

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

Library Classroom Building - Room 105
September 12, 1983 - 7:30 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 McKnight gave the invocation.

CALL TO ORDER

Members of the Board of Trustees

PRESENT

Professor Eugene C. McKnight, President
Mr. William L. Watts, Vice President
Mr. Robert L. Moore, Clerk
Mr. John C. Connolly, Member
Mr. Robert L. Price, 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. Graftsky, Vice Chancellor Business
Ms. Constance M. Carroll, President - South Campus
Dr. Edward A. Hart, President - North Campus
Dr. Maria Sheehan, Director of Personnel

Academic Senate

Dr. James Thorpe, President

Faculty Association

Dr. Michael Channing, President

CSEA Representative

Ms. Doris Driml

Motion by Trustee Walther, seconded by Trustee Moore, to approve the agenda with the following addendum:

AGENDA
APPROVED

- Tab II, Item D - Replacement page
- Tab IV, Item B2- Replacement page

Motion carried.

Minutes of the Regular Meeting of August 22, 1983 will be considered at a later time.

MINUTES

CONSENT CALENDAR

CONSENT
CALENDAR

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

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

REQUESTS TO
ATTEND
CONFERENCES
AND MEETINGS

- | | |
|------------------|--|
| Trustee McKnight | Meeting with Chancellor
South Campus
August 22, 1983 |
| Trustee Price | Meeting with Chancellor
South Campus
September 6, 1983 |
| Trustee Walther | Channel 6 Appearance
Laguna Hills
August 24, 1983 |
| Trustee Connolly | Channel 6 Appearance
Laguna Hills
September 14, 1983 |

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

- | | |
|-------------------------------|---|
| Trustees Wishing
to Attend | Leadership Saddleback Seminar
Mission Viejo
October 8, 1983 |
|-------------------------------|---|

The Board of Trustees approved the granting of certificates to the following students:

STUDENT
CERTIFICATES
OF ACHIEVEMENT

BUSINESS SCIENCE

Accounting

Danny Stark

BUSINESS SCIENCE (Continued)

STUDENT
CERTIFICATES
OF ACHIEVEMENT

Computer and Information Science

Business Information Science -
Accounting/Cobol

Bryan Oleman
Danny Stark

Digital Electronic Technology

Eric J. Lee

Secretarial

Word Processing

Carol G. Holtz

HEALTH SCIENCES AND HUMAN SERVICE

Early Childhood Education

Eileen H. Guathier

Medical Assistant

Cheryl Davis

TECHNOLOGY AND APPLIED SCIENCE

Electronic Technology

Elvira M. Steen

Graphic Design

Jaime K. Hudson

Travel Management

Erika W. Mills
Margantha M. Reich
Cynthia E. Zelinski

The Board of Trustees approved as part-time/substitute faculty for the 1983-84 school year the following individuals:

APPOINTMENT
OF PART-TIME/
SUBSTITUTE
FACULTY

<u>Applicant</u>	<u>Probable Assignment</u>	APPOINTMENT OF PART-TIME SUBSTITUTE FACULTY (CONTINUED)
Arritt, Carol	Health Center Nurse	
Conception, Patricia	Health Center Nurse	
Lutz, Linda G.	Library	
Pleines, Catherine	Environmental Studies	
Schuman, Marianne F.	French	
Urbanowski, John	Administration of Justice	
Wright, George	Administration of Justice	

The Board of Trustees approved the following classified personnel actions:

CLASSIFIED PERSONNEL ACTIONS

New Personnel Appointments

Daniel Steven Schafer employed as Library Clerk I, Library/Media Services, North Campus, Grade 1, Step 2, (50%) \$6.440 per hour, effective September 26, 1983. This is a replacement position for Phyllis Steinshouer, a Project Clerk.

James Lee Wilson employed as Safety Officer, Safety and Security, District, Grade 17, Step 1, \$9.101 per hour, effective September 14, 1983. This is replacement position for Deleslie Hervey.

John Pavel employed as Admissions and Records Account Clerk II, Office of Admissions and Records, South Campus, Grade 7, Step 2, \$7.208 per hour, 25 hours week, effective September 13, 1983. This is a replacement for Constance Harrington who was selected for Admissions and Records Account Clerk II, North Campus.

Ruth Jones employed as Program Assistant, Financial Assistance, District, Grade 5, Step 1, \$6.773 per hour, 15 hours per week, effective September 13, 1983. This is a new hourly position.

Ruth Curtis employed as Program Assistant, Extension and Non Credit Programs, South Campus, Grade 5, Step 2, (50%) \$597.50 plus a 5% per hour shift differential. This is a replacement position for Laura Bishopp who resigned.

Jan Nassar employed as Secretary I, Student Services/ Health & Wellness Center, North Campus, Grade 1, Step 5, \$7.470 per hour, 29 hours per week, effective September 13, 1983. This is a new hourly position.

Patricia Jones employed as Switchboard Operator/ Receptionist, Student Services, North Campus, Grade 1, Step 1, \$6.130 per hour, 20 hours per week plus a 5% per hour shift differential. This is a replacement position for Barbara Jane Hansen who was selected for Admissions and Records Account Clerk II.

CLASSIFIED
PERSONNEL
ACTIONS
(CONTINUED)

Joanie Miller employed as HRD-Technician, Community Services, North Campus, at the rate of \$5.00 per hour, not to exceed 6 hours per week, effective September 13, 1983.

The following individuals were employed as Project Clerks, at the rate of \$5.00 per hour, on an if-and-as-needed basis, effective September 13, 1983:

Karen Fleck, Social Sciences and Technologies,
North Campus
Linda Fox, Journalism/Lariat, South Campus

The following employees were employed as Clerk-Short Term, at the rate of \$4.05 per hour, effective September 13, 1983:

Carol Ladd, President's Office, South Campus
Patricia C. Martin, Community Services/
Registration, South Campus
Melody Riede, Library/Media Services, South Campus

Memory Sue Russell employed as a 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 September 13, 1983.

The following individuals were employed as Tutor I, South and North Campus, at the rate of \$3.85 per hour, on an if-and-as-needed basis, effective September 13, 1983:

Norma J. Dean	Guy Landine
Nancy de Jongh	Alan Lanker
Ghofrani Farzaneh	Quang Trinh Le
Richard Frizzell	Andrea Miller
Catherine Hans	Greg Moore
Frank Harding	Constance Kelly Perrenoud
Michael P. Heath	Donald Perrenoud
Ellen Hunt	Hippolyte M. Perrenoud
Yu-Chen Hwang	Jim Richert
Mary Jones	Saleem Yamani

Patricia Mullen employed as Data/Information Systems Clerk, Office of Research and Data Processing, District, Grade 7, Step 1, \$7.113 per hour, 25 hours per week, effective September 13, 1983. This is a replacement position for Nancy May who was selected for the full time position of Assistant Data Control Clerk, District, Research and Data Processing.

CLASSIFIED
PERSONNEL
ACTIONS
(CONTINUED)

Change of Status

JoAnn McWilliams, Secretary II, Personnel & Employee Relations, District, was given a change of assignment to Secretary II, P.E., Recreation, Health & Athletics, South Campus, Grade 5, Step 6, effective September 26, 1983. This is a replacement position for Mary Lou DeLeva who was selected for the position of Secretary III, Office of Student Development.

Student Employees

The following named students were employed as Student Employees at the rate of \$3.35 per hour, effective September 13, 1983:

Michael Ayer	John Krill
Meryl Bartlett	Karen Krogh
Pegi Buskirk	Cynthia Langlois
Jodi Casselman	Antje Mills
Michelle Colestock	John Olmedo
Lani Engle	Carl Maynuss Phil III
Rubynnn Golden	Kathy Peigne
Linda Hall	Melody J. Riede
Jeannine Hassoldt	Mary Risucci
Julie Harrelson	Brian C. Rolph
Maureen Heard	April Robertson
Martin Hess	Shanna Saba
Yu-Chen Huang	Keith Signorelli
Jose Mario Esas	Kiana Tabibzadeh
Linda D. Jones	Homayoun Tayyanipour
Sunny Kang	

Resignation/Termination

Bernardo Cabusora, Custodian, South Campus, resigned effective August 31, 1983. Payment is authorized for any unused vacation.

John Williams, Custodian, El Toro Marine Base, North Campus, hourly, terminated effective September 13, 1983. Payment is authorized for any unused vacation.

The District has the opportunity to utilize the assistance of volunteers to provide support services for the Buildings and Grounds Department as well as to support the Health & Wellness Center at the North Campus. Mr. Ernest J. Sachse is willing to volunteer his time working in the Buildings and Grounds Department at the North Campus. Mr. Tony Garasek is a Health Education major at California State University, Long Beach, and wishes to serve as an unpaid intern for the Health and Wellness Center.

VOLUNTEERS:
NORTH CAMPUS

Ernest J. Sachse and Tony Garasek were approved as volunteers in the Buildings and Grounds and Health & Wellness service areas, respectively, at the North Campus.

The Board of Trustees approved for payment the presenters and programs as follows:

APPOINTMENT OF
COMMUNITY
SERVICES
PRESENTERS

- Event: Improving Your 35mm Photography
Dates: 9/13/83, 9/18/83, 9/25/83,
9/29/83
Presenter: Mike Goode
Compensation: \$125.00
- Event: Microcomputers: What Every
Manager Should Know
Dates: 12/27/83
Presenter: Mike Hader
Compensation: \$300.00
- Event: E.S.L. Writing Workshop
Dates: 9/14/83 - 11/7/83
Presenter: Linda Cistone (E)
Compensation: (50%) of Net (Max. not to
exceed \$20 per hour)
- Event: Intermediate Computers For Youth (2 Sections)
Dates: 9/24/83 - 10/16/83
Presenter: Leslie (Fickes) Robinson (E)
Compensation: \$400.00 (per section)
- Event: Jazz Dance
Dates: 9/13/83 - 10/18/83
Presenter: Kay Rentzel (E)
Fee: \$ 30.00
- Event: Orange County Singles Scene
Dates: 9/28/83
Presenter: Sandy Slayback, Coordinator (E)
Net proceeds will be divided
among the 6 co-sponsoring
colleges.
Compensation: \$ 50.00

The grants to students as follows were approved not to exceed \$320 for the academic year:

EXTENDED
OPPORTUNITY
PROGRAMS AND
SERVICES (EOPS)

Susan Brown	Tam Nguyen (Tuition)
Carol H. Cam	Thanh K. Nguyen
Nancy DeJongh	Jean Ortiz
Sen T. Dinh	Hoa T. Pham
Vinh Do (Tuition)	Mychan Thi Pham
Nemat Z. Effat	Dung Phan (Tuition)
Bernadette Figueroa	Tranchau T. Phan
Don Hoang (Tuition)	Tri Phan (Tuition)
Don Qui Hoang (Tuition)	Tru Phan (Tuition)
Hoa N. Hong	Tue Dinh Phan (Tuition)
Dung T. Huynh (Tuition)	Mark R. Priddy
Elizabeth Larson	Muoi Quach
Bichthuy Thi Le	Gayle M. Rizzo
Dinh N. Le	Ha N. Thai
Nghia Thi Le	Hung Cong Tran
Trinh Quang Le	Khuong Minh Tran (Tuition)
Nahum Lugo	Pha Quoc Tran
Michael A. Masters	Bich Phuong T. Truong
Susan M. Miller	Tai Tan Truong
Hanh Thi Nguyen	Theresa Viceroy
Mui V. Nguyen	Daniel J. Wenzel
Phuoc Cao Nguyen	Teresa L. Williams

For protection of District funds, the County Treasurer voids all warrants after six months from the date of issue. Warrant #72401, dated June 5, 1981 and issued to Richard Kettley, Community Services' Guest Speaker, was misplaced and not cashed within the time limit.

OUTDATED
WARRANTS

The Board of Trustees approved the reissuance of a warrant in the amount of \$120.00, payable to Richard Kettley.

Warrants 091993 through 092473, totaling \$637,994.14 were submitted for Board approval. A copy of the list is on file with these minutes.

PAYMENT OF
BILLS

NEW BUSINESS

Saddleback Community College applies annually for monies to support vocational education under the provisions of the federal educational amendments of 1976 to the Title II, Vocational Education public laws. The College has been allocated \$243,538 for 1983-84 to improve and extend vocational programs.

VOCATIONAL
EDUCATION
GRANT AWARD

The College was awarded funds in three broad categories. Total funds are as follows:

VOCATIONAL
EDUCATION
GRANT AWARD
(CONTINUED)

Subpart II - Instruction	\$217,330
Subpart III - Improvement	22,387
Subpart IV - Consumer and Homemaking	<u>3,821</u>
Total	\$243,538

The College has been awarded \$243,538 to be expended under the terms of the Federal Vocational Education ACT (including Amendments), State law, as well as Board of Governors and District policy.

The Chancellor recommended the Board of Trustees approve the award of Federal VEA funds in the amount of \$243,538, and further, authorize the expenditure of the funds as shown in the Exhibit on file with these minutes.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the award of Federal VEA funds in the amount of \$243,538, and further, authorize the expenditure of the funds as shown in the Exhibit on file with these minutes. Motion carried.

APPROVED

Since January 1975, Saddleback Community College District has successfully run many CETA funded programs totaling in excess of \$5 million. CETA legislation and programs end September 30, 1983. The legislated successor is the Job Training Partnership Act (JTPA).

JOB TRAINING
PARTNERSHIP
ACT (JTPA)

Requests for Proposals were disseminated by the county July 28 and returned on August 12. Saddleback Community College District submitted a proposal for a total of \$211,732 to train a maximum of 126 participants and a minimum of 77 participants. This will be a pilot program from October 1, 1983, through June 30, 1984.

The Chancellor recommended the Board of Trustees accept an award in the amount of \$211,732 and, further, authorize the Chancellor to enter into the contracts necessary to implement the projects as shown in the Exhibit on file with these minutes.

Motion by Trustee Watts, seconded by Trustee Price, to approve the acceptance of an award in the amount of \$211,732 and, further, authorize the Chancellor to enter into the contracts necessary to implement the projects as shown in the Exhibit on file with these minutes. Motion carried.

APPROVED

In the reassignment of personnel in the special services program area a vital handicapped services position previously in the program budget was inadvertently not funded in the 1983-84 budget. District review of the budget revealed that the funds which were thought to be assigned to fill the position were, in fact, categorical funds which could only be spent for vocational students. Rather than forgo essential services for 500-600 physically handicapped students enrolled on the South Campus, it is possible to transfer the necessary funds from the College Contingency Fund. The amount to be transferred is \$35,800.

TRANSFER OF FUNDS:
HANDICAPPED COUNSELOR

The Chancellor recommended the Board of Trustees approve a transfer from the College Contingency Fund in the amount of \$35,800 be approved to fund a counselor for handicapped students.

Motion by Trustee Walther, seconded by Trustee Moore, to approve a transfer from the College Contingency Fund in the amount of \$35,800 to fund a counselor for handicapped students. Motion carried.

APPROVED

The recent State mandate to charge a drop fee necessitates a change in the College's student information processing systems. While it is impossible to anticipate accurately all the related impacts until there is some experience with the actual volumes of drops which will require processing, three costs can be anticipated which total to a minimum of \$16,600. For an additional \$22,476 the College can acquire software which will accommodate all fees collections, including laboratory, parking and similar charges.

COSTS TO PROCESS \$10 DROP FEE

	<u>Alternate 1</u>	<u>Alternate 2</u>
Modifications to the computer programs.	7,600	30,076
Staff increases associated with collecting drop fees and processing waivers.	8,000	8,000
Postage and supplies associated with billing students and following up on delinquent charges.	<u>1,000</u>	<u>1,000</u>
Total	16,600	39,076

The Chancellor recommends the Board of Trustees approve Alternative 2, and further, that the necessary contract and budget adjustments be made in an amount not to exceed \$39,076.

Motion by Trustee Price, seconded by Trustee Connolly, to approve Alternative 2, and further, that the necessary contract and budget adjustments be made in an amount not to exceed \$39,076. Motion carried.

COSTS TO
PROCESS \$10
DROP FEE
(CONTINUED)

APPROVED

The College annually contracts with the Orange County Department of Education Educational Media Services Division to provide media (films, etc.) rentals at a reduced cost. Approximately 20 percent of the media rental requests can be filled through this service at savings of up to 75 percent of the regular (private vendor) charge for the same materials.

MEDIA MATERIAL
RENTAL WITH
THE ORANGE
COUNTY
DEPARTMENT OF
EDUCATION

A contract between the Saddleback College District and the Orange County Department of Education has been drafted to permit use of 350 items of rental at a fee of \$7.00 per item for a total contract expenditure not to exceed \$2,450. Funds for this expenditure are budgeted in the Media Services area on South Campus and the Library services area on North Campus.

The Chancellor recommended the Board of Trustees authorize a contract for the services described above in an amount not to exceed \$2,450 for 1983-84.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the authorization of a contract for the services described above in an amount not to exceed \$2,450 for 1983-84. Motion carried.

APPROVED

During the Spring 1983 Semester an extensive study was conducted in order to determine the need for management support. The department coordinator job responsibilities were redefined and the number of coordinators was determined. The coordinator stipend is provided for tasks and duties performed beyond the regular faculty assignment.

EMPLOYMENT OF
DEPARTMENT
COORDINATORS,
SOUTH CAMPUS

The Chancellor recommended to the Board of Trustees that the following faculty members be approved as coordinators for the 1983-84 academic year with a stipend of \$1,437 per semester:

Business Sciences

- | | |
|---------------------|---|
| Robert Bliss | Business Data Processing -
Spring 1984 |
| Linda Rice (acting) | Business Data Processing -
Fall 1983 |

Fine Arts and Communications

Dona Anderson	Art
Alvin Brightbill	Music
Patrick Fennell	Theatre
James Lane	Communication Arts
Lynn Wells	Speech

EMPLOYMENT OF
DEPARTMENT
COORDINATORS,
SOUTH CAMPUS
(CONTINUED)

Extension and Non-Credit Programs

Marilyn Ditty	Emeritus Institute
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Health Sciences and Human Services

Wanda Driscoll	Human Development
Dick Wilson	Human Services

Liberal Arts

Lynn Beckett	Reading
Larry Knuth	Journalism
Jan Smith (acting)	English as a Second Language

Library/Media Services

Howard Schafer	Learning Assistance Program
Steve Tash	Library

Mathematics, Science and Engineering

Peter Borella	Engineering, Geology and Marine Science
Dave Campbell	Astrology and Physics
Thomas Leslie	Biology
Curt McLendon	Chemistry
Thomas Meyer	Computer and Information Science
Steven Sworder	Mathematics

Technology and Applied Science

Thomas Evans	Cooperative Education
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Motion by Trustee Moore, seconded by Trustee Watts, to approve the above faculty members as coordinators for the 1983-84 academic year with a stipend of \$1,437 per semester. Motion carried.

APPROVED

The Chancellor recommended the Board of Trustees approve the employment of the following individuals:

FULL-TIME
CLASSIFIED
EMPLOYMENT
RECOMMENDATIONS

Linda Nielsen employed as Administrative Secretary III, Research and Data Processing, District, Grade 11, Step 3, effective September 13, 1983. This is a replacement position for Patricia Lucus who was the selected applicant for the position of Secretary V, Office of Instruction, South Campus.

FULL-TIME
CLASSIFIED
EMPLOYMENT
RECOMMENDATIONS
(CONTINUED)

Georgia Perry employed as Administrative Secretary III, Technology and Applied Science, South Campus, Grade 11, Step 3, effective September 13, 1983. This is a replacement position for Peggy Williams who was the selected applicant for the position of Executive Secretary, Office of the Vice Chancellor/Educational Services & Student Development.

Linda Carnes employed as Secretary II, Chancellor's Office, District, Grade 5, Step 3, effective September 13, 1983. This position was created as a result of the reorganization of the support staff for the Office of the Chancellor/Board of Trustees.

Carolyn Norrell, employed as Secretary II, Facilities & Maintenance Services, District, Grade 5, Step 3 effective September 13, 1983. This is a replacement position for Ann Paoli who was selected for the position of Secretary III, Office of Personnel and Employee Relations.

Patricia Smith employed as Account Clerk II, (Accounts Payable) - Business Services, District, Grade 9, Step 2, effective September 13, 1983. This is a replacement position for Cynthia Bahar who was the selected applicant for the position of Administrative Secretary III, Office of Liberal Arts Division.

Laura Bishopp employed as Program Assistant, Community Services, South Campus, Grade 5, Step 5 (75%) effective September 13, 1983. This is a replacement position for Bobbie Jean Garrett who resigned. Laura Bishopp is the wife of Gregory Bishopp, Assistant Dean/Fine Arts & Communications, South Campus.

Motion by Trustee Moore, seconded by Trustee Price, to approve the employment of the above individuals. Motion carried.

APPROVED

From time to time the District accumulates surplus property items which are of no usable value to the college. Approval to dispose of the surplus property was granted by the Board of Trustees at its meeting of June 13, 1983. Bid #21 was opened on July 12, 1983,

AWARD OF BID:
SURPLUS
PROPERTY

and the bids were approved by the Board on August 8, 1983, with the exception of a digital drill, This item was rejected because of low bid amounts. Bid #23 for the digital drill was opened and evaluated on August 22, 1983. A total of three bids were received.

AWARD OF BID
SURPLUS
PROPERTY
(CONTINUED)

The Chancellor recommended the Board of Trustees approve the sale of the surplus item, digital drill, to the highest bidder, Becwar Engineering, Tustin, for the amount of \$5,500.00.

Motion by Trustee Moore, seconded by Trustee Walther, to approve the sale of the surplus item, digital drill, to Becwar Engineering, Tustin, for the amount of \$5,500.00. Motion carried.

APPROVED

For several years the District has contracted for maintenance on various pieces of equipment and building systems components. For the current year, each administrator was asked to reexamine the need for maintenance contracts for the equipment under his or her supervision. Factors considered included the ability of District employees to do the maintenance, amount of use, complexity of the equipment, and maximum downtime tolerable in case of breakdown. All administrators have responded with many deciding to cancel some contracts.

AWARD OF BID:
PREVENTATIVE
MAINTENANCE
CONTRACTS

Bid #15 for various maintenance agreements was opened and evaluated between June 20 and August 19, 1983. Bids were received from nine companies. After evaluation and deletion of certain items, the low bidders are those listed in the Exhibit on file with these minutes.

The Chancellor recommended the Board approve the award of Bid #15 for preventative maintenance services to the low bidders as indicated in the Exhibit which is on file with these minutes.

Motion by Trustee Moore, seconded by Trustee Walther, to approve the award of Bid #15 for preventative maintenance services to the low bidders as indicated in the Exhibit which is on file with these minutes. Motion carried.

APPROVED

On August 19, 1983, Bid #62 for weight training equipment for North Campus was opened and evaluated. Fourteen vendors were invited to bid and four responses were received. Universal Athletic Products, Laguna Niguel, submitted the low bid for the items.

AWARD OF BID:
WEIGHT
TRAINING
EQUIPMENT

The Chancellor recommended the Board award Bid #62 for weight training equipment to Universal Athletic Products, Laguna Niguel, in the amount of \$19,525.68.

AWARD OF BID:
WEIGHT
TRAINING
EQUIPMENT
(CONTINUED)

Motion by Trustee Watts, seconded by Trustee Moore, to approve the award of Bid #62 for weight training equipment to Universal Athletic Products, Laguna Niguel, in the amount of \$19,525.68. Motion carried.

APPROVED

The problem of parking for part-time students who do not wish to purchase full parking permits has been discussed by the Board and Administration several times. The adopted 1983-84 budget contains an item for the purchase of additional parking meters and hoods for use on both North and South Campuses as a measure to help correct this problem.

AWARD OF BID:
PARKING METERS

Bid #16 was opened and evaluated on August 26, 1983. Bids were received from two bidders with Traffic Appliance Corporation, Glendale, the low bidder to furnish and install 37 meters at North Campus in Parking Lot #2, and 95 meters for South Campus: 45 in Parking Lot #1; 20 in Parking Lot #5; 24 in Parking Lot #10; and 6 in Parking Lot #12.

The Chancellor recommended the Board award Bid #16 to Traffic Appliance Corporation, Glendale, in the amount of \$19,483.31, for installation of parking meters at North and South Campuses.

Motion by Trustee Walther, seconded by Trustee Moore, to approve the award of Bid #16 to Traffic Appliance Corporation, Glendale, in the amount of \$19,483.31, for installation of parking meters at North and South Campuses. Motion carried.

APPROVED

At its meeting of August 8, 1983, the Board authorized making emergency repairs to the hot water lines of the South Campus heating/cooling system. Two weeks after the work was completed, District maintenance people discovered a leak near the area in which the repairs had been made. Believing that the leak might have been due to faulty repair work, the contract was recalled. After re-excavating it was discovered that there were a series of leaks in a different pipe about ten feet from the others.

AWARD OF
CONTRACT:
SOUTH CAMPUS
EMERGENCY
REPAIRS

Repairs are again underway. The cost of repairs will exceed 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.

AWARD OF
CONTRACT:
SOUTH CAMPUS
EMERGENCY
REPAIRS
(CONTINUED)

The Chancellor recommended the Board adopt the Resolution on file with these minutes granting a contract not to exceed \$110,000 to Earl's Plumbing under the provisions of Education Code Section 81648.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the adoption of the Resolution on file with these minutes granting a contract not to exceed \$110,000 to Earl's Plumbing under the provisions of Education Code Section 81648. Motion carried by roll call vote:

APPROVED

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

At its meeting of August 8, 1983, the Board approved a contract with California Living, Orange, for the construction of Parking Lot 1A on the South Campus. It has been determined that approximately 650 tons of additional base material is needed to complete the lot to specifications. The contractor has quoted a price of \$4,000 for supplying and spreading the additional base material. The architect has confirmed that this is a reasonable amount.

CHANGE ORDER:
STADIUM
PARKING LOT 1A

The Chancellor recommended the Board approve Change Order No. 1 (on file with these minutes) to the contract with California Living in the amount of \$4,000.

Motion by Trustee Moore, seconded by Trustee Price, to approve Change Order No. 1 (on file with these minutes) to the contract with California Living in the amount of \$4,000. Motion carried.

APPROVED

Legislation enacted last year, Education Code Section 71094 and Government Code Sections 12419.5 and 12419.7, authorizes the Chancellor of the California Community Colleges to act on behalf of local community college districts for the purpose of collection of outstanding student financial aid obligations. The Bill allows a district to contract with the Chancellor for the performance of administrative services at a rate of \$10 of the amount which the Chancellor successfully

COLLECTION OF
STUDENT
FINANCIAL AID
OBLIGATIONS

collects. Collection is accomplished by withholding portions of any income tax refunds which may be due a student.

COLLECTION OF
STUDENT
FINANCIAL AID
OBLIGATIONS
(CONTINUED)

The Chancellor recommended the Board approve entering into a contract with the Chancellor of the California Community Colleges for the collection of student financial aid obligations with the terms and conditions prescribed in the contract on file with these minutes.

Motion by Trustee Watts, seconded by Trustee Moore, to approve entering into a contract with the Chancellor of the California Community Colleges for the collection of student financial aid obligations with the terms and conditions prescribed in the contract on file with these minutes. Motion carried.

APPROVED

Annually, the District maintenance and operations division composes a list of "deferred" maintenance projects and submits an application to the state for funding. Funding is determined on the basis of a set of categories of items and on the basis of statewide priorities among all districts. The final decision on funding lies in the amount of money appropriated in the Governor's budget. Contracts are awarded by the Board of Governors of the California Community Colleges.

DEFERRED
MAINTENANCE
CONTRACT

The Board of Governors has awarded Saddleback the following contracts:

A.	#2-51	Reroof Science/Math Building	\$21,500
B.	#2-60	Supply Air Fan Overhead - Library and Science/Math Bldgs.	\$ 9,500
C.	#E-1	Undergrand Boiler Piping (Emergency)	\$27,500

The Chancellor recommended the Board approve the contract with the Board of Governors for the California Community Colleges for deferred maintenance projects in the amount of \$58,500.

Motion by Trustee Walther, seconded by Trustee Price, to approve the contract with the Board of Governors for the California Community Colleges for deferred maintenance projects in the amount of \$58,500. Motion carried.

APPROVED

By resolution adopted at its meeting of May 14, 1979, the Board authorized the establishment of a \$10,000 limit for the District Revolving Cash Fund. Since that time, the District's enrollments, properties and budgets have

DISTRICT
REVOLVING
CASH FUND

increased by more than sixty percent. The greatest use of the revolving fund is to provide a means to make adjustment payments for employee salaries when errors are made. With an increased number of employees and larger salaries, it is sometimes impossible to meet demands with a \$10,000 fund limit.

DISTRICT
REVOLVING
CASH FUND
(CONTINUED)

The Chancellor recommended the Board approve increasing the limit of the Revolving Cash Fund to \$25,000 by adoption of the Resolution on file with these minutes.

Motion by Trustee Walther, seconded by Trustee Price, to approve increasing the limit of the Revolving Cash Fund to \$25,000 by adoption of the Resolution on file with these minutes. Motion carried by roll call vote:

APPROVED

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

From time to time the Board of Trustees employs experts to perform specific limited tasks. These experts are employed on the basis of completion of that task and are not controlled in any other manner by the District. Due to liabilities which may arise out of an improperly drawn agreement between a District and a consultant, the County Superintendent of Schools has asked that each district adopt a resolution holding him and his agents harmless in case of any claims by a consultant.

HOLD HARMLESS
RESOLUTION:
INDEPENDENT
CONTRACTOR
AGREEMENTS

The Chancellor recommended the Board of Trustees adopt the Resolution on file with these minutes holding the County Board of Education and the County Superintendent of Schools harmless should a consultant be determined to be an employee.

Motion by Trustee Moore, seconded by Trustee Walther, to approve the adoption of the Resolution on file with these minutes holding the County Board of Education and the County Superintendent of Schools harmless should a consultant be determined to be an employee. Motion carried by roll call vote:

APPROVED

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

At its meeting of May 25, 1982, the Board approved leasing a parcel of South Campus land to Storer Cable TV, Inc., for use as a site for a television signal relay station. As a part of the construction of the relay station, Storer has constructed a small building to house electronic gear. California Administrative Code Title 21, Section 81131, requires all structures on community college campuses which have not been approved for seismic safety be declared as non-conforming and be further declared as not for student or certificated staff use. The building also must be posted with a sign indicating its non-conformity.

OCCUPANCY
LIMITATIONS:
STORER CABLE
TV FACILITY

The Chancellor recommended the Board adopt the Resolution on file with these minutes declaring the Storer Cable TV, Inc. building to be in non-compliance with the seismic safety requirements of California Administrative Code Title 21, Section 81131. The Chancellor further recommends the Board direct him to require Storer Cable TV, Inc. to post the building as to the occupancy limitations.

Motion by Trustee Watts, seconded by Trustee Walther, to adopt the Resolution on file with these minutes declaring the Storer Cable TV, Inc. building to be in non-compliance with the seismic safety requirements of California Administrative Code Title 21, Section 81131, and direct the Chancellor to require Storer Cable TV, Inc. to post the building as to the occupancy limitations. Motion carried by roll call vote:

APPROVED

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

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

GIFT TO
THE DISTRICT

Dr. M. W. Waterman Various paperback No estimated value
Laguna Hills books for library

Motion by Trustee Moore, seconded by Trustee Walther, to approve for acceptance the above listed gift. Motion carried.

APPROVED

The following Budget Reports were presented for Board member information and review:

BUDGET STATUS
SUMMARIES

- | | | |
|---|--------------|--------------------------|
| - General Fund Income Summary | Attachment 1 | BUDGET STATUS |
| - General Fund Expenditure Summary
by Function | Attachment 2 | SUMMARIES
(CONTINUED) |
| - General Fund Expenditure Summary
by Object | Attachment 3 | |
| - Parking Service Income and Expenditures | Attachment 4 | |
| - Community Services Income & Expenditures | Attachment 5 | |
| - Radio Station Income and Expenditures | Attachment 6 | |

CORRESPONDENCE

The correspondence was transmitted to the Board of Trustees for review and comment. CORRESPONDENCE

INFORMATION

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. DISTRICT
1983-84
LEGISLATIVE
PROGRAM
PRIORITIES

The timetable for development and implementation of the District Legislative Program called for the lodging of proposed priorities with the Board on August 22 with subsequent action being requested of the Board at its September 12 Board meeting. The overriding statewide priority presently is resolution of the community college finance issue. Apart from this issue, proposed District priorities being recommended are: (1) Special Assistance for Growth Districts; (2) Capital Construction Funding; (3) Industry Cooperative Incentives; (4) Governance; (5) Local Taxing Authority; (6) Amendment or Defeat of AB 993.

The Chancellor recommended to the Board of Trustees the "1983-84 Legislative Program Priorities" be approved. A copy is on file with these minutes.

Motion by Trustee Watts, seconded by Trustee Walther, to approve the "1983-84 Legislative Program Priorities" (a copy is on file with these minutes). Motion carried. APPROVED

Motion by Trustee Moore, seconded by Trustee Watts, to direct the Chancellor to investigate the possibility and feasibility to have a flow meter installed on the water lines exiting the water plant in order to monitor the flow of water. Motion carried.

The meeting was recessed to Closed Session at 9:30 p.m. in order to discuss several matters, including a personnel matter, and it was anticipated following the Closed Session the Board will take action and return to the open meeting to announce the action.

CLOSED
SESSION

The meeting was reconvened and President McKnight made the following announcement:

CLOSED
SESSION
ANNOUNCEMENT

Motion by Trustee Moore, seconded by Trustee Watts, to approve the agreement regarding compromise, release, and resignation between the Saddleback Community College District and Dennis R. McClung dated September 12, 1983, and authorized that the agreement be signed by the District Chancellor. The motion was carried unanimously by roll call vote. Trustee Taylor was absent.

Board President McKnight announced at its Planning and Evaluation Workshop of September 9-10, 1983, the Board of Trustees unanimously approved a new contract for Chancellor Larry P. Stevens for the term of September 13, 1983, through June 30, 1987.

The meeting was recessed to Closed Session in order to hold a grievance hearing.

The next regular meeting of the Board of Trustees will be Monday, September 26, 1983, at 7:00 p.m.



Larry P. Stevens
Secretary to the Board of Trustees