

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

MINUTES OF THE BOARD OF TRUSTEES
November 26, 1984 - 7:30 p.m.
North Campus - Room 311

The Regular Meeting of the Board of Trustees was called to order by Trustee Walther at 7:30 p.m. Trustee Gellatly led the audience in the Pledge of Allegiance and Trustee Price gave the Invocation. CALL TO ORDER

Members of the Board of Trustees PRESENT

Ms. Harriett Walther, President
Mr. John Connolly, Vice President
Mr. Robert Moore, Clerk
Mrs. Shirley Gellatly, Member
Prof. Eugene McKnight, Member
Mr. Robert Price, Member
Mr. William Watts, Member

Note: Student Trustee Schroeder was excused.

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, 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

Ms. Helen Locke

Motion by Trustee Connolly, seconded by Trustee Price, to approve the agenda as printed and including the addendum (addition of Item IV-B). Motion carried.

APPROVAL OF
AGENDA

Motion by Trustee Connolly, seconded by Trustee Gellatly, to approve the minutes of the Regular Board Meeting of November 13, 1984, as written and with the following addition on Page 7 in paragraph three: "Trustee McKnight expressed appreciation for Kathie Hodge's remarks and extended his thanks to her for making them to the Board." Motion carried.

APPROVAL OF
MINUTES

Charles C. Keith and Joy Jones of Phi Delta Kappa had asked for a place on the agenda but they were not present.

INTRODUCTIONS

Trustee Walther asked for public comments concerning items not on the agenda.

PUBLIC
COMMENTS

Mr. Terry Burgess, President, Academic Senate, North Campus, said it was the consensus of North Campus Faculty that they were looking forward to the relocation of the Nursing Program to the North Campus. He stated they also look forward to the addition to North Campus of the Irvine Medical Center building that is now in the planning stages and to the increased enrollment that the Nursing Program will bring to North Campus. Mr. Burgess expressed the hope that the Board would move forward on this building project. He also stated he expected this consensus to be formalized at a meeting of the Academic Senate on November 27, 1984.

Trustee Price requested that Item III-F, Consultant Agreement for Educational Service Agreements, be removed from the Consent Calendar for separate discussion.

APPROVE
CONSENT
CALENDAR

Motion by Trustee Moore, seconded by Trustee Watts, to approve the consent calendar as presented with the exception of Item III-F. Motion carried.

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

TRUSTEE
TRAVEL

Trustee Moore

CMSI Consultant Visit
Portland, Oregon
October 1 and 2, 1984

Trustees Wishing
to Attend

California Community
College Trustees
Regional Workshops
Sacramento, Dec. 5, 1984
Sunnyvale, Dec. 6, 1984
Sherman Oaks, Dec. 7,
1984
Palm Springs, Dec. 8,
1984

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

CERTIFICATED
PERSONNEL
ACTIONS

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

CLASSIFIED
PERSONNEL
ACTIONS

The Board of Trustees approved employment of Erika Mills to offer a one-day seminar for Test of English as Foreign Language test preparation on December 1, 1984, as shown in the exhibit on file with these minutes.

CONSULTANT
AUTHORIZED

The Board of Trustees approved granting of certificates of achievement to the students listed in the exhibit on file with these minutes.

CERTIFICATES
OF ACHIEVE-
MENT

The Board of Trustees rejected the claim of Barbara Lawton, nee Huebel, and referred the matter to the District's insurance carrier.

DENIAL OF
CLAIM AGAINST
DISTRICT

Purchase Orders 080048 through 080221, totaling \$120,683.30 were approved by the Board of Trustees. A copy of the list is on file with these minutes.

PURCHASE
ORDERS

Warrants 101750 through 102206, totaling \$1,158,800.92 were approved. A copy of the list is on file with these minutes.

WARRANTS

Following explanation of this item, it was moved by Trustee Price, seconded by Trustee Watts, that the Board of Trustees approve the independent contractor agreement with Rizzuti-Garrett Consulting Company, Mission Viejo, in an amount not to exceed \$1,500.00. A copy of the agreement is shown in the exhibit on file with these minutes. Motion carried.

EDUCATIONAL
SERVICE
AGREEMENTS

Old Business

Acting Vice Chancellor Kimberling introduced Dennis C. Holtz, Director of Operations, American Telephone Management Institute (ATMI), who was present to answer questions for the Board.

