

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

MINUTES OF THE BOARD OF TRUSTEES  
August 27, 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 Watts led the audience in the Pledge of Allegiance and Trustee Walther called for a moment of silence for those who wished to observe a moment of thanksgiving or prayer. CALL TO ORDER

Members of the Board of Trustees

PRESENT

Ms. Harriett Walther, President  
Mr. John Connolly, Vice President  
Mr. Robert Moore, Clerk  
Mrs. Shirley Gellatly, Member  
Professor Eugene McKnight, Member  
Mr. William Watts, Member

Administrative Officers

Dr. Larry Stevens, Chancellor  
Mr. David Habura, Vice Chancellor, Educational Services  
Mr. Tom Kimberling, Acting Vice Chancellor, Fiscal Services/Controller  
Dr. Maria Sheehan, Director of Employee Relations and 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 Gellatly, seconded by Trustee McKnight, to remove item III. E., Administrative Assignments: Continued One-Year Acting Status, from the Consent Calendar for discussion in Closed Session.  
Motion carried.

REMOVE ITEM  
FROM CONSENT  
CALENDAR

Motion by Trustee Gellatly, seconded by Trustee McKnight, to approve the agenda as printed. Motion carried.

APPROVE  
AGENDA

Motion by Trustee McKnight, seconded by Trustee Moore, to approve the minutes of the Regular Board Meeting of July 9, 1984, and of the Special Closed Session Meeting of July 26, 1984, as written. Motion carried.

APPROVE  
MINUTES

Trustee Walther introduced Mrs. Brenda E. Martin, Executive Secretary to the Board of Trustees and Chancellor, and welcomed her to the staff. Trustee Walther also introduced Stephen Schroeder, Student Trustee for 1984-85, and welcomed him to the Board. Mr. and Mrs. Harry Wandling were introduced and welcomed to the meeting.

INTRODUCTIONS

The Chancellor introduced Resolution 84-37, congratulating Keith Calkins and his staff for their on-going efforts to promote the positive, progressive image of Saddleback College to the community and the world.

RESOLUTION:  
KEITH CALKINS

Motion by Trustee Moore, seconded by Trustee Gellatly, to approve Resolution 84-37. Motion carried by the following roll call vote:

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

Mr. Calkins was present to receive the congratulations of the Board.

The Chancellor introduced Dr. Art Kayser, Vice President, Development, CMSI Information Systems Consulting Firm, who, in turn, introduced three other members of his firm: John Moss, Manager, Educational Services Division; Debbie Constantine, Information Resources Manager; and Ron Anderson, Manager Consulting Services Department.

CMSI OVERVIEW

Dr. Kayser presented to the Board a description of his firm and the services it was offering to the District. He also gave a description of the work being done in the District and progress made to date.

The Chancellor reported that Vice Chancellor Grafsky continues to be at home under doctor's care for problems with his back. He expects to return to the doctor September 5 for a decision as to what kind of additional care may be required and to learn when he might be able to resume his duties in the District.

PROGRESS  
DR. GRAFSKY

The Chancellor introduced Controller Tom Kimberling who is serving as Acting Vice Chancellor, Fiscal Services, with the assistance of Director of Fiscal Affairs, Harry Culotta, and his fine staff.

ACTING VICE  
CHANCELLOR

President Carroll introduced Dr. Bonnie Rogers, Assistant Dean, Learning Resources, South Campus, and welcomed her to the College.

NEW STAFF  
INTRODUCED

Professor McKnight shared with the Board and the CMSI representatives four areas of concern recently discussed in Faculty In-Service Sessions: (1) Inventory of faculty resources; (2) What computers might faculty use? (3) What inter-communication is possible? and (4) Identify faculty and division needs.

COMPUTER  
CONCERNS

Trustee Walther asked if there was anyone present who wished to speak to an item not on the published agenda. No one wished to speak.

ITEMS NOT ON  
AGENDA

#### 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 Moore, seconded by Trustee Watts, to approve the consent calendar as presented with the exception of Item III. E. to which reference was made earlier. Motion carried.

CONSENT CALENDAR  
APPROVED

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

STUDENT  
CERTIFICATES

The Board approved two film rental agreements as shown in the exhibits on file with these minutes.

FILM RENTAL  
AGREEMENTS

The Board approved the Celebrity Series Performances shown in the exhibits on file with these minutes.

