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

MINUTES OF THE BOARD OF TRUSTEES MEETING

Library Classroom Building - Room 105 August 22, 1983 - 7:00 p.m.

The Regular Meeting of the Board of Trustees was called to order by Trustee McKnight. Trustee Watts led the audience in the Pledge of Allegiance and Trustee Price 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. 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. James Thorpe

Faculty Association

Dr. Michael Channing, President

Motion by Trustee Walther, seconded by Trustee Watts, to approve the agenda with the following replacement pages:

AGENDA APPROVED

Tab II - Consent Calendar

Item C - Appointment of Part-Time/Substitute
 Faculty (replacement Exhibit)

AGENDA APPROVED (CONTINUED)

Tab IV - Employee Relations

Tab VII - Reports and/or Comments

Motion carried.

Motion by Trustee Watts, seconded by Trustee Price, to approve the minutes of the regular meeting of August 8, 1983, as corrected. Motion carried with Trustee Taylor abstaining.

MINUTES APPROVED

INTRODUCTION OF GUESTS/PRESENTATIONS

Chancellor Stevens asked Dr. Maria Sheehan, Director of Employee Relations and Personnel Services, to introduce the new faculty members in the audience.

INTRODUCTION OF GUESTS/ PRESENTATIONS

Vice Chancellor Habura, President Carroll, and Executive Assistant William Schreiber presented a review of the new classroom building for the South Campus.

Board President McKnight declared the meeting recessed in order to hold a Public Hearing on the 1983-84 Operating Budget and asked for any members of the audience if they would like to discuss the budget.

PUBLIC HEARING

Motion by Trustee Moore, seconded by Trustee Watts, to close the Public Hearing. Motion carried.

1983-84 OPERATING BUDGET

At its meeting of August 8, 1983, the Board accepted the proposed final 1983-84 budget for review and study. At the same meeting, the Board approved a series of interfund transfers and budget reductions which were proposed by the administration to meet the reductions mandated by the Governor's veto of community college apportionments.

1983-84 OPERATING BUDGET

The transfers and reductions authorized by the Board have been incorporated into all budget funds. The budget now reflects the \$2,270,958 reduction and all funds are in balance.

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

1983-84 OPERATING BUDGET (CONTINUED)

Motion by Trustee Moore, seconded by Trustee Price, to approve and adopt the 1983-84 Operating Budget as presented. Motion carried by roll call vote:

APPROVED

Ayes:

Trustees McKnight, Moore, Price,

Taylor, Walther, and Watts

Noes:

None

Absent:

Trustee Connolly

Abstain: None

CONSENT CALENDAR

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

CONSENT CALENDAR APPROVED

The Board of Trustees approved the following requests for travel and/or mileage:

REQUESTS TO ATTEND CONFERENCES AND MEETINGS

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

Trustee Price

Meeting with Administration

South Campus July 27, 1983

Trustee Walther

Meeting with Staff

South Campus August 4, 1983

Trustee Walther

Meeting with Planning Committee

for Women's Conference

South Campus August 9, 1983

Trustees Wishing

to Attend

In-Service Week Activities North and South Campuses

August 15-19, 1983

Trustees Wishing

to Attend

Liaison Meeting Laguna Hills August 16, 1983

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

STUDENT CERTIFICATES OF ACHIEVEMENT The Board of Trustees approved the following part-time/ substitute faculty for the 1983-84 school year:

APPOINTMENT OF PART-TIM'' SUBSTITUTE FACULTY

Applicant

Akioka, Harry
Allen, Robert
Carroll, Constance J.
Chagnon, Richard
Eddington, Lester
Ellis-Quinn, Barbara
Graser, Marie

Hancock, Robert Hendifar, Abdolah Hill, Miriam F. Holtz, Carol Leruth, Kay Locke, Michael Marovich, Patricia Mathot, Christian Mendez, Rolf Nelson, John Palmer, Barbara Parry, Henry Pfuhl, Rosemary Powers, Donald, Jr. Reha, Delores Rostoker, Steve Rutherford, Theresa Simmons, Janice