TELEPHONE
CONSULTANT
FINAL REPORT
(ATMI)

Motion by Trustee Gellatly, seconded by Trustee Watts, to accept the Final Report of ATMI as distributed with this agenda, including all three recommendations shown on Page 19 of the Report as follows: "(1) Approve this report; (2) Direct ATMI to initiate contract negotiations in coordination with the District's Procurement and Legal Offices; and (3) Establish the position of Telecommunications Manager with the mission of developing, coordinating and executing the District-wide telecommunications plan."

Trustee Price offered a substitute motion. Trustee Price moved that the Board of Trustees accept the Final Report and Recommendation of ATMI for review and study. The motion was seconded by Trustee Moore and carried with the Chair voting to break the tie vote.

Consistent with the academic master planning project which should result in the long range determination of curriculum offerings and enrollment sizing of the campuses is a need to reassess the capital master plan to ensure facilities are scheduled to come on line to support projected programs and enrollments. In addition, recent analysis of capital funding needs suggests that many projects cannot be completed unless alternative funding sources are identified.

REASSESSMENT
CAPITAL
MASTER
PLAN

The academic master plan which is nearing completion is a mandatory component of capital master planning. Once adopted, it should guide the establishment of square footage allocations per student and per discipline. With these decisions made, building areas can be established, parking and circulation studies made, athletic fields and utility needs can be studied, all leading to the form and size of ultimate campus build-out. Only then can rational decisions be made regarding the location of future facilities and the shape and extent of property required to fill the need dictated by the academic and capital master planning activities. Excess land would then be identified which could be sold and/or leased and help fund future building needs.

Planning staff have prepared a list of tasks with projected costs to complete a reassessment of the College's capital master plan as presented in an exhibit which is on file with these minutes. The plan is scheduled to be completed by June 30, 1985. Funds are available in the College's general contingency account to support this effort.

Motion by Trustee Moore, seconded by Trustee Watts, to authorize the reassessment of the College's master plan in an amount not to exceed \$87,150.00. Motion carried.

New Business

Following a visual informational presentation by Vice Chancellor Habura and discussion with the Board, there was a motion by Trustee Watts, seconded by Trustee Moore, to accept for study the proposed Educational Program Plan of the Academic Master Plan as shown in the exhibit which is on file with these minutes. Motion carried.

PHASE I:
EDUCATIONAL
PROGRAM PLAN
ACADEMIC
MASTER PLAN

At 9:06 p.m., Trustee Walther called a recess in the meeting.

RECESS

At 9:22 p.m., Trustee Walther reconvened the meeting.

RECONVENE

Mr. John Moss and Dr. Art Kayser of Computer Services Management, Inc. (CMSI) were present to deliver to the Board their Final Report entitled "Saddleback Community College District Academic and Administrative Systems Strategic Plan."

COMPUTER
SERVICES
MANAGEMENT
INC. (CMSI)

Following a visual presentation and extensive discussion, there was a motion by Trustee Moore, seconded by Trustee Watts, to accept the CMSI Final Report as shown in the exhibit on file with these minutes for review and study. Motion carried.

FINAL REPORT
ACCEPTED

Motion by Trustee McKnight, seconded by Trustee Gellatly, to seek a written legal opinion about the requirement for seeking bids as they relate to contracting for services. Motion carried with the Chair voting to determine the majority.

REQUEST
WRITTEN LEGAL
OPINION

On May 14, 1984, the Board of Trustees approved an agreement between Saddleback Community College District and Parker Berteau Aerospace Group. This educational services agreement was presented through the Gold Coast Technology Exchange Center, Inc. (TEC). Saddleback College North was to provide training for employees of Parker Berteau in the subject areas of computer-aided drafting (CAD) and office automation. The funding source for the project came from Employment Training Panel funds. The total amount of funding approved at that time was \$27,324.80.

EDUCATIONAL
SERVICES
AGREEMENT
PARKER BERTEAU
AEROSPACE
GROUP

The educational services agreement has now been revised to include 22 additional participants in the Office Automation Program and 78 additional participants in

the CAD Program. In addition, funding for the agreement has been increased by \$20,211 to a revised total of \$47,535.80 to support the added participants.

The Education Code requires the Board to accept the revised agreement as shown in the exhibit on file with these minutes and amend the budget to account for the new revenues and expenditures not previously included in the final budget.

