

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

MINUTES OF THE GOVERNING BOARD MEETING

Library Classroom Building - Room 105
 August 31, 1982 - 7:30 p.m.

The Regular Meeting of the Board of Trustees was called to order by Trustee Connolly. Trustee Walther led the audience in the Pledge of Allegiance and Trustee McKnight gave the Invocation.	CALL TO ORDER
Present:	PRESENT
Mr. John C. Connolly, President Ms. Harriett S. Walther, Vice President Prof. Eugene C. McKnight, Member Mr. Robert L. Moore, Member Mr. Larry W. Taylor, Member Mr. William L. Watts, Member Ms. Jennifer Herman, Student Member	BOARD MEMBERS
Mr. Chester S. DeVore, Interim Chancellor Dr. Albert J. Grafsky, Vice Chancellor - Business Services Dr. Edward A. Hart, President - North Campus Dr. William O. Jay, President - South Campus Mr. Frank O. Sciarrotta - Dean of Administrative Services	STAFF MEMBERS
Motion by Trustee Watts, seconded by Trustee McKnight, and unanimously carried to adopt the agenda.	AGENDA ADOPTED
Motion by Trustee Walther, seconded by Trustee Watts, and unanimously carried to adopt the minutes of the Regular Meeting of August 10, 1982.	MINUTES ADOPTED REGULAR MEETING
Motion by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to adopt the minutes of the Special Meeting of August 24, 1982.	MINUTES ADOPTED SPECIAL MEETING
Dr. Hart, Leo A. Meyer and Larry Harty discussed the recently completed Irvine Industrial Needs Assessment Project.	REPORTS AND COMMUNICATIONS

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 McKnight, seconded by Trustee Walther, and unanimously carried to approve the consent calendar as presented.

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

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

Trustee McKnight	Meeting with Staff Saddleback College South Campus August 9, 1982
Trustees Moore, Walther & Watts	Meeting with Irvine Medical Center Irvine August 9, 1982
Trustee Walther	Meeting with Staff Saddleback College South Campus August 10, 1982
Trustee McKnight	Meeting with Interim Chancellor Saddleback College South Campus August 10, 1982
Trustees Wishing to Attend	Channel 6 Appearance Laguna Hills August 11 and 25, 1982
Trustees McKnight and Taylor	Meeting with Irvine Medical Center San Juan Capistrano August 12, 1982
Trustee McKnight	Meeting with Staff Saddleback College South Campus August 13, 1982
Trustees Wishing to Attend	In-Service Week Activities Saddleback College - North and South Campuses August 16-20, 1982
Trustee Price	Meeting with Irvine Medical Center Saddleback College South Campus August 19, 1982

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

Trustees Wishing to Attend Saddleback College Leadership Seminar Mission Viejo October 9, 1982

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

The following Certificates of Achievement:

CERTIFICATES OF ACHIEVEMENT

Dawn M. Bonus Nutrition
Cheryl Canepa Cosmetology
Connie M. Christensen Automotive
Paula Everett Cosmetology
Lynn F. Frankland Educational Assistant
Margaret Logan Cosmetology
Charles W. Rockett Human Services
Kenneth J. Rude Business
Jane Ann Saeman Human Services
Robin L. Startzman Cosmetology
Linda K. Thrasher Cosmetology

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

APPOINTMENT OF PART-TIME/SUBSTITUTE FACULTY

Table with 2 columns: Applicant and Probable Assignment. Lists names and their corresponding assignments such as Mathematics, Reading, Geology, etc.

Lakritz, Andrew	English
Levesque, Steven	Environmental Studies
Lewis, Wardell	Geology
Lorton, Patricia	Nursing
McNulty, Dale	CIS
Meyer, Ruthe	Biology
Miller, Breck	Business Law
Morris, Kenneth	Chemistry
Myer, Pamela	French
Nagy, Richard	Printed Circuit Technology
Names, Peggy	Business
Oviedo, Ollie	English
Parker, Susan	Chemistry
Pasek, Joseph	Mathematics
Pierce, Allen	Mathematics/Computer
Pivar, David	History of American Labor
Powers, Patricia	Mathematics
Rahman, Talat	Astronomy
Richardson, Vicki	Legal Assistant
Rohwer, Robert	Journalism
Rosenberg, Howard	Printed Circuit Technology
Sage, John	Word Processing - Dictaphone
Scott, Michael	Philosophy
Simmons, Arthur	Human Services
Stahr, Dallas Jr.	Human Development
Sudberg, Sidney	Health Science
Thomas, Linda	English
Wagner, Hugh	Geology
Ware, Don	Geology

APPOINTMENT OF
PART-TIME/
SUBSTITUTE
FACULTY
CONTINUED

Payroll Adjustment

The following part-time faculty (temporary employee) approved to receive a pay back as indicated due to an error in computing OSH and/or salary placement effective with the 1980 fall semester. This payroll adjustment is in compliance with the Certificated Employee Master Agreement 1980-83.