Summers, Linda Trisdorfer, Sue Van Zandt, Gary Weis, Elizabeth Wiegand, Robert Zimmerman, Douglas

Community Services

Sklark, Elaine

Probable Assignment

Administration of Justice
Agriculture
Physical Education
Music
Biology
Biology
Arts/Crafts (Extension
& Non-Credit Program)
Mathematics
Chemistry
Spanish
CPR/First Aid
Interior Design
Chemistry

Chemistry
Interior Design
Chemistry
Communication Arts
Art

Librarian
Solar Technology
Biology
Biology
Office Administration

Mathematics Biology Business Center Instructor of Record

Health Spanish Librarian Art

Librarian Investments

Career Decisions Project Counselor

The Board of Trustees approved the following classified personnel actions:

Dorothy Overton Boyer employed as Secretary II, Vocational Education/CETA, District, Grade 5, Step 6, \$8.666 per hour, effective August 29, 1983. This is a temporary CETA Project position and the termination date for this position is September 30, 1983. CLASSIFIED PERSONNEL ACTIONS Frankie Oviedo employed as Safety Officer, Safety and Security, District, Grade 17, Step 2, \$10.047 per hour, effective August 29, 1983. This is a replacement position for Kirk Harrison who resigned.

CLASSIFIED PERSONNEL ACTIONS (CONTINUED)

Christopher John Streicher, Coaching Aide, Volleyball, Physical Education, Recreation, Health and Athletics, part-time with a stipend not to exceed \$1,000, effective August 23, 1983.

Steven Jam employed as Instructional Assistant/Television, Division of Fine Arts & Communications, South Campus, Grade 7, Step 1, \$7.113, 29 hours per week, effective September 1, 1983. This and the position which follows is a replacement position for Daniel Donley who resigned. The splitting of the full-time position into two 29 hours per week positions increases the number of hours to the District as well as decreasing the former cost.

Julia Brady employed as Instruction Assistant/Television, Division of Fine Arts & Communications, South Campus, Grade 7, Step 1, \$7.113, 29 hours per week, effective September 1, 1983. This is a replacement position for Daniel Donley who resigned.

Barbara Garrett employed as HRD-Technician, Community Services, North Campus, at the rate of \$5.00 per hour, not to exceed 6 hours per week, effective August 23, 1983.

The following individuals were employed as Project Clerks, Emeritus Institute, South Campus, at the rate of \$5.00 per hour, on an if-and-as-needed basis, effective August 23, 1983:

Margaret Sherman Risha Smiley Ann Woodruff

Char Hutchinson employed as Interpreter I at the rate of \$5.50 per hour, on an if-and-as-need basis, effective August 23, 1983.

The following individuals were employed as Interpreter III at the rate of \$7.70 per hour, on an if-and-as-needed basis, effective August 23, 1983:

Sheryl Barnes Julie Chapman Denise Orme

The following named students were employed as Student Employees at the rate of \$3.35 per hour, effective August 23, 1983:

Chris Caserta Christopher Gainey Catheryn Hans Paula Oliveira

John Olmedo Nancy Roper Beverly Sohaei Juliette Versteegh CLASSIFIED PERSONNEL ACTIONS (CONTINUED)

Sherman Caldwell, Custodian, Facilities and Maintenance Services, District, was given a change in hours from 40 to 35 hours per week, effective August 23, 1983 through April 1, 1984.

Mary Lou Deleva, Secretary II, P.E., Recreation, Health and Athletics, South Campus, was given a change of assignment to Administrative Secretary III, Student Development, South Campus, Grade 11, Step 5, effective August 23, 1983. This is a replacement position for Connie Weber who was transferred to the Office of Dean of Students.

Deleslie Hervey, Safety Officer (Hourly), Safety and Security, District, was given a change in hours from 8 to 24 hours per week, effective August 23, 1983. This is a replacement position for Minna Adams who resigned.

