

PUBLIC/FILE IN
LIBRARY *etc*

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

MINUTES OF THE GOVERNING BOARD MEETING

Library Classroom Building - Room 105
September 14, 1982 - 7:30 p.m.

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

CALL TO ORDER

Present:

PRESENT

Members of the Board

- 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

Administrative Officers

- Dr. Larry Stevens, Chancellor
- Dr. Albert J. Graftsky, 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

Saddleback Community College Faculty Association

Peter Morrison

Saddleback Community College Academic Senate

Raghu Mathur

California School Employees Association

Gerry DeMoss

Motion by Trustee Taylor, seconded by Trustee Watts to adopt the agenda. Motion carried.

Motion by Trustee McKnight, seconded by Trustee Moore to adopt the minutes of the Regular Meeting of August 31, 1982. Motion carried.

Closed Session

CLOSED SESSION

The meeting was adjourned to the scheduled closed session at 7:05 p.m.

The meeting reconvened to regular session at 7:50 p.m.

Dr. Peter Morrison, on behalf of the Faculty Association, requested that Board Report Numbers 460, 461, 462 and 463 be removed from the consent calendar because each of the recommendations is for approval of expenditures that the Association contends are "discretionary funds". Dr. Morrison went on to say that in light of the Board's decision not to implement the third-year salary increases as specified in the faculty contract, it is the Association's point of view that such expenditures are explicitly prohibited.

REPORTS AND
COMMUNICATIONS

On the regular business items excluded from the consent calendar, the Faculty Association called similar attention to numbers 453, 457 and 458 (each of which recommend expenditure or transfer of discretionary monies) and, in particular, to item 450 which recommends approval of 18.6 million dollars in a capital expenditure request when such expenditures or even planning for such expenditures is contingent upon the District meeting a prior obligation of 1.35 million dollars to the faculty in terms of salary schedule adjustments.

President Hart, North Campus, introduced the new North Campus ASB President, Lindsey Monroe.

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 Watts, seconded by Trustee McKnight to approve the consent calendar with the removal of the following reports. Motion carried.

- 460 - Awards
- 461 - Payment of Bills
- 462 - Purchase Orders
- 463 - Transfer of Funds

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

- | | |
|-------------------------------|-------------------------------------------------------|
| Trustee Walther | Meeting with Staff
South Campus
August 27, 1982 |
| Trustee Connolly | Meeting with Staff
South Campus
August 27, 1982 |
| Trustees Wishing
to Attend | Channel 6 Appearance
September 1, 15 and 29, 1982 |

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

From V.E.A. (Vocational Education) - VEA allocation - total \$192,421.

GRANTS - AWARDS
CONTINUED

Subpart 2 - Basic Grant - \$166,393
Postsecondary Instruction
Disadvantaged
Limited English Proficiency
Handicapped Students
Displaced Homemakers
Support Services for Women

Subpart 3 - Program Improvement and Supportive Services - \$16,226

Subpart 4 - Special Programs for the Disadvantaged - \$4,758

Subpart 5A- Consumer and Homemaking Education - \$2,138

Subpart 5B- Consumer and Homemaking for Economically Depressed Areas - \$2,906

Project director: Annette Hayes.

The following part-time faculty (temporary employees) were approved to teach for the 1982-83 academic year at the rate stipulated in the salary schedule at the class to which each is qualified:

APPOINTMENT OF
PART-TIME/
SUBSTITUTE
FACULTY

<u>Applicant</u>	<u>Probable Assignment</u>
Allen, Rosemarie	Spanish
Anderson, LuRuth	Gerontology: Music
Conery, John	Computer Science
Czuchta, Jewel	Nursing
Hartnett, Thomas	Earth Science
Palubinskas, Saule	Chemistry
Pietsch, Harold	Music
Rothschild-Boros, Monica	Art History
Simpson, Linda	Nursing
Teichner, Margaret	Computer Lab

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

Fine Arts

Judy, Carole

Health Science and Gerontology

Morante, Dolores

Humanities and Languages

Hecht, Susan

Library/Instructional Services

McManus, MaryAnn

North Campus

School of Health and Life Sciences

Battersby, David
Nelson, Howard

APPOINTMENT OF
PART-TIME/
SUBSTITUTE
FACULTY
CONTINUED

School of Physical Sciences and Technologies

Leonard, John

Student Development and Services

Healey, Diane

Additional Compensation

The following Coordinators at the rate of \$1,369 per semester, effective with the 1982-83 academic year:

Ronald Bell - Business Science and Technology
Richard Wemmer - Administration of Justice Coordinator, Acting (1982 fall semester)

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Resignation/Coordinator

Robert Kopfstein resigned as Reading Coordinator, Humanities and Languages, effective September 1, 1982.

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

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Recommendation of Employment

Deborah Tracy, Piano Accompanist II, Fine Arts, North Campus, hourly equivalent of Grade 10, Step 2 (3 hours per week), \$7.720 per hour, effective September 7, 1982.

Eleanor Wahrman, Piano Accompanist II Substitute, Fine Arts, hourly equivalent of Grade 10, Step 1, \$7.357 per hour, on an if-and-as-needed basis, effective August 23, 1982.

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

Recommendation of Employment - Tutor I (Restricted Employees)

Dinesh Batra	Majid Karimi
Margie Bone	Billie Kelly
Pedraic Cohee	Vinciana McConnell
Hyoung Crawford	Anne Mishica
Nemat Effat	Christine Payne
Richlyn Evins	Antonio Provost
Homera Farrokh	Beatrice Schiff
Payam Ghiami	Barbara Snyder
Denlene Harrison	Jolene Teran
Vuong Hong	Jacqueline Thompson
Kathy Ichiraku	Nancy Whipple
	Dennis Zafran

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.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

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

Le Thu Ta
Barbara Legere

Clerk-Short Term at the rate of \$3.85 per hour, effective August 5, 1982. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - EOPS Advisor (Restricted Employee)

Cherie Whittaker

Employed as EOPS Advisor at the rate of \$3.85 per hour, effective September 7, 1982. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - EOPS (Restricted Employees)

<u>Student</u>	<u>Amount of Check</u>
Joy Allen	\$ 50.00
Michael Blodgett	34.00
Diane Casey	25.00
Nancy DeJohn	50.00
Truong Do	68.00
Tekeste Habtemichael	100.00
Ferol Johns	50.00
Susan Miller	50.00
Hoa Pham	50.00
Tung Phan	50.00
Muoi Quach	50.00
Tadele Woldmichael	100.00

Qualified students to be paid under the Extended Opportunity Programs and Services (EOPS), September 7, 1982.

Recommendation of Employment - Student Employees (Restricted Employees)

Patricia Anderson	Eileen Farley
Shaheen Ameeruddin	Karen Fleck
Ken Berry	Gwen Fornataro
Patricia Black	Calvin Harris
John Blasina	Steven Harvey
Shelia Cech	Sylvia Hawksley
Linda Christensen	Patricia Jones
Judy Ann Clark	Richard Kappeler

William Kimbrell	Anya Norman
Lita Kirstatter	Hien Song Phan
Melina Kust	Gregory Ronk
Hong Thuy Le	Holly Savio
Christopher Lewis	David Schiffelbein
Virginia Maher	Barbara Shelton
Kathryn Mahon	Ann Treweek
Karen Nesson	Dean Turner
	Hoan Vuong

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

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

Change of Status/Reclassification

The District Classification Board has carefully reviewed the reclassification requests that were submitted for this academic year and recommended that the following classified positions be reclassified as follows, effective September 20, 1982. Monies will be made available for this reclassification.

Classified Employees Salary Schedule

<u>Name</u>	<u>Classification Title From</u>	<u>Classification Title To</u>	<u>From Grade</u>	<u>To Grade</u>
Terry Hall	Utility Person/ Maintenance	Maintenance I - Building	11, Step 6	13, Step 6

Pam Davis, Secretary II (75%), Office of Instruction, North Campus, Change from 30 to 40 hours per week, effective September 20, 1982.

Beverly Haenni, Secretary II (75%), Office of Instruction, North Campus, change from 30 to 40 hours per week, effective September 20, 1982.

Sally Scalzo, Secretary II (75%), Office of Instruction, North Campus, change from 30 to 40 hours per week, effective September 20, 1982.

