

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

Library Classroom Building - Room 105
October 19, 1982 - 7:30 p.m.

The Regular Meeting of the Board of Trustees was called to order by Trustee Connolly. Trustee McKnight 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
Mr. Robert L. Price, Clerk
Prof. Eugene C. McKnight, 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

Terry Hall

Nursing - Ladder Program - Gaynell A. Beale
 Charlotte Ann Brehm
 Stephen Craig Byrns
 Steven C. Collier
 Carl J. Davi
 Judy F. DeVore
 Darlene T. Evans
 Virginia Lee Evans
 Deborah J. Grasso
 Jill M. Howe
 Judy Ann Howell
 Michael A. Kaulback
 Kimberlee Renee Koehn
 Cynthia M. Lamm
 Beverly A. Lindner
 Susan Lorraine Martin
 Gloria Ann Moreau
 Teri Murray
 Edythe Diane Neyman
 Marilyn J. Pon
 Debra S. Ramsey
 Marjorie M. Reid
 Cynthia Ann Rozzelle
 Karen J. Shisler
 Patricia A. Shoup
 Tracy Ann Treadway
 Cynthia Wyatt

CERTIFICATES OF
 ACHIEVEMENT
 CONTINUED

Library Media Services

Reprographics Technology - Daniel Jay Gersten

Math and Engineering Division

Computer and Information Science - Anh Thi Ngoc Huynh

Social Science Division

Administration of Justice - Andria S. Myers

Early Childhood Studies - Lisa Marie Oliva

Human Services - Ludella L. Bishop

Saddleback College requested participation in the Supplemental Funds program of Co-op Ed and received an award of \$6,697 to be used for improving or expanding the Co-op Ed Program. No additional expenditures of district funds is required. The grant award for the Co-op Ed Program was approved.

GRANT AWARD:
 COOPERATIVE
 EDUCATION
 PROGRAM

The Board agenda for September 28, 1982 included a request for approval of a grant application to the Hoag Foundation. Mr. William Weisgerber, Director of Library/Media Services, in conjunction with the staff of KSBR announced that The Hoag Foundation awarded the college a grant of \$1,250 which will be used for this purpose. The grant award was approved.

GRANT AWARD:
 THE HOAG
 FOUNDATION

"PROJECT SPECIAL", sponsored by the South Campus Human Development Program, has three purposes: (1) to upgrade the quality of special education aides serving disabled K-12 students attending schools within our district, (2) to provide models for disabled children and (3) to motivate educational institutions and other human services agencies to hire the disabled. In this final project year, the grant award was originally reduced from the requested \$55,000 to \$28,325. Consequently, the program was scheduled to end a semester early. The college was recently notified that an additional award of \$16,775 was available which will allow the institution to complete the final phase of the program and permits the continuance of the remaining thirteen (13) students in the program. The final grant award of \$16,775 was approved for "PROJECT SPECIAL".

GRANT AWARD:
"PROJECT SPECIAL"

The following persons were approved as part-time/substitute faculty for the 1982-83 school year.

APPOINTMENT OF
PART-TIME/
SUBSTITUTE FACULTY

New Part-Time/Substitute Faculty

<u>Applicant</u>	<u>Probable Assignment</u>
Dodd, Ginger	Traditional Chinese Medicine
Enell, Janet	CPR
Scholes, Glenis	Business Communications
Zehner, Carolyn	CPR

Reemployment of Part-Time/Substitute Faculty

<u>Applicant</u>	<u>Probable Assignment</u>
Mortensen, Diane	Business Science

The following qualified students were approved to be paid under the Extended Opportunity Programs and Services (EOPS), effective October 5, 1982. Each student will receive a \$200 Grant.

EXTENDED
OPPORTUNITY
PROGRAMS AND
SERVICES

Joy Allen	Bich Ngoc Nguyen
Delores Barba	Hoang H. Nguyen
Beth Bassett	Minh K. Nguyen
Son Bui	Thanh Y. Nguyen
Diane Casey	Phuoc C. Nguyen
Chao-Chih Chen	Xuan Nguyen
Yueh-Chun Chen	Duc N. Pham
Nancy De Jongh	Hoa Pham
Tamberin Didio	Le Pham
Sen Thi Dinh	Mychan Thi Pham
Giao V. Do	Thinh Ngoc Phan
Mai Do	Tue D. Phan
Troung V. Do	Jack Powers
Nien Duong	Mark Priddy
Kim Fong	Muoi Quach
Reza Ghadimi	Thu N. Quach
Tekeste Habtemichael	Geraldine Quillin
Carol Hansen	Deborah Sheaffer
Hoa Ngoc Hong	Lethu Ta
Anh T. Huynh	Amanuel Techleberhan

Thua Huynh
 Ferol M. Johns
 Carol M. King
 Bichthuy Le
 Hai Le
 Hong Thuy Le
 Nghia H. Le
 Nghia Thi Le
 Trinh G. Le
 Vinciana McConnell
 Susan McFadden
 Susan Miller

Hoang Thai
 Diep T. Tran
 Dong A. Tran
 Huy T. Tran
 Theresa Viceroy
 Mai T. Vu
 Hoang T. Vuong
 Vi T. Vuong
 Nancy J. Weeks
 David Wing
 Candace Witt
 Tadele Woldmichael

EXTENDED
 OPPORTUNITY
 PROGRAMS AND
 SERVICES
 CONTINUED

The Chancellor recommended that Sue Ann Murray be approved to coordinate the following Community Services Program:

COMMUNITY
 SERVICES
 PROGRAMS

<u>Event/Date</u>	<u>Honorarium</u>
Health & Risk Evaluation October 3, 1982 (Date and fees were originally approved on July 13, 1982)	\$100.00

The following consultant guest lecturers were approved:

PUBLIC AND
 INSTRUCTIONAL
 PROGRAMS

<u>Event/Date</u>	<u>Guest Lecturers</u>	<u>Honorarium</u>
October 9 - December 7, 1982	Howard Adams	\$500 Minimum \$750 Maximum
Marriage & Family Relations November 17, 1982	Andrea Ysaia	\$ 25.00

Warrants 084333 through 084859, totaling \$550,944.64, were approved. A copy of the list is on file with these minutes.

PAYMENT OF
 BILLS

Purchase orders 067336 through 067720, totaling \$135,642.92, were approved. A copy of the list is on file with these minutes.

PURCHASE ORDERS

REGULAR CALENDAR

REGULAR CALENDAR

Employees listed below indicate those personnel actions being requested for the period September 29 - October 19, 1982:

CLASSIFIED
 PERSONNEL ACTIONS

Personnel Appointment (North Campus)

(REMOVED FROM
 CONSENT CALENDAR)

Gerard Walsh, Instructional Assistant, Computer Center, Grade 7, Step 1, \$6.881 per hour, part-time hourly (25 hours per week), plus 5% per hour shift differential, effective October 20, 1982. This is a replacement position for John Graffio.

Personnel Appointments (South Campus)

Rosie Guck, Instructional Assistant/Lariat, Humanities and Languages, Grade 7, Step 1, \$6.881 per hour, part-time hourly

(10 hours per week), effective October 20, 1982. This is a replacement position for Vern Salamone.

CLASSIFIED
PERSONNEL ACTIONS
CONTINUED

David Klein, Program Assistant/Culture, Community Services, Grade 5, Step 3, \$7.208 per hour, part-time hourly (29 hours per week), effective October 20, 1982. This is a replacement position for Steve Angel.

(REMOVED FROM
CONSENT CALENDAR)

Dorothy Walz, Receptionist, Child Care Center, Grade 1, Step 4, \$6.881 per hour, part-time hourly (20 hours per week), effective October 20, 1982. This is a replacement position for Claudia Curtis.

Carol Nickens was employed as Interpreter III at the rate of \$7.00 per hour effective October 20, 1982. The source of funds for this position is the South Campus operating budget.

Linda Davies was employed as Project Clerk at the rate of \$5.00 per hour, effective October 20, 1982. The source of funds for this position is the South Campus operating budget.

The following individuals were employed as Clerk-Short Term in Community Services at the rate of \$3.85 per hour, effective October 20, 1982. The source of funds- Community Services budget.

Glen Cote	Michelle Morton
Constance Lewis	Gazella Wike

The following named students were employed as Student Employees at the rate of \$3.35 per hour. The source of funds is the North and South Campus operating budgets.

Jana Arthur	David Morin
Lisa Bagley	Deborah Pearl
Sherian Bertsche	Mary Reising
Anthony Crider	Barbara Schultz
Jennifer Ketels	Cynthia Shacklett
Helene Locke	Mayumi Suga
Jodi Lovullo	Joan Wasisiswski
Anthony Manteneri	Kim Weagraff
Kevin Mowry	

The following students were employed as Tutor I at the rate of \$3.85 per hour, effective October 20, 1982. The source of funds is the South Campus operating budget.

Akiko Chuma	Kevin Joyce
Mai Hoang Do	James Lau
Mitchell Haeri	Howard Laughead
Ramsey Hakim	Sachie Kawamoto
Kathy Halsey	Lisa Mastro
John Hewitt	

Personnel Resignation

Karen S. Reid, Secretary I, Campus Safety Department, part-time hourly, resigned effective October 21, 1982. Payment was authorized for any accrued and unused vacation.

Motion by Trustee Walther, seconded by Trustee Watts to approve the Classified Personnel Actions with the removal of the second item under Personnel Appointments (South Campus). Motion carried.

The County Superintendent of Schools has indicated that only the Board of Trustees has the authority to delegate its contract making powers to designated district employees. It is more efficient management to delegate to the Campus Presidents the responsibility of approval (or denial) of travel requests for their respective campus personnel.

It was recommended that Presidents Edward Hart and William Jay, respectively, and Vice Chancellor/Business Services, Albert Gafsky, be authorized to approve travel and conference attendance when appropriate.

Motion by Trustee McKnight, seconded by Trustee Walther, to approve the authorization as presented. Motion carried.

Peter Jordan of Electron Microscope Service International has offered to donate a transmission electron microscope (TEM) to Saddleback College. The acceptance of the microscope will augment the college's biology program extensively.

President Jay introduced Dr. Richard McCullough, Natural Sciences Division, who briefly explained the capabilities of the microscope and the background of the donation.

Motion by Trustee Watts, seconded by Trustee Walther to approve the acceptance of the donation of the transmission electron microscope (TEM) from Peter Jordan of Electron Microscope Service International. Motion carried.

Last year the Saddleback College Forensics Team won the National Speech Tournament which includes community colleges from all over the United States. Approximately 14 students from both the North and South Campus are expected to compete this year with faculty members Carolann Messner and Craig Grossman coaching this event. The National Speech Tournament will be held in San Antonio, Texas.

It was recommended that the field trip for the Forensics Team to the National Speech Tournament in San Antonio, Texas during spring recess be approved.

Motion by Trustee Walther, seconded by Trustee Watts to approve the Forensics Field Trip. Motion carried.

CLASSIFIED
PERSONNEL ACTIONS
CONTINUED

(REMOVED FROM
CONSENT CALENDAR)

APPROVED

APPOINTMENT OF
BOARD DESIGNEES
AUTHORIZED TO
APPROVE TRAVEL

APPROVED

DONATION OF
ELECTRON
MICROSCOPE

APPROVED

FORENSICS
FIELD TRIP

APPROVED

The Board of Trustees approved a grant award on March 9, 1982 from the Orange County Sanitation District for the purpose of producing a video tape to be used both for instructional purposes in the college Marine Science classes and for personnel training programs conducted by local sanitation districts. Staff members were able to complete the project on time and under budget. The Orange County Sanitation District asked that the remaining funds be used to produce additional tape segments and, therefore, an extension of the project's closing date is requested until February 28, 1983.

GRANT EXTENSION
OF TRAINING
PROGRAM MATERIALS
PREPARATION

Motion by Trustee McKnight, seconded by Trustee Walther to approve the Grant Extension as presented. Motion carried.

APPROVED

It was recommended that Christina Ortiz be approved for the position of Duplicating Center Operator, Grade 5, Step 2, effective October 20, 1982.

RECOMMENDATION OF
EMPLOYMENT -
FULL-TIME
CLASSIFIED
POSITION

Motion by Trustee Walther, seconded by Trustee McKnight to approve the full-time classified position as presented. Motion carried.

APPROVED

It was recommended that the following gifts to the district be accepted:

GIFTS TO THE
DISTRICT

<u>Donor</u>	<u>Gift</u>
Estate of James Dilley South Laguna	Donation of 156 books in the subject areas of political science, ecology, natural science, literature and other social issues to the library.
Eugene and Grace McKnight San Juan Capistrano	Donation of approximately 100 knitting and crocheting books and needlecraft books to the Clothing and Textiles Department, and one dozen men's hats to the Costume Department of the Theatre.
ASB Revels Club	Donation of three Panasonic tape recorders, cassette tapes and batteries to the Special Services Program.
Dan Grunkemeyer El Toro	Donation of a Jacobsen Triplex Lawnmower to the Maintenance and Operations Department.
Allergan Pharmaceuticals Irvine	Donation of a Spectrophotometer, Beckman Model DN-2 and a Centrifuge, Lourdes Model to the Natural Sciences Division

Fall 1, 1982 Graduating
Class - Saddleback College
School of Nursing

Donation of Handbook of Clinical
Nursing (1 copy) and Drugs
(1 copy) to the Saddleback College
School of Nursing.

GIFTS TO THE
DISTRICT
CONTINUED

Motion by Trustee Price, seconded by Trustee Watts to approve
the acceptance of the gifts to the district as presented.
Motion carried.

APPROVED

Chancellor Stevens requested that Board Policy 1311 - Use of
District Property for Public Purposes be withdrawn at this time.

BOARD POLICY 1311
USE OF DISTRICT
PROPERTY FOR
PUBLIC PURPOSES
TABLED

Motion by Trustee Watts, seconded by Trustee Price to table
Board Policy 1311. Motion carried.

