Board of Trustees

PRESENT

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

Administrative Officers

Dr. Larry Stevens, Chancellor
Mr. David Habura, Vice Chancellor Educational Services
Dr. Albert J. Graftsky, Vice Chancellor Fiscal Services
Dr. Maria Sheehan, Director of Personnel
Dr. Edward Hart, President - North Campus
Ms. Constance Carroll, President - South Campus

Faculty Association

Dr. Sharon MacMillan, President

Academic Senate

Mr. Al Brightbill, President

CSEA Representative

Mr. Michael Parks, President

Motion by Trustee Price, seconded by Trustee Connolly, to approve the agenda with the addition of an Old Business discussion item on the leasing of district vehicles and the addition of the California School Employees Association 1983-85 Contract Approval.
Motion carried.

APPROVE
AGENDA

Motion by Trustee McKnight, seconded by Trustee Moore, to approve the minutes of the meeting of June 25, 1984. Motion carried.

Motion by Trustee Price, seconded by Trustee Moore, to approve the minutes of the Board of Trustees/Chancellor Evaluation Workshop of June 29-30, 1984.

Trustee Moore read the following actions taken by the Board of Trustees in Closed Session at the May 29, 1984, meeting:

- Denied Robert Bosanko's request for District paid life insurance;
- Approved administrative leaves with pay for William Weisgerber and Peter Espinosa;
- Authorized the layoff of the following KSBR personnel: Warren Deacon, Marilyn Moore, Rodney Flores, Nicholas Roman, Paul Ehrlich; Eldon Kleist; Paul Woodridge.

Trustee Moore read the following actions taken by the Board of Trustees in Closed Session at the June 30, 1984, meeting:

- The Board of Trustees approved two year contracts for the following administrative personnel:

Constance Carroll	Dr. Edward Hart
David P. Habura	Dr. Albert Grafsky, Jr.
Dr. Maria Sheehan	William Schreiber

The contracts to be effective July 1, 1984, through June 30, 1986.

On March 12, 1984, the Board of Trustees approved re-organization documents for the Foundation for the Saddleback Community College District under terms of recent state law pertaining to auxiliary organizations. An organizational Board of Directors also was appointed to form a new permanent Board for the Foundation, which then would undertake projects and activities in support of the College and its programs.

RESOLUTION:
FOUNDATION

The Organizational Board has completed its task and is prepared to present to the Board of Trustees a group of outstanding citizens to serve as the new permanent Board of the Foundation for the Saddleback Community College District. A resolution has been prepared which officially recognizes the new Board and commissions it to act on the College's behalf under terms of its Articles and Bylaws.

The Chancellor recommended the Board of Trustees adopt Resolution 84-33 marking formation of the Foundation Board of Directors.

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

APPROVED

Roll Call Vote:

ROLL CALL VOTE

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

Saddleback College political science student Edwin Millhouse recently completed his one-year term as the student member of the Board of Trustees. A resolution citing the service of Edwin Millhouse as student member of the Saddleback Community College District Board of Trustees has been drafted for consideration by the Board of Trustees.

RESOLUTION:
STUDENT TRUSTEE

The Chancellor recommended the Board of Trustees adopt Resolution 84-34 citing the distinguished service of Edwin Millhouse as Student Trustee during 1983-84.

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

APPROVED

Roll Call Vote:

ROLL CALL VOTE

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

Board President Walther administered the Oath of Office to the new Student Trustee Steve Schroeder.

OATH OF OFFICE

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.

CONSENT CALENDAR

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

APPROVED

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

ATTENDANCE AT
CONFERENCES AND
MEETINGS

Trustee Price Leadership Saddleback Meeting
 North Campus
 June 18, 1984

Trustee Gellatly Meeting with Chancellor
 South Campus
 June 21, 1984

Trustee Walther Meeting with Chancellor
 South Campus
 June 25, 1984

Trustee Price Meeting with Classified Staff
 South Campus
 June 27, 1984

Trustee McKnight Meeting with Classified Staff
 North Campus
 June 27, 1984

Trustee McKnight Meeting with Chancellor
 South Campus
 June 28, 1984

Trustee McKnight Saddleback College Pinning Ceremony
and Walther South Campus
 July 2, 1984

On September 12, 1983, the Board of Trustees accepted an award in the amount of \$211,732. These funds were provided by the Job Training Partnership Act in order for Saddleback Community College District to train participants in a variety of skill areas at both campuses.

