

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

MINUTES OF THE BOARD OF TRUSTEES  
October 8, 1984 - 7:30 p.m.  
South Campus - Library 105

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

CALL TO ORDER

Members of the Board of Trustees

PRESENT

Ms. Harriett Walther, President  
Mr. Robert Moore, Clerk  
Mrs. Shirley Gellatly, Member  
Prof. Eugene McKnight, Member  
Mr. Robert Price, Member  
Mr. William Watts, Member  
Mr. Stephen Schroeder, Student Member

Administrative Officers

Dr. Larry Stevens, Chancellor  
Mr. David Habura, Vice Chancellor, Educational Services  
Mr. Tom Kimberling, Acting Vice Chancellor, Fiscal Services/Controller  
Dr. Maria Sheehan, Director of Employee Relations and Personnel  
Ms. Constance Carroll, President, South Campus  
Dr. Edward Hart, President, North Campus

Faculty Association

Dr. Sharon MacMillan, President

Academic Senate

Mr. Al Brightbill, President

CSEA Representative

Mr. Virgil Moore

Motion by Trustee Moore, seconded by Trustee Gellatly, to approve the agenda as amended, to include the Addendum and to remove Item III, J, South Campus Land Appraisal and Survey, from the Consent Calendar to New Business, Item V, B-4. Motion carried.

APPROVAL  
OF AGENDA

Motion by Trustee McKnight, seconded by Trustee Gellatly, to approve the minutes of the Regular Board Meeting of September 24, 1984, as written. Motion carried.

MINUTES  
APPROVED

Mr. Frank Herd of Irvine requested permission to address the Board and stated that he felt South Campus was plagued with speed bumps which were placed randomly and too near stop signs. Trustee Gellatly responded that the bumps were to prevent speeding and to promote safety.

PUBLIC  
COMMENTS

Consent Calendar

Motion by Trustee Price, seconded by Trustee Moore, to approve the consent calendar as presented with the exception of Item III, J to which reference was made earlier. Motion carried.

CONSENT  
CALENDAR  
APPROVED

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

MEETING  
ATTENDANCE  
APPROVED

Trustee Connolly

Meeting with District Negotiator  
South Campus  
September 14, 1984

Trustee Gellatly

Meeting with Administration  
South Campus  
September 6, 1984

Meeting with District Negotiator  
South Campus  
September 14, 1984

Orange County School Boards  
Association Dinner Meeting  
Irvine  
September 19, 1984

Memorial Service for Dona Dawson  
South Campus  
September 21, 1984

Meeting with Senate  
North Campus  
September 27, 1984

Women's Meeting  
South Campus  
September 28, 1984

Trustee McKnight

Meeting with Liaison Committee  
South Campus  
July 17, 1984

Friends of Library  
Lake Forest  
September 7, 1984

Meeting with Administration  
South Campus  
September 7, 1984

Trustee McKnight  
(continued)

Meeting of Academicians  
Laguna Hills  
September 13, 1984

Meeting with District Negotiator  
South Campus  
September 14, 1984

Meeting with Chancellor  
South Campus  
September 17, 1984

Meeting with Liaison Committee  
Laguna Hills  
September 18, 1984

Printed Circuit Institute  
Irvine  
September 18, 1984

Memorial Service for Dona Dawson  
South Campus  
September 21, 1984

Angels Program  
San Clemente  
September 23, 1984

South Orange County Community  
Service Council  
Lake Forest  
September 24, 1984

Meetings with Administration  
South Campus  
September 24, 1984

Trustee Moore

Meeting with District Negotiator  
South Campus  
September 14, 1984

Trustee Price

Meeting of Leadership Saddleback  
September 27, 1984

Trustee Walther

Meeting with Chancellor  
South Campus  
September 10, 1984

Meeting with Administration  
South Campus  
September 13, 1984

Meeting with District Negotiator  
South Campus  
September 14, 1984

Trustee Walther  
(continued)

Meeting with Administration  
North Campus  
September 14, 1984

Meetings with Faculty and Administration  
South Campus  
September 17, 1984

Printed Circuit Institute  
Irvine  
September 19, 1984

Orange County School Boards  
Association Dinner Meeting  
Irvine  
September 19, 1984

Memorial Service for Dona Dawson  
South Campus  
September 21, 1984

Women's Meeting  
South Campus  
September 28, 1984

Meeting with Chancellor  
South Campus  
September 24, 1984

Trustee Watts

Meeting with District Negotiator  
South Campus  
September 14, 1984

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

Trustees Wishing to  
Attend

Orange County School Boards  
Association Joint Dinner Meeting  
with ACSA Region XVII  
Anaheim  
October 17, 1984

Trustees Wishing to  
Attend

School Employers Association Workshop  
Downey  
October 20, 1984

Trustees Wishing to  
Attend

Orange County Community College  
Trustees Dinner Meeting  
Santa Ana  
October 29, 1984

Reimbursement Claims for use of personal automobile for the months of July, August, and September, 1984, were approved as follows:

USE OF  
PERSONAL  
AUTOMOBILES  
APPROVED

Trustee Connolly	\$10.25
Trustee Gellatly	27.89
Trustee McKnight	21.32
Trustee Moore	24.60
Trustee Price	2.26
Trustee Walther	36.08
Trustee Watts	26.24
Student Trustee Schroeder	10.25

The Board of Trustees ratified the Certificated Personnel Actions listed in the exhibit on file with these minutes.