Nancy May, Assistant Data Control Clerk, District Research and Data Processing, was given a change of status from 62.5% to 100% effective September 1, 1983. This is a replacement position for Vicky Anderson who was selected for the position of Data Processing Specialist, District Data Processing.

Ann Paoli, Administrative Secretary III, Facilities and Maintenance Services, District, was given a change of assignment to Administrative Secretary III, Personnel and Employee Relations, District, Grade 11, Step 6, effective August 23, 1983.

Laura Bishopp, Instructional Assistant, (50%), Extension and Non-Credit Programs, South Campus, resigned effective August 15, 1983. Payment is authorized for any unused vacation.

Sue Ann Murray, Program Assistant, Office of Instruction, South Campus, resigned effective August 4, 1983. Payment is authorized for any unused vacation.

Deborah Tracy, Piano Accompanist II (Hourly) School of Arts, Languages and Humanities, North Campus, resigned effective July 1, 1983. Payment is authorized for any unused vacation.

Warrants 091739 through 091989, totaling \$404,087.59, were approved. A copy of the list is on file with these minutes.

PAYMENT OF BILLS

Purchase orders 071989 through 072411, totaling \$601,361.25, were Board approved. A copy of the list is on file with these minutes.

PURCHASE ORDERS

NEW BUSINESS

The South Campus Community Services Program plans to offer a concert at the Irvine Bowl in Laguna Beach in September, 1984. The artist will be announced at a later date. Campus expenditures for the concert will be reimbursed from concert proceeds. No cost will accrue to the District.

COMMUNITY SERVICES FACILITY USAGE

In order to secure the above mentioned date for this concert at the Irvine Bowl, the Festival of the Arts (Irvine Bowl) requires a \$300.00 deposit. In order to make that deposit, the Orange County Superintendent of Schools requires that the District enter into an approved contract.

The Chancellor recommended that the Board of Trustees approve the contract with the Festival of the Arts, Laguna Beach, as shown in the Exhibit on file with these minutes.

Motion by Trustee Walther, seconded by Trustee Watts, to approve the contract with the Festival of the Arts as presented. Motion carried.

APPROVED

KSBR-FM, based within the College District, is supported in part through funds raised from the listening audience. Merchants and other business firms, as well as individuals, contribute merchandise and "challenge funds" which are used as incentives for on air pledges.

DONATIONS TO RADIO STATION (KSBR-FM)

A list representing the final items, and the value of each estimated by the donor, contributed as incentives was presented to the Board and is on file with these minutes.

The Chancellor recommended that the Board of Trustees accept the donations and in doing so, also express appreciation for the support offered the radio station.

Motion by Trustee Watts, seconded by Trustee Walther, to accept the donations as presented. Motion carried.

APPROVED

The Governor signed into law SB 851 which requires that "The governing board of a community college district impose a fee of ten dollars (\$10) per course, not to exceed a total amount of twenty dollars (\$20), for a student program change consisting of dropping one or more courses any time after two weeks from the commencement of instruction in any term. The fee shall not be charged for changes due to special circumstances affecting the student's ability to complete the course or changes initiated or required by the community college."

REQUIRED FEES FOR DROPPIN COURSES

A policy to implement the provisions of the law has been drafted and is on file with these minutes. The proposed policy specifies the "special circumstances affecting the student's ability to complete the course" and permits waivers of the fees under these circumstances. The proposed policy does not add the permissive one dollar (\$1) extra fee for administrative costs.

The Chancellor recommended that the Board of Trustees suspend its first reading procedure rule for the adoption of Board policies and further recommended the adoption of the proposed policy as presented.

Motion by Trustee Moore, seconded by Trustee Watts, to suspend the rules in order to consider this Board policy. Motion carried.

SUSPEND RULES

Motion by Trustee Moore, seconded by Trustee Watts, to approve the Board Policy as amended. Motion carried by roll call vote:

APPROVED

Ayes: Trustee McKnight, Moore, Price, Taylor,

and Watts

Noes: Trustee Walther
Absent: Trustee Connolly

Abstain: None

The College's radio station, KSBR-FM, requires representation in Washington, D.C., with the Federal Communications Commission. For the past year F. Joseph Brinig, Esq., has been the College's legal counsel with the FCC.

