

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

Library Classroom Building - Room 105
August 8, 1983 - 7:00 p.m.

The Regular Meeting of the Board of Trustees was called to order by Trustee McKnight. Trustee Walther led the audience in the Pledge of Allegiance and Trustee Connolly gave the invocation.

CALL TO ORDER

Members of the Board of Trustees

PRESENT

Professor Eugene C. McKnight, President
Mr. William Watts, Vice-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
Dr. Maria Sheehan, Director of Personnel
Dr. Edward A. Hart, President - North Campus
Ms. Constance Carroll, President - South Campus

Academic Senate

Dr. John Minch

Faculty Association

Dr. Michael Channing, President

California School Employees Association

Ms. Dorie Driml

Motion by Trustee Moore, seconded by Trustee Watts, to approve the agenda as presented. Motion carried

AGENDA
APPROVED

Motion by Trustee Moore, seconded by Trustee Connolly, to approve the minutes of the Regular Meeting of July 11, 1983.

MINUTES
APPROVED

Trustee Moore read the following action which was taken during Closed Session on July 11, 1983:

CLOSED SESSION
ACTION

Motion by Trustee Moore, seconded by Trustee Price, to apply the continuation of health benefits under Board Policy 4125 for Trustee Larry Taylor upon the effective date of his retirement from the Board of Trustees.

Motion by Trustee Walther, seconded by Trustee Moore, to amend the motion to include that the Board's action is not to be in violation of the Education Code or any other state law. The amendment was passed with Trustee Taylor abstaining.

The original motion was voted on and passed, again with Trustee Taylor abstaining.

PRESENTATIONS

President McKnight asked that the Board of Trustees take the two items (TAB IV, Item C-1 and C-2) concerning the budget out of order on the agenda.

1983-84
REVISED BUDGET:
REVIEW & STUDY

Chancellor Stevens asked Vice Chancellor Habura to make a presentation to the Board of Trustees concerning the 1983-84 Revised Budget and proposed mandated reductions. Vice Chancellor Habura made the presentation with the assistance of Vice Chancellor Grafsky, President Carroll, and President Hart.

The Chancellor recommended the Board of Trustees accept the Revised 1983-84 Operating Budget for review and study, and further recommended that copies be made available for public review at the library at each campus and in the District Business Office.

Motion by Trustee Watts, seconded by Trustee Moore, to accept the Revised 1983-84 Operating Budget for review and study as presented. Motion carried.

ACCEPTANCE
APPROVED

As a result of actions taken by the Governor in vetoing community college allocations for the 1983-84 fiscal year, Saddleback is faced with the loss of \$5,141,233 in its base revenue. This amount includes not only the \$2,870,275 Saddleback would have received for cost of living increases and growth under Senate Bill 851 provisions, but also a \$2,270,958 reduction from 1982-83 funding levels. The Governor made these cuts and signed the state budget on July 21, 1983, leaving little time for making the necessary reductions and preparing a revised budget for Board and public review.

1983-84
REVISED
OPERATING
BUDGET:
PROPOSED
MANDATED
REDUCTIONS

Trustee Moore read the following action which was taken during Closed Session on July 11, 1983:

CLOSED SESSION
ACTION

Motion by Trustee Moore, seconded by Trustee Price, to apply the continuation of health benefits under Board Policy 4125 for Trustee Larry Taylor upon the effective date of his retirement from the Board of Trustees. Motion carried.

PRESENTATIONS

Chancellor Stevens introduced Dr. Lee Myers, Orange County Community College Consortium, and asked Dr. Myers to give the Board of Trustees a brief update on the community college budget and actions of the Legislature in Sacramento.

1983-84 OPERATING BUDGET

President McKnight asked that the Board of Trustees take the two items (Tab IV, Item C-1 and C-2) concerning the budget out of order on the agenda.

1983-84
REVISED BUDGET
REVIEW &
STUDY

Chancellor Stevens asked Vice Chancellor Habura to make a presentation to the Board of Trustees concerning the 1983-84 Revised Budget and proposed mandated reductions. Vice Chancellor Habura made the presentation with the assistance of Vice Chancellor Grafsky, President Carroll, and President Hart.