JOB TRAINING
PARTNERSHIP ACT
(JTPA)

Request for proposals for FY 1983-85 were disseminated by the county on April 18, 1984 and returned on May 4, 1984. Saddleback Community College has been awarded a total of \$184,805 to serve a maximum of 126 participants and a minimum of 70 participants. On June 27, 1984, the Governing Board of the Orange County Job Training Partnership Agency formally made the awards as shown in the exhibit on file with these minutes. Training for these participants will take place at Saddleback South in the areas of Multi-Office Skills and Print Technology.

The Board of Trustees accepted an award in the amount of \$184,805 and further authorized the Chancellor to enter into the contracts necessary to implement the projects as shown in the exhibit on file with these minutes.

The Board of Trustees approved the granting of certificates to the students listed in the exhibit on file with these minutes.

STUDENT
CERTIFICATES OF
ACHIEVEMENT

The Board of Trustees approved the North Campus Community Services programs, presenters and compensation for Fall Session 1984 as shown in the exhibit on file with these minutes.

NORTH CAMPUS:
FALL SEMESTER
COMMUNITY SERVICES

The Board of Trustees approved the South Campus Community Services programs, presenters and compensation for Fall Session 1984 as shown in the exhibit on file with these minutes.

SOUTH CAMPUS:
FALL SEMESTER
COMMUNITY SERVICES

The Board of Trustees approved the following Certificated Staff Personnel Actions:

CERTIFICATED
PERSONNEL ACTIONS

Karen E. Shaver Byers employed as Counselor (50% contract), South Campus, effective August 6, 1984.

Kathleen Paukstis, Counselor, North Campus, granted a sabbatical leave for the 1985 spring semester.

Robert Froehlich, Counselor, South Campus, was granted a one semester sabbatical leave by the Board of Trustees on February 27, 1984. Due to a request from Roberta Berns to revise her sabbatical leave from an academic year to one semester, Robert Froehlich is therefore eligible to augment his sabbatical to an academic year per his original request.

The following individuals were employed as Coordinator at the rate of \$1,437 per semester, effective with the 1984-85 academic year.

North Campus

Coordinator Position

Gary Brazelton
Howard Dachslager
Carol Muench
Robert Porter
Rebecca Welch

Administration of Justice
Computer Center
Health Center
Emeritus Institute
Humanities Center

South Campus

Marilyn Ditty
Loma Hopkins
Michaelyn Mikolajczak

Emeritus Institute
Special Services
Counseling

Steve Tash	Library
William Weisgerber	Media Services
Audrey Yamagata-Noji	EOPS and VEA Programs for the Disadvantaged

Lawrence E. Knuth (Journalism), Liberal Arts and Humanities, South Campus, resigned effective August 2.

Certificated Part-Time/Substitute Staff

<u>Applicant</u>	<u>Probable Assignment</u>
Roslyn Adler	Art
Patricia Anderson	Needlepoint
Roy Bauer	Philosophy
Carla Copenhagen	English
Geraldine Davis	Nursing
Bruce S. Haggerty	Art
Theresa Hepler	Philosophy
Charisse M. Kennard	Music
Ken Knowlton	VEA Special Project
David R. Lennox	History
D. Scott Linder	Sound Recording
Pierrette Manfredi	French
Eugenio Matibag	English
Margaret Inez Owings	Art
Richard Prystowsky	English
Mary Jane Roberts	English
Laurie Scott Tomchak	French
Regina Uliana	Psychology
Joy D. Vandruff	Applied Psychology
Dianne Walling	Art
Byron Yates	Computer Information Science

The Board of Trustees approved the following Classified Staff Personnel Actions:

CLASSIFIED
STAFF PERSONNEL
ACTIONS

Brenda Martin employed as Executive Secretary to the Chancellor and Board of Trustees, District, Classified Exempt, \$27,500, effective July 23, 1984.

Lee Dana Ramirez employed as Natural Science Technician (Chemistry), School of Physical Science and Technologies, North Campus, Grade 15, Step 3, plus 5% per month shift differential, eleven months, effective July 10, 1984.

