

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

Library Classroom Building - Room 105
October 24, 1983 - 7:30 p.m.

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

CALL TO ORDER

Members of the Board of Trustees

Prof. Eugene C. McKnight, President
Mr. William Watts, Vice-President
Mr. Robert L. Moore, Clerk
Mr. John C. Connolly, Member
Mr. Robert L. Price, Member
Mr. Larry W. Taylor, Member
Ms. Harriett Walther, Member
Mr. Edwin Millhouse, Student Trustee

PRESENT

Administrative Officers

Dr. Larry Stevens, Chancellor
Mr. David Habura, Vice Chancellor Educational Services
Dr. Albert J. Grafsky, Vice Chancellor Business
Dr. Maria Sheehan, Director of Personnel
Dr. Edward A. Hart, President - North Campus
Ms. Constance M. Carroll, President - South Campus

Academic Senate

Dr. James Thorpe

Faculty Association

Dr. Michael Channing, President

Motion by Trustee Watts, seconded by Trustee Price, to approve the agenda with Tab IV, Item A, Budget Revision: Extended Opportunity Programs and Services withdrawn by administration. Motion carried.

AGENDA
APPROVED

Motion by Trustee Connolly, seconded by Trustee Price, to approve the minutes of the Regular Meeting of October 10, 1983. Motion carried.

MINUTES
APPROVED

Chancellor Stevens asked Executive Assistant William Schreiber to present the Saddleback College Orientation slide presentation to the Board of Trustees.

ORIENTATION
PRESENTATION

CONSENT CALENDAR

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

CONSENT
CALENDAR
APPROVED

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

REQUESTS
TO ATTEND
CONFERENCES
AND MEETINGS

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

Trustee McKnight	Meeting with Chancellor South Campus October 7, 1983
Trustee McKnight	Visit with Administration South Campus October 12, 1983
Trustee Connolly	Visit with Administration South Campus October 12, 1983
Trustee Connolly	Meeting with Administration South Campus October 17, 1983
Trustees Connolly and McKnight	Liaison Committee Laguna Hills October 18, 1983
Trustees Wishing to Attend	Emeritus Day Activities South Campus October 19, 1983
Trustees Wishing to Attend	New Classroom Building Groundbreaking South Campus October 22, 1983

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

Trustees Wishing to Attend	California Association of Community Colleges Annual Convention Sacramento November 18-19, 1983
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The Board of Trustees approved the following part-time/
substitute faculty for the 1983-84 school year.

APPOINTMENT
OF PART-TIME
SUBSTITUTE
FACULTY

<u>Applicant</u>	<u>Probable Assignment</u>
Carroll, Constance	Humanities
Casey, Daniel	Office Administration
Hedden, Ann	Clinical Nursing (Substitute)
Mahakian, Robert	Administration of Justice

JOB TRAINING PARTNERSHIP ACT
(October 24, 1983 to June 14, 1983)

Noland, Robert	Printed Circuit Board
Codd, Geraldine	English

VOCATIONAL EDUCATION ACT
(October 24, 1983 to June 30, 1984)

Leeburg, Marilyn	Special Populations Instructor
Willard, Julie	Special Populations Instructor

The Board of Trustees approved the following faculty
members as coordinators for the 1983-84 academic year
with a stipend of \$1,437 per semester.

RECOMMENDATION
OF NORTH
CAMPUS PROGRAM
COORDINATORS

School of Health, Life Sciences, Physical Sciences
and Technologies

Howard Dachslager	Computer Center Coordinator
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School of Social Sciences and Technologies

Gary Brazelton	Administration of Justice Coordinator
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Student Services

Carol Muench	Health Center Coordinator
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The Board of Trustees approved the following classified
personnel actions.

CLASSIFIED
PERSONNEL
ACTIONS

Richard C. Andersen employed as Community Services
Assistant/Box Office Substitute, South Campus, Grade 7,
Step 1, \$7.113 per hour, on an-if-and-as-needed basis,
effective October 25, 1983.

Marsha Meech employed as Secretary I, Vocational Education,
North Campus, Grade 1, Step 2, \$6.440 per hour, 27 hours
per week, effective October 25, 1983. This is a temporary

position funded by V.E.A. subject to the availability of funds effective October 25, 1983 through June 30, 1984.

CLASSIFIED
PERSONNEL
ACTIONS
(CONTINUED)

The following students employed as Student Employees at the rate of \$3.35 per hour, effective October 25, 1983. The source of funds is the operating budgets of both North and South Campuses.