The Chancellor recommended the Board of Trustees accept the Revised 1983-84 Operating Budget for review and study, and further recommended that copies be made available for public review at the library at each campus and in the District Business Office.

Motion by Trustee Watts, seconded by Trustee Moore, to accept the Revised 1983-84 Operating Budget for review and study as presented. Motion carried.

ACCEPTANCE
APPROVED

As a result of actions taken by the Governor in vetoing community college allocations for the 1983-84 fiscal year, Saddleback is faced with the loss of \$5,141,233 in its base revenue. This amount includes not only the \$2,870,275 Saddleback would have received for cost of living increases and growth under Senate Bill 851 provisions, but also a \$2,270,958 reduction from 1982-83 funding levels. The Governor made these cuts and signed the state budget on July 21, 1983, leaving little time for making the necessary reductions and preparing a revised budget for Board and public review.

1983-84
REVISED
OPERATING
BUDGET:
PROPOSED
MANDATED
REDUCTIONS

Each Campus and each District service area has prepared proposed budget reductions which, when combined, will establish a budget at the level mandated by the Governor's veto.

1983-84 REVISED
OPERATING
BUDGET: PROPOSED
MANDATED
REDUCTIONS

The Chancellor recommended the Board approve the Revised 1983-84 Operating Budget as presented.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the Revised 1983-84 Operating Budget as presented. Roll Call Vote:

APPROVED

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

President McKnight indicated one of the guiding principles that should be included in the budget reduction plan is to continue to provide for the upkeep and appearance of buildings, facilities and grounds as well as all areas of maintenance on the South Campus.

President McKnight called for a brief recess. Trustee Moore left the meeting at this time.

RECESS

CONSENT CALENDAR

CONSENT
CALENDAR
APPROVED

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

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

REQUESTS TO
ATTEND
CONFERENCES &
MEETINGS

Trustee McKnight Meeting with Vice Chancellor Habura
South Campus
July 18, 1983

Trustee McKnight Liaison Committee Meeting
Laguna Hills
July 19, 1983

Trustee Price Meeting with Vice Chancellor Habura
South Campus
July 26, 1983

Trustee McKnight Visit to South Campus
July 28, 1983

Trustee McKnight Meeting with President
South Campus
August 1, 1983

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

REQUESTS TO ATTEND CONFERENCES & MEETINGS (CONTINUED)

Trustees Wishing to Attend Orange County Trustees Meeting Orange August 29, 1983

Trustees Wishing to Attend ACCT Conference Phoenix, Arizona October 12-16, 1983

The following reimbursement claims for use of personal auto for the months of April, May and June 1983, were approved:

REIMBURSEMENT CLAIMS FOR TRUSTEES USE OF PERSONAL AUTO

Trustee Connolly	\$ 10.00
Trustee McKnight	16.80
Trustee Moore	24.00
Trustee Price	8.80
Trustee Taylor	23.20
Trustee Walther	40.00
Trustee Watts	48.00
Student Trustee Herman	9.60

The following individuals were approved as new part-time/substitute faculty for the 1983-84 school year:

APPOINTMENT OF PART-TIME/SUBSTITUTE FACULTY

<u>Applicant</u>	<u>Probable Assignment</u>
Feldman, Steven	Business Law
Fisher, Douglas	Computer & Information Science
Gallick, Cyril	Music - Substitute
Konig, Michael	History
Maier, Charles	Human Services
Miller, Daniel	History
Monsen, John	Communication Arts
Nogy, Jerry	Computer & Information Science
Ryder, Susan	Mathematics
Shahram, Mahmoud	Computer & Information Science
Skelton, Richard	Physical Education
Snyder, Rell	Computer & Information Science
Tarlos, Theresa	Geography
Thompson, Donald	Nursing
Titus, Thelma	Spanish, ESL, French
Volkman, Angeliki	German
Yocom, William	Agriculture
Dickman, John	Asst. Water Polo Coach
Wolf, Joseph	Head Women's Basketball Coach

The following classified personnel actions were approved:

CLASSIFIED
PERSONNEL
ACTIONS

New Personnel Appointments

Kirk Harrison was employed as Safety Officer Substitute, Safety and Security, District, Grade 17, Step 1, \$9.101 per hour, on an if-and-as-needed basis, effective September 1, 1983.

Hazel Phillips was employed as Instructional Assistant Substitute, Child Care Center, South Campus, Grade 7, Step 1, \$7.113 per hour, effective August 1, 1983.

Leonard Gonzales was employed as Custodian Substitute, North Campus, Grade 7, Step 1, \$7.113 per hour, plus 5% per hour shift differential, on an if-and-as-needed basis, effective August 1, 1983.

Jens May was employed as Custodian Substitute, North Campus, Grade 7, Step 1, \$7.113 per hour, plus 5% per hour shift differential, on an if-and-as-needed basis, effective August 1, 1983.

The following employees are to be employed as Clerk-Short Term at the rate of \$4.05 per hour, effective August 1, 1983:

Miriam Goode - Admissions & Records, South Campus
Janyce Matz - Admissions & Records, South Campus
Wanda VanHorne - Admissions & Records, South Campus
Lori Boultinghouse - Community Services, South Campus
Dorothy Chapman - Community Services, South Campus
Marcia Burgess - Office of Instruction, North Campus
Patricia Jones - Student Services, North Campus
Beverly Stromgren - Student Services, South Campus

Patricia Jones 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.

Steve Mounce was employed as Van Driver, Special Programs, South Campus, at the rate of \$4.40 per hour, effective August 8, 1983.

Suzann Barry was employed as Peer Advisor, Special Services, at the rate of \$3.85 per hour, on an if-and-as-needed basis, effective August 12, 1983.

The following named students were employed as Student Employees at the rate of \$3.35 per hour, effective August 8, 1983. The source of funds is the operating budgets of both North and South Campuses.

Jonathan Austin
Marla Cary
Jeffrey Clark
Robert Connors
Bonnie Hutchings
Betty McInturff

Mary Lee Monterio
Tim Pedone
Joseph Poli
Barbara Polikaitis
Martin Slater

CLASSIFIED
PERSONNEL
ACTIONS
(CONTINUED)

Kim Voelker was employed as production staff of the Summer Stock Saddleback Company Theatre at \$5.00 per hour for approximatey 20 hours. Monies have been appropriated for this project.

Marti Caruso was employed as Professional Model in the Fine Arts and Communications Division at the rate of \$6.60 per hour, on an if-and-as-needed basis, effective August 1, 1983.

Robin Leftwich, Community Services Specialist, South Campus, requested a leave of absence without pay, effective August 10 through 22, 1983.

George McElroy, Mechanical Lead, Facilities and Maintenance Services, District, requested a leave of absence without pay, effective July 18 through July 26, 1983.

Vicky Anderson, Data/Information Systems Clerk, Research and Data Processing, District, was given a change of status to Data Processing Specialist, Grade 10, Step 4, effective July 18, 1983.

Cynthia Bahar, Account Clerk II, Business Services, District, was given a change of status to Administrative Secretary III, Liberal Arts, South Campus, Grade 11, Step 6, effective August 9, 1983.

Mary Boswell, Admissions & Records Account Clerk II, North Campus, was given a change of status to Information Processor, Central Services, District, Grade 7, Step 6, effective August 1, 1983.

Beth Brokaw, Secretary II (50%), Liberal Arts, South Campus, was given a change of status to Secretary II, Mathematics, Science and Engineering, Grade 5, Step 6, effective August 1, 1983.

Barbara Hansen, Switchboard Operator/Receptionist, (50%), Student Services, North Campus, was given a change of status to Admissions and Records Account Clerk II, Admissions and Records, South Campus, Grade 7, Step 5, plus 5% per hour shift differential, effective August 1, 1983.

Constance Harrington, Instructional Assistant, Hourly, Admissions and Records, South Campus, was given a change of status to Admissions and Records Account Clerk II, Admissions and Records, South Campus, Grade 7, Step 5, effective August 2, 1983.

CLASSIFIED
PERSONNEL
ACTIONS
(CONTINUED)

Merrell Lang, Secretary II, Mathematics, Science and Engineering, South Campus, was given a change of status to Administrative Secretary III, Mathematics, Science and Engineering, Grade 11, Step 5, effective July 13, 1983.

Diana Price, Information Processor, Personnel and Employee Relations, District, was given a change of status to Administrative Secretary III, Special Programs, South Campus, Grade 11, Step 5, effective August 9, 1983.

Peggy Williams, Administrative Secretary III, Liberal Arts, South Campus, was given a change of status to Executive Secretary, Vice Chancellor/Educational Services and Student Development, District, Grade 20, Step 3, effective July 18, 1983.

Lois Wineinger, Administrative Secretary IV, Community Services, South Campus, was given a change of assignment to Administrative Secretary IV, Vocational Education, South Campus, Grade 15, Step 6, effective July 25, 1983.

Minna Adams, Safety Officer, Weekend & Holidays (Hourly), Safety and Security, District, resigned effective August 23, 1983. Payment was authorized for any unused vacation.

Rodger Adams, Training Programs Facilitator, Vocational Education, District, resigned effective August 26, 1983. Payment was authorized for any unused vacation.

Rod Fitz, Groundskeeper II, Facilities and Maintenance Services, District, resigned effective August 1, 1983. Payment was authorized for any unused vacation.

Bobbie Jean Garrett, Program Assistant (75%), Community Services, South Campus, resigned effective August 4, 1983. Payment was authorized for any unused vacation.

Kirk Harrison, Safety Officer, Weekends and Holidays (Hourly), Safety and Security, South Campus, resigned effective August 31, 1983. Payment was authorized for any unused vacation.

Diane Helms, Secretary II, Media Services and Grants Coordination, District, resigned effective July 28, 1983. Payment was authorized for any unused vacation.

The following guest speakers/artists were approved:

EMPLOYMENT OF
GUEST SPEAKERS/
ARTISTS

July 21-August 8, 1983
Saddleback Company Theatre

Andrew Parks	\$ 600
"Producer of Mr. Roberts"	
Jeff Sisel	320
"Organizer of Sixteen Pre- Show Entertainment"	

The following Project Presenters needed to provide the Fall 1983 Career Decisions program and the presenters for Travel Adventures and Beginning Computers were approved:

APPOINTMENT OF
COMMUNITY
SERVICES
LECTURERS

Burns, Dayne	Career Decisions	\$ 672
Fischer, Dorothy	Career Decisions	1,344
Goetz, Steve	Career Decisions	840
Klunder, Jayne	Career Decisions	840
Tollakson, Dave	High Sierra Backpack	250
Preyer, Ben	High Sierra Backpack	250
Perica, John	High Sierra Backpack	250
Fickes, Leslie	Beginning Computers	1,200

Warrants 091263 through 091735, totaling \$588,204.03 were approved. A copy of the list is on file with these minutes.

PAYMENT OF
BILLS

Purchase Orders 071519 through 071988, totaling \$975,582.52, were approved. A copy of the list is on file with these minutes.

PURCHASE
ORDERS

REGULAR CALENDAR

The Board of Trustees approved a plan at their June 27, 1983, meeting for the acquisition of twelve micro-computers to support instruction in COBOL, Fortran and Pascal languages, with the understanding that they be leased rather than purchased. The required bid process, including mandatory announcement and vendor response periods, cannot be concluded before August 11. At that time bids may be opened and a lease contract awarded. Vendors indicate delivery will take one month following award of the bid. Time is of the essence if we are not to cancel the classes these machines will support.

AUTHORIZATION TO
LEASE
INSTRUCTIONAL
COMPUTER
EQUIPMENT

The Chancellor requests an authorization to execute a lease for the twelve micro-computers, provided the cost does not exceed \$25,000 and that the sale of the Data General Computer is approved by the Board of Trustees.

Motion by Trustee Watts, seconded by Trustee Connolly, to authorize the Chancellor to execute a lease for the twelve micro-computers, provided the cost does not exceed \$25,000 and that the sale of the Data General computer is approved. Motion carried.

AUTHORIZATION TO
LEASE
INSTRUCTIONAL
COMPUTER
EQUIPMENT

APPROVED

The Emeritus Institute employs the services of uniquely qualified members of the mature adult community to supervise and assist in the Emeritus Program. The services include both planning and operational assistance.

