

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

MINUTES OF THE GOVERNING BOARD MEETING

July 27, 1982
Library Classroom Building - Room 105

The Regular Meeting of the Board of Trustees was called to order by Trustee Connolly. Trustee Taylor led the audience in the Pledge of Allegiance and Trustee McKnight 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
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 Watts, seconded by Trustee Moore, and unanimously carried to adopt the agenda with the correction to page 3 of Report 388* - Classified Personnel, Regular Actions.

AGENDA ADOPTED

Motion by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to adopt the minutes of the Regular Meeting of July 13, 1982.

MINUTES ADOPTED

Trustee McKnight briefly reported on the South Orange County Community Services Council (an umbrella organization) which will have an office on the South Campus.

REPORTS AND
COMMUNICATIONS

Interim Chancellor DeVore briefly reviewed the development process of the revised Board Policies and the Board agreed to devote one hour at the beginning of each agenda for the purpose of discussing the policies until they have been reviewed and adopted.

CONSENT CALENDAR

CONSENT
CALENDAR

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

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

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

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

Trustee Walther Meeting with Staff
Saddleback College South Campus
July 7, 1982

Trustee Price Meeting with Foundation Consultant
Saddleback College South Campus
July 8, 1982

Trustee Price Meeting with Staff
Saddleback College South Campus
July 12, 1982

Trustees Wishing Channel 6 Appearances
to Attend Laguna Hills
July 14 and 28, 1982

Trustees Connolly Foundation Meeting
and Walther El Toro
July 29, 1982

Trustee Walther High 12 Club Meeting
San Juan Capistrano
August 13, 1982

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

Trustee Connolly Legislative Meetings
 Sacramento
 June 23, 1982

Trustees Connolly, Special Board Meetings
McKnight, Moore, Saddleback College South Campus
Price, Taylor, July 17, 18 and 19, 1982
Walther

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

The following Certificates of Achievement:

CERTIFICATES
OF ACHIEVEMENT

Faith Adair	Gerontology
John Patrick Byrd	Reprographics
Phyllis I. Cadra	Real Estate
Frank J. Clarke	Computer & Information Science
Stella Drory	Secretarial - Word Processing
Norman F. Ecke	Human Services - Alcohol/Drug Abuse Studies
Joyce E. Griffith	Gerontology
Helen N. Hanaway	Human Services - Family Services
Anna P. Harbs	Educational Assistant
Charles J. Harrelson	Computer & Information Science
Ida D. Haslwanter	Human Services - Generalist Core
Shirlene F. Hayes	Interior Design
Chi K. Hong	Computer & Information Science
Merriann Marie House	Secretarial - Stenographer
	Secretarial - General Secretarial
Pragna Nikul Kapadia	Early Childhood Studies
Deborah L. Koeppen	Educational Assistant
Mary Susan Majick	Human Services - Alcohol/Drug Abuse Studies
Lori A. Majoros	Human Services - Family Services
Adele M. Mitton	Travel Agency Operation
Eileen R. Monville	Business Management
Denise M. Orme	Educational Assistant
Juan A. Palacios	Computer & Information Science

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

APPOINTMENT OF
SUMMER SCHOOL
CERTIFICATED
PERSONNEL

<u>Applicant</u>	<u>Probable Assignment</u>
McCormac, David	Graphic Arts

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:

Business Science

Brigham, Judith
Satterlee, Angela
Van Horn, Corrine

APPOINTMENT OF
SUMMER SCHOOL
CERTIFICATED
PERSONNEL
CONTINUED

Continuing Education

Ditty, Marilyn
Lancey, Barbara

Occupational Programs

LaPointe, William

Social Science

Staudenbaur, Patricia

North Campus

Cistone, Linda
Whiteside, Bonnie

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. They are participating in the Orange County Sanitation District contract which was approved by the Board on March 9, 1982.

Jenner, Paul
Rhue, Raymond

The following part-time faculty (temporary employees) approved to teach for the 1982-83 academic year at the rate stipulated in the salary schedule at the class to which each is qualified.