Teresa Ciranna, Instructional Assistant (hourly), Office of Instruction/Business Learning Center, North Campus, change from 29 to 40 hours per week, effective September 20, 1982.

Marie Judice, Program Assistant (hourly), Community Services, change from 29 to 40 hours per week, effective September 20, 1982.

Gloria Selufsky, Program Assistant (hourly) Community Services, change to Articulation Clerk, Grade 5, Step 6, Counseling and Guidance, 40 hours per week, 10 months, effective September 15, 1982. This is a replacement for Gayla Katsulis.

Paul Stone, Safety Officer, North Campus, be given Lead status. In order to accomplish this his Grade 17 will be changed to Grade 19, Step 6, \$1,924 per month, effective September 14, 1982.

Leave Of Absence Without Pay

Arthur Andres, Groundskeeper, Lead, Maintenance and Operations, requested a leave of absence without pay for January 1983.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Reappointment of Theatre Production Staff

Lyle Brooks
Mary Beth Muniz

Theatre Production Staff reappointed for the 1982-83 academic year.

Resignation/Termination

Steve Angel, Program Assistant/Culture, Community Services, resigned effective September 1, 1982. Payment was authorized for any accrued and unused vacation.

During the period of July 26 through August 19 a study skills workshop was offered through the south campus to grades 3 through 12 of the Saddleback College District. The cost of the workshops was paid by registration fees collected from the participants. The following facilitators were approved to be compensated for their preparation and presentations:

PUBLIC AND
INSTRUCTIONAL
PROGRAMS

July 26 through July 29 August 2 through August 5	Susan Musgrove Study Skills Workshop	\$320.00
August 9 through August 12	Robie Skelley Study Skills Workshop	160.00
July 26 through July 29	Joyce Yoon Study Skills Workshop	160.00
August 2 through August 5 August 9 through August 12 August 16 through August 19	Joanne Suozzo Study Skills Workshop	480.00
July 29 August 5 through August 6 August 12 through August 13	Babak Bolourfroushan Study Skills Workshop	320.00
August 9 through August 12 August 16 through August 19	Cheryl Glover Study Skills Workshop	480.00

The following guest speakers were approved. Monies have been budgeted for the honorarium as indicated.

Biology 44 September 23, 1982 September 28, 1982	Cindy Scheinberg	\$ 25.00 25.00
Biology 44 November 30, 1982 December 2, 1982	Diane Reeves	25.00 25.00

Administration of Justice
September 22, 1982

Mike Weiss

\$25.00

PUBLIC AND
INSTRUCTIONAL
PROGRAMS
CONTINUED

Regular Calendar

REGULAR CALENDAR
AWARDS

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 specifications and the recommended awards are within the approved budgetary allocations. A copy of the list is on file with these minutes.

APPROVED

It was recommended that district warrants 083666 through 084042, totaling \$274,386.55 be approved and ratified for payment. A copy of the list is on file with these minutes.

PAYMENT OF BILLS
APPROVED

It was recommended that purchase orders 066851 through 067126, totaling \$153,600.71, be approved and payment be 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
APPROVED

Motion by Trustee Walther, seconded by Trustee Watts to approve Report 460 - Awards, Report 461 - Payment of Bills and Report 462 - Purchase Orders. Motion carried.

The following request for transfer of budget appropriation funds was submitted for approval:

TRANSFER OF
FUNDS

<u>Department/ Division</u>	<u>Amount</u>	<u>Account</u>	<u>Purpose</u>
Community Services	\$3,200	From: Recreation - P/T Lifeguards To: Monthly Classified Honorarium	To cover honorarium for Swap Meet and Travel Coordination personnel

Motion by Trustee Moore, seconded by Trustee Walther to approve the transfer of funds as presented. Motion carried.

APPROVED

The Board of Trustees requests list was submitted for information.

BOARD OF TRUSTEES
OTHER

With regard to Report 437 - Hospital Site, Appraisal, which was tabled at the meeting of August 31, 1982, the following action was taken.

Motion by Trustee Watts, seconded by Trustee McKnight to employ an independent and qualified appraiser to provide the Governing Board with an appraisal of the land at the North Campus; payment for services not to exceed \$6,000.00. Motion carried.