CONTRACT SERVICE
EMERITUS
INSTITUTE PROGRAM

The Emeritus Institute Program requires the following services be performed: prepare a proposal for the Spring of 1984 including schedule of classes; facility agreements and advisory council contact; supervise off-campus classes in the Fall of 1983; review with service centers the District plan for the Emeritus Institute; review all Emeritus Institute courses to comply with new state regulations; assist in development of evaluation criteria and review of existing and proposed classes; prepare for the review and transfer of program materials and documents to North Campus programs.

The Chancellor recommended the Board approve a contract with Killian Management Services, Inc., for the services of Mr. Rex Tyner for the required services for the period ending December 30, 1983, for an amount not to exceed \$8,875.

Motion by Trustee Watts, seconded by Trustee Connolly, to approve the contract with Killian Management Services, Inc., for the services of Mr. Rex Tyner for an amount not to exceed \$8,875. Motion carried.

APPROVED

The Board of Trustees approved at the June 27, 1983, meeting a tentative budget which included new and replacement full-time faculty. The need for each position was considered in view of the impending budget reductions and the direction of the instructional program. One position was deferred.

EMPLOYMENT OF
CERTIFICATED
FULL-TIME
FACULTY

The Chancellor recommended the Board of Trustees approve the following full-time faculty effective with the 1983-84 academic year:

James Brazelton
Pamela Carter
Seth Hochwalk
Leslie Tung

Administration of Justice
Physical Education
Computer & Information Science
Music

Robert Bornemann	Speech	EMPLOYMENT OF
Lynn Gamwell	Art History/Gallery Director	CERTIFICATED
William McFarland	Automotive Technology	FULL-TIME
Ruthe Meyer	Biology	FACULTY
Thomas Moon	Architecture	
Terry Trombatore	Graphic Arts/Printing	

Motion by Trustee Walther, seconded by Trustee Watts, to approve the employment of certificated full-time faculty as presented. Motion carried. APPROVED

Richard Zucker (North Campus/Mathematics) requested on August 2, 1983, that he be granted an unpaid leave of absence in order to work on an innovative computer development project in San Diego. This request is for the 1983-84 academic year. Mr. Zucker, a founding instructor at Saddleback College, North, is eligible for an unpaid leave for personal reasons. In accordance with Article VII, 14, B, of the Certificated Employee Master Agreement 1980-83, full-time certificated employees may request and be granted a paid or unpaid leave of absence. CERTIFICATED EMPLOYEE REQUEST FOR UNPAID LEAVE

The Chancellor recommended the Board of Trustees approve an unpaid leave of absence for Richard Zucker in accordance with Article VII, 14, B of the Certificated Master Agreement for the period of the 1983-84 academic year.

Motion by Trustee Watts, seconded by Trustee Walther, to approve Mr. Zucker's request for an unpaid leave as presented. Motion carried. APPROVED

The Chancellor recommended the following full-time classified employment recommendations: FULL-TIME CLASSIFIED EMPLOYMENT RECOMMENDATIONS

Shirley Gauthier to be employed as Admissions and Records Account Clerk II, North Campus, Grade 7, Step 1, effective August 5, 1983.

Linda Renne to be employed as Program Assistant, Extension and Non-Credit Programs, North Campus, Grade 5, Step 1 (75%), plus 5% per month shift differential, effective August 9, 1983.

Motion by Trustee Price, seconded by Trustee Watts, to approve the employment of the classified staff as presented. Motion carried. APPROVED

The Chancellor requested that Tab IV, Item B-4, Recommendation for Arbitrator be removed from the agenda and discussed in Closed Session. The Board agreed with the request. RECOMMENDATION FOR ARBITRATOR REMOVED TO CLOSED SESSION

From time to time the District accumulates surplus property items which are of no usable value to the College. Bid #21 was opened and evaluated on July 12, 1983. A total of twelve bids were received. A copy of the list is on file with these minutes.

AWARD OF BID:
SURPLUS PROPERTY

The Chancellor recommended the Board of Trustees approve the sale of the surplus and lost and found property to the highest bidders as indicated and further requested authorization to dispose of items for which no bids were received in a most reasonable manner.