Pike, Thomas - \$261.72

The following previously employed part-time faculty (temporary employees) 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.

Business Science

Byerly, Mary J.	Hockett, Hugh
Eastin, Virginia M.	LeRoux, Ardis Ann
Hagedorn, Richard	McClain, William
Hansen, Daryl D.	

Dean of Instruction

Busby, Kenneth M. Gurule, Herman
Dull, Ronald Hamaker, Donald W.

Fine Arts

Lingenberg, Aulene Tiner, Peter

Health, Physical Education, Recreation and Athletics

DeMaggio, Stanley Juarez, Louis

Health Science

Bingaman, Nancy O'Connell, Helen
Brown, Julie O'Hearn, Gail
Karelius, Janice E. Runnestrand, Daniel
Kendall, Carole Stavro, Beverly
Merlino, Robert Schwartz, Louis
Mitchell, Barbara Sabourin, Claire

Health Science and Gerontology

Stein, Ruth

Humanities and Languages

Davanzo, Livia D. Olson, Robert J.

Natural Science

Wehan, James Hawk, Barbara

Social Science

Wemmer, Richard

North Campus

School of Health and Life Sciences

Hinderer, Karl Roley, William
Nelson, Howard

School of Humanities

Perry, Stephen S. Webb, John
Hosseinzadeh, Zel

School of Physical Sciences and Technologies

Mattens, Richard Porter, Bruce
Meyerson, Lenore Robles, Louis
McDonald James Gordon Tahsiri, Hoosang

School of Social Sciences and Technologies

Bailey, Jim Nelson	McDermott, Anne
Emmert, Patsy	Moore, Margaret
Francis, Hazel	Schamp, Cathleen
Hansen, Daryl E.	Sneed, Claire
Larsen, Rebecca	Wasulko, Yolanda

APPOINTMENT OF
PART-TIME/
SUBSTITUTE
FACULTY
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

Clark, Barbara	Mather, Jean
Cosgrove, Robert	McKie, William
Duffy, Martha	Sinay, Richard
Earnshaw, Doris	Smith, Jan
Garcia, Tony	Watson, Katherine

Fine Arts

Holland, Sharon

Additional Compensation

William Cunerty, Associate Professor, Division of Health, Physical Education, Recreation and Athletics, reassigned as Head Golf Coach for 1982-83 spring semester.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

James Thorpe's workload reduced by 20 percent for the 1982-83 academic year. Dr. Thorpe is President elect of the State CTA and CTA will reimburse the District for 20 percent of his contract which includes benefits.

Grants

Stanley Curtis, Library/Instructional Services, compensated \$300 for work on the faculty/staff mini grant which was approved May 11, 1981.

Leave of Absence

Ruth Jacobson, Business Science and Technology, granted a parental leave - adoption without pay for fall 1982-83 semester.

Dr. William Heffernan granted a one semester leave at two-thirds of his salary.

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

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Recommendation of Employment

Joseph Payne, Instructional Assistant Substitute, Humanities and Languages, hourly equivalent of Grade 7, Step 1, \$6.881 per hour, on an if-and-as-needed basis, effective August 23, 1982.

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

Recommendation of Employment - Tutor I (Restricted Employees)

Bernadette Davis	Elaine Fletcher
Terrance Jones	Leonora Straton
Robert Farrimond	Shawn Wentzel

Tutor I at the rate of \$3.85 per hour effective August 23, 1982. The hours will be determined by the appropriate administrator and budget.

Recommendation of Re-Employment (Restricted Employees)

Barbara Kipps, Instructional Assistant (hourly), VEA, Counseling and Guidance, hourly equivalent of Grade 7, Step 1, \$6.881 per hour, effective August 23, 1982, subject to availability of funds.

Marilyn Leeburg, Instructional Assistant (hourly), VEA, Counseling and Guidance, hourly equivalent of Grade 7, Step 5, \$8.267 per hour, effective August 23, 1982, subject to availability of funds.

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

Nancy Montanelli	Bruce Takenaka
Richard Sinay	Dorothy Vanderveer

Clerk-Short Term at the rate of \$3.85 per hour, effective August 2, 1982. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Professional Model (Restricted Employee)

Nancy Bishop, Professional Model, \$6.60 per hour, if-and-as-needed basis, effective October 1, 1982.