APPOINTMENT OF
PART-TIME/
SUBSTITUTE FACULTY

Applicant

Probable Assignment

Bennet, Steve	Mathematics
Bouvia, Jon	Radio/TV
Carlson, Emmett	Biology
Dimauro, Eileen	Chemistry
Estrada, Maria	Emeritus Institute
Gorham, Wilma	Human Development
Mangriquez, John	Graphic Arts
Nickens, Carol	Sign Language
Rommel, Etta	History
Walker, Joyce	Sign Language Interpreting

Leave of Absence

Virginia Fletcher, Counselor, Counseling and Guidance, requested a leave of absence without pay from August 23, 1982 and ending May 20, 1983.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

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

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Recommendation of Employment

Angie Kitsianis, Program Assistant Substitute, Library and Instructional Services, hourly equivalent of Grade 5, Step 1, \$6.583 per hour, on an if-and-as-needed basis, effective July 19, 1982.

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

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

James Kelly, Radio Operator/Announcer, \$4.490 per hour, part-time (16 hours per week), effective July 19, 1982.

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

Elizabeth Morse
Heidi Schwabe

Employed as production staff of the Summer Stock Saddleback Company Theatre at \$5.00 per hour, effective June 24, 1982. Monies have been budgeted for this project. Hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Clerk-Short Term (Restricted Employees)

Carol Anderson	Patricia Houser
Beverly Andrews	Melissa Jenkins
Rita Convy	Vivian Sullivan
Grace Chess	

Employed as Clerk-Short Term at the rate of \$3.85 per hour, effective July 13, 1982. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Student Employees
(Restricted Employees)

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Michael Hamilton
Michelle Riem
Kim Jacobsen

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

Classified Personnel Reclassification Recommendations

The District Classification Board has carefully reviewed the reclassification requests that were submitted for this academic year and the following classified positions were reclassified as follows, effective July 28, 1982. Monies will be made available for these reclassifications.

Classified Employees Salary Schedule

<u>Name</u>	<u>Classification Title - from</u>	<u>Classification Title - to</u>	<u>From Grade</u>	<u>To Grade</u>
Pauline Luton	Receptionist	Switchboard Operator/ Receptionist	1, Step 4	2, Step 5
Ludres Casillas (50%)	Receptionist	Switchboard Operator/ Receptionist	1, Step 4	2, Step 5

Change of Status

Raymond Rhue, Television Studio Supervisor, Fine Arts, change in work week from 40 to 20 hours per week, effective July 19 through August 9, 1982.

Leave of Absence Without Pay

Janice Simmons, Instructional Assistant, Office of Instruction/Business Learning Center, North Campus, requested a leave of absence without pay from July 19 through August 13, 1982.

Resignation/Termination

Sandra Schoonover, Duplicating Center Operator Lead, Library and Instructional Services, resigned effective July 15, 1982. Payment was authorized for any accrued and unused vacation.

Jo Brooks, Program Assistant (50%), Occupational Programs, terminated for cause effective July 20, 1982. Payment was authorized for any accrued and unused vacation.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

The following guest speaker was approved. Monies have been budgeted for the honorarium as indicated.

PUBLIC AND
INSTRUCTIONAL
PROGRAMS

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
Faculty In-Service August 16, 1982	John Renley (Funds for Dr. Renley amount to \$200 and \$50.00 to ACCCA, plus necessary travel expenses from Los Angeles)	\$250.00

The following guest artist for his contribution to the production of the Saddleback Company Theatre:

COMMUNITY
SERVICES PROGRAMS

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
Death of a Salesman July 23, 1982	Jeff Sisil	\$300.00

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 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

District Warrants 082608 through 082848, totaling \$386,316.21, approved and ratified for payment. A copy of the list is on file with these minutes.

PAYMENT OF
BILLS

The following progress payment requests approved and ratified on awards previously approved by the Board of Trustees. Payments are within the budgetary allocations for the projects listed and the architect and the construction inspector have certified that the work covered by these payments has been satisfactorily performed.

PROGRESS
PAYMENTS

PROGRESS
PAYMENTS
CONTINUED

Project: North Campus Site Development -
Bid 42-2
Contractor: Kawai Brothers
Contract Amount: \$102,500.00
Approved Change: 9,000.00
Revised Amount: \$111,500.00

Earned to date \$111,500.00
Less 10% retention 11,150.00
Net due earned to date 100,350.00
Less previous payments 94,198.50
Amount due this request \$ 6,151.50

The Board of Trustees accepted this project as completed and authorized the filing of a Notice of Completion. Payment of the retention amount will be made 35 days after the date of filing said notice.