RADIO STATION LEGAL COUNSEL IN WASHINGTON, D.C.

The College's current plans to tie into local TV cable operations for delivery of educational programming require additional applications to the FCC. Mr. Brinig's expertise and location in Washington, D.C., will be required again this year. An annual retainer for FY 1983-84, to be billed monthly and not to exceed an annual amount of \$2,000 is proposed.

The Chancellor recommended that the College enter into a retainer agreement for the services of F. Joseph Brinig, Esq., with the law offices of Putbrese & Hunsaker in McLean, Virginia, for FY 1983-84 for an amount not to exceed \$2,000.

RADIO STATION LEGAL COUNSEL IN WASHINGTON, D.C. (CONTINUED)

Motion by Trustee Taylor, seconded by Trustee Moore, to enter into a retainer agreement with F. Joseph Brinig, Esq., for FY 1983-84 not to exceed \$2,000.

APPROVED

The Chancellor recommended the Board of Trustees approve the following faculty members as full-time certificated faculty for the 1983-1984 academic year:

EMPLOYMENT OF FULL-TIME CERTIFICATED FACULTY

Lynda Becktold Reading

Replacement

South Campus

Class IV, Step 8

\$30,171

Replacement North Campus

Robert Swaringen Mathematics/Computer Information Science

Class I, Step 5 \$23,066

Motion by Trustee Price, seconded by Trustee Walther, to approve the full-time faculty as presented. Motion carried.

APPROVED

At the Board of Trustees meeting of August 8, 1983, the Board took action to grant a leave of absence without pay or benefits to Richard Zucker, Mathematics/CIS instructor at the North Campus. The purpose of the leave of absence was to permit Mr. Zucker to spend one year with a newly developing private enterprise in the Computer and Information Sciences industry. fault or action on Mr. Zucker's part, the offer of employment in private industry has been withdrawn. Dean of Instruction at the North Campus has been unable to staff several of Mr. Zucker's classes. Therefore, Mr. Zucker's return to the program would be most beneficial to the College.

RECISION OF LEAVE WITHOUT PAY REQUEST FOR RICHARD ZUCKER

The Chancellor recommended that the leave without pay request previously approved for Mr. Richard Zucker, Mathematics Instructor (North Campus) be rescinded.

Motion by Trustee Watts, seconded by Trustee Walther, to rescind the leave without pay for Richard Zucker. Motion carried.

APPROVED

The California Education Code gives the Board of Trustees authority, at their discretion, to assign teachers to teach courses in their minor field when the teacher has a Standard Junior College and Community College Credential. The Code also gives the Board authority to recognize the Standard Secondary Credential, when the Board deems it appropriate, in making teaching assignments.

APPOINTMENT
TO TEACH IN
MINOR SUBJECT
AREA OR
STANDARD
SECONDARY
CREDENTIAL

In order to implement the California Education Code provisions of Codes 44262 and 52201, the Board of Trustees may act to approve those instructors listed on the Exhibit on file with these minutes for "Teacher Assignments in a Minor Field or with a Standard Secondary Credential."

The Chancellor recommended the Board of Trustees approve the assignment of faculty as shown on the Exhibit on file with these minutes.

Motion by Trustee Moore, seconded by Trustee Price, to approve the assignment of faculty as presented. Motion carried.

APPROVED

The Chancellor recommended the Board of Trustees approve the full-time classified employment recommendations as follows: FULL-TIME CLASSIFIED EMPLOYMENT RECOMMENDA-TIONS

Blanca Agdeppa employed as Information Processor, Personnel and Employee Relations, District, Grade 7, Step 2, effective August 23, 1983. This is a replacement position for Diana Price who was the selected applicant for the position of Administrative Secretary III, Special Programs, South Campus.

