

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

Library Classroom Building - Room 105
July 11, 1983 - 7:30 p.m.

The Regular Meeting of the Board of Trustees was called to order by Trustee McKnight. Trustee Connolly 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. Robert L. Moore, Clerk
Mr. John C. Connolly, Member
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
Mr. David Habura, Vice Chancellor Educational Services
Dr. Albert J. Grafsky, Vice Chancellor Business
Mr. Everett Brewer, Acting President - South Campus
Dr. Edward A. Hart, President - North Campus
Dr. Maria Sheehan, Director of Personnel

Academic Senate

Dr. James Thorpe, President

Faculty Association

Dr. Michael Channing, President

Motion by Trustee Connolly, seconded by Trustee Price, to approve the agenda with the following addendum:

AGENDA
APPROVED

Tab II, Item C - Replacement page
Tab IV, Item B - Replacement page
Tab IV, Item C1- Replacement item
Tab IV, Item C2- Replacement item

Motion carried.

Motion by Trustee Connolly, seconded by Trustee Price, to approve the minutes of the Regular Meeting of June 27, 1983. Motion carried.

MINUTES
APPROVED

Trustee Price read the action which was taken during Closed Session on June 27, 1983:

CLOSED SESSION
ACTION

Motion by Trustee Watts, seconded by Trustee Moore, and unanimously carried to approve the following individuals for exempt status at the annual salary indicated, effective July 1, 1983:

Certificated Exempt

William Schreiber \$ 45,265
(Executive Assistant to the
Chancellor/District Director for
Community Relations)

Pete Espinosa 41,000
(Special Assistant to the
Chancellor for Minority Affairs
& Special Projects)

Classified Exempt

Diane Hager 28,550
(Executive Secretary to the
Board of Trustees/Chancellor)

Chancellor Stevens introduced Director of Personnel Maria Sheehan and asked her to present a plaque to Mr. George Gilbert, who recently retired from the District. The plaque commended Mr. Gilbert on his dedication and service to the District with respect to energy conservation.

PRESENTATION

CONSENT CALENDAR

CONSENT
CALENDAR

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

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

REQUESTS TO
ATTEND
CONFERENCES
AND MEETINGS

Trustees McKnight Meeting with Chancellor
and Price South Campus
June 27, 1983

Trustee McKnight Meeting with Vice Chancellor
South Campus
June 30, 1983

Trustee McKnight	Meeting with Chancellor South Campus July 5, 1983
Trustees Wishing to Attend	Nursing Pinning Ceremony South Campus July 9, 1983
Trustee Walther	Business Speakers Advisory Committee Laguna Hills July 13, 1983
Trustees Wishing to Attend	U.S. Department of Education Hearings South Campus June 14-15, 1983

REQUEST TO
ATTEND
CONFERENCES
AND MEETINGS
(CONTINUED)

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

Trustees Wishing to Attend	National Association of Community Leadership Organizations (NACLO) Cleveland, Ohio September 18-20, 1983
-------------------------------	--

The Board of Trustees approved the appointment of Jan Lyle-Dolivia to teach for the 1983 Summer Session in the area of Administration of Justice at the rate of \$473 per One Semester Hour (OSH).

APPOINTMENT
OF 1983 SUMMER
SESSION FACULTY

The following classified personnel actions were approved:

CLASSIFIED
PERSONNEL
ACTIONS

New Personnel Appointments

The following employees were employed as Clerk-Short Term, Community Services, South Campus, at the rate of \$4.05 per hour, effective July 12, 1983:

Phyllis Ambrose	Ruth Schreier
Linda Andrews	Cindey Wineinger
Ann Bassett	

The following individuals were employed as Tutor I, South Campus, at the rate of \$3.85 per hour, on an if-and-as-needed basis, effective July 12, 1983.

Bill Charini
Hanh Nguyen
Diep Tran

Kevin Seay was employed as HRD-Technician, Community Services, North Campus, at the rate of \$5.00 per hour, not to exceed 6 hours per week, effective July 12, 1983.