Motion by Trustee Connolly, seconded by Trustee Price, to approve the sale of the surplus property and authorized the disposal of items for which no bids were received.

APPROVED

Approval to dispose of the C-150 Data General Computer System, located at the North Campus, was granted by the Board of Trustees at its meeting of June 27, 1983. Bid #22 was opened and evaluated on July 27, 1983. A total of two bids were received with Base 2, El Toro, a minicomputer retail store, providing the highest bid.

AWARD OF BID:
COMPUTER SURPLUS
PROPERTY

The Chancellor recommended the Board of Trustees approve the sale of the C-150 Data General Computer System to Base 2, for the amount of \$24,700.00.

Motion by Trustee Connolly, seconded by Trustee Watts, to approve the sale of the C-150 Data General Computer System as presented. Motion carried.

APPROVED

At the meeting of May 17, 1983, the Board of Trustees approved \$20,000 for a sprinkler system for the District Warehouse. Bid #66 was opened and evaluated on July 6, 1983. A total of three bids were received with Shore Fire Protection, Irvine, providing the low bid.

AWARD OF BID:
SPRINKLER SYSTEM
FOR DISTRICT
WAREHOUSE

The Chancellor recommended the Board of Trustees approve the award of bid #66 for a sprinkler system for the District Warehouse to Shore Fire Protection at a cost not to exceed \$14,630.00.

Motion by Trustee Connolly, seconded by Trustee Price, to approve the award of bid as presented. Motion carried.

APPROVED

The Saddleback Community College District has had a CAD (Computer Aided Design) Program in the curriculum for several years, however, the program was not started due to lack of funds. With the

AWARD OF BID:
MICROCOMPUTER
EQUIPMENT

availability of Vocational Education Act funds for 1982-83, which were carried over into the 1983-84 budget, the District is now able to purchase equipment for the CAD Program.

AWARD OF BID:
MICROCOMPUTER
EQUIPMENT

Bid #658 for microcomputer equipment was opened and evaluated on July 26, 1983. A total of four bids were received and those companies listed on the exhibit on file with these minutes were the low bidders.

The Chancellor recommended the Board of Trustees approve the award of Bid #658 for microcomputer equipment to the vendors indicated on the list on file with these minutes, for a total amount of \$22,173.88.

Motion by Trustee Watts, seconded by Trustee Walther, to approve the award of bid as presented. Motion carried.

APPROVED

At its meeting of June 27, 1983, the Board of Trustees directed the administration to proceed as rapidly as possible with the improvements to the Stadium Parking Lot 1A on South Campus.

AWARD OF BID:
STADIUM PARKING
LOT 1A

Bid #660 was opened and evaluated on August 5, 1983. A total of nine bids were received with California Living, Orange, submitting the low bid in the amount of \$144,550. Funds for this contract are to be provided from collection of parking fees and their expenditure has been budgeted.

The Chancellor recommended the Board of Trustees award Bid #660 for improvements to Stadium Parking Lot 1A to California Living, Orange, in the amount of \$144,550. He further recommended the Board authorize him or the Vice Chancellor, Fiscal Services and Operations, to execute contracts on behalf of the District.

Motion by Trustee Connolly, seconded by Trustee Watts, to approve the award of Bid #660 to California Living, Orange, in the amount of \$144,550 and grant the authorization as requested.

APPROVED

The District has purchased online computer based library services for the past three years. The service provides an economical and rapid means for technical processing of additions to the library collection. The ongoing use of the service and data bank helps to avoid unneeded duplication.

AWARD OF BID:
COMPUTER
SOFTWARE
SERVICES/LIBRARY

Online Computer Library Center, Claremonth, as the sole source for the service, has responded to the District's Bid #657 with a bid not to exceed \$16,000. Funds for the service have been budgeted.

AWARD OF BID:
COMPUTER
SOFTWARE
SERVICES/LIBRARY

The Chancellor recommended the Board approve the award of Bid #657 for computer software services for library book cataloging to Online Computer Library Center, Claremont, in an amount not to exceed \$16,000.