It was requested that the employment of the following full-time classified personnel be approved:

EMPLOYMENT OF
FULL-TIME
CLASSIFIED
PERSONNEL

Laurence Gordon, Piano Accompanist II, Fine Arts, Grade 10, Step 3, \$1,357 per month, 30 hours per week, effective September 20, 1982. This is a replacement position for Eleanor Wahrman.

Motion by Trustee Watts, seconded by Trustee Walther to approve the recommended employment. Motion carried.

APPROVED

It was recommended that the Board of Trustees approve the following classified supervisory job specifications as outlined on the attached, on file with these minutes. These specifications have been reviewed and recommended by the District Personnel Committee.

CLASSIFIED
PERSONNEL -
JOB
SPECIFICATIONS
AND CHANGE OF
STATUS

- Media Services Supervisor - Class III, Classified Supervisory Salary Schedule
- Office Manager I - Class III, Classified Supervisory Salary Schedule
- Office Manager II - Class I, Classified Supervisory Salary Schedule

It was further recommended that the following be assigned to the new positions of Office Manager I and II:

Lorraine Thomas, Office Manager I, Office of Instruction, North Campus, change of status to Office Manager II, Class I, Step 4, Classified Supervisory Salary Schedule, effective September 20, 1982.

Diane Riopka, Office Manager I, Office of Student Development and Services, North Campus, reclassified to Office Manager I, Class III, Step 5, Classified Supervisory Salary Schedule, effective September 20, 1982.

Jan Shimkus, Admissions and Records Office Manager, Admissions and Records, change of status to Office Manager II, Class I, Step 6, Classified Supervisory Salary Schedule, effective September 20, 1982.

Motion by Trustee Taylor, seconded by Trustee Watts to approve the classified personnel job specifications and change of status. Motion carried.

APPROVED

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

GIFT TO THE
DISTRICT

Donor

Gift

Community Cablevision Company
Newport Beach

\$500 donation to the Cable
Television College Fund for the
purpose of supporting the Cable
Television Technology Program

Motion by Trustee Taylor, seconded by Trustee Watts to accept the gift to the district. Motion carried.

GIFT TO THE DISTRICT CONTINUED APPROVED

The 1983-84 Preliminary Plan Packages for the District were prepared by Robert C. Poolman, the District Facilities Consultant, and were summarized for the Governing Board on the agenda report.

1983-4 PRELIMINARY PLAN PACKAGES

It was recommended that the Board approve the applications, assurances and authentication of each of the projects listed and file said Preliminary Plan Packages with the Board of Governors of the California Community Colleges. It was further recommended that the Secretary of the Board be authorized to execute each of the applications.

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

APPROVED

It was recommended that the Board approve an amendment to the agreement with the law firm of Beam, DiCaro, D'Antony and Stafford. This amendment will provide that the total fee for their services in the action against J. B. Allen and Co., et al., be at the \$85 per hour figure or 25% of any settlement reached prior to a trial, or 33-1/3% of any settlement resulting from a court order following a trial, whichever is the lesser amount.

AMENDMENT TO AGREEMENT FOR LEGAL SERVICES

Motion by Trustee Walther, seconded by Trustee Watts to approve the amendment to agreement for legal services. Motion carried.

APPROVED

The Associated Student Body Budget for 1982-83 was presented for approval. A copy of the report is on file with these minutes.

ASSOCIATED STUDENT BODY BUDGET FOR 1982-83

Motion by Trustee McKnight, seconded by Trustee Walther to approve the Associated Student Body Budget for 1982-83. Motion carried.

APPROVED

A change order was submitted for approval as outlined below and as detailed on the attachment on file with these minutes.

CHANGE ORDER

Project: South Campus Parking Lot #5
Contractor: Griffith Company

Change Order No. 1

1. Connect electrical feed to the tennis court panel and add time clocks, etc., to control lighting and to correct field conditions.
2. Sandblast existing parking stripes.
3. 198,000 gallons of Owner's water used by contractor.
4. Remove concrete and asphalt not shown on plans.
5. Additional fill required.