CLASSIFIED
PERSONNEL
ACTIONS
(CONTINUED)

The following named students were employed as Student Employees at the rate of \$3.35 per hour, on an if-and-as-needed basis, effective July 12, 1983.

Marla Boodman	Anya Norman
Julie Brady	Duc Pham
Sherry Lowrey	Hong Tuong
Lee Nghia	

The following individuals were employed as production staff of the Summer Stock Saddleback Company Theatre at \$5.00 per hour.

Charles Peterson
Mike Currie

Leave of Absence Without Pay

Alajandra Hodge, Library Clerk III, Library/Media Services, South Campus, is requesting a leave of absence without pay, effective July 18 through September 18, 1983.

Joan Parker, Secretary I, Financial Aid, South Campus, is requesting a leave of absence without pay, effective August 9 through August 15, 1983.

Evelyn Wrobleski, Account Clerk II, District Business Services, is requesting a leave of absence without pay, effective July 18 through July 28, 1983.

Change of Status

Ruth Baumgartner, Program Assistant, CETA Programs, South Campus, was given a change of status to Information Processor, District Office of Personnel and Employee Relations, Grade 7, Step 4, effective July 12, 1983.

Carmen Cable, Account Clerk I, District Business Services, was given a change of status to Account Clerk II/Payroll, Grade 9, Step 6, effective July 12, 1983.

Bobbie Garrett, Program Assistant, North Campus, to be given a change of status to Program Assistant (75%), Community Services, Grade 5, Step 1, effective July 12, 1983.

Tamara Hales, Account Clerk I, District Business Services, was given a change of status to Account Clerk II/Payroll, Grade 9, Step 4, effective July 12, 1983.

CLASSIFIED
PERSONNEL
ACTIONS
(CONTINUED)

Marie Judice, Program Assistant, Community Services, South Campus, was given a change of status to Account Clerk II/Diversified Funds, District Business Services, Grade 9, Step 4, effective July 12, 1983.

Patricia Lucas, Secretary IV, Office of Instruction, South Campus, was given a change of status to Secretary V, District Office of Instruction, South Campus, Grade 18, Step 6, effective July 12, 1983.

Howard Schafer, Program Assistant, Learning Assistance Program, South Campus, was given a change of status from 19 hours per week to 29 hours per week, effective July 18, 1983.

Hope Wright, Secretary II/District Business Services, South Campus to be given a change of status to Secretary II, Community Services, Grade 5, Step 6, effective upon a replacement.

Resignation/Termination

Lori Griffin, Information Processor, District Central Services, resigned effective August 18, 1983. Payment is authorized for any unused vacation.

Elizabeth Taylor, Secretary II, District Central Services, resigned effective June 29, 1983. Payment is authorized for any unused vacation.

Gail Thompson, Instructional Assistant, South Campus, Mathematics and Engineering, resigned effective June 30, 1983. Payment is authorized for any unused vacation.

Retirement

Fannie Emmer, Administrative Secretary III, District Central Services, retired effective June 29, 1983.

Purchase Orders 971463 through 071518, totaling \$214,709.77 were approved by the Board. A copy of the list is on file with these minutes.

PURCHASE
ORDERS

NEW BUSINESS

For the proper placement of students in Chemistry, English and Mathematics courses, assessment and placement activities are conducted each year during the months of July, August and September.

SOUTH CAMPUS
STUDENT ASSESSMENT
AND PLACEMENT
PROJECT

The assessment and placement project for the fall semester of the 1983-84 academic year is scheduled for the period of time between July 25, 1983, and September 9, 1983. A list of the names of certificated faculty, instructional assistants and student aides to serve in the assessment and placement project was presented for the Board consideration, as well as a schedule for assessment and placement, including staff assignments.

The Chancellor recommended the Board of Trustees approve the assessment and placement project for certificated faculty, instructional aides, and student aides as shown on the attachment on file with these minutes for an amount not to exceed \$6,329.

Motion by Trustee Walther, seconded by Trustee Connolly, to approve the South Campus Student Assessment and Placement Project as presented. Motion carried.

APPROVED

The Saddleback Community College District conducted a schedule of general education courses for the Southern California Edison Company during the 1982-83 academic year. This program was totally industry funded under an educational services agreement, and the schedule of courses provided the necessary educational preparation for students preparing to become nuclear technicians.

EDUCATIONAL
SERVICES AGREEMENT:
SOUTHERN
CALIFORNIA EDISON

The Edison Company has requested an educational services contract for the 1983-84 academic year. Edison Company representatives and College staff have developed the program and the contract proposal which is on file with these minutes.

The Chancellor recommended the Educational Services Agreement with the Southern California Edison Company for 1983-84 be approved by the Board of Trustees as presented.

Motion by Trustee Moore, seconded by Trustee Connolly, to approve the Educational Services Agreement as presented. Motion carried.

APPROVED

The State "flexible calendar" requires the District to schedule and conduct faculty in-service training and planning activities. The time for these activities has been provided for in the annual academic calendar at the beginning of each semester. Fall semester faculty in-service is scheduled August 15, 16, 17 and 18, 1983.

IN-SERVICE
CONSULTANTS

Plans and arrangements for Fall faculty and management in-service have been completed. A list of the consultants to be approved and the honorarium to be paid is on file with these minutes.

The Chancellor recommended the Board of Trustees approve the Fall semester in-service consultants as presented.

Motion by Trustee Moore, seconded by Trustee Connolly, to approve the in-service consultants as presented. Motion carried. APPROVED

The District's FM station, KSBR, is part of the National Public Radio Network. This membership makes it eligible for various grants from the Corporation of Public Broadcasting, including an annual award from the California Public Broadcasting Commission. The official announcement of this year's award has been made and based on the California Public Broadcasting Commission's funding formula, KSBR is eligible for \$3,811 to be used to support future station fund-raising efforts and general operating costs.

GRANT AWARD:
CALIFORNIA
BROADCASTING
COMMISSION TO
KSBR/FM

The Chancellor recommended the Board of Trustees accept an award from the California Broadcasting Commission in the amount of \$3,811.

Motion by Trustee Moore, seconded by Trustee Price, to approve the acceptance of the award as presented. Motion carried. APPROVED

The College Library Resources Program, under the auspices of the U.S. Department of Education, has for several years awarded grants to colleges in order to expand their library collections and to help strengthen college library programs in general. In the past both North and South campuses have received awards. The District has been notified that each campus is eligible to receive \$890 for Fiscal Year 1983-84.

GRANT AWARD:
DEPARTMENT OF
EDUCATION

The Chancellor recommended that the Board of Trustees approve the acceptance of these two awards from the Department of Education.

Motion by Trustee Moore, seconded by Trustee Connolly, to approve the acceptance of the grant awards as presented. Motion carried.

GRANT AWARD:
DEPARTMENT OF
EDUCATION
(CONTINUED)

On September 28, 1982, the District Board of Trustees approved an application to the Foundation for Community Service Cable Television located in San Francisco. The grant application requested an award of \$6,000 which would be used to permit the district to electronically link-up directly with public access channels of Times Mirror Cablevision and Irvine Community Television and also permit linking South Campus and North Campus.

GRANT AWARD:
FOUNDATION FOR
COMMUNITY
SERVICE
CABLE TELEVISION

The Foundation for Community Service Cable Television has informed us that a grant for \$6,000 has been awarded to the district for this cable interconnection project.

The Chancellor recommended that the Board of Trustees accept an award from the Foundation for Community Service Cable Television in the amount of \$6,000.

Motion by Trustee Walther, seconded by Trustee Moore, to approve the acceptance of an award from the Foundation for Community Service Cable Television as presented. Motion carried.

APPROVED

The Fund for Instructional Improvement, under the auspices of the State Chancellor's Office for California Community Colleges, sponsors an annual grant program for projects designed to improve instruction. The Saddleback Community College District has participated in this program annually and has received many awards in the past. This year the District submitted a project, HUMANIZING TELECOURSES, in consortia with Coastline Community College. The State Chancellor's Office has approved an award in the amount of \$13,000.

GRANT AWARD:
FUND FOR
INSTRUCTIONAL
IMPROVEMENT

The Chancellor recommended the Board of Trustees approve acceptance of an award from the State Chancellor's Office, Fund for Instructional Improvement, in the amount of \$13,000.

Motion by Trustee Walther, seconded by Trustee Moore, to approve the acceptance of the grant award as presented. Motion carried.

APPROVED

Effective July 1, 1983, Vern Hodge, Financial Aid Officer, accepted the position of Associate Dean/Student Development, South Campus. This position was advertised according to District personnel procedures. Applications were received, interviews were conducted, and Wynoah Johnson was selected to be recommended to fill this position.

FULL-TIME
CLASSIFIED
EMPLOYMENT
RECOMMENDATION

The Chancellor recommends the Board of Trustees approve the employment of Wyoah Johnson, for the position of Financial Aid Officer, Student Services, South Campus, Class II, Step 3, Classified Management Salary Schedule, effective July 25, 1983.

FULL-TIME
CLASSIFIED
EMPLOYMENT
RECOMMENDATION
(CONTINUED)

Motion by Trustee Connolly, seconded by Trustee Price, to approve the employment of Wyoah Johnson as Financial Aid Officer, Student Services, South Campus, as presented. Motion carried.

APPROVED

On January 22, 1979, the District entered into a contract with Turner Data Systems, Inc. for the provision of data processing services to the District. There are six months remaining on this contract covering the period July 1983 through December 1983. These services provide support to the District's business and personnel services areas.

CONTRACT:
TURNER DATA
SYSTEMS, INC.

Turner Data and the District's data processing staff have met and calculated the changes required by the Agreement. Net change in the contract cost to the District for the next six months is \$7,836. This represents the difference between what is proposed for expenditure under the contract during 1983-84, \$88,908, and the amount actually expended in the corresponding six-months period during 1982-83, \$81,072.

The Chancellor recommended that the Board approve the amendment to the Agreement with Turner Data Systems, Inc., in accordance with the proposal on file with these minutes.

Motion by Trustee Walther, seconded by Trustee Connolly, to approve the amendment to the contract with Turner Data Systems, Inc., as presented. Motion carried.

APPROVED

On May 27, 1980, the District entered into a contract with Turner Data Systems, Inc. for provision of data processing hardware maintenance and management services. These services provide support to the District's student registration system.

CONTRACT:
TURNER DATA
SYSTEMS, INC.

Turner Data and the District's data processing staff have met and calculated the changes required by the Agreement. Net change in the contract cost to the District for the 1983-84 fiscal year is \$1,812. This represents the difference between what is proposed for expenditure under the contract during 1983-84, \$185,628 and the amount actually expended during 1982-83, \$183,816.

The Chancellor recommended the Board approve the amendment to the Agreement with Turner Data Systems, Inc. in accordance with the proposal on file with these minutes.

Motion by Trustee Moore, seconded by Trustee Connolly, to approve the amendment to the agreement with Turner Data Systems, Inc. as presented. Motion carried.

CONTRACT:
TURNER DATA
SYSTEMS, INC.

For the past three years, the District has employed a consultant to maintain, modify, correct and update the software used in its computer based student registration system.

CONTRACT:
ALDRICH
COMPUTER
SERVICES, INC.

District staff proposes renewal of this contract for the 1983-84 year for an amount not to exceed \$23,000, a net reduction of \$7,000 from last year's level of service.

The Chancellor recommended the Board approve a contract with Aldrich Computer Services, Inc., for the data processing consultant services as presented in the proposal on file with these minutes.

Motion by Trustee Moore, seconded by Trustee Connolly, to approve the contract with Aldrich Computer Services, Inc., as presented. Motion carried.

APPROVED

Athletic supplies such as uniforms, equipment training, etc., are required for the operation of the Athletics and Physical Education Departments. The majority of these items are purchased annually in large quantities in order to take advantage of discounts.

AWARD OF BID:
ATHLETIC
EQUIPMENT AND
SUPPLIES

Bid #649 for athletic supplies was opened and evaluated on May 19, 1983. A total of twelve bids were received. Each bidder was low on some items with bid amounts as shown on the attachment on file with these minutes.

The Chancellor recommended the Board approve the award of bid #649 for athletic supplies to the vendors listed on the exhibit on file with these minutes for a total cost of \$32,710.15.

Motion by Trustee Moore, seconded by Trustee Walther, to approve the award of bid for athletic equipment and supplies as presented. Motion carried.

APPROVED

The Saddleback Community College District publishes a school newspaper The Lariat. Publication of this newspaper is accomplished by students in the Journalism Department, Division of Liberal Arts.

AWARD OF BID:
PRINTING OF
1983-84 THE
LARIAT
NEWSPAPER

Bid #646 for the printing of The Lariat was opened and evaluated on April 27, 1983. A total of two bids were received. Daily Sun/Post, San Clemente, was the low bidder, with a cost of \$510 per issue for twenty-four issues, and a cost of \$1,157 for the special 32 page orientation issue.

The Chancellor recommended the award of Bid #646 for printing of The Lariat newspaper to Daily Sun/Post in the amount of \$14,200.82.

AWARD OF BID:
PRINTING OF
1983-84 THE
LARIAT
NEWSPAPER
(CONTINUED)

Motion by Trustee Moore, seconded by Trustee Connolly, to approve the award of Bid #646 to the Daily Sun/Post in the amount of \$14,200.82. Motion carried.

APPROVED

Before construction on the Campus Safety and Security Building could begin, the District was required by law to employ a qualified inspector. Since the project was so small, it was not economical to hire a full-time inspector. The Blurock Partnership recommended we hire the firm of D. L. Douglas & Associates, Inc. on an hourly basis. An oral estimate was secured from Douglas by the District's Director of Maintenance and Operations. Based upon this estimate, at the Board meeting of May 2, 1983, the Chancellor recommended, and the Board approved, a contract with Douglas not to exceed \$1,700. A contract in this amount was forwarded to Douglas on May 5, 1983. On May 31, 1983, Douglas returned the contract with the total amount amended to read \$5,000. In the meantime, an inspector from Douglas had been making regular visits to the job site. Upon receipt of the proposed amended contract, Douglas was notified to stop providing service and the District Director of Maintenance and Operations was directed to cease using the inspection service. Before service could be terminated, the D. L. Douglas Company provided and billed the District for \$2,406 in inspection services.

CONTRACT:
CONSTRUCTION
INSPECTOR

The Chancellor recommended the Board approve issuing a revised contract to D. L. Douglas & Associates, Inc. in the amount of \$2,406.

Motion by Trustee Taylor, seconded by Trustee Price, to approve issuing a revised contract as recommended. Motion carried.

APPROVED

On September 14, 1982, the District entered into a five-year contract with Greg's Food Service for the construction of a food services facility at North Campus. This facility was to be deeded to the District by Greg's Food Service in exchange for a five-year contract for the operation of that facility. The firm of The Blurock Partnership, at no cost to the District, supervised the Greg's Food Service architect and eventually these plans were sent to the Office of State Architect for approval. In the meantime, it became apparent that Greg's Food Service was having difficulty in arranging for the necessary performance bond. Representatives of

CONTRACT:
GREG'S FOOD
SERVICE

the District have met with Mr. Chinarian of Greg's Food Service on a number of occasions and have communicated in writing a final deadline of June 29, 1983. Greg's Food Service has been unable to meet this deadline for the issuance of a performance bond.

CONTRACT:
GREG'S FOOD
SERVICE
(CONTINUED)

It has been confirmed that Greg's Food Service will be unable to perform the contract as agreed. There is in existence a five-year contract providing for food services to North Campus from Greg's Service in exchange for the deeding to the College of a building.

The Chancellor recommended the Board approve the amendment of the existing contract with Greg's Food Service which will eliminate the furnishing of the building and limit the contract for one year.

Motion by Trustee Moore, seconded by Trustee Walther, to approve the amendment to the existing contract with Greg's Food Service as presented. Motion carried.

APPROVED

Faculty Offices in the South Campus Business Sciences and Technology and Applied Sciences areas are inadequate. As part of a year-end spend down plan, the Chancellor recommended construction of thirty new faculty offices. At its meeting of March 28, 1983, the Board of Trustees authorized the seeking of bids for the construction of several projects, including a faculty office building for South Campus, with a project budget of \$252,000.

SOUTH CAMPUS
FACULTY OFFICES

Bids for construction of the South Campus faculty offices were let, received and evaluated on June 2, 1983. The low bidder for the project was Coy Atkins, Fountain Valley, in the amount of \$243,000. Architect fees for the project were fixed at \$22,000. Cost for inspection, testing and fees will approximate \$4,200 for a total project cost of \$269,000, an overrun of \$17,200. There exists a strong possibility that the District will suffer a real dollar reduction in funds for 1983-84. This project would represent approximately one-fourth of the possible loss.

The Chancellor recommended the Board of Trustees approve the letting of the bid to Coy Atkins, Fountain Valley, in the amount of \$243,000 for construction of the faculty offices on the South Campus.

Motion by Trustee Moore, seconded by Trustee Price, to approve the letting of the bid to Coy Atkins in the amount of \$243,000.

MOTION

Motion by Trustee Moore, seconded by Trustee Price, to amend the motion to include the bid letting should proceed but only upon the condition that the District receive full funding for the 1983-84 fiscal year, at the same level as 1982-83. Motion carried.

AMENDMENT

APPROVED

The question was called for on the main motion. Motion carried.

MAIN MOTION APPROVED

Approximately six months ago, representatives of The Irvine Company approached the District with a proposal to donate outdoor recreational facilities to the District in order that The Irvine Company meet the City of Irvine's requirement for nearby facilities for residents of the Orchard Park development. The City of Irvine approved this plan. The design of the facilities was completed by The Blurock Partnership at no expense to the District.

NORTH CAMPUS: IRVINE COMPANY GIFT FOR OUTDOOR HEALTH, PHYSICAL EDUCATION, RECREATION FACILITIES

The Irvine Company wishes to proceed with the construction of the outdoor facilities at North Campus in an area which has been previously designated in the campus master plan. The value of the facilities to be donated is approximately \$75,000.

The Chancellor recommended the Board adopt the resolution on file with these minutes accepting The Irvine Company's gift of outdoor Health, Physical Education, Recreation (HPER) facilities for the North Campus.

Motion by Trustee Moore, seconded by Trustee Walther, to adopt the resolution for acceptance of The Irvine Company's gift to the district. Motion carried by roll call vote:

APPROVED

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

CORRESPONDENCE

The correspondence items were presented to the Board for information and review.

CORRESPONDENCE

REPORTS AND/OR COMMENTS

REPORTS AND/OR COMMENTS

It was recommended the Board of Trustees authorize the Chancellor or his designee to approve those expenditures or personnel actions that may become necessary prior to the next regular meeting of the Board of Trustees. All such actions will be reported to the Board for ratification at the August 8 meeting.

Motion by Trustee Taylor, seconded by Trustee Moore,
to approve the authorization request as presented.
Motion carried.

APPROVED

Motion by Trustee Moore, seconded by Trustee Connolly,
to schedule the regular meeting of the Board of
Trustees on September 26, 1983, at the North Campus.
Motion carried.

MEETING
SCHEDULED FOR
NORTH CAMPUS

Trustee Moore requested that the next regular meeting
of the Board of Trustees begin at 7 p.m. instead of
7:30 p.m. The Board concurred with this request.

Trustee McKnight recessed the meeting at 9:30 p.m. for
a Closed Session.

The next regular meeting of the Board of Trustees will
be Monday, August 8, 1983, at 7:00 p.m.

Larry P. Stevens

Larry P. Stevens
Secretary to the Board of Trustees