Motion by Trustee Watts, seconded by Trustee Walther, to approve the award of Bid #657 to Online Computer Library Center, Claremont, in an amount not to exceed \$16,000.

APPROVED

As a part of its end-of-year spend down action, the Board approved various capital outlay projects. Included among these was a faculty office addition for the North Campus. In an attempt to have plans prepared and bids opened and awarded before the end of the fiscal year, the architect prepared bids before plans could be finally approved by the Office of the State Architect. The latter approval was given subsequent to the award of bid and was conditional upon certain changes being made.

CHANGE ORDER:
FACULTY OFFICES
ADDITION, NORTH
CAMPUS

Plan changes have been made by the architect and the contractor has submitted his price for including the changes in his work. The architect has verified that the prices given by the contractor are reasonable and proper.

The Chancellor recommended the Board approve the Chance Order to the contract with Diversified Pacific Contruction Company for the project Faculty Office Addition, Saddleback College, North Campus, in the amount of \$8,159.25.

Motion by Trustee Connolly, seconded by Trustee Walther, to approve the change order as presented. Motion carried.

APPROVED

Through a series of recommendations and Board actions begun during June of 1982, the District has sited, designed and partially constructed a Campus Safety and Security Building for South Campus. Initial construction included a restroom and a small conference/interview room which was just recently completed. The remaining portion of the building is to be approximately eight hundred square feet and will accommodate a service counter/office area, two private offices and a small storeroom. The architect has estimated the cost of construction

AUTHORIZATION
TO SEEK BIDS:
CAMPUS SAFETY &
SECURITY
BUILDING,
PHASE II

for this second phase at \$48,000. In addition, the architect estimates a need for \$4,000 in testing and inspection, plus \$1,000 for his fee, for a total project cost of \$53,000.

AUTHORIZATION
TO SEEK BIDS:
CAMPUS SAFETY &
SECURITY
BUILDING,
PHASE II

The Chancellor recommended the Board approve seeking bids for the construction of Phase II of the Campus Safety and Security Building. Further, he recommends that funds in the amount of \$53,000 be transferred from the District Contingency Fund to an appropriate set of accounts in Division 99, Capital Outlay.

Motion by Trustee Watts, seconded by Trustee Connolly, APPROVED to approve the authorization to seek bids for the construction of Phase II of the Campus Safety and Security Building and the transfer of \$53,000 from the District Contingency Funds to appropriate accounts. Motion carried.

District liability, property and crime insurance has been placed through the Saddleback Agents Association since it was formed by a group of local insurance agents and approved by the Board at its meeting of August 5, 1968. During recent years, District insurance has been with the same carrier, Industrial Indemnity, with very good results. Experience has been so good that premiums have been reduced each year during the past three renewals, including a reduction of \$11,805 for the current year.

DISTRICT
INSURANCE

A proposal has been presented by Universal Pacific Insurance Services, through the Saddleback Agents Association, to provide current District insurance at an annualized premium of \$90,500 which would give the District a savings of \$25,200 for the remainder of the current policy period.

The Chancellor recommended the Board approve purchase of District insurance through the Universal Pacific Insurance Service, effective August 9, 1983. He further recommended that existing policies be cancelled effective August 9, 1983.

Motion by Trustee Watts, seconded by Trustee Price, to approve the purchase of District insurance through the Universal Pacific Insurance Service and that existing policies be cancelled effective August 9, 1983. Motion carried.

APPROVED

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

CHANGE IN
SUBCONTRACTORS

substitution of one subcontractor for another after a bid has been awarded.

CHANGE IN
SUBCONTRACTORS
(CONTINUED)

The prime contractor on the North Campus Shower & Locker Building requests the substitution of: Orange Coast Air Conditioning, Placentia, for Sea-Air, Mission Viejo, at the request of Sea-Air due to its inability to perform as bid; and Sedna Electric, Fontana, for Delta Electric, Mission Viejo, as Delta Electric was listed in error and, in fact, had not bid the contract. The change will entail no additional cost to the District.

The Chancellor recommended the Board approve substitutions of subcontractors for mechanical and electrical work on the North Campus Shower & Locker Building as proposed by the prime contractor, Hewett Development Company, Inc.