CERTIFICATED  
PERSONNEL  
ACTIONS

The Board of Trustees approved the Certificated Personnel Actions listed in the exhibit on file with these minutes.

The Board of Trustees ratified the Classified Personnel Actions listed in the exhibit on file with these minutes.

CLASSIFIED  
PERSONNEL  
ACTIONS

The Board of Trustees approved the Classified Personnel Actions listed in the exhibit on file with these minutes.

During the 1983-84 academic year, Robert Bosanko served the College commendably as a consultant in the area of student recruitment and articulation with Saddleback's feeder high schools. Mr. Bosanko's efforts contributed to the College's success relative to other districts in attracting students to both Saddleback campuses.

APPROVE  
CONSULTING  
AGREEMENT:  
ROBERT BOSANKO

The College seeks to continue the consulting services rendered by Mr. Bosanko during the 1983-84 Academic Year for the current Academic Year under the terms and for the compensation stated in exhibits on file with these minutes.

The Board of Trustees approved the Consulting Agreement with Mr. Robert Bosanko for the 1984-85 Academic Year in an amount not to exceed \$5650 for services to be rendered to the District, as specified in the exhibit.

The Classified Staff Professional Growth Council has received additional funding for professional development activities for the classified leadership; which includes classified managers, supervisors, confidential and exempt staff members. During the September 14, 1984, In-Service meeting of the classified leadership, they strongly endorsed the District's efforts to provide tailored training

APPROVE  
CLASSIFIED  
STAFF  
LEADERSHIP  
PROFESSIONAL  
GROWTH  
PRESENTER

sessions aimed at increasing their skills. The firm of Fiedler and Associates provided the initial training sessions during the Fall 1983 semester. Ronald Smith, a former Community College Administrator and presently Director of Fielder and Associates, is available for a three-part training series this Fall. The training series would include the following topics: Employee Evaluation, Development and Training; Turnover - Analysis and Control; and Manpower Utilization and Control. Funds have been allocated in the 1984-85 budget for Classified Leadership Growth Presenters.

The Board of Trustees approved payment not to exceed \$1,200 to Ronald Smith, Director of Field and Associates, Inc., Tustin, California, for the presentation of a three-part management training series.

On February 14, 1984, the Board approved a grant application for funds so that Saddleback College might provide coordination and technical assistance to new and existing Alcohol/Drug Studies programs throughout the state. One of the activities under the grant is a statewide conference for instructors.

SOUTH CAMPUS  
ALCOHOL AND  
DRUG PROGRAMS  
GRANT SPEAKERS'  
STIPEND

Speakers for the statewide instructors' conference have been selected. The grant provides for stipends for the individuals listed in the exhibit on file with these minutes. Each individual is a specialist in his or her respective field.

The Board of Trustees approved speakers' stipends in the amounts listed in the exhibit.

Community Services programs are a separate, distinct, and vital component of the instructional mission of the Saddleback Community College District. These non-credit, fee-based programs, the presenters, and accompanying compensation require the approval of the Board of Trustees.

NORTH CAMPUS  
PRESENTERS  
FOR NON-CREDIT  
COMMUNITY  
SERVICE  
PROGRAMS

In order to capture additional targets of opportunity, Saddleback College North Community Services has expanded the number of events for the Fall. The presenters have been recruited.

The Board of Trustees approved the North Campus Presenters for Non-Credit Community Service Programs as shown in the exhibit on file with these minutes.

On August 7, 1984, the Maintenance Building on the Saddleback College North Campus was substantially damaged by fire. On August 27, 1984, the Board of Trustees adopted Resolution 84-35 declaring an emergency situation and granting the authority to forego formal bidding process for reconstructing the North Campus Maintenance Building.

AWARD OF BID:  
NORTH CAMPUS  
MAINTENANCE  
BUILDING/FIRE

On September 27, 1984, Bid No. 72 for construction of a new Maintenance Building was opened. Two contractors submitted bids and McEachern Company, Inc. Long Beach, was the low bidder. District staff and the District Architects, The Blurock Partnership, have analyzed the base bids and recommend that McEachern Company, Inc. be awarded the bid and that George Sullivan of Sullivan and Associates, Fullerton, be assigned as inspector of record.

