

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

MINUTES OF THE GOVERNING BOARD MEETING

Library Classroom Building - Room 105
August 10, 1982 - 7:30 p.m.

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

CALL TO ORDER

Present:

PRESENT

Ms. Harriett S. Walther, Vice President
Mr. Robert L. Price, Clerk
Prof. Eugene C. McKnight, Member
Mr. Robert L. Moore, Member
Mr. William L. Watts, Member
Ms. Jennifer Herman, Student Member

BOARD MEMBERS

Mr. Chester S. DeVore, Interim Chancellor
Dr. Albert J. Graftsky, Vice Chancellor -
Business Services
Dr. Edward A. Hart, President - North Campus

STAFF MEMBERS

Motion by Trustee Watts, seconded by Trustee McKnight, and unanimously carried to adopt the agenda with the following addenda:

AGENDA ADOPTED

Report 407* - Classified Personnel, Regular Actions
Report 406 - Classified Personnel, Job Specifications
and Employee Reassignment

Motion by Trustee McKnight, seconded by Trustee Price, and unanimously carried to adopt the minutes of the Regular Meeting of July 27, 1982.

REGULAR MEETING
MINUTES ADOPTED

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

SPECIAL MEETING
MINUTES ADOPTED

Chancellor DeVore asked Annette Hayes, Director of Occupational Programs, to explain the process which was followed prior to awarding the Cosmetology bid in July.

REPORTS AND COMMUNICATIONS

Mr. Richard Turner, an attorney with the law firm of Turner and Sullivan in Sacramento, made a presentation regarding the cosmetology bid award to the Touch of Beauty. Mr. Turner was representing the other two beauty colleges located within the district, Elegante and Lake Forest.

Trustee Walther thanked Mr. Turner for his presentation and indicated that the Board would not be taking any action regarding this matter at this time; however, if in the future action was to be taken Mr. Turner would be contacted.

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 Moore, seconded by Trustee Price, and carried to approve the consent calendar with the removal of the following reports:

- Report 404 - Appointment of Part-Time/
Substitute Faculty
- Report 407 - Classified Personnel - Regular
Actions
- Report 412 - Awards

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

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

Trustees Wishing Liaison Meeting
to Attend El Toro
July 21, 1982

Trustee Connolly Meeting with Staff
Saddleback College South Campus
July 22 and 26, 1982

Trustee McKnight Meeting with Staff
Saddleback College South Campus
August 3, 1982

Trustee Walther Hi-12 Club
 San Juan Capistrano
 August 13, 1982

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

The following Certificates of Achievement:

Susan S. Allred	Nursing - Ladder Program
Janice Lea Anderson	Nursing - Ladder Program
Victoria J. Berkeley	Nursing - Ladder Program
Merrie Helen Bloeser	Nursing - Ladder Program
Anita A. Brannon	Nursing - Ladder Program
Janet A. Campbell	Nursing - Ladder Program
Marilyn J. Coley	Nursing - Ladder Program
Lisa Gail Cope	Nursing - Ladder Program
Barbara J. Darke	Nursing - Ladder Program
Sandra J. Dickerson	Nursing - Ladder Program
Judith Ann Ferrara	Nursing - Ladder Program
Cheryl Ann Girgis	Nursing - Ladder Program
Sally J. Grab	Nursing - Ladder Program
Tammie R. Henderson	Nursing - Ladder Program
David C. Jeffrey	Nursing - Ladder Program
Laurie Marie Kern	Nursing - Ladder Program
Debra M. Kirsch	Nursing - Ladder Program
Noreen L. Koch	Nursing - Ladder Program
Leslie Sue Lampson	Nursing - Ladder Program
Irene Lo Presti	Nursing - Ladder Program
Kathy Lynn McHenry	Nursing - Ladder Program
Judith Meador	Nursing - Ladder Program
Mary L. Merlino	Nursing - Ladder Program
Ruth A. Moore	Nursing - Ladder Program
Stephanie Louise Nelson	Nursing - Ladder Program
Kim K. O'Hair	Nursing - Ladder Program
Renee Denise Paulin	Nursing - Ladder Program
Sigrid E. Petersen	Nursing - Ladder Program
Carol Ann Poskanzer	Nursing - Ladder Program
Ellen Barbara Sandmon	Nursing - Ladder Program
Mary Ann B. Saxon	Nursing - Ladder Program
Susan Gaile Schrader	Nursing - Ladder Program
Cynthia A. Strite	Nursing - Ladder Program
Diane Marie Stewart	Nursing - Ladder Program
Joan Thomas	Nursing - Ladder Program
Suzanne Ellen Thomas	Nursing - Ladder Program
Nancy Jo Underwood	Nursing - Ladder Program
Joan F. Unruh	Nursing - Ladder Program
Janey K. Waters	Nursing - Ladder Program
Vera Dee West	Nursing - Ladder Program
Lori A. Wren	Nursing - Ladder Program
Margarita Zamarripa	Nursing - Ladder Program
Marilyn J. Avery	Business Management
Lori Lea Middleton	Airline Flight Attendant
Amy Lyn Pauley	Early Childhood Studies
Kathy P. Pearson	Educational Assistant