Jose Humphrey employed as Maintenance II-Carpentry, Facilities & Maintenance Services, District, Grade 18, Step 3, effective July 11, 1984.

Raymond Gutierrez employed as Custodian, North Campus, Grade 7, Step 1, \$7.113 per hour, plus 5% shift

differential, 29 hours per week, effective July 10, 1984.

Dorothy Dearinger employed as Student Affairs Aide, North Campus, at a rate of \$6.61 per hour, on an if-and-as-needed basis, effective July 10, 1984.

Cheri Zapel employed as Senior Lifeguard, Community Services, South Campus, at a rate of \$5.39 per hour, on an if-and-as-needed basis, effective July 10, 1984.

The following individuals were employed as Project Clerks, North and South Campuses, at a rate of \$5.00 per hour, on an if-and-as-needed basis, effective July 10, 1984:

James D. Dawson	Jon Karlson
Norie Delgado	Gene Putnam
Dean Howlett	Anthony Wayne West

The following individuals were employed as Clerk-Short Term, South Campus, at a rate of \$4.05 per hour, on an if-and-as-needed basis, effective July 10, 1984.

Julie Clarke	Maureen Riley
Donna Ray Dilday	Carol Rios

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

Ricky Arroyo	Laura Jeremiah
Laurie Baefsky	Maria Lane
Chris Clark	Ken McGovern
Lawrence Cossid	Jeff Rey
Roy Crumpton	Randy Rusk
Irving Davis	Daniela Sindoni
Reynold Furrell	Stanley Steele
Erica Horn	Paul Whyte

The following named students were employed as Student Employees at the rate of \$3.35 per hour, effective July 10, 1984.

William Bathgate	Tam Huu Nguyen
Melinda Feldmiller	Shawn O'Hearn
Maricela Guillermo-Pena	Sheri Sindle

Karen Fleck was re-employed as J.T.P.A. Specialist, Vocational Education, North Campus, Grade 7, Step 2, \$7.470 per hour, 29 hours per week, effective July 1, 1984 through September 22, 1984.

Diane Hager was re-employed as Secretary to the Chancellor on an if-and-as-needed basis at the per diem rate of the position she previously held with the District, effective July 9, 1984.

Carol Hahn was employed as J.T.P.A. Specialist, Vocational Education, South Campus, Grade 7, Step 2, effective July 1, 1984 through June 30, 1985.

Ileen Murray was employed as J.T.P.A. Career Placement Specialist, Vocational Education, South Campus, Grade 7, Step 4, effective July 1, 1984 through June 30, 1985.

Mary Hall, Financial Aid Specialist, Student Services, South Campus, was given a change of status to Assistant Financial Aid Officer, Classified Management, Class III, Step 1, effective August 1, 1984.

James Pettengill, Public Information Officer, was given a change of status to College Development Officer, Community Relations, District \$27,000, Exempt Status, effective August 1, 1984.

Amy Sciarrotta, Secretary II, Emeritus Institute, South Campus was given a change of status to Data Information Systems Clerk, Research & Data Processing, District, Grade 7, Step 4, effective August 1, 1984.

Joni Rotzell, Secretary II, Continuing Education and Community Services, requested a leave of absence without pay, effective June 18 through July 27, 1984.

Joseph Sobieski, Assistant Director of Safety and Security, Campus Safety, South Campus, requested a carry over of 63.3 hours of accumulated vacation leave to the 1984-85 academic year.

Cristin Sabin, Child Care Assistant, Children's Center, South Campus, resigned effective June 15, 1984. Payment was authorized for any unused vacation.

Athletic supplies such as uniforms, training equipment, etc., are required for the operation of the Athletics and Physical Education Departments. Bid #680 for athletic supplies was opened and evaluated on May 15, 1984. A total of sixteen bids were received. The Board of Trustees approved the award of Bid #680 for athletic and physical education supplies to the vendors listed in the exhibit on file with these minutes for a total cost of \$29,550.63 including tax.

AWARD OF BID:
1984-85 ATHLETIC
SUPPLIES, SOUTH
CAMPUS

The District has purchased online computer based library services for the past four years. The service

provides an economical and rapid means for technical processing of additions to the library collection. Online Computer Library Center., Inc., Claremont, as the sole source, has responded to the District Bid #686 with a bid not to exceed \$16,000 for services to South Campus and \$7,500 for services to North Campus. The Board of Trustees approved the award of Bid #686 for computer software services for library book cataloging to Online Computer Library Center, Inc., Claremont, in an amount not to exceed \$23,500.