CELEBRITY  
SERIES

The Board approved the employment of two consultants in connection with a grant application for an Alcohol and Drug Programs Office as shown in the exhibits on file with these minutes.

CONSULTANTS  
EMPLOYED

The Board of Trustees approved the Classified Personnel Actions listed in the exhibit on file with these minutes.

CLASSIFIED  
PERSONNEL  
ACTIONS

The Board of Trustees approved the Certificated Personnel Actions listed in the exhibit on file with these minutes.

CERTIFICATED  
PERSONNEL  
ACTIONS

William Shaw, Facilities Planning Administrator, presented to the Board for approval Change Order No. 3 to the contract for the North Campus Faculty Office Addition. He explained that this change order reflected the final change in the contract by deducting \$1,844.25 from the previous Board-approved contract amount and extended the time of completion by sixty-five days.

CHANGE ORDER:  
NORTH CAMPUS  
FACULTY OFFICE  
ADDITION

The Board approved Change Order No. 3 as shown in the exhibit on file with these minutes.

The Board accepted for final completion the South Campus Safety and Security Building, Phase II, and noted that since the project was locally approved and financed, it was not necessary to file a Notice of Completion with the State.

SOUTH CAMPUS  
SAFETY/SECURITY  
BUILDING  
ACCEPTED

The Board authorized the filing of the Notice of Completion for the South Campus Science/Mathematics Building Re-roofing Project and directed that payment of the retention amount be made thirty-five (35) days after the date of filing the required Notice of Completion which is shown in the exhibit on file with these minutes.

SOUTH CAMPUS  
SCIENCE/MATH  
BUILDING RE-  
ROOFING PROJECT  
COMPLETED

Since the money appropriated by the Board of Trustees through the College's annual operating budget is used as a source of funding, the Saddleback Community College District serves as the publisher of the College newspaper, The Lariat. Publication of this newspaper is accomplished by students in journalism classes on both North and South Campuses.

Bid #689 for the printing of The Lariat was opened and evaluated on July 9, 1984. A total of three bids were received. The Board approved the award of Bid #689 for printing of The Lariat student newspaper to Golden West Publishing, Inc., Mission Viejo, in the amount of \$11,440.00.

AWARD BID:  
THE LARIAT

Staff at North Campus have recommended an upgrading of present duplicating equipment to continue the systematic schedule of replacing and upgrading equipment that will accrue the College long-term savings.

Bid #69 was opened and evaluated on July 19, 1984. Six bidders responded; four with no bids. The Board approved a lease/purchase contract with Eastman Kodak Company, Newport Beach, in the amount of \$24,043.17 for the rental and time-purchase of a Kodak Model 250 AFB Copier on a payment schedule which is shown in the exhibit on file with these minutes.

AWARD BID:  
LEASE/PURCHASE  
KODAK AFB  
COPIER NORTH  
CAMPUS

The majority of stationery supplies such as typewriter and computer ribbons, paper, pens, pencils and general office supplies are purchased semi-annually in large quantities in order to take advantage of discounts.

Bid #691 was opened and evaluated on August 10, 1984. A total of eight bids were received. The Board approved the award of Bid #691 for stationery supplies to the vendors listed in the exhibit on file with these minutes.

AWARD BID:  
STATIONERY  
SUPPLIES

The Board accepted the gifts listed in the exhibit on file with these minutes.

GIFTS ACCEPTED

Reimbursement Claims for use of personal automobile for the months of April, May, and June, 1984, were approved as follows:

USE OF PERSONAL  
AUTOMOBILES  
APPROVED

Trustee Connolly	\$18.45
Trustee Gellatly	39.37
Trustee McKnight	45.10
Trustee Moore	50.84
Trustee Price	23.17
Trustee Walther	59.86
Trustee Watts	54.94
Student Trustee Millhouse	6.15

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

MEETING  
ATTENDANCE  
APPROVED

Trustee Connolly Meetings with  
Administration  
South Campus  
July 25, 1984

Trustee Gellatly Meetings with  
Administration  
South Campus  
July 16, 1984

Trustee McKnight	Meetings with Administration South Campus July 16,17, and 26, 1984
Trustee Price	Liaison Club Meeting South Campus July 17, 1984
Trustee Walther	Meetings with Administration South Campus July 16, 25, and 31, 1984