Carol Barghusen employed as Program Assistant, Community Services, South Campus, Grade 5, Step 1, (75%) effective August 23, 1983.

Helene Giziel Locke, employed as Program Assistant, Extension and Non-Credit Programs, North Campus, Grade 5, Step 1, (75%) effective August 23, 1983.

Paul M. Loomis employed as Safety Officer, Safety and Security, District, Grade 17, Step 3, effective August 23, 1983. Paul was a permanent employee and is returning to a position similar to that which he formerly held within thirty-nine (39) months after his last date of paid employment (BP-4201.3).

Motion by Trustee Taylor, seconded by Trustee Walther, to approve the full-time classified employment recommendations as presented. Motion carried.

APPROVED

The classified employees who resigned or retired prior to April 1 were negatively impacted. They were denied retroactive payment of the salary adjustment received by all other bargaining unit members. On April 20 and May 10, two separate class-action grievances were filled by CSEA in an effort to recover the salary adjustments provided classified staff for the 1982-83 Fiscal Year. The grievances filed by CSEA were in behalf of those employees who resigned or retired prior to realizing the salary adjustment.

CLASSIFIED EMPLOYEES SALARY ADJUSTMENTS

The Orange County Department of Education, the issuing agency for Saddleback payroll warrants, will not issue the salary adjustments to the affected employees without official action. It has been made clear to the Orange County Department of Education that it is not the intent of the District to deny the salary adjustment to any bargaining unit employees.

The District responded to the CSEA grievance on May 12, 1983. The grievance was upheld by the District. Thus the District felt its obligation to extend some official action had been met. The Office of Fiscal Services, upon requesting the payment agreed upon for the affected employees, was denied the opportunity to process the adjustment pending official action. The Orange County Department of Education requires Board approval prior to releasing the salary adjustments.

The Chancellor recommended the Board of Trustees approve the salary adjustments listed on the Exhibit on file with these minutes.

Motion by Trustee Watts, seconded by Trustee Walther, to approve the salary adjustments to classified employees as presented. Motion carried.

APPROVED

In 1977 the Saddleback District along with the other three community college districts of Orange County, the Orange County Harbors, Beaches and Parks District and the Orange County Board of Education founded the Orange County Marine Institute. The County and the districts were pledged to assist the Institute in establishing and maintaining an educational program for pupils and students of each and all school and college districts in the County. During the 1982-83 fiscal year, Saddleback along with the other three community college districts, made its final annual fee payment to the Institute.

ORANGE COUNTY
MARINE
INSTITUTE:
AMENDMENT TO
AGREEMENT

Because the Institute is dependent upon user fees for its revenues and because these revenues come in on a very

irregular basis, the Institute faces a cash-flow problem. An amendment to the agreement for the establishment of the Institute has been proposed which will provide:

ORANGE COUNTY MARINE INSTITUTE: AMENDMENT TO AGREEMENT

"Funding shall be provided solely from revenues."

(CONTINUED)

"In the event that operating funds are needed and not available, the DIRECTORS may request an advance of funds from any party or parties hereto ... "

The Chancellor recommended the Board approve the amendment to the Orange County Marine Institute Agreement as shown in the Exhibit on file with these minutes.

Motion by Trustee Watts, seconded by Trustee Walther, to approve the amendment to the Orange County Marine Institute as presented. Motion carried by roll call vote:

APPROVED

Ayes:

Trustees McKnight, Moore, Price, Taylor,

Walther, and Watts

Noes:

None

Absent: Trustee Connolly

Abstain: None

The Chancellor recommended the following gifts be approved for acceptance by the Board of Trustees:

GIFTS TO THE DISTRICT

Donor

Gift

Donor's Estimated Value

Fluor Corporation

\$500.00

Irvine

Byronix Corporation

Series 4000

\$8,570

Computer System including installation and 90 day

quarantee

Motion by Trustee Moore, seconded by Trustee Price, to approve the gifts as presented. Motion carried.

APPROVED

CORRESPONDENCE

The correspondence was presented to the Board of Trustees CORRESPONDENCE for their information and review. A copy of it is on file with these minutes.