CERTIFICATES OF
ACHIEVEMENT

Julie L. Plamondon	Accounting
Cheryl Lee Post	Interior Design
Margaret E. Quarello	Early Childhood Studies
Barbara J. Ray	Interior Design
Lorayne R. Rockett	Human Services
Joanne Rode	Human Services
Olga A. Rodriguez	Early Childhood Studies
Dennis A. Rotzoll	Administration of Justice
Jyotsna N. Shah	Computer & Information Science
Jill D. Shelton	Interior Design
Marilyn L. Smith	Human Services
Sam G. Terry	Computer & Information Science
Allison Thoeni	Reprographics Technology
Pamela A. Wamsley	Interior Design

CERTIFICATES OF
ACHIEVEMENT
CONTINUED

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

Humanities and Languages

Schultz, Dolores

The following certificated personnel reappointed as indicated with the VEA allocation for 1982-83:

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

<u>Name/Division</u>	<u>Salary Class/ Step</u>	<u>Con- tract</u>	<u>Duty Days</u>	<u>Grant</u>
Jan Beal Humanities & Lang.	11/4	50%		VEA Sub- part 2
Jerilyn Chuman Counseling & Guid.	11/6	75%		VEA Sub- part 2
Lee Haggerty Counseling & Guid.	111/3	100%		VEA Sub- part 2
Janice Smith Counseling & Guid.	111/4	100%	Spring Sem.	VEA Sub- part 2
Audrey Yamagata- Noji Counseling & Guid.	111/6	100%	195.8	VEA Sub- part 3 (41% - 59% EOPS)

District Warrants 082852 through 083153, totaling \$202,433.72, approved and ratified for payment. A copy of the list is on file with these minutes.

PAYMENT OF BILLS

Purchase Orders 066089 through 066406, totaling \$426,926.95, 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 list of previously employed part-time faculty (temporary employees) be approved to teach on an if-and-as-needed basis for the 1982-83 academic year at the rate stipulated in the salary schedule, at the class to which each is qualified. A copy of the list is on file with these minutes.

APPOINTMENT OF
FULL-TIME/
SUBSTITUTE FACULTY

It was recommended that the following part-time Student Health Center Physicians be reappointed at the appropriate hourly rate of pay for the 1982-83 academic year.

Badin, Thomas, M.D.
Zabak, Darcie, M.D.

It was recommended that the following part-time faculty (temporary employees) be appointed on an if-and-as-needed basis for the 1982-83 academic year as noted below:

Fall

Egan, Bill	Assistant Football Coach	\$1,250.00
Minner, Doug	Assistant Football Coach	1,250.00
Schmitz, Robert	Assistant Football Coach	1,250.00
Kerwin, Cynthia	Assistant Volleyball Coach	1,250.00
Nelson, Mark	Assistant Waterpolo Coach	1,250.00

Spring

James, Richard	Head Women's Track & Field Coach	2,000.00
Nelson, Mark	Head Women's Swimming Coach	2,000.00
DeMaggio, Stanley	Head Women's Basketball Coach	2,000.00
White, Thomas	Head Men's Track & Field Coach	2,000.00

Motion by Trustee Price, seconded by Trustee Watts, and unanimously carried to approve the appointment of part-time/substitute faculty as presented.