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

Trustees Wishing to Attend	Orange County Trustees Dinner Meeting Anaheim Hills July 30, 1984
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Trustees Wishing to Attend	Orange County School Boards Association Irvine September 19, 1984
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Warrants 099256 through 099973, totaling \$1,796,990.38, were approved. A copy of the list is on file with these minutes.	WARRANTS APPROVED
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Purchase Orders 077304 through 078358, totaling \$9,908,744.75, were approved. A copy of the list is on file with these minutes.	PURCHASE ORDERS APPROVED
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Old Business

Motion by Trustee McKnight, seconded by Trustee Watts, to ratify the actions taken in the Closed Session of July 26, 1984, as shown in the exhibit on file with these minutes. Motion carried.	RATIFY PERSONNEL ACTIONS OF JULY 26, 1984
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New Business

Vice Chancellor Habura reviewed the Academic Master Plan Process and Schedule.	ACADEMIC MASTER PLAN ACCEPTED
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Motion by Trustee McKnight, seconded by Trustee Gellatly, to accept the Academic Master Plan Process and Schedule as shown in the exhibit on file with these minutes for study and consideration. Motion carried.

Vice Chancellor Habura reviewed Proposed Board Policy BP-6135, Library Charge Non-Students, as shown in the exhibit on file with these minutes.

Motion by Trustee Watts, seconded by Trustee Moore, to adopt Board Policy BP-6135, Library Charge Non-Students, as shown in the exhibit on file with these minutes. Motion carried.

BOARD POLICY  
BP-6135,  
LIBRARY CHARGE  
NON-STUDENTS  
APPROVED

The Chancellor called to the attention of Trustees materials which had been provided them in advance of this meeting regarding the Classification Project Phase II. He introduced Dr. Maria Sheehan, Director, Employee Relations and Personnel, and asked that she speak regarding this item.

Dr. Sheehan stated that this item would be the subject of the Study Session for the September 10 meeting of the Board and stated her recommendation through the Chancellor that at this time the Board approve a consultant contract for Dr. Robert W. Formhals to complete Phase II of the Classification Study in an amount not to exceed \$8,000.00.

Motion by Trustee Moore, seconded by Trustee Watts, to approve a consultant contract for Dr. Robert W. Formhals to complete Phase II of the Classification Study in an amount not to exceed \$8,000.00. Motion carried.

APPROVE  
CONSULTANT  
CONTRACT  
CLASSIFICATION  
STUDY

William Shaw, Facilities Planning Administrator, reported that the maintenance warehouse on the Saddleback College North Campus was substantially damaged by fire on August 7, 1984. Work to set up temporary facilities and reconstruct the burned-out facility is underway. The cost estimate to repair and restore the facility is \$80,000.00 which exceeds the legal limit for work which can be performed without seeking formal bids. Education Code Section 81648 and Public Contract Code 20654 provide that the Board, by unanimous action, can find the situation to be an emergency and forego the formal bidding process.

Motion by Trustee Watts, seconded by Trustee Connolly, to adopt Resolution 84-35 declaring an emergency situation and granting the authority to forego the formal bidding process for securing temporary

RESOLUTION:  
EMERGENCY  
WAREHOUSE  
FACILITY  
RECONSTRUCTION  
NORTH CAMPUS

facilities and reconstructing the North Campus maintenance building. Motion carried by the following roll call vote:

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

Acting Vice Chancellor, Fiscal Services, and Controller Tom Kimberling, presented Trustees with a summary memorandum concerning the 1984-85 Final Operating Budget. By way of a visual presentation, he shared with Trustees new and additional information received since June 11 when the Board adopted the Tentative Budget for College operations for 1984-85.

Mr. Kimberling also pointed out that it was necessary for the Board of Trustees to adopt a final operating budget prior to September 1, 1984, to meet County and State budget deadlines.

There followed a question and answer session concerning the 1984-85 Final Operating Budget.

Motion by Trustee Moore, seconded by Trustee Watts, to adopt the final 1984-85 Operating Budget and make copies of that Budget available for public review at the Library of each campus and in the District Business Office. Motion carried.

