

MASTER FILE

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

Library Classroom Building - Room 105
November 9, 1982 - 7:30 p.m.

The Regular Meeting of the Board of Trustees was called to order by Trustee Connolly. Trustee Price led the audience in the Pledge of Allegiance and Trustee Taylor 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
- Mr. Larry W. Taylor, 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

Motion by Trustee Watts, seconded by Trustee Price, to approve the agenda as presented. Motion carried.

AGENDA APPROVED

Motion by Trustee Walther, seconded by Trustee Watts, to approve the minutes of the Regular Meeting of October 19, 1982, as corrected. Motion carried.

MINUTES APPROVED

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 the 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.

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

The Chancellor recommended that the Board of Trustees approve the guest lecturers as follows:

EDUCATION PROGRAMS
AND SERVICES

October 30, 1982
Cardiology Workshop

Deborah Pugh	\$125.00
Beth Keeley	125.00
Dave Gromer	100.00
(Cancellations for Leah Cleveland and Dr. Richard Levine)	

August, 1982
Interdisciplinary Studies

Penelope Thompson	100.00
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September, 1982
Interdisciplinary Studies

Gerald LaRue	75.00
Penelope Thompson	100.00
Penelope Thompson	100.00

October, 1982
Interdisciplinary Studies

Esther Broner	100.00
Bill Kirk	75.00
Virginia Meyn	75.00
Allana Elovson	75.00

November, 1982
Interdisciplinary Studies

Thelma Moss	100.00
Daniel Horowitz	100.00

December, 1982
Interdisciplinary Studies

Sherry Weber	100.00
Sherry Weber	100.00

November 10, 1982
Women's Studies

Jane Cameron \$25.00

EDUCATION PROGRAMS
AND SERVICES
CONTINUED

November 16, 1982
Women's Studies

Mikel Garcia 25.00

January 5, 1983
Women's Studies

Beverly C. Gaylean 350.00

The Chancellor recommended the following be granted a certificate for the completion of the specific programs:

STUDENT
CERTIFICATES OF
ACHIEVEMENT

Business Science and Technology Division

Accounting	Linda D. Sahlbom
Airline Flight Attendant	Birgit K. Kinder
Business Management	Lynne S. Burt-Jenkins
Interior Design	Veronika Gehrung
Real Estate	Patricia M. Myles
Secretarial - General Secretarial	Bernice M. Kowal

Social Sciences Division

Administration of Justice	Esperanza Lydia Edralin
Human Services	Kimberly A. Salter

The Chancellor recommended that the following persons be 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>
Carroll, Donald	Administration of Justice
Koebler, Dick	Business Management
MacNaughton, Dolores	Reading Lab

Reemployment of Part-Time/Substitute Faculty

<u>Applicant</u>	<u>Probable Assignment</u>
Baker, Roger	Administration of Justice
Wamsley, Bonnie	English as a Second Language

The Chancellor recommended that a payroll adjustment be made to Connie Melgaard in the amount of \$248.03.

PAYROLL ADJUSTMENT
PART-TIME FACULