

PUBLIC/FILE IN
LIBRARY

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

MINUTES OF THE GOVERNING BOARD MEETING

July 13, 1982
Library Classroom Building - Room 105

The Regular Meeting of the Board of Trustees was called to order by Trustee Connolly. Trustee Price led the audience in the Pledge of Allegiance and Trustee Moore 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. Robert L. Moore, Member
Mr. Larry W. Taylor, Member
Ms. Jennifer Herman, Student Member

BOARD MEMBERS

Mr. Chester S. DeVore, Interim Chancellor
Dr. Albert J. Grafsky, Vice Chancellor -
Business Services
Dr. William O. Jay, President - South Campus
Mr. Frank O. Sciarrotta - Dean of Administrative
Services

STAFF MEMBERS

Motion by Trustee Moore, seconded by Trustee Price, and unanimously carried to adopt the agenda as presented.

AGENDA ADOPTED

Motion by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to adopt the minutes of the Regular Meeting of June 22, 1982.

REGULAR MEETING
MINUTES ADOPTED

Motion by Trustee Walther, seconded by Trustee McKnight, and unanimously carried to adopt the minutes of the Special Meeting of June 30, 1982.

SPECIAL MEETING
MINUTES ADOPTED

Mr. Alvin Brightbill, President of the Saddleback Community College District Faculty Association, distributed and read a statement to the Governing Board regarding SCCDFA's grievance with the resolution which was adopted June 30, 1982.

GRIEVANCE
HEARING

Interim Chancellor DeVore also gave a statement concerning the district's position with regard to the grievance filed by SCCDFA.

GRIEVANCE
CONTINUED

Copies of each statement are on file with these minutes.

CONSENT CALENDAR

CONSENT
CALENDAR

All items listed under the consent calendar are considered to be routine and action will be taken by the Board of Trustees in one motion. There will be no discussion of these items prior to the vote unless it is requested that specific items be discussed or removed from the consent calendar, in which case that item will be considered immediately following the consent calendar.

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

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

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

- Trustee Walther Meeting with Staff
 South Campus
 June 14, 17, 24, 1982
- Trustee Walther Meeting with Foundation
 Consultant
 Santa Ana
 June 16, 1982
- Trustee Price Meeting with Staff
 South Campus
 June 21, 1982
- Trustee McKnight Meeting with Chancellor
 South Campus
 June 21, 1982
- Trustee McKnight Meeting with Staff
 South Campus
 June 23, 1982
- Trustees Wishing Liaison Committee Meeting
to Attend El Toro
 June 23, 1982
- Trustee Walther Tustin Chamber of Commerce
 Tustin
 June 23, 1982
- Trustee Connolly Meeting with Legislative Consultant
 Newport Beach
 June 24, 1982

Trustee Connolly Meeting with Architect
Newport Beach
June 28, 1982

Trustee McKnight Meeting with Chancellor
South Campus
June 29, 1982

Trustee Walther OCSBA Board of Directors Meeting
Santa Ana
June 30, 1982

Trustee Walther Mission Viejo Lions Club
Mission Viejo
July 1, 1982

Trustee McKnight Meeting with Chancellor
South Campus
July 6, 1982

Trustee Connolly Meeting with Staff
South Campus
July 6, 1982

Trustee McKnight Meeting with Foundation Consultant
South Campus
July 8, 1982

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

Trustees' Reimbursement Claim for Use of Personal
Auto for the months of April, May and June, 1982:

BOARD OF TRUSTEES
REIMBURSEMENT
CLAIM FOR USE
OF PERSONAL AUTO

Trustee Connolly	\$20.00
Trustee McKnight	25.20
Trustee Moore	48.00
Trustee Price	22.00
Trustee Taylor	52.20
Trustee Walther	88.00
Trustee Watts	72.00
Student Trustee Herman	12.80

The following part-time faculty (temporary employees)
approved to teach for the 1982-83 academic year at
the rate stipulated in the salary schedule:

APPOINTMENT OF
PART-TIME/
SUBSTITUTE FACULTY

<u>Applicant</u>	<u>Probable Assignment</u>
Bush, Grace	Computer Science
de Mallac, Gail	Humanities and Languages
Deasy, Susan	Human Development
Jain, Nirmal	Mathematics
Lawson, Lawrence	Architecture
O'Malley, Mary	Graphic Arts

Peters, Susan	CIS
Sagan, Arthur	Graphic Arts
Singh, Marlene	Mathematics
Spero, Mark	Mathematics
Van Thillo, Grace	Early Childhood Ed

APPOINTMENT OF
PART-TIME/
SUBSTITUTE FACULTY
CONTINUED

Payroll Adjustment

The following part-time faculty (temporary employees) approved to receive a "pay back" as indicated due to an error in computing OSH and/or salary placement effective with the 1980 fall semester. This payroll adjustment is in compliance with the Certificated Employee Master Agreement 1980-1983.

Allen, Kathryn	\$137.02
Angle, Roger	43.72
Bartels, Marlo	89.72
Castagno, Charles	587.90
Clairmont, Ray	(279.53)
Cohen, Robin	1.30
Coleman, Greg	610.08
Cross, David	481.56
Dorsey, Donald	(12.40)
Finigan, Betty	81.48
Haroldson, Ruth	379.53
Hudson, Jean	111.83
Jinkens, Robert C.	189.85
Johnston, Garry	203.02
Lorenzen, Carl	740.88
McDermott, Anne	580.70
Melgaard, Connie	67.77
Moffitt, Dale	42.08
Moore, David	234.63
Nelson, Barbara	132.61
Newport, Walter	166.22
Pearcy, Lyle	97.28
Penseyres, James K.	327.44
Perry, Steve	37.23
Perry, Theresa	68.51
Piety, Leona	111.83
Rothman, Harold R.	176.03
Speyer, Edward	151.88
Vincent, Beatrice	111.83
Vise, Kenneth	383.60
Waterman, Glenda	267.86
Watson, Katherine	683.90
	<u>\$7,007.36</u>

The following full-time faculty approved for the 1982 summer session on an if-and-as-needed basis at the rate stipuled in the salary schedule at the class to which each is qualified:

APPOINTMENT OF
SUMMER SCHOOL
CERTIFICATED
PERSONNEL

North Campus

Dachslager, Howard

The following previously employed part-time faculty (temporary employees) approved to teach on an if-and-as-needed basis for the 1982 summer session at the rate stipulated in the salary schedule at the class to which each is qualified:

APPOINTMENT OF
SUMMER SCHOOL
CERTIFICATED
PERSONNEL
CONTINUED

Fine Arts

Belinfante, Frieda
Foster, Patricia
Mitsumoto, Masatoshi

Health Sciences and Gerontology

Bingaman, Nancy

Humanities and Languages

Reed, J. Mike

North Campus

Pedigo, Paul

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

<u>Applicant</u>	<u>Probable Assignment</u>
de Priest, Diane	Drama
Fickes, Leslie	Computer
Gould, Charlene	Theatre
Schanzenbach, Mahlon	Music

Change in Assignment

Harry Sherer, Assistant Director, Office of Instruction, granted a change in assignment to Instructor, School of Humanities, North Campus, effective with the 1982-83 academic year. Payment was authorized for any accrued and unused vacation.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Additional Compensation

The following Coordinators at the rate of \$1,369 per semester, effective with the 1982-83 academic year:

Jerry Guy - Special Services/Special Education
Pete Espinosa - Counseling Support Services

CERTIFICATED
PERSONNEL
REGULAR ACTIONS
CONTINUED

Leave of Absence

Dr. Peter Borella, Instructor, Division of Natural Science, approved for a leave without pay for the academic year of 1982-83 to serve the National Science Foundation. National Science Foundation will assume the responsibility for paying Dr. Borella's salary and benefits for the 1982-83 academic year.

