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

MINUTES OF THE GOVERNING BOARD MEETING

November 9, 1981 - 7:30 p.m.
Library Classroom Building -- Room 105

The regular meeting of the Board of Trustees was called to order by Trustee Watts. Trustee Taylor led the audience in the Pledge of Allegiance and Trustee Moore gave the Invocation.

CALL TO ORDER

Present:

PRESENT

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

BOARD MEMBERS

Dr. Robert A. Lombardi, Chancellor
Mr. Roy N. Barletta, Vice Chancellor/
Business Services
Dr. Edward A. Hart, President - North Campus
Dr. William O. Jay, President - South Campus

STAFF MEMBERS

Motion by Trustee Connolly, seconded by Trustee McKnight, and unanimously carried to adopt the agenda with the replacement page 2 for Report 550.

AGENDA ADOPTED

Motion by Trustee Connolly, seconded by Trustee Walther, and unanimously carried to adopt the minutes of the regular meeting of October 26, 1981.

MINUTES ADOPTED

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 these 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.

CONSENT CALENDAR
CONTINUED

Motion by Trustee McKnight, seconded by Trustee Moore, and unanimously carried to approve the consent calendar as presented.

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

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

Trustee McKnight	Meeting with Chancellor Saddleback College South Campus October 13, 1981
Trustee Walther	Meeting with Chancellor Saddleback College South Campus October 13, 1981
Trustee Walther	Women Helping Women Seminar Saddleback College South Campus October 28, 1981
Trustee McKnight	Meeting with Members of Staff Saddleback College South Campus October 29, 1981
Trustee Walther	Meeting with Staff and Students Saddleback College North Campus October 27, 1981
Trustee Walther	Meeting with Members of Staff Saddleback College South Campus October 29, 1981
Trustee Price	Meeting with Members of Administration Saddleback College South Campus November 4, 1981
Trustee Walther	Meeting with Staff and Students Saddleback College North Campus November 4, 1981
Trustee Walther	San Juan Women's Club Meeting Lake Forest November 6, 1981

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

Trustees Wishing Community College Trustees'
to Attend Meeting
 Anaheim
 November 30, 1981

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

The following Certificates of Achievement:

Daryl A. Cammarano Early Childhood Studies
Roanna G. Clark Secretarial - Word Processing

CERTIFICATES OF
ACHIEVEMENT

The following part-time faculty (temporary employees) were approved to teach for the 1981-82 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>
Choate, Karila C.	Physical Education (E.I.)
Clifton, Brian K.	Administration of Justice
Schwartz, Louis I.	Health Sciences
Wood, Ralph B.	Administration of Justice

The following previously employed part-time faculty (temporary employees) were approved to teach on an if-and-as-needed basis for the 1981-82 academic year at the rate stipulated in the salary schedule, at the classification to which each is qualified.

<u>Name</u>	<u>Probable Assignment</u>
Chanover, Silvia K.	Spanish
Suarez, Matthew A.	Earth Science/Physics (Substitute)

The following Coordinator, at the rate of \$1,369.00 per semester, effective November 1, 1981, was approved. This is a replacement position for David Sariego.

CERTIFICATED
PERSONNEL -
REGULAR ACTIONS

Carol Bander Foreign Language/E.S.L.
 Coordinator

The following classified personnel regular actions which have been allocated in the 1981-82 budget:

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS

Recommendation of Employment

Doretta Collins, Secretary II (50%), Natural Science Division, Grade 5, Step 3, \$605.50 per

month, effective November 2, 1981. This is a replacement position for Jeanne Furuta.

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Ruth Curtis, Secretary I/Secretary II Substitute, hourly equivalent of Grade 1, Step 1, \$5.994 per hour, and Grade 5, Step 1, \$6.583 per hour, plus 5% per hour shift differential, on an if-and-as-needed basis, effective November 1, 1981.

Claire Hazelman, Secretary I / Secretary II Substitute, hourly equivalent of Grade 1, Step 1, \$5.994 per hour, and Grade 5, Step 1, \$6.583 per hour, plus 5% per hour shift differential, on an if-and-as-needed basis, effective September 22, 1981.

Christopher Elbert, Radio Operator/Announcer, \$4.490 per hour, part-time hourly (19 hours per week), effective October 24, 1981. This is a replacement position for Mike Gibson.

Eldon Kleist, Radio Operator/Announcer, \$4.490 per hour, part-time hourly (19 hours per week), effective October 31, 1981. This is a replacement position for Remo Barbieri.

Paul Wooldridge, Radio Operator/Announcer, \$4.490 per hour, part-time hourly (19 hours per week), effective November 2, 1981. This is a replacement position for Lisa Lupo.