Recommendation of Employment - Project Clerk (Restricted Employees)

Desley Adams	Rosie Guck
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Project Clerk at the rate of \$5.00 per hour, effective August 23, 1982. The hours will be determined by the appropriate administrator and budget.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Recommendation of Employment - Summer Theatre Aid
(Restricted Employees)

Scott Swanson Michelle Urbani

Summer Theatre Production Aid at \$3.35 per hour, effective June 22, 1982. Monies have been budgeted for this project. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Student Employees
(Restricted Employees)

Colleen McCowan
Norene Williams
Ann Woodruff

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

Payroll Adjustment

Charon Melcher, Administrative Secretary III, Office of Continuing Education, paid the sum of \$1,181.43 retroactive from November 10, 1981 to June 17, 1982, in resolution of a grievance.

Resignation/Termination

Christopher Alexandra, Media Technician, Library/Media Services, North Campus, resigned effective August 25, 1982. Payment was authorized for any accrued and unused vacation.

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

PUBLIC AND
INSTRUCTIONAL
PROGRAMS

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
In-Service Classified Typewriter Repair Workshop August 16, 1982	Bill Keller	\$ 60.00

The following Community Services Programs approved.

COMMUNITY
SERVICES PROGRAMS

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
Leadership: Saddleback October 9, 1982	Lori Giovannoni	\$ 300.00

This program was previously approved on 6/22/82. Artist/Lecturer was to be announced at a later date.

AWARDS

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

SALE OF
SURPLUS/OBSOLETE
PROPERTY

The surplus obsolete/lost and found items were approved for sale through the customary sealed bid procedures followed by the district. Sealed bids for the purchase of this property will be opened on September 24, 1982 - Surplus Property Sale #19. A copy of the list is on file with these minutes.

PAYMENT OF BILLS

District warrants 083157 through 083660, totaling \$672,793.40, approved and ratified for payment. A copy of the list is on file with these minutes.

PURCHASE ORDERS

Purchase orders 066408 through 066850, totaling \$903,582.40, 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.

PROGRESS PAYMENT

The following progress payment request was submitted for approval or ratification on awards previously approved by the Board of Trustees. The payment is within the budgetary allocations for the project listed and the architect and the construction inspector have certified that the work covered by this payment has been satisfactorily performed.

Project: Parking Lot #5 Expansion - Bid 627
Contractor: Griffith Company
Contract Amount: \$190,200.00

Earned to date	\$165,200.00
Less 10% retention	16,520.00
Net due earned to date	<u>\$148,680.00</u>

Amount due this request \$148,680.00

Motion by Trustee Taylor, seconded by Trustee Walther, and unanimously carried to suspend the rules for the purpose of adopting the following resolution.

RESOLUTION

WHEREAS, the Saddleback Community College District in May of 1982 faced the difficult and demanding task of searching for a new Chancellor during a critical time of the academic year, and;

WHEREAS, strong interim leadership was needed to assure a smooth and effective transition and to continue crucial budget development, the recruitment of a new Chancellor and other District affairs, and;

WHEREAS, the Governing Board was fortunate to obtain the services of a recognized leader in community college administration, Chester S. DeVore, retired Superintendent/President of Southwestern College and;

WHEREAS, Mr. DeVore quickly and ably assessed the District's immediate needs, moved to meet those needs and laid the groundwork for the new Chancellor in an effective, efficient and creative manner.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board, administration, faculty and staff offer their commendation and appreciation to Chester S. DeVore for his outstanding service to the Saddleback Community College District.

BE IT FURTHER RESOLVED that the Governing Board wishes Mr. DeVore well in his future endeavors.

Motion by Trustee Taylor, seconded by Trustee Walther, and unanimously carried by roll call vote to adopt the resolution.

ADOPTED

Roll Call Vote:

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

Trustee Connolly read the following actions which were taken during the closed session of August 24, 1982.

CLOSED SESSION
ACTIONS OF
AUGUST 24, 1982

Motion by Trustee Price, seconded by Trustee Walther, and carried to support the recommendation of staff to continue the parking fee of \$10 per semester for the Certificated Bargaining unit employees.

Motion by Trustee Price, seconded by Trustee Moore, and unanimously carried to authorize a \$10 semester parking fee for all nonbargaining unit personnel, both Classified and Certificated.

CLOSED SESSION
ACTIONS
CONTINUED

Trustee Taylor corrected the second motion by indicating it was not unanimously carried, he had voted no.

The Board of Trustees Requests list was submitted for information.

BOARD OF TRUSTEES
OTHER
INFORMATION

It was requested that the Board of Trustees approve the following application to: THE APPLE EDUCATION FOUNDATION. The objective of this Computer Assisted Tutorial (CAT) Program is to develop individualized hands-on instructional programs for learners, in the tutorial program. Funds will be used for Apple Computers and supportive equipment. No additional district funds are required.

GRANT -
APPLICATIONS

Project Director: Bill Weisgerber. Amount Requested: \$15,050.

The Supplemental Cooperative Education Program - Funds will be used for the improvement of the existing Cooperation Education program. No additional district funds are required.

Project Director: Shelba Robison. Amount Requested: as allocated.

Motion by Trustee Watts, seconded by Trustee Moore, and unanimously carried to approve the grant - applications as presented.

APPROVED

Approval was requested to extend the deadline for expenditure of VEA, Sub-part 3, Handicapped Funds from June 30, 1982 until September 30, 1982. This extension is allowable under the provisions of the grant and will not require any additional expenditure of the District funds. The grant was originally accepted by the Board on June 8, 1981.

GRANT -
EXTENSION

Project Director: Jerry Guy

It was recommended that the Board of Trustees approve the submission of the CETA programs for the 1982-83 fiscal year. Detailed information is on file with these minutes.

Project Director: Annette Hayes

Motion by Trustee Walther, seconded by Trustee McKnight, and unanimously carried to approve the grant - extensions as presented.

GRANT -
EXTENSION
CONTINUED
APPROVED

Pursuant to Education Code Section 85003, Trustee Connolly declared the meeting a Public Hearing for the purpose of discussing and adopting the Annual Financial and Budget Report for the fiscal year 1982-83.

PUBLIC HEARING
ANNUAL FINANCIAL
AND BUDGET REPORT
1982-83

It was recommended that the Board adopt the reports, with any revisions, additions and changes as deemed necessary. It was further recommended that the Chancellor or the Vice Chancellor/Business Services be authorized to make any necessary changes that may be required by the Orange County Superintendent of Schools and to execute the required documents. Copies of the budget reports and a review of the budget development was presented for the Board's consideration and discussion. Copies of the material are on file with these minutes.

Al Brightbill, President of Saddleback Community College District Faculty Association, read a statement to the Board concerning the Faculty Association's recommendation to reject Board Report 429 - Public Hearing, Annual Financial and Budget Report 1982-83. A copy is on file with these minutes.

Raghu Mathur, President of the Academic Senate, made a presentation to the Board regarding the Senate's position on the budget development process.

Motion by Trustee Walther, seconded by Trustee Watts, and carried to adopt the budget reports as presented and authorized the Chancellor or the Vice Chancellor/Business Services to make any necessary changes that may be required by the Orange County Superintendent of Schools and to execute the documents.

APPROVED

The appropriate staff have reviewed and recommend the following gifts to the Saddleback Community College District be accepted:

GIFTS TO THE
DISTRICT

<u>Donor</u>	<u>Gift</u>
Mrs. E. C. Gaenslen	Donation of a 3 inch Unitron reflecting telescope to be used by the Astronomy Department, South Campus

Mrs. Dorothy S. Brown	Donation of \$4,000.00 for the purchase of a Rico printer to be used by the Business Science Division, South Campus	GIFTS TO THE DISTRICT CONTINUED
American Society of Professional Estimators, Anaheim, CA.	Donation of \$500.00 for the purchase of equipment/materials for construction estimating field to be used by the Business Science Division, South Campus	
Motion by Trustee Walther, seconded by Trustee Watts, and unanimously carried to accept the gifts to the District.		ACCEPTED
It was recommended that approval be granted for renewal of the agreement with the Educational Media Center of the Orange County Department of Education for rental of 80 films during 1982-83 at a cost not to exceed \$590.00.		CONTRACT SERVICES
Motion by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to approve the contract service as presented.		APPROVED
It was recommended that authorization be granted for the Chancellor or Vice Chancellor/Business Services to proceed in obtaining an appraisal of the North Campus hospital site.		HOSPITAL SITE - APPRAISAL
Motion by Trustee Taylor, seconded by Trustee Moore, and unanimously carried to table this item.		TABLED
It was recommended that the Board of Trustees authorize the Vice Chancellor/Business Services to seek bids for the time purchase of a photo typesetter. This is replacement equipment needed for support of the college Journalism Program. The District will be totally reimbursed from advertising income from the Lariat.		BID - PHOTO TYPESETTER
Motion by Trustee Taylor, seconded by Trustee Watts, and unanimously carried to approve the authorization to seek bid for the photo typesetter.		APPROVED
The meeting was adjourned to closed session at 8:55 p.m.		CLOSED SESSION
The next Regular Meeting of the Board of Trustees will be on Tuesday, September 14, 1982, at 7:30 p.m.		SCHEDULE OF MEETINGS

Chester S. DeVore

Chester S. DeVore, Secretary to the Board of Trustees