AWARD OF BID:
COMPUTER SOFTWARE
SERVICES/NORTH &
SOUTH CAMPUS
LIBRARIES

The South Campus Business Science Division received 1984-85 JCEP funds for purchasing state-of-the-art equipment to augment the instructional microcomputer program. A total of seven bids were received by the District and opened on June 25, 1984, with Computerland in Laguna Hills, and Educational Computer Specialists, Irvine, submitting the lowest bids that met specifications.

AWARD OF BID:
PERSONAL COMPUTER
SYSTEMS, SOUTH
CAMPUS

The Board of Trustees approved the award of Bid #687 for four personal computer systems and six systems without printers to Computerland, Laguna Hills, for \$34,354.39, including tax; and six printers to Educational Computer Specialists, Irvine, for \$2,982.84, including tax.

Chapter 2 of Division 5 of the California Government Code known as the "Subletting and Subcontracting Fair Practices Act" requires that in all public contracts the awarding authority must approve the substitution of one subcontractor for another after a bid has been awarded. The prime contractor, Shirley Bros., Inc., Pasadena request the substitution of Campbell Heating, Anaheim, for Air Flow, El Monte, as subcontractor for heating, ventilation, and air conditioning on the South Campus General Classroom Building as proposed by the prime contractor, Shirley Brothers, Inc.

CHANGE IN
SUBCONTRACTORS:
SOUTH CAMPUS
GENERAL
CLASSROOM BLDG.

The radio-TV broadcasting engineer for KSBR-FM tendered his resignation effective April 24, 1984. Newport FM Engineering, Inc., Irvine, has agreed to provide maintenance for the radio station as well as facilitate the Instructional Television Fixed Services hookup for radio-TV transmission between campuses under an independent contractor's agreement. The term of the agreement would be July 1, 1984 to June 30, 1985, employment to be on an hourly if-and-as-needed basis at \$25 per hour.

INDEPENDENT
CONSULTING
AGREEMENT:
ENGINEER FOR
RADIO STATION KSBR

The Board of Trustees approved the Independent Contract Agreement with Newport FM Engineering, Inc., Irvine, on an if-and-as-needed basis at \$25 per hour, not to exceed \$7,500 annually as indicated in the exhibit on

file with these minutes.

Purchase Orders 077195 through 077151, totaling \$63,994.63, were approved and a list is on file with these minutes.

PURCHASE ORDERS

Old Business

OLD BUSINESS

A discussion concerning the leasing of District vehicles was held with questions answered for Board members by the administration.

LEASING VEHICLES

New Business

NEW BUSINESS

An information report relative to establishing child care services at Saddleback North was provided for the Board of Trustees.

CHILD CARE SERVICES

The following employment of full-time certificated staff was presented:

EMPLOYMENT OF FULL-TIME CERTIFICATED STAFF

North Campus

<u>Name/Position</u>	<u>Status</u>	<u>Approximate Salary</u>
Kerry McKeever English Composition	One Year Leave Replacement	\$25,900

South Campus

Gary Fugle Biology	Replacement	\$25,178
Carolyn Z. Gillay Information Mgmt/ Office Automation	Replacement	\$25,434
Stephen W. Logan Business Information Systems Programming	Replacement	\$34,069

Motion by Trustee Moore, seconded by Trustee Gellatly, to approve the employment of the full-time certificated personnel for the 1984-85 academic year as presented. Motion carried.

APPROVED

Negotiations between the Saddleback Community College District and the California School Employees Association (CSEA) began in July 1983 in an effort to replace the expired contract. The parties worked diligently and did reach tentative agreement on all contract articles on December 14, 1983. The tentative proposal was submitted to the CSEA membership but was

CSEA 1983-85 NEGOTIATION CONTRACT

not ratified. Negotiations began again and on June 12, 1984, tentative agreement on all articles was once again reached.

The ballots for contract approval were submitted to the CSEA membership and the official counting of ballots took place Friday, July 6, 1984. The result of the ballot count was ratification of the tentative agreement by the membership of CSEA.