The following classified personnel regular actions which have been allocated in the 1982-83 budget by the Board of Trustees:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Recommendation of Employment

Bob Black, Printing Technician Substitute, Library and Instructional Services (Duplicating) hourly equivalent of Grade 11, Step 1, \$7.547 per hour, on an if-and-as-needed basis, effective July 12, 1982.

Steve Reynolds, Printing Technician Substitute, Library and Instructional Services (Duplicating) hourly equivalent of Grade 11, Step 1, \$7.547 per hour, on an if-and-as-needed basis, effective July 12, 1982.

Bill Weaver, Printing Technician Substitute, Library and Instructional Services (Duplicating) hourly equivalent of Grade 11, Step 1, \$7.547 per hour, on an if-and-as-needed basis, effective July 12, 1982.

The following were employed as Restricted Short-Term Employees pursuant to Education Code 88003:

Recommendation of Employment - Radio Producer/Host (Restricted Employee)

Michael Rosenfeld, Radio Producer/Host, at the rate of \$5.50 per hour, effective July 6, 1982. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Professional Model (Restricted Employee)

Mary Hayne, Professional Model, \$6.60 per hour, if-and-as-needed, effective August 1, 1982.

Recommendation of Employment - Tutor I (Restricted Employees)

CLASSIFIED
PERSONNEL
REGULAR ACTIONS
CONTINUED

Chen, Yueh-Chun Thai, Hiep
Huyuh, Nga Thi Tran, Huong

Tutor I at the rate of \$3.85 per hour, effective June 1, 1982. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Summer Theatre Aid (Restricted Employees)

Michael Bright
Stephanie Catino

Summer theatre production aid at \$3.35 per hour, effective June 23, 1982. Monies have been budgeted for this project. Hours will be determined by the appropriate administrator and budget.

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

Chris Clark Steven Lechner
Nancy Fox Andrew Marcus
Amy Harbs Daren Savage
Cheri Hutchison Kari Schmutz
Doug Lima Dena Teeter

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)

Brigitte Benefield Bettye Randall
Sabrina Kaabi Le Son
Doug Floyd Mariann Watson
Kay Ono Thomas Yengo
Douglas Parsons

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

Leave of Absence Without Pay

Maureen Mayer, Instructional Assistant/Journalism (hourly), Humanities and Languages, requested a leave of absence without pay for 1982-83 academic year.

Sally Scalzo, Secretary II (75%), Office of Instruction, requested a leave of absence without pay from June 1 through July 31, 1982.

CLASSIFIED
PERSONNEL
REGULAR ACTIONS
CONTINUED

Ray Vierling, Audio-Visual Technician I, Library and Instructional Services, requested a leave of absence without pay from July 1 through July 31, 1982.

Resignation/Termination

Gayla Katsulis, Articulation Clerk, Counseling and Guidance, resigned effective July 8, 1982. Payment was authorized for any accrued and unused vacation.

Sandra Smith, Secretary I, Health Science and Gerontology, terminated effective June 30, 1982, due to completion of Nursing Capitation Grant Funds. Payment was authorized for any accrued and unused vacation.

The following hourly employees were reappointed for the 1982-83 academic year.

Clerk-Short Term

Tonokawa, LuAnn Sue

Life Guards

Brillhart, Eric	Thorpe, Kristin
Fessenden, Roberta	Van Wie, Rose
Hartman, Therese	Zepel, Cheryl
Robbins, Jennifer	

HRD Technicians

Avila, Enrique	O'Brien, Delores
Craig, Lee Jone	Skelard, Elaine

The following guest artists for their contribution to the productions of the Saddleback Company Theatre were approved:

COMMUNITY
SERVICES
PROGRAMS

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
The Music Man	Jeff Sisil	\$ 380.00
June 24 - July 11, 1982	Blake Gould	352.00
A Doctor in Spite of Himself	Ron Bousson	300.00
June 14 - July 8, 1982	Patti Hubler	150.00
	Carol Nickens	80.00
	Richard Messenger	80.00
	Alan Goodson	80.00

Payment of royalties to Anchorage Press, Inc. for an amount not to exceed \$300.00 for the eleven performances of A Doctor in Spite of Himself.

COMMUNITY
SERVICES
PROGRAMS
CONTINUED

The additional Community Services Programs, 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 following guest speakers were approved. Monies have been budgeted for the honorarium as indicated. The following items are part of the district's general instructional program.

PUBLIC AND
INSTRUCTIONAL
PROGRAMS

Marine Science 31	Ken Williams	\$600.00
April 23-25, 1982		
June 4-6, 1982		

Emergency Care	Renee Rowlett	50.00
Equipment	(This speaker is substituting	
May 15, 1982	for Loir Burnette)	
	Asa Herren	50.00

The items on the Awards list were approved for the action specified and payment authorized upon delivery and acceptance of the items ordered. Each bidder recommended for an award has submitted the low bid meeting specifications and the recommended awards are within the approved budgetary allocations. A copy of the list is on file with these minutes.

AWARDS

Purchase orders 065177 through 065356, totaling \$48,804.31, approved and payment authorized upon delivery and acceptance of the items ordered. Also submitted for approval was a report of changes to purchase orders previously approved by the Board. A copy of the list is on file with these minutes.

PURCHASE ORDERS

Warrant 96-076092, in the amount of \$20,584.96, was issued October 21, 1981 to Great West Life Assurance Company for the monthly insurance premium. This warrant was never received by Great West Life Assurance Company. The Board of Trustees authorized the issuance of a new warrant to the vendor in the amount of \$20,584.96.

REISSUANCE OF
OUTDATED WARRANT

REGULAR CALENDAR

REGULAR CALENDAR

The Board of Trustees Requests list was submitted for information. A copy is on file with these minutes.

BOARD OF TRUSTEES
OTHER -
INFORMATION

It was requested that the Board of Trustees approve acceptance of the following grant awards:

Curriculum Development in International Studies - This project will design a model teaching program in the field of international studies. The intent of the program is 1) to develop a curriculum, 2) to acquire supplemental library materials. Project director: Maud Shambrook. Amount awarded: \$6,000.

Improving Academic Advisement For the Older Adult - The purpose of this project is to adapt the outcomes of the In-Service Training grant for the part-time Emeritus Institute faculty in 1982-83, to meet the need for trained faculty advisors who can assist the older student with academic advisement. The training program will be conducted during the fall semester where we will select thirty Emeritus Institute instructors who will enroll in six units of coursework. Project director: Marilyn Ditty. Amount awarded: \$6,000.

Motion by Trustee Price, seconded by Trustee Walther, and unanimously carried to approve the grant awards.

APPROVED

Sybil Orr, a full-time faculty member in the Nursing Division, is ill and is currently on sick leave. She has requested that the sabbatical leave that she has been granted for 1982-83 be deferred to 1983-84.

SABBATICAL
LEAVE DEFERMENT

It was recommended that Ms. Orr's request be granted and that no replacement be authorized for 1982-83.

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to approve the sabbatical leave deferment.

APPROVED

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

GIFTS TO THE
DISTRICTDonorGift

Peter Linnebach
San Clemente

Donation of one (1)
Bruning photocopy machine
to be used by the Interior
Design Department

Harry Kahan
Laguna Beach

Donation of three (3) tele-
vision sets to be used by
the Audio Visual Department

Motion by Trustee Price, seconded by Trustee Moore, and unanimously carried to accept the gifts to the district.

GIFTS TO THE
DISTRICT
CONTINUED
ACCEPTED

Board approval was recommended for an independent contractor agreement with Joyce Winter. A copy of the contract is on file with these minutes and was developed for use in acquiring the services of a commission-only advertising salesperson.

ADVERTISING
SALES CONTRACT

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

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

APPROVED

The following is an amendment to a contract between Saddleback Community College District and Touch of Beauty College which was awarded on Bid #611 and approved by the Board on June 22, 1982.