Allen, Gregg	Lam, Thuy-Nht
Ashby, Richard	Le, Nghta
Bagley, Lisa	Lockwald, Lynne
Baker, Gail	Martinez, Marta
Brown, Susan	Miller, Matt
Cam, Carol	Myers, Jeffery
Camacho, Ivan	Nguyen, Tam Huu
Cardenas, Vincent	Ogden, Daniel
Correll, Diane	Ogle, Mike
Del La Garza, Lisa	Phan, Dung
Fornataro, Gwen	Razor, Terri
Gtang, Dinh	Rohanna, John
Hayes, Lowel	Sigue, Alicia
Hoang, Don	Thomas, Mark
Johnson, Russell	Tobias, Remelie
Klos, Mike	Tran, Pha

The following individuals employed as Tutor I, South and North Campuses, at the rate of \$3.85 per hour, on an if-and-as-needed basis, effective October 25, 1983.

William Aleman	Marilyn Leeburg
Daniel Hennessy	John Nugent
Barbara Kipps	Jack Sweet

The following individuals employed as Professional Models in the Division of Fine Arts and Communications, South Campus, at the rate of \$6.60 per hour, on an-if-and-as-needed basis, effective October 25, 1983.

Scottie Kenyon	Pat Philippi
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Resignation/Termination

Stephen Olsen, Natural Science Technician, South Campus, resigned effective October 13, 1983. Payment is authorized for any unused vacation.

Harvey Lapp, Safety Officer, South Campus, resigned effective November 2, 1983. Payment is authorized for any unused vacation.

The Board of Trustees approved the following grants to students not to exceed \$320 for the academic year.

Amoui, Neda
Bui, Phuong T.

Rodriguez, David

EXTENDED
OPPORTUNITY
PROGRAMS AND
SERVICES (EOPS)

Warrants 093254 through 093519, totaling \$364,658.01 were submitted for Board of Trustees approval. A copy of the list is on file with these minutes.

PAYMENT OF
BILLS

Tab IV, Item A - Budget Revision: Extended Opportunity Programs and Services - was withdrawn from the agenda by administration.

WITHDRAWN

NEW BUSINESS

The following full-time classified positions have been vacated due to resignations (South Campus) or is a new position that is funded by (EOPS) Extended Opportunity Programs and Services allocation funds (North Campus). These positions are essential in order to perform the varied duties and responsibilities which are necessary to provide vital support services within the respective service areas for the District. These positions are:

FULL-TIME
CLASSIFIED
EMPLOYMENT
RECOMMENDATIONS

- Custodian, Two Full-Time Positions (South Campus)
- Program Assistant/EOPS, Student Services (North Campus)

These positions were advertised according to District Personnel procedures. Applications were received, interviews were conducted, and individuals selected were recommended to fill these positions as follows:

William Hernandez is to be employed as Custodian, Buildings and Grounds, South Campus, Grade 7, Step 1, effective October 25, 1983. This is a replacement position for Robert Coley who is deceased.

Rick Bryant is to be employed as Custodian, Buildings and Grounds, South Campus, Grade 7, Step 1, effective October 25, 1983. This is a replacement position for Bernardo Cabusora who resigned.

The Chancellor recommended the Board of Trustees approve the employment of individuals for the full-time classified positions as presented.

Motion by Trustee Watts, seconded by Trustee Walther, to approve the employment of the individuals for the full-time classified positions as presented. Motion carried.

APPROVED

In accordance with Board Policy 4201.4 requests for reclassification from the District's classified work force have been received. A process for evaluating the requests was designed which anticipated a moderate number of requests. The standard number of position reviews which can be processed within a two-month time line is approximately twenty. The Office of Personnel and Employee Relations received sixty-one requests.

CONTRACT
SERVICE/
CLASSIFICATIONS
STUDY

The District has investigated the options available to it in light of the tremendous number of requests and the services of a Personnel Consulting Firm are essential to provide the following:

1. Design and distribute a salary survey to businesses and community colleges.
2. Analyze survey data and provide salary structure recommendations.
3. Provide an internal system establishing the pay grades of existing and new positions.
4. Provide a system of implementation for the adjusted salary system.

The cost of this project would be substantially reduced because the salary placements would not be assigned by the consulting firm nor would position descriptions be written by the firm. These functions are a standard part of a classifications study, but will be absorbed by the Office of Personnel in order to decrease the funds needed for this vital classification analysis.

The cost of the services shall not exceed \$6,000 and the resources shall be from the College Contingency Fund. The contract and services shall commence on or about October 27 and shall be completed by January 30, 1984.

The Chancellor recommended the Board of Trustees approve the independent contract with a personnel consulting firm within the time line and stipend specified.

Motion by Trustee Moore, seconded by Trustee Taylor, to approve the independent contract with a personnel consulting firm within the time line and stipend presented. Motion carried. APPROVED

At its meeting of September 12, 1983, the Board of Trustees approved entering into a contract with the California Community College Board of Governors for sharing costs of three deferred maintenance projects. Documents confirming that approval were signed and delivered to the Board of Governors. Since the approval of the contract by the Board of Trustees,

DEFERRED
MAINTENANCE
GRANT

the California Department of General Services has determined that the monies being furnished by the state to the District is a grant and not a contract.

DEFERRED
MAINTENANCE
GRANT
(CONTINUED)

The Board of Trustees is being asked to approve the agreement in their new format as a grant. In addition, a new grant of \$58,500 is available to assist with payment for emergency work done on the underground heating/cooling lines on South Campus. By approving the grant, the Board of Trustees agrees to accept the "Conditions Prerequisite" contained in the grant award agreement.

The Chancellor recommended the Board of Trustees approve acceptance of the grant from the Board of Governors of the California Community Colleges as it is set out in the Grant agreement which is on file with these minutes. It was further recommended the Board of Trustees authorize the Chancellor or the Vice Chancellor, Fiscal Services and Operations, to execute the grant on behalf of the District.

Motion by Trustee Price, seconded by Trustee Walther, to approve the acceptance of the grant from the Board of Governors as presented and further authorize the Chancellor or Vice Chancellor, Fiscal Services and Operations, to execute the grant. Motion carried.

APPROVED

STUDY SESSION

The Rancho Mission Viejo Development Company has identified a site immediately adjacent to Saddleback South for construction of a 30-acre wastewater-sewage treatment and disposal plant. The project, with an ultimate capacity of 19 million gallons per day, would serve new homes to be built on the vacant land to the south and east of the campus.

TRABUCO CREEK
SEWAGE
TREATMENT
FACILITY
PROJECT

This location, termed the "Trabuco Site" is one of nine potential sites identified by the Santa Margarita Water District for this major plant. To date, the College has taken an informal "observer" role in the study of this project, seeking to gather as much information as possible. Examination of the project has revealed that this site represents a significant environmental hazard to our South Campus and its students and also that there are several alternative sites which will serve the needs of the Water District without impacting Saddleback's \$100 million investment and the student body. This position is in line with similar conclusions drawn by the Mission Viejo Company, the Mission Viejo Municipal Advisory Council and the Coronado Homeowners Association.

At a meeting on October 17, the Santa Margarita Water District Board refused to withdraw consideration of the Trabuco Site. However, action was taken to spend an additional \$210,000 to prepare treatment plant designs for four other sites, including the San Juan Site, the Ortega Site, the Horno Site, and the Upper Trabuco Site. The Board also set a time line that calls for a final site draft to be submitted by early January with final approval of the project by the Water District in March or April of 1984.

TRABUCO CREEK
SEWAGE
TREATMENT
FACILITY
PROJECT
(CONTINUED)

The Chancellor recommended that the Board of Trustees consider adopting the Resolution on file with these minutes expressing concern over the potential impact of a sewage treatment facility planned for the Trabuco Creek Site and urging the Water District to select and approve an alternative location for the project.

Motion by Trustee Price, seconded by Trustee Moore, to approve the adoption of the resolution as presented. Motion carried by roll call vote:

APPROVED

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

Chancellor Stevens asked Vice Chancellor Habura to make the presentation on "Source of Students & Student Participation Rates" report. At the conclusion of the presentation Board members asked questions of Mr. Habura.

"SOURCE OF
STUDENTS &
STUDENT
PARTICIPATION
RATES" REPORT

Chancellor Stevens asked Vice Chancellor Habura to present this study session item and at the conclusion of the report answer any questions the Board members might have.

PLANNING FOR
1983-84
REVISED
BUDGET

CORRESPONDENCE

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

CORRESPONDENCE

Motion by Trustee Taylor, seconded by Trustee Moore, to recess to Closed Session at 10:45 p.m. Motion carried.

The next regular meeting of the Board of Trustees will be held on November 14, 1983, at 7:30 p.m.



Larry P. Stevens
Secretary to the Board of Trustees