APPROVED

It was recommended that the following classified personnel regular actions which have been allocated in the 1982-83 budget be approved:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Recommendation of Employment

Christina Ortiz, Program Assistant Substitute, Library & Instructional Services (Duplicating Center), hourly equivalent of Grade 5, Step 1, \$6.583 per hour, on an if-and-as-needed basis, effective August 20, 1982.

It was recommended that the following be employed as Restricted Short-Term Employees pursuant to Education Code 88003:

Recommendation of Re-Employment (Restricted Employees)

Eileen Haven, Instructional Assistant (hourly), Project Special, Social Science, hourly equivalent of Grade 7, Step 5, \$8.267 per hour, effective August 2, 1982 through no later than January 30, 1983.

Patricia Staudenbaur, Instructional Assistant (hourly), Project Special, Social Science, hourly equivalent of Grade 7, Step 6, \$8.666 per hour, effective August 2, 1982 through no later than January 30, 1983.

Dorothy Walz, Secretary II (50%) Project Special, Social Science, hourly equivalent of Grade 5, Step 4, \$7.547 per hour, effective August 2, 1982 through no later than January 30, 1983.

Recommendation of Employment - Coaching Aide (Restricted Employee)

Donald Butcher, Coaching Aide/Football, Physical Education, Athletics, Health and Recreation, part-time with pay not to exceed \$1,250 effective July 27, 1982.

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

It was recommended that the following be employed as Clerk-Short Term at the rate of \$3.85 per hour, effective July 26, 1982. The hours will be determined by the appropriate administrator and budget.

Peggy Kirk
Helene Locke
Virginia Mackey
Lance Macdonald
Linda Renne

Mary Stannard
Vivian Sullivan
Sharron Teague
Bonnie Wamsley

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

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

It was recommended that the following Clerk-Short Term be reappointed for the 1982-83 academic year.

Letthus Traylor

Recommendation of Employment - Student Employees
(Restricted Employees)

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

Edward Batchelor
Calvin Harris
Arthur Hernandez

Lisa Hoch
James Marsh

Change of Status

It was recommended that Lois McGuire, Program Assistant, CETA Printing/Electronics, change in work week from 30 to 40 hours per week, for 12 months, effective August 1, 1982. CETA funds have become available for this change of status.

Leave of Absence Without Pay

Mary Najm, Instructional Assistant/Biology (50%), Natural Science, requested a leave of absence without pay from August 2 through August 13, 1982.

Resignation/Termination

Michelle Wampler, Secretary II, Community Services, North Campus, resigned effective August 6, 1982. Payment was authorized for any accrued and unused vacation.

Vern Salamone, Instructional Assistant/Lariat (hourly), Humanities and Languages, resigned effective May 5, 1982. Payment was authorized for any accrued and unused vacation.

Motion by Trustee Price, seconded by Trustee Moore, and unanimously carried to approve the classified personnel regular actions.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

APPROVED

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

AWARDS

Motion by Trustee Price, seconded by Trustee McKnight, and unanimously carried to approve the Awards list with the deletion of item #12, Bid #629.

APPROVED

It was recommended that the Governing Board begin the review of the new, revised and deleted policy statements. It was suggested that the review begin with the new policies.

BOARD POLICY
MANUAL

Motion by Trustee McKnight, seconded by Trustee Watts to table the agenda item. Motion failed.

Motion by Trustee Price, seconded by Trustee Moore, and unanimously carried to state that this would be the first reading of the board policy manual, faculty handbook and catalog; the second reading will be at the next Board meeting.

APPROVED

Motion by Trustee Moore, seconded by Trustee Watts, and unanimously carried to direct administration to proceed to ask the appropriate counsel at the county and state levels as to precisely what our obligations are with respect to mandates from the Board of Governors and the legislature.