Board Policy 3200.1 - Purchasing Contract Regulations was
presented to the Board for review and study (first reading).
A copy of the board policy is on file with these minutes.

BOARD POLICY 3200.1
PURCHASING
CONTRACT
REGULATIONS
FIRST READING

The Human Services Program was designed as an occupational
program to prepare students for careers in the field of social
work, social welfare, criminal justice, counseling and other
helping professions. An "Agreement for Human Services Clinical
Experience" has been negotiated with the following two hospitals:
Saint Joseph in Orange and La Habra Community in La Habra.

AGREEMENT FOR
HUMAN SERVICES
CLINICAL
EXPERIENCE

It was recommended that the Board approve the agreements which
are on file with these minutes.

Motion by Trustee McKnight, seconded by Trustee Walther to approve
the Human Services Clinical Experience agreements as presented.
Motion carried.

APPROVED

The California Education Code Section 85210 provides that the
Board of Trustees by resolution, and with the approval of the
County Superintendent of Schools, may amend the district budget
to provide for the expenditure of funds of unanticipated revenues,
the amount of which was unknown at the time of the adoption of the
final budget. The district has received authorization for CETA
programs in business, graphics and automotive technology which
provided revenues and require additional expenditures in the
current year budget.

BUDGET
AMENDMENT

It was recommended that the Board approve the adoption of the
resolution which is on file with these minutes.

Motion by Trustee McKnight, seconded by Trustee Walther to approve
the adoption of the resolution. Roll call vote:

Aye: Trustees Connolly, McKnight, Price, Walther and Watts
Nay: None
Abstain: None
Absent: Trustees Moore and Taylor

The architect has completed the plans for the Campus Safety
facility and they are at the Office of the State Architect for

CAMPUS SAFETY
FACILITY

review. The plans are pending review by the State Fire Marshall's office.

CAMPUS SAFETY
FACILITY
CONTINUED

Vice Chancellor Grafsky gave a brief explanation to the Board about the present status of the plans.

It was recommended that the Board of Trustees approve the plans for the Campus Safety facility and authorize the issuance of bids for necessary work on the facility.

Motion by Trustee Walther, seconded by Trustee McKnight to approve the plans and authorize the issuance of bids for the Campus Safety facility. Motion carried.

APPROVED

A special VEA supplemental grant has provided additional funding in support of Saddleback's Office of Special Student Services for the 1982-83 fiscal year. A proposed contract has been negotiated with Aldrich Computer Services to provide programming necessary to design, create and implement the needed automated processes on the district's student registration and information computer system. A copy of the contract is on file with these minutes.

CONTRACT SERVICES
ALDRICH COMPUTER
SERVICES

It was recommended that the Board approve the contract with Aldrich Computer Services in the amount of \$2,170.52.

Motion by Trustee Watts, seconded by Trustee McKnight to approve the contract service as presented. Motion carried.

APPROVED

The Learning-Assessment-Retention-Consortium (LARC) South is a newly formed consortium of Southern California community colleges affiliating to develop strategies for improving student persistence in classes through testing and placement strategies.

MEMBERSHIP

President Hart introduced Dean Larson who gave the Board some information on the background and progress of the consortium.

It was recommended that a district membership in Learning-Assessment-Retention-Consortium (LARC) South for 1982-83 be approved in the amount of two hundred dollars (\$200).

Motion by Trustee Walther, seconded by Trustee Watts to approve the district membership as presented. Motion carried.

APPROVED

The Griffith Company was contracted by the district to construct the addition to Parking Lot #5, Bid 627. All work except the installation of lights has been completed. The Griffith Company has requested payment for the portion of the work which they have completed.

PARKING LOT
CONSTRUCTION -
PROGRESS PAYMENT

It was recommended that the Board approve the payment to the Griffith Company in the amount of \$10,491.88.

Motion by Trustee Price, seconded by Trustee Watts to approve the payment to the Griffith Company as presented. Motion carried.

APPROVED

The following budget reports were presented for information and are on file with these minutes:

BUDGET REPORTS
INFORMATION

Income Summary
Object Sequence
Departmental Sequence
Community Services Income Summary
Community Services Expenditures
Parking Services Income Summary
Parking Services Expenditures
Radio Station Income Summary
Radio Station Expenditures

Motion by Trustee Price, seconded by Trustee Watts to recommend abolishing the "trustee committee" of the four Orange County community college districts that has in the past planned and coordinated the joint meeting of the four districts. Motion carried.

TRUSTEE
COMMITTEE

The meeting was adjourned at 8:45 to closed session.

ADJOURNMENT

The next regularly scheduled meeting of the Board of Trustees will be held on Tuesday, November 9, 1982, at 7:30 p.m.

SCHEDULE OF
MEETINGS


Larry P. Stevens, Secretary to the Board of Trustees