Motion by Trustee Moore, seconded by Trustee Price, to approve the revised agreement between Saddleback Community College District and Parker Berteau Aerospace Group, to amend the budget in the amount of \$20,211 and to approve Resolution 84-50 as shown in the exhibit on file with these minutes.

RESOLUTION
84-50
ADOPTED

Resolution 84-50 to accomplish the amendment of the budget was approved with the following roll call vote:

AYES:	Trustees Connolly, Gellatly, McKnight, Moore, Price, Walther and Watts
NOES:	None
ABSENT:	None
ABSTENTIONS:	None

The College's five-year Capital Projects Plan has in progress, planned and proposed a series of capital projects including: completion and equipping the South Campus General Classroom Building; purchasing an additional 20 acres for the North Campus; constructing an additional South Campus access road; constructing and equipping North Campus Building Clusters A and B; developing additional parking facilities at South Campus; constructing and equipping a Vocational Facility at the South Campus and a number of other projects.

FINANCING
STRATEGY
FUTURE
CAPITAL
PROJECTS
RESOLUTION
84-51

In each case the capital projects must be supported in part or totally from local resources. The staff's most recent estimate for total projected costs to complete the Five-Year Plan is over \$43,600,000 as shown in the exhibit which is on file with these minutes.

The range of local support to complete the Plan is currently estimated at between \$19,000,000 and \$21,400,000. During the same time the College is projecting stabilization of State and local resources to meet the general operating requirements of the College. Consequently, to attempt to fund the projects from operating funds could place serious constraints on

the educational services provided by the College. Therefore, it is recommended that whenever possible, the College use other than operating funds to finance capital development.

Motion by Trustee Moore, seconded by Trustee Gellatly, to adopt Resolution 84-51 establishing a long-term funding strategy for supporting future major capital projects. The motion was carried with the following roll call vote:

AYES:	Trustees Gellatly, McKnight, Moore, and Walther
NOES:	Trustees Connolly, Price, Watts
ABSENT:	None
ABSTENTIONS:	None

Information and Reports

Mr. Brightbill said he was willing to answer any questions concerning his recent memorandum to the Board following the November 19 Special Study Session. There were none.

ACADEMIC
SENATE

Mr. Brightbill said he did not hear any specific reference made to computer assisted instruction and the faculty wanted to make sure it was included as a priority.

There was no report from the Classified Employees Association.

CSEA

Faculty Association President MacMillan introduced Dr. Curt McLendon who gave a visual presentation on faculty overload. He also distributed an Open Letter to Trustees on the same subject.

FACULTY
ASSOCIATION

Mr. Watts left the meeting at 11:00 p.m.

Dr. Hart reported that North Campus Student Body President Eric Remman had been elected State Secretary of the Student Government Association.

NORTH
CAMPUS

Dr. Hart reported the visit of a representative of the State Department of Finance Population Research Unit. He said the meeting while held on North Campus did include representatives of the South Campus staff. The objective of the meeting was to help the Department of Finance understand that Saddleback College exists in a high growth area.

In consideration of the lateness of the hour, President Carroll gave no report.

SOUTH
CAMPUS

Chancellor Stevens requested that the items which had been prepared for Closed Session this evening instead be mailed to Trustees.

CLOSED
SESSION ITEMS

Information concerning membership in the Association of Governing Boards of Universities and Colleges (AGB) was distributed with the agenda.

AGB MEMBERSHIP

Professor McKnight asked that this item be resubmitted with the agenda of the December 10 Board Meeting.

Correspondence/Comments/Actions

Motion by Trustee Connolly, seconded by Trustee Price, to designate December 10 as the date of the Annual Organizational Meeting of the Board. Motion carried.

ANNUAL
ORGANIZATIONAL
MEETING

Motion by Trustee Connolly, seconded by Trustee Price, to designate January 18 and 19, 1985, as the dates of the Semi-Annual Board Workshop. Motion carried.

SEMI-ANNUAL
BOARD WORKSHOP

There being no further business, the meeting was adjourned at 11:20 p.m.

ADJOURNMENT

The next regular meeting of the Board of Trustees is scheduled for Monday, December 10, 1984, at 7:30 p.m. at South Campus.

NEXT MEETING



Larry P. Stevens
Secretary, Board of Trustees

bem