APPROVED

It was recommended that the Governing Board cancel their regularly scheduled meeting of August 24, 1982 and instead meet on Tuesday, August 31, 1982 at 7:30 p.m. for the purpose of holding a regular meeting and a Public Hearing and adoption of the 1982-83 budget.

CHANGE IN
MEETING DATE

Motion by Trustee Moore, seconded by Trustee Watts, and carried to cancel the meeting of August 24 and instead meet on August 31, 1982.

APPROVED

The meeting was recessed at 9:00 p.m. for a break and reconvened at 9:10 p.m.

RECESS

The Board of Trustees Requests list was submitted for information.

BOARD OF TRUSTEES-OTHER

Motion by Trustee Watts, seconded by Trustee Moore, and unanimously carried to hold a Special Meeting on August 24, 1982 at 7:30 p.m. in order to hear presentations from the Irvine Medical Center and The Irvine Company with regard to the hospital project.

SPECIAL MEETING APPROVED

The following employment of full-time certificated personnel was recommended:

EMPLOYMENT OF FULL-TIME CERTIFICATED PERSONNEL

John F. Allen, Instructor, Mathematics/Computer Learning Center, effective August 16, 1982. This is a replacement for Bonnie Hearn. Approximate salary: Class V, Step 12.

Motion by Trustee Moore, seconded by Trustee Watts, and unanimously carried to approve the employment of full-time certificated personnel as presented.

APPROVED

It was recommended that the Board approve the classified job specifications of Stage - Set Construction, Step 12, as outlined on the job specifications on file with these minutes. This position has been reviewed and recommended by the District Classification Board and the Chancellor.

CLASSIFIED PERSONNEL - JOB SPECIFICATION AND EMPLOYEE REASSIGNMENT

It was further recommended that Karl Muniz be assigned to the new position effective August 16, 1982, as outlined below:

<u>Classification Title From</u>	<u>Classification Title To</u>	<u>From Grade</u>	<u>To Grade</u>
Instructional Assistant-Theatre	Stage Set Construction	7, Step 4	12, Step 3

Motion by Trustee Moore, seconded by Trustee Watts, and unanimously carried to approve the classified personnel job specification and employee reassignment.

APPROVED

The following recommendation in connection with contract services was submitted for approval:

CONTRACT SERVICES

Renewal of agreement with the Educational Media Center of the Orange County Department of Education for rental of 200 films during 1982-83 at a cost not to exceed \$1,350.00.

CONTRACT
SERVICES
CONTINUED

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

APPROVED

The following request for legal services was submitted for approval:

LEGAL SERVICES

Beam, DiCaro, D'Antony and Stafford - Continued Services for 1982-83. The law firm of Beam, DiCaro, D'Antony and Stafford will represent the district in such actions as may be required in connection with the construction of the Science-Mathematics Building. District agrees to pay attorneys for services rendered under this agreement at the rate of \$85 per hour.

It was recommended that this agreement may be terminated by either party upon 14 days written notice, subject to whatever limitations may be imposed by the Court with respect to substitution of attorneys.

Motion by Trustee Watts, seconded by Trustee McKnight, and unanimously carried to approve the legal services as presented.

APPROVED

The following memberships were omitted from the master list submitted to the Board for approval on June 22, 1982:

MEMBERSHIPS

National Association of Community Leadership Organizations	\$100.00
International Fabricare Institute	\$ 28.00

Motion by Trustee McKnight, seconded by Trustee Moore, and unanimously carried to approve the memberships as presented.

APPROVED

A progress report on the 1982-83 budget was presented for information.


1982-83 BUDGET
PROGRESS REPORT
INFORMATION

The meeting was adjourned at 10:10 p.m.

ADJOURNMENT

The next meeting of the Board of Trustees will be a Special Meeting on Tuesday, August 24, 1982 at 7:30 p.m.

SCHEDULE OF
MEETINGS


Chester S. DeVore, Secretary to the Board of Trustees

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