FINAL  
OPERATING  
BUDGET 1984-85  
APPROVED

William Schreiber, Executive Assistant to the Chancellor, stated that a number of administrators, faculty members and staff had expressed interest in making ongoing, direct contributions to the Foundation for the Saddleback Community College District. The Foundation is empowered to receive such contributions through a voluntary payroll deduction plan when a resolution authorizing creation of a Foundation payroll deduction plan has been approved by the Board of Trustees.

Motion by Trustee McKnight, seconded by Trustee Moore, to approve Resolution 84-36, Foundation Payroll Deduction Plan. The motion carried with the following roll call vote:

RESOLUTION:  
PAYROLL  
DEDUCTION  
TO FOUNDATION

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

Trustee Walther called for a ten minute recess at 9 p.m. The meeting was reconvened by Trustee Walther at 9:10 p.m.

RECESS/  
RECONVENE

### Information and Reports

Mr. Al Brightbill, President, District Academic Senate, gave a presentation concerning class scheduling. Ms. Kathie Hodge, President, South Campus Faculty Senate, also spoke on this subject.

Motion by Trustee Moore, seconded by Trustee Watts, to schedule a Board Study Session some time in the future on the subject of Class Scheduling. Motion carried.

STUDY SESSION  
ON SCHEDULING  
REQUESTED

On behalf of the classified employees, Mr. Michael Parks, President, CSEA, thanked the Board of Trustees for providing the funds to complete Phase II of the Classification Project. He also extended gratitude to the Personnel Department staff for the many long hours they have devoted to this project. He stated that there is some anxiety among employees about this project and the fact that it has taken such a long time to complete it.

Dr. Sharon MacMillan, President, Faculty Association, expressed continued dispair at the mismanagement of the College. She called upon Dr. Carol Bander to speak to the issue of Class Scheduling.

President Hart, Saddleback College North Campus, expressed excitement about the new year and stated that in the future a report would be shared about the projects which took place over the summer.

President Carroll, Saddleback College South Campus, reported that a well-attended community reception had been held in order to reaffirm the campus purpose and mission in the community. She also stated that Nuclear Training Administrators of the Edison Company had expressed gratitude to the College for its approach to scheduling classes for its employees which they felt was one of the most flexible schedules they had seen. Further, Edison representatives praised the absence of "red tape." The Director of Admissions, University of California, Irvine, indicated recently that Saddleback College students were among the best prepared of all students who enter the University. In an effort to increase average daily attendance, faculty and staff are making telephone contacts to former students to encourage their return to Saddleback College.

The Chancellor introduced Dr. Calvin L. Nelson, District Director/Research and Data Processing, who gave the Board of Trustees a report on Summer Session and Fall, 1984, enrollment and average daily attendance.

The Chancellor stated that in an effort to address concerns that were expressed concerning Class Scheduling, he would be meeting on August 28 with the Executive Council to once again address the need to add flexibility to the class schedule.

The Chancellor requested that a Special Board Meeting be held the week of September 3 for the purpose of reviewing Project Planning Proposals for the District which must be submitted to Sacramento no later than September 15. It was agreed this Special Board Meeting would be held at 7 p.m. on Wednesday, September 5, 1984, in the Facilities Planning Administrator's Office on the South Campus.

The Chancellor reiterated his desire to heal the rift between Union leadership and the administration and urged that both sides be willing to compromise in making an effort to stabilize and work together for the benefit of students, faculty and staff this year.

The Chancellor reported that he had been able to honor the request of the Faculty Association President for three hours of released time for this academic year.

The Chancellor asked for Board reinforcement of his understanding that the majority of the Board wished that the class schedule be spread across the full Monday through Friday week which would spread students throughout the facilities and the parking areas, etc. No opposition to this understanding was stated by Trustees.

The Chancellor reminded Trustees he would have in their hands by the end of the week a copy of the remarks he made before the Faculty on August 21, 1984.

Correspondence/Comments/Action

CORRESPONDENCE

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

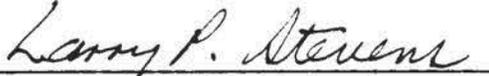
Closed Session

The meeting was recessed to Closed Session at 10:35 p.m. to discuss employee negotiations and personnel items.

CLOSED  
SESSION

The next regular meeting of the Board of Trustees will be held on Monday, September 10, 1984.

NEXT MEETING



Larry P. Stevens  
Secretary to the Board of Trustees

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