Recommendation of Employment - Restricted Employees

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

Reappointment of Professional Model 1981-82 (Restricted Employees)

Ray Habercorn
Julie Pridham

Re-employed as Professional Model at the rate of \$6.60 per hour, if-and-as-needed basis, effective September 28, 1981.

Recommendation of Employment - Professional Model (Restricted Employee)

Conrad Enign, Professional Model, \$6.60 per hour, if-and-as-needed basis, effective December 1, 1981.

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

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Mary Allison	Maxine S. Math
Gregory Berns	Elsie McDonald
Brenda LaCroix	

Clerk-Short Term at the rate of \$3.85 per hour, effective October 24, 1981. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Theatre Production
Staff (Restricted Employee)

Donna DeBonis employed as Theatre Production Staff, Office of Community Services, at \$5.00 per hour, effective September 20, 1981. Monies have been budgeted for this project. Hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Tutor I (Restricted
Employees)

Charles DeFazio	Linda Kamita
Hein Duong	Rebecca Karimi
Glenna Foster	Paul Myrick
Lisa Kadam	Robi Skelley

Tutor I at the rate of \$3.85 per hour, effective October 19, 1981. The hours will be determined by the appropriate administrator and budget.

Recommendation of Employment - Recreation Leader/
Lifeguard (Restricted Employee)

Lisa McLaughlin employed as Recreation Leader/Lifeguard at the rates of \$4.125/\$4.510 per hour, on an if-and-as-needed basis, effective July 1, 1981. The hours will be determined by the appropriate administrator and budget.

Reappointment of Radio Station Personnel (Restricted
Employee)

Bill Kappleman employed as a Radio Station Consulting Engineer at the rate of \$10.00 per hour, effective July 1, 1981.

Recommendation of Employment - Student Employees
(Restricted Employees)

Ed Arnold	Maria Brunette
Brigitte Benefield	Hong Chau

Teala Comberiat
 Kim Cruickshank
 Grady Daglstrom
 Cristan Eckstein
 Julie Fowler
 Colleen Gaynor
 Michael Herbolich
 Vo Hongsa
 Lan-Phuong Thi Huynh
 Tracy Mitchell

Chanh Nguyen
 Michael Perez
 Darrell Sprewell
 Michael Sullivan
 Floyd Szytz
 David Thompson
 Dien Quang Troung
 Roxanne Vettese
 Hoang Trieu Vhong
 Barbara Woodward

CLASSIFIED
 PERSONNEL -
 REGULAR ACTIONS
 CONTINUED

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

Recommendation of Employment - Grants Personnel
(Restricted Employees)

<u>Student</u>	<u>Amount of Check</u>
Martha Beltran	\$ 50.00
Jill Bramlette	83.00
Son T. Bui	50.00
Thu Van Bui	50.00
Mary Capolupo	57.00
Kurt Chavez	50.00
Chao-Chih Chen	50.00
Yueh-Chun Chen	50.00
Hai Chu	50.00
Kathleen Crump	83.00
Marvin Davenport	50.00
Hoang Oanh Do	45.00
Quyen B. Do	83.00
Hung Duong	66.00
Nien Duong	75.00
Cherie Fields	50.00
Page Garrett	50.00
Leslie Gates	50.00
Carole Hansen	50.00
Jill Harvey	50.00
Kyle Hauer	57.00
Michael Higgins	50.00
Gayla Holiday	58.00
Anh T. Huynh	50.00
Hang Huynh	66.00
Nga Huynh	50.00
Marilyn Minturn	50.00
Thomas Mosby	47.00
Stephen McNeal	63.00
Susan McFadden	43.00
Binh Nguyen	40.00
My T. Nguyen	50.00
Quang Nguyen	66.00
Que D. Nguyen	30.00

Truyen Nguyen	\$ 41.00
Xuong Nguyen	40.00
Duc Pham	54.00
Hoa T. Pham	75.00
Thinh Pham	40.00
Hien S. Phan	50.00
Ngoc Phan	50.00
Tung Phan	41.00
Pamela Pierson	66.00
Theodora Poole	50.00
Muoi Quach	50.00
Karen Shingelton	50.00
Duy Dung Ta	50.00
Lethu Ta	50.00
Monghai Ta	50.00
Hiep Hong Thai	50.00
Hoang Thai	50.00
Chau Hong	75.00
Ti Hong	75.00
Eric Johnson	50.00
Steven Knights	50.00
Alisha Kipling	50.00
Leslie Lampson	50.00
Nghia Le	40.00
Jeanne Maurillo	66.00
Judith Meador	66.00
Dung A. Tran	50.00
Huong Thi Tran	40.00
Judith Ummach	67.00
Hongsa Vo	50.00
Thuy Vo	75.00
Hoang Vuong	50.00
Frances Wafford	83.00
James White	50.00

CLASSIFIED
PERSONNEL -
REGULAR ACTIONS
CONTINUED

Qualified students paid under the Extended Opportunity Programs and Services (EOPS), November 23, 1981.