INFORMATION

The Connecticut governmental polling firm of Larry Eastland and Associates was commissioned recently to

COMMUNITY COLLEGE EDUCATIONAL STUDY

conduct a statewide survey of 1,500 registered voters representative of all Californians to learn more about public opinion relating to community colleges.

A copy of the report was presented to the Board of Trustees for their information and review.

COMMUNITY
COLLEGE
EDUCATIONAL
STUDY
(CONTINUED)

LEGISLATION SUMMARY

A total of more than 75 bills presently are either pending action or in a holding status in the Legislature relating completely or in part to the community colleges. Saddleback has been advised that even legislation which has been defeated should not be regarded as "dead" because such items can be revived by Legislative mandate. In addition to pending bills, there are a number of measures which are in the "two-year" category, which means they were lodged during the first year of the session but will not be considered formally until the second year, which begins January 3, 1984.

A Legislation summary was presented to the Board of Trustees for their information. It was based upon the latest information as of the start of the adjourned session on August 15. The bills itemized here have been culled from various sources with an eye toward their particular relationship to programs and activities of the Saddleback Community College District. While this selected grouping of bills is being presented to the Board of Trustees for information, positions of support or opposition are suggested in some cases by staff for the Board's consideration and possible action.

Motion by Trustee Price, seconded by Trustee Moore, to support the positions of support or opposition as presented in the Legislative Summary, except for SB 1204 and AB 1651 which were pulled for separate consideration. Motion carried.

APPROVED

Motion by Trustee Moore, seconded by Trustee Walther, to indicate the Board of Trustees had "no position" on SB 1204 and AB 1651. Motion carried.

APPROVED

The Saddleback Community College District Board of Trustees plays a key role in shaping the Legislative priorities of the District through direct participation in the advocacy process and in the approval of the District's annual Legislative priorities. Channeled through the Governmental Affairs Program (GAP), these priorities will be developed into a "Legislative Agenda" to be presented to the Orange County delegation in the Fall, following an intensive series of contacts and visits to the District campuses.

RECOMMENDED 1983-84 LEGISLATIVE PROGRAM PRIORITIES The report presented to the Board of Trustees entitled "Legislative Program Priorities" includes a timetable for activities and proposed priorities to be addressed by the District this year. A copy of the report is on file with these minutes.

RECOMMENDED 1983-84 LEGISLATIVE PROGRAM PRIORITIES (CONTINUED)

The Chancellor recommended to the Board of Trustees that the "1983-84 Legislative Program Priorities," as shown in the Exhibit on file with these minutes, be accepted for review and study.

Motion by Trustee Moore, seconded by Trustee Watts, to accept for review and study the Recommended 1983-84 Legislative Program Priorities. Motion carried.

APPROVED

REPORTS

Community College budgets statewide have sustained a total reduction of more than \$230 million as a result of the Governor's veto of funding under provisions of Senate Bill 851, which was approved overwhelmingly in the State Legislature. Saddleback College's share of this reduction is \$2.27 million. Without restoration of all or a major portion of the funding removed from the colleges this year, a reduction of this magnitude could lead to deep cuts in programs and services for students.

RESOLUTION: COMMUNITY COLLEGE FINANCE

The Chancellor recommended adoption by the Board of Trustees of the resolution on the community college finance issue for immediate transmittal to key Legislators and the Governor. A copy of the resolution is on file with these minutes.

Motion by Trustee Walther, seconded by Trustee Moore, to adopt the resolution regarding Community College Finance as presented. Motion carried by roll call vote:

APPROVED

Ayes:

Trustees McKnight, Moore, Price, Taylor,

Walther, and Watts

Noes:

None

amy P. Stevens

Absent:

Trustee Connolly

Abstain: None

The meeting was recessed to Closed Session at 10:50 p.m.

The next regular meeting of the Board of Trustees will be held on September 12, 1983, at 7:30 p.m.

Larry P. Stevens

Secretary to the Board of Trustees