The Board of Trustees awarded Bid No. 72 for the construction of the new Maintenance Building on North Campus to McEachern Company, Inc., Long Beach for the base bid in the total amount of \$54,628.11. The Board authorized the Chancellor or the Vice Chancellor for Fiscal Services and Operations to execute a contract which is shown in the exhibit on file with these minutes on behalf of the District and that George Sullivan of Sullivan and Associates, Fullerton, be assigned as inspector of record.

Purchase Orders 078939 through 079296 totaling \$379,572.61 were approved. A copy of the list is on file with these minutes. PURCHASE ORDERS APPROVED

Warrants 100638 through 101011 totaling \$606,199.72 were approved. A copy of the list is on file with these minutes. WARRANTS APPROVED

Old Business

Trustee McKnight requested a progress report on American Telephone Management Institute, Inc., consultants. Dr. Stevens responded that a report would be given in the near future.

New Business

The 1984 State Legislature has continued the funding of the California Community College Fund for Instructional Improvement for the 1984-85 academic year. All applications must be approved by the District Board of Trustees to be eligible for funding at the state level. GRANT APPLICATION

A proposal is being prepared at Saddleback College North for a project to develop statewide workshops in program evaluation. The grant request is for \$30,000. Matching funds of \$3,000 from the college are required and proposed in the exhibit on file with these minutes. The matching funds are not new or additional monies but include existing budgeted items and existing facilities. The grant does not require District matching funds. In this instance, the matching funds are already budgeted and, therefore, do not involve the need for additional funds. The exhibit on file with these minutes displays an abstract of the proposal.

Motion by Trustee Moore, seconded by Trustee Price to approve the submission of an application to the California Community Colleges Fund for Instruction Improvement. Motion carried. APPROVED

The Board of Trustees has not adopted options to implement six of the original 27 issues submitted for Board consideration through the education objective setting (JCEP) process conducted during 1983-84 in preparation for the 1984-85 Academic Year. The Board asked that District administrators continue to work with faculty to resolve as many of the remaining issues as possible. Faculty and administrative officers have drafted recommendations for three of the remaining six issues. These are:

JOINT  
COUNCIL FOR  
EDUCATIONAL  
PRIORITIES  
(JCEP)

- Program Balance and Priorities (Under Priority 1 - Educational Policy Development)
- Staffing (Under Priority 2 - Resource Allocation)
- In-Service Program (Under Priority 9 - Human Resources and Staff Development)

The three criteria options which appear in the exhibit on file with these minutes were jointly developed to implement, respectively, the Program Balance and Priorities, Staffing and In-Service criteria of the 1983-84 JCEP process.

Motion by Trustee Gellatly, seconded by Trustee Moore, to adopt as planning guidelines for the 1984-85 Academic Year the educational objectives appearing in the exhibit. Motion carried.

APPROVED

Saddleback College North has developed, in cooperation with John D. Lusk and Son, a service mortgage company, an on-site training program in supervision and written communication for employees of the firm. The program is proposed for the period of October 10, 1984 through June 30, 1985. An educational services agreement has been negotiated with John D. Lusk and Son, whereby the company agrees to pay for the training program provided Saddleback College North. This agreement is included in the exhibit on file with these minutes.

EDUCATIONAL  
SERVICES  
AGREEMENT:  
JOHN D.  
LUSK AND SON

Motion by Trustee Moore, seconded by Trustee Price, to approve the Educational Services Agreement with John D. Lusk and Son. Motion carried.

APPROVED

Saddleback College North has developed, in cooperation with Ponderosa Homes, Inc., a home builder, an on-site training program in supervision for employees of the firm. The program is proposed for the period of October through November, 1984. An educational services agreement has been negotiated with Ponderosa Homes, Inc., whereby the Company agrees to pay for the training program provided by Saddleback College North. This agreement is included in the exhibit on file with these minutes.

EDUCATIONAL  
SERVICES  
AGREEMENT:  
PONDEROSA  
HOMES



Motion by Trustee Moore, seconded by Trustee Watts, to approve the Educational Services Agreement between Saddleback College and Ponderosa Homes, Inc. Motion carried. APPROVED

Vice Chancellor Habura stated the first phase of the Academic Master Plan process, the development of the Educational Program Plan is underway. Minutes of the Academic Master Planning Joint Committee meeting held on October 1, 1984, were distributed to the Board of Trustees as well as a Meeting and Event Schedule. ACADEMIC MASTER PLAN PROJECT STATUS REPORT

Motion by Trustee Moore, seconded by Trustee Price, to hold a workshop on the Academic Master Plan on October 22 at 5:30 p.m. Motion carried.