Project: North Campus Library Classroom -
Bid 40
Contractor: Charles Noble
Contract Amount: \$538,400.00
Approved Change: 23,194.86
Revised Amount: \$561,594.86

Earned to date \$561,594.86
Less 10% retention 56,159.49
Net due earned to date 505,435.37
Less previous payments 502,691.90
Amount due this request \$ 2,743.47

The Board of Trustees accepted this project as completed and authorized the filing of a Notice of Completion. Payment of the retention amount will be made 35 days after the date of filing said notice.

Purchase orders 065357 through 066087, totaling \$3,463,859.30, 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

REGULAR CALENDAR

REGULAR CALENDAR

It was recommended that the Governing Board authorize the payment of expenses for travel, meals and lodging for candidates interviewed for the position of Chancellor.

AUTHORIZATION
FOR TRAVEL
EXPENSES

Motion by Trustee Walther, seconded by Trustee Price, and unanimously carried to approve the authorization with the words "actual and necessary" expenses.

AUTHORIZATION
FOR TRAVEL EXPENSES
CONTINUED
APPROVED

The Board of Trustees Requests List was submitted for information.

BOARD OF TRUSTEES
OTHER
INFORMATION

It was recommended that the following field geology trip be approved:

FIELD
GEOLOGY TRIP

Subject: Geology 31E - Eastern Sierras
(Ticket #24420)
Dates: November 5, 6, 7, 1982
Destination: Sierras
Faculty: John Minch
Units: 1

This is a lecture/laboratory field trip to study the geology of the Sierras and identify rock formation and strata. District vehicles will be used for transportation. All travel, food and lodging expenses will be paid by students. It is estimated that 25 students will participate and cost to each person will be approximately \$30.00.

Motion by Trustee Taylor, seconded by Trustee Watts, and unanimously carried to approve the field geology trip as presented.

APPROVED

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

GRANT - AWARDS

North and South Campus under the Department of Education College Library Resources Program for the fiscal year 1982-83. The goal of this grant is to assist the college in acquiring books and related library materials. These funds are to be used between October 1, 1982 and September 30, 1983. There will be no cost to the district. Applications were approved by the Board on 1-26-82. South Campus Project Director: Bill Weisgerber. Award Amount: \$840. North Campus Project Director: Gary Korn. Award Amount: \$840.

Alcohol and Drug Studies Counselor Model Dissemination - With district concurrence, the Chancellor's office authorized an extension of the completion date of the Fund for Instructional Improvement grant until August 1, 1982. No district funds are involved. The original grant was approved by the Board on 6-8-81.

Instructional Modules for Disabled Special Education - With district concurrence, the Chancellor's office authorized an extension of the completion date of the Fund for Instructional Improvement grant until August 31, 1982. No district funds are involved. The original grant was approved by the Board on 6-8-81.

Foundation for Community Service Cable Television 1982 Grants Program - The funds will be used to assist in the production of thirteen weekly television news programs to be aired over the local cable channels as a pilot project. The project will benefit the community and provide additional experience and training for the Communication Arts program students. Matching funds are in-kind services provided by the Media Services departmental budget. The Board approved the submission of the application on 5-11-82. Project Director: Bill Weisgerber. Requested Amount: \$3,965.

Motion by Trustee Taylor, seconded by Trustee Walther, and unanimously carried to approve the Grant - Awards as presented.

APPROVED

It was recommended that The Blurock Partnership be approved to complete architectural and necessary engineering services for the following projects at the fee amount indicated:

ARCHITECT FEES

South Campus Parking Lot #5
Fee: \$17,000.00

South Campus Security Building Addition
Fee: \$1,200.00

Motion by Trustee Moore, seconded by Trustee Walther, and carried to approve the architect fees as presented.

APPROVED

The Associated Student Body Budget Report for the fiscal year 1981-82 was submitted for information.

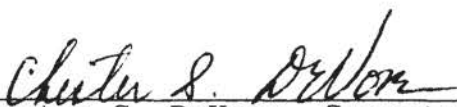
BUSINESS SERVICES
REPORT
INFORMATION

The meeting was adjourned to closed session at 8:15 p.m.

ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Tuesday, August 10, 1982.

SCHEDULE OF
MEETINGS



Chester S. DeVore, Secretary to the Board of Trustees