Motion by Trustee Price, seconded by Trustee Connolly, to approve the change in subcontractors as presented. Motion carried.

APPROVED

At its meeting of June 27, 1983, the Board of Trustees approved maintaining student parking fees at \$20 per semester for the purpose of providing funds for the construction of Parking Lot 1A on South Campus. The administration was directed to proceed with the necessary contracts as rapidly as possible in order to provide parking before the beginning of this fall's football season.

FEE PAYMENT:
STADIUM PARKING
LOT 1A

The Blurock Partnership has prepared plans and specifications for the construction of Parking Lot 1A and has requested a fee in the amount of \$17,000.

The Chancellor recommended the Board approve payment of a fee in the amount of \$17,000 to The Blurock Partnership for design and engineering work on the project Stadium Parking Lot 1A.

Motion by Trustee Watts, seconded by Trustee Price, to approve the payment of a fee in the amount of \$17,000 to The Blurock Partnership. Motion carried.

APPROVED

On July 12, 1983, College maintenance crews discovered hot water overflowing a manhole in South Campus parking lot #4. The vault beneath the manhole was pumped out. By testing and troubleshooting, it was determined that the source of the water was a leak in the hot water line of the central plant loop which provides heating and air conditioning for campus buildings and the swimming pool. It was essential that the repairs to this leak be made immediately because of interruption of service and possible forced closed down of the campus. A

DECLARATION OF
EMERGENCY AND
AWARD OF
CONTRACTS

plumbing contractor was brought in. Due to the depth of the pipe, the unstable nature of the earth, and the location of a 12,000 volt electrical line almost immediately above the suspected location of the leak, the job became very large and somewhat dangerous.

DECLARATION OF EMERGENCY AND AWARD OF CONTRACTS (CONTINUED)

The cost of contracts to repair the problem exceeds the legal limit for work which can be performed without seeking formal bids. Education Code Section 81648 provides that a Board, by unanimous action, can find a situation to be an emergency and dispense with the bidding process.

The Chancellor recommended the Board adopt the Resolution granting contracts to Earl's Plumbing and A&B Electrical Contractors under the provision of Education Code Section 81648. A copy of the resolution is on file with these minutes.

Motion by Trustee Watts, seconded by Trustee Taylor, to adopt the resolution granting contracts as presented. Roll Call Vote:

APPROVED

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

The Chancellor recommended the following gifts be approved for acceptance:

GIFTS TO THE DISTRICT

<u>Donor</u>	<u>Gift</u>
Annette Hayes	Thirty (30) Aggregate Stepping Stones
Kiwanis Club of Mission Viejo	\$500 cash
Monex International	Twenty-eight (28) Magnavox Display Monitors

Motion by Trustee Watts, seconded by Trustee Walther, to accept the gifts to the District. Motion carried.

APPROVED

The following budget status reports were presented for the Board of Trustees information and review.

BUDGET STATUS SUMMARIES

General Fund Income Summary
General Fund Expenditure Summary by Function
General Fund Expenditure Summary by Object

Parking Service Income & Expenditures
Community Services Income & Expenditures
Radio Station Income and Expenditures

BUDGET STATUS
SUMMARIES
(CONTINUED)

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

CORRESPONDENCE

REPORTS AND/OR COMMENTS

Student Mark Amendola requested and was provided
with an opportunity to address the Board of Trustees
regarding the matter of tuition for community
colleges. Board members asked Mr. Amendola
some questions and President Constance Carroll
asked Mr. Amendola if he would please meet with
her sometime in the very near future to discuss
the proposal he had made.

Motion by Trustee Walther, seconded by Trustee
Taylor, to endorse Norma Vander Molen, President
of the Huntington Beach City Board of Education
and Chair of the Orange County School Boards
Association's Political Action Group Effort (PAGE),
for appointment to the Public Employment Relations
Board (PERB). Motion carried.

ENDORSEMENT OF
NORMA VANDER
MOLEN TO PERB

APPROVED

Board President McKnight recessed the meeting at
10:50 p.m. to Closed Session.

The next regular meeting of the Board of Trustees
will be held on August 22, 1983, at 7:30 p.m.



Larry P. Stevens
Secretary to the Board of Trustees