The Chancellor recommended the Board of Trustees approve the California School Employees Association contract effective July 1, 1984, through December 31, 1985.

Motion by Trustee Price, seconded by Trustee McKnight, to table the item until a special meeting was scheduled as soon as possible. Motion failed.

MOTION TO TABLE

Motion by Trustee Moore, seconded by Trustee McKnight, to recess to Closed Session to discuss the contract approval. Motion carried.

CLOSED SESSION

Meeting was reconvened.

RECONVENE

Motion by Trustee Connolly, seconded by Trustee Moore, to approve the CSEA 1983-85 contract. Motion carried.

APPROVED

California Education Code Section 53067 provides for the withholding of up to ten percent of each progress payment made to a contractor for construction work in order to provide a fund to guarantee payment to sub-contractors and supplies in cases of dispute between the general contractor and those firms. Shirley Brothers., Inc., the general contractor for the General Classroom Building, has requested that it be allowed to place securities into an escrow with First Interstate Bank in lieu of the District withholding funds from progress payments. The proposed escrow agreement has been reviewed by the Orange County Superintendent of Schools' legal office and been found to be acceptable.

AGREEMENT TO
ACCEPT
SECURITIES IN LIEU
OF RETAINAGE
FROM GENERAL
CONTRACTOR

The Chancellor recommended the Board of Trustees approve the Escrow Agreement by and between the District, Shirley Bros., Inc., and the First Interstate Bank as indicated in the exhibit on file with these minutes.

Motion by Trustee Price, seconded by Trustee Moore, to approve the agreement to accept securities in lieu of retainage from the general contractor as presented. Motion carried.

APPROVED

The academic support and administrative information

systems of the College have undergone extensive review during the past year. The results of that review have recognized that our current systems do not meet the needs of the College or are non-existent.

CONSULTANT
CONTRACT:
ACADEMIC AND
ADMINISTRATIVE
SYSTEMS STUDY

Computer Management Services Incorporated (CMSI), a computer resource management firm with extensive experience in providing higher education computer-related services, was invited to present a proposal (a copy is on file with these minutes) to develop an academic support and administrative systems strategic plan for the College.

The Chancellor recommended the Board of Trustees approve the contract with Computer Management Services Incorporated as presented in the exhibit on file with these minutes for services as presented in an amount not to exceed \$53,000.00.

Motion by Trustee Connolly, seconded by Trustee Moore, to approve the consultant contract with the correction of a total amount of \$53,000 instead of \$55,000. Motion carried.

APPROVED

Requests for bids to provide instruction for students enrolled in the college cosmetology program were sent to Elegante School of Hair Design, Dana Point; Lake Forest Beauty College, El Toro; Touch of Beauty, Capistrano Beach; Touch of Beauty, Inc., Laguna Hills. Each bid \$1.10 per student hour and agreed to accept ten students. Straws were drawn for order of award with the following results: first, Touch of Beauty, Laguna Hills; second, Touch of Beauty, Capistrano Beach; third, Lake Forest Beauty, El Toro; fourth, Elegante, Dana Point.

AWARD OF BID:
1984-85
COSMETOLOGY
CONTRACT

The Chancellor recommended the Board of Trustees award contracts for the 1984-85 fiscal year to each of the four colleges for instruction in cosmetology at the rate of \$1.10 per hour, per student, the total award not to exceed \$70,000.

Motion by Trustee Moore, seconded by Trustee Connolly, to approve the award of bid for the 1984-85 cosmetology contract as presented. Motion carried.

APPROVED

The Chancellor recommended the Board of Trustees accept the gifts listed in the exhibit on file with these minutes.

GIFTS TO THE
DISTRICT

Motion by Trustee Moore, seconded by Trustee Price, to accept the gifts as presented. Motion carried.

APPROVED

The correspondence items were submitted for Board of Trustees review and information.

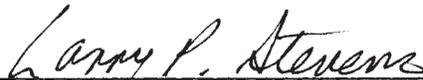
CORRESPONDENCE

The meeting was recessed to Closed Session at 9:30 p.m. to discuss employee negotiations and personnel items.

CLOSED SESSION

The next regular meeting of the Board of Trustees will be Monday, August 27, 1984.

NEXT MEETING



Larry P. Stevens
Secretary to the Board of Trustees