Original contract amount	\$190,200.00
Previous change orders	-0-
This change order - add	<u>11,657.65</u>
	\$201,857.65

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

CHANGE ORDER
CONTINUED
APPROVED

It was proposed that the District enter into a contract with Greg's Food Service for the purpose of providing food services at the North Campus. The proposed agreement is on file with these minutes. A summarization of the contract is as follows:

CONTRACT SERVICES

Greg's Food Service agrees to provide food services at the North Campus for a period of five years with the five year period to commence upon the date the food services building required to be constructed by Greg's Food Service is operating.

Pending the completion of the food services building, the existing contract with Greg's Food Service is extended.

The provision of food services shall be in accordance with the bid submitted by Greg's Food Service dated April 28, 1982.

Greg's Food Service agrees to have prepared plans and specifications for an 1,800 square foot building which shall be submitted initially to District for its approval. They shall bear all costs in connection with the preparation of the plans and specifications and shall be constructed at a location approved by the District.

All expenses involved in the construction of the building shall be borne entirely by Greg's Food Service.

Upon completion of building and acceptance by the District, the building shall become the property of the District.

During the five year period after acceptance of the building by the District, Greg's Food Service shall provide food services in accordance with the Request for Bids and their bid. During that five year period, Greg's Food Service shall be responsible for costs of all upkeep, maintenance and janitorial requirements for the interior of the building.

It was recommended that the Chancellor or the Vice Chancellor/ Business Services be authorized to execute the agreement.

Motion by Trustee Walther, seconded by Trustee Watts to approve the contract services agreement. Motion carried.

APPROVED

It was recommended to the Board that it:

EMPLOYEE
FRINGE
BENEFITS

1. Approve the appointment of Keenan and Associates as the District's broker of record for fringe benefits.
2. Continue Great-West Life Assurance Company as the carrier for life, dental and vision insurance.
3. Continue Standard Insurance Company as the provider for employee income protection insurance.

4. Appoint Blue Cross of Southern California as the District's prime carrier for health and accident insurance.
5. Make available to employees a health maintenance organization as an option to Blue Cross by appointing Family Health Program to provide this type of service.

EMPLOYEE
FRINGE BENEFITS
CONTINUED

Motion by Trustee McKnight, seconded by Trustee Walther to approve the Employee Fringe Benefits recommendations as presented. Motion carried.

APPROVED

It was recommended that the Governing Board ratify the decision of the Interim Chancellor and the Vice Chancellor/Business Services authorizing County Counsel to represent the District in regard to the proposed legal action concerning tax sheltered annuities.

LEGAL ACTION
IN REGARD TO TAX
SHELTERED
ANNUITIES

Motion by Trustee Moore, seconded by Trustee Watts to approve the recommendation. Motion carried.

APPROVED

It was recommended that the Governing Board approve the transfer of \$10,500 from Undistributed Reserve to Campus Maintenance for lower campus lighting, which sum will be matched by state funding. This project is a safety item which has been held in abeyance pending approval of matching funds.

LOWER CAMPUS
LIGHTING

Motion by Trustee Taylor, seconded by Trustee Watts to approve the transfer as recommended. Motion carried.

APPROVED

The following request for institutional membership was submitted for approval:

MEMBERSHIP

South Coast Consortium 1982-83 -- \$30.00

Motion by Trustee Walther, seconded by Trustee Taylor to approve the membership. Motion carried.

APPROVED

It was recommended that the Board adopt the resolution for signature authorization which authorizes Larry P. Stevens to draw checks on the Cash Revolving Fund Account, to sign District Warrants and to execute other District documents.

RESOLUTION -
SIGNATURE
AUTHORIZATION

Motion by Trustee Walther, seconded by Trustee Moore to adopt the resolution. Motion carried by roll call vote.

Roll Call Vote:

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

APPROVED

The following budget reports were submitted for information. Copies are on file with these minutes.

BUDGET REPORTS

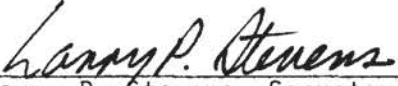
1. Income Summary Report
2. Budget Report Summary by Object Code
3. Budget Report Summary by Department

The meeting was adjourned to closed session at 8:25 p.m.

ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be on Tuesday, September 28, 1982.

SCHEDULE OF MEETINGS


Larry P. Stevens, Secretary to the Board of Trustees