The North Campus student body annually adopts a budget designed to fund a program of activities and educational experiences for all students. Funds to support the student body budget are generated through the sale of student body cards, fund raising activities and revenues from food services and the bookstore. The 1984-85 North Campus Associated Students Budget has been developed and approved by the Associated Students and reviewed by the campus administration and the Executive Council. Eric Remmen, President of the Associated Student Body of North Campus, introduced Mitch Brantley, Treasurer of the Student Body, who presented the 1984-85 North Campus Associated Students Budget. NORTH CAMPUS ASSOCIATED STUDENT BODY 1984-85 BUDGET

Stephen Schroeder, student trustee, requested that a motion be made to ratify the North Campus Associated Student Body Budget. Motion by Trustee Moore, seconded by Trustee Gellatly, to ratify the North Campus Associated Student Body Budget as presented in the exhibit on file with these minutes. Motion carried. RATIFIED

Acting Vice Chancellor/Controller Tom Kimberling presented to the Board of Trustees a status of Transportation Department. During Fiscal Year 1984 the administration conducted an extensive study of the College's transportation operation to determine if leasing would be more economical than continuing to own and self-maintain the College fleet. The conclusions of that study recommended that a lease arrangement with full maintenance service provided by the lessor was in the best interest of the College. It was also recommended that the Transportation Department staff be reassigned to other operational units to support staff vacancies and meet needed operational demands. Subsequently the College was notified by the classified union, CSEA, that contracting the maintenance of the College fleet to an outside organization was in violation of their negotiated agreement with the District. Consequently, the reassigned staff were returned to the Transportation Department and the College solicited bids for a lease arrangement with major maintenance (extended warranty) service only. STATUS OF TRANSPORTATION DEPARTMENT

On August 31, 1984 vendor proposals were opened with only two vendors bidding (MacHoward Leasing and Hertz). Both were disqualified. The administration then conducted a telephone survey of other colleges to determine how they arranged their leasing agreements. Twenty-five districts were contacted throughout California. All indicated that they had not been able to negotiate appropriate leasing arrangements and continued to own and maintain their vehicles. The administration then decided that a leased fleet was not advisable under the terms of the current CSEA agreement with respect to reassigning personnel to other units. Also, the inability to solicit qualifying vendor responses caused reconsideration of the leasing concept. The Business Office was directed to develop a three-year vehicle replacement cycle to surplus, upgrade and maintain the College fleet. The replacement cycle is displayed in the exhibit on file with these minutes and is anticipated under current constraints to cost no more than the originally proposed three-year lease program. The transportation function will remain a district-level function under the direction of the Vice Chancellor for Fiscal Services and Operations.

Dr. Art Kayser, Vice President Development, John Moss, Manager, Educational Services Division, and Debbie Constantine, Information Resources Manager of Computer Management Services Incorporated (CMSI), a computer resource management firm gave a verbal interim report on the current status of the information systems study project under way in the District. Dr. Kayser stated that there were two important conclusions we can draw; the College is heavily into the computer business and the computers are not part of a network and cannot communicate data from one system to another. They stated the basic part of their work would be completed in October and will be presented to the Board in November.

CONSULTANT  
INTERIM  
REPORT

The following monthly budget status reports were presented for Board of Trustees' information and review:

BUDGET  
STATUS  
SUMMARIES

- General Fund Income Summary
- General Fund Expenditure Summary
- Parking Services Income & Expenditures
- Community Services Income & Expenditures
- Radio Station Income & Expenditures
- Operating Budget Forecast
- Capital Budget Forecast

A copy of each report is on file with these minutes.

The Board has been informally asked to consider declaring portions of the land located on the southeast corner of the South Campus fronting Avery Parkway as surplus and available for sale or lease. There is a need to have a land appraisal of fair market value made based on its highest and best use. Also required is a land survey which is needed for legal description and configuration identification purposes by both the Board and County agencies.

SOUTH CAMPUS  
LAND APPRAISAL  
AND SURVEY

Motion by Trustee Watts, seconded by Trustee Gellatly, to authorize negotiations with Certified Real Property Appraising Companies for the purposes of obtaining an appraisal of value; and further authorize retaining Civil Engineering Survey Companies for the purposes of legally identifying and surveying the southeast corner of the South Campus with the understanding that contracts for this project will be brought to the Board of Trustees for final approval. Motion carried.

APPROVAL

Trustee Walther asked Pete Espinosa to give the legislative update report to the Board of Trustees. A copy of this report is on file with these minutes.

LEGISLATIVE  
UPDATE

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

CORRESPONDENCE

There being no further business, the meeting was recessed to Closed Session at 11:05 p.m.

The next regular meeting of the Board of Trustees is scheduled for Monday, October 22, 1984, at 7:30 p.m.



Larry P. Stevens  
Secretary to the Board of Trustees

ib:bem