Resignation/Termination

Agnes E. Dixon, Secretary I, Health Science & Gerontology Division, resigned effective November 19, 1981. Payment is authorized for any accrued and unused vacation pay.

Janice Riese, Instructional Assistant, Child Care Center, Student Services, resigned effective December 31, 1981, (changed from December 18, 1981, which was originally submitted). Payment is authorized for any accrued and unused vacation pay.

The following guest lecturers/artists were approved. Monies have been budgeted for the honorariums as indicated.

PUBLIC PROGRAMS
AND COMMUNITY
SERVICES

<u>Event/Date</u>	<u>Guest</u>	<u>Honorarium</u>
Psychology I November 10, 1981	Donald Smith	\$ 25.00
Painting Workshop/ Gallery Exhibit November 12, 1981	Glenn D. Jampol	275.00
Wind Ensemble and Community Band December 9, 1981 (Revised honorarium - original Board approval of October 26, 1981 was incorrect)	Gary Foster	500.00

The items on the Awards list were approved for the action specified and payment was 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 Awards list is on file with these minutes.

AWARDS

Radio Station KSBR - Dieter Stenner was approved to produce and narrate the weekly radio series "Rendezvous with Germany" during the period November 1, 1981, through June 30, 1982, on the following basis:

CONTRACT SERVICES

Mr. Stenner will receive a fee of \$30 per broadcast for the 13-week series, or a total of \$390 for each series.

The current 13-week series is being funded by the Swedish Club. The series will be presented at other times throughout the 1981-82 fiscal year if funding is available from outside sources.

The following requests for institutional memberships were submitted:

MEMBERSHIPS

Physical Education and Health

American Alliance for Health, Physical Education, Recreation and Dance	\$49.00
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Radio Station KSBR

Saddleback Regional Chamber of Commerce	\$50.00
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Association of California Public
Radio Stations \$200.00

MEMBERSHIPS
CONTINUED

Student Health Center

Health Services Association,
California Community Colleges \$45.00

William Blurock & Partners, Architects, submitted
the following requests for payment on projects
previously approved by the Board. The payment
requests were submitted for ratification.

PAYMENTS TO
ARCHITECT

Project: Social Science & Special Programs
Buildings - South Campus
Fee: \$55,000

Amount due on account to date \$54,058.85
Less previous payments 51,242.93
Amount due this request \$ 2,815.92

Project: Photo Lab Remodel/Graphic Arts
Expansion - South Campus
Fee: \$11,000

Amount due on account to date \$11,000.00
Less previous payments 10,492.94
Amount due this request \$ 507.06

Project: Warehousing Facility - South Campus
Fee: \$21,700

Amount due on account to date \$17,360.00
Less previous payments 16,275.00
Amount due this request \$ 1,085.00

Project: Miscellaneous Site Work, Playfields -
North Campus
Fee: \$20,000

Amount due on account to date \$18,000.00
Less previous payments 16,000.00
Amount due this request \$ 2,000.00

Project: Shower and Locker Building - North
Campus
Fee: \$14,500

Amount due on account to date \$11,600.00
Less previous payments 10,875.00
Amount due this request \$ 725.00

District Warrants 076203 through 076610, totaling \$296,038.55 were approved and ratified for payment. A copy of the District Warrants is on file with these minutes.

PAYMENT OF
BILLS

Payment of personnel services ratified as follows:

PAYMENT OF
PERSONNEL
SERVICES

Certificated payroll - \$1,426,646.08

Purchase Orders 061746 through 062050, totaling \$296,305.30 approved and payment 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

Transfer of budget appropriation funds were submitted for approval. A copy of the list is on file with these minutes.

TRANSFER OF FUNDS

REGULAR CALENDAR

REGULAR CALENDAR

In compliance with the Education Code Section 35143, which reads in part as follows:

ESTABLISHMENT OF
THE DATE OF THE
ANNUAL
ORGANIZATIONAL
MEETING

"The governing board of each school district shall hold an annual organizational meeting...on a day within a 15-day period that commences with the dates upon which a governing board member elected at that election takes office."

It was recommended that the Board of Trustees hold its annual organizational meeting at a Special Meeting on Monday, December 7, 1981.

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to hold the annual organizational meeting at a special meeting on Monday, November 30, 1981, at 5:30 p.m. at the Saddleback College - North Campus.

APPROVED

A proposed plan for the development of program area priorities was presented for information. A copy of this plan is on file with these minutes.

PROPOSED PLAN/
PROGRAM AREA
PRIORITIES
INFORMATION

The Board of Trustees Requests list was submitted for information.

BOARD OF TRUSTEES -
OTHER
INFORMATION

Motion by Trustee Moore, seconded by Trustee Price, and unanimously carried to add to the list a report on cooperative education.

It was requested that the Board accept the following award:

GRANT - AWARD

Participation in "Project Transition" and its companion "Project OPT" (Opportunity Project for Transfers), funded by the Chancellor's EOPS Special Projects. This is a consortium of UC Irvine and three community college districts (Rancho Santiago, Coast and Saddleback) designed to address the growing problem of the low number of EOPS students who transfer to four year colleges and universities. The district does not receive money directly through this program, but students selected to participate will receive a modest scholarship (\$50 per year).

Motion by Trustee Walther, seconded by Trustee McKnight, and unanimously carried to approve the Grant - Award as presented.

APPROVED

Administrative Assignments and Title Revisions were presented for Board approval in keeping with the one college, two campus model. It was recommended that the following title changes in the Certificated Management Salary Schedule be adopted:

ADMINISTRATIVE
ASSIGNMENTS AND
TITLE REVISIONS

From:

Category I	-	Dean
Category II	-	Associate Dean
Category III	-	Director (I)
Category IV	-	Director (II)
Category V	-	Assistant Director

To:

Category I	-	Dean I
Category II	-	*Associate Dean or Dean II
Category III	-	Director (I)
Category IV	-	Director (II)
Category V	-	Assistant Director

*The appropriate title to be designated by the Campus President

It was further recommended that the following Certificated Management personnel be retitled as indicated with no change in existing salary.

<u>Manager</u>	<u>New Title</u>
Robert Bosanko	Dean of Admissions and District Records (Category II)

Everett Brewer	Dean of Instruction and District Program Approval (Category II)	ADMINISTRATIVE ASSIGNMENTS AND TITLE REVISIONS CONTINUED
Eleanor Castonguay	Associate Dean of Instruction, Continuing Education (Category II, Step 2)	
Annette Hayes	Director of Occupational Programs (Category III)	
William Kelly	Dean of Students and Student Affairs (Category II)	
Dale Larson	Dean of Instruction (Category II, Step 3)	
Leona McGrew	Director of Continuing Education and Emeritus Institute (Category III)	
Calvin Nelson	Dean of Instruction and District Data Processing (Category II)	
Ronald Steinke	Dean of Student Development and Services (Category II, Step 3)	

Motion by Trustee Walther, seconded by Trustee McKnight, and unanimously carried to approve administrative assignments and title revisions as presented.

APPROVED

It was recommended that Arthur Lee Haggerty be employed as Instructional Specialist - Vocational Education/EOPS, Division of Counseling and Guidance, effective November 4, 1981. Pursuant to Education Code Section 87470, this position is subject to availability of funds. Approximate salary: Class III, Step 2.

EMPLOYMENT OF
FULL-TIME
CERTIFICATED
PERSONNEL

Motion by Trustee McKnight, seconded by Trustee Walther, and unanimously carried to approve the employment of full-time certificated personnel.

APPROVED

Changes in BP-3200, Purchasing Policy, were presented for information. A copy of the proposed changes is on file with these minutes.

BOARD POLICY 3200 -
PURCHASING POLICY
INFORMATION

Mrs. Elizabeth Giebler has submitted a claim for damages for personal injury resulting from a fall which occurred during an exercise class in which she was enrolled. Mrs. Giebler is asking present damages in the amount of approximately \$750 for medical costs, plus anticipated future

CLAIM AGAINST
THE DISTRICT

expenses for additional treatment and therapy.

It was recommended that the Board reject this claim and that the matter be reported to the district's insurance carrier.

Motion by Trustee Moore, seconded by Trustee Walther, and unanimously carried to approve the recommendation as presented.

The following budget reports were presented for information and a copy is on file with these minutes:

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

The meeting was adjourned at 9:20 p.m.

The next regular meeting of the Board of Trustees will be Monday, November 23, 1981 at 7:30 p.m.

CLAIM AGAINST
THE DISTRICT
CONTINUED

APPROVED

BUDGET REPORTS
INFORMATION

ADJOURNMENT

SCHEDULE OF
MEETINGS

R.A. Lombardi

R. A. Lombardi, Secretary to the Board of Trustees