AMENDMENT TO
VOCATIONAL
EDUCATION
CONTRACT

Vocational Education instruction with Touch of Beauty College at 25800 Jeronimo, Mission Viejo, California 92675, will continue in the field of cosmetology for Saddleback students as previously approved. However, pursuant to Education Code Section 94311(b) the Private Postsecondary Education Commission, students may not attend Touch of Beauty College, 34085 Doheny Park Road, Capistrano Beach, since that location has not been in existence for two years.

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

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

APPROVED

Reappointment of Robert C. Poolman and Associates as Facilities Consultant at a cost not to exceed \$15,000 for fiscal year 1982-83 was requested. In order for Mr. Poolman to commit time or expenses against the Saddleback Community College District, advance authorization from the Chancellor will be required for each individual activity.

CONTRACT
SERVICES

CONTRACT
SERVICES
CONTINUED

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

COOPERATIVE
PURCHASING

Board approval was requested for the district to participate in a one-time, one-delivery cooperative bid for computer stock paper with the following four Community College Districts: Cerritos, Rio Hondo, Santa Ana and Mt. San Jacinto.

APPROVED

Motion by Trustee Walther, seconded by Trustee Price, and unanimously carried to approve the cooperative purchasing bid.

LEGAL COUNSEL -
RADIO STATION KSBI

It was recommended that F. Joseph Brining, Esq., of McLean, Virginia, be reappointed legal counsel to represent the district's interest in matters before the Federal Communications Commission in Washington, D.C. for the radio station.

Counsel will receive a retainer fee of \$125 per month, for a total retainer of \$1,500 in 1982-83. Counsel will bill the district for professional services as follows:

Attorney's services - @ \$80 per hour
Para-legal services - @ \$30 per hour
Costs/expenses payable to third parties such as long distance telephone calls, duplicating expenses, etc.

APPROVED

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

PAYMENT TO
ARCHITECT

William Blurock & Partners, Architects, have submitted the following request for payment on a project previously approved by the Board. The payment request is submitted at this time for ratification.

Project: District Warehouse - South Campus
Fee: \$21,700.00

Amount due to date (100%)	\$ 21,700.00
Less previous payments	19,530.00
Amount due this request	\$ 2,170.00

APPROVED

Motion by Trustee McKnight, seconded by Trustee Moore, and unanimously carried to approve the payment to architect.

REVISION - POLICY
GOVERNING USE OF
COPYRIGHTED
MATERIALS

The Governing Board adopted the "Policy Governing Use of Copyrighted Materials" at the meeting of January 14, 1980. The policy and guidelines developed through the efforts of the Task Force Committee 27 have been very useful in the attempt to stay within the revised copyright law. Recent national negotiations have produced a slightly more liberal "fair use" parameters which apply only to off-air television recording by non-profit educational institutions. A copy of the revision is on file with these minutes.

It was requested that the Board approve the proposed revision in policy.

APPROVED

Motion by Trustee Price, seconded by Trustee Moore, and unanimously carried to approve the revision as presented.

The bid opening for the new parking lot of the South Campus is scheduled for Friday, July 16. The bid specifies a completion date of August 13, 1982.

NEW PARKING
LOT CONSTRUCTION

To avoid the possible loss of any construction time, it was recommended that the Governing Board authorize the Interim Chancellor or the Vice Chancellor/Business Services to award the construction bid, provided the bid amount is within the budget limit.

Motion by Trustee Moore, seconded by Trustee McKnight, and unanimously carried to approve the authorization.

APPROVED

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

BUDGET REPORTS
INFORMATION

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

Motion by Trustee McKnight, seconded by Trustee Moore, and unanimously carried to adjourn to closed session.

CLOSED SESSION

The meeting was adjourned at 8:20 p.m.

ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Tuesday, July 27, 1982.

SCHEDULE OF
MEETINGS



Chester S. DeVore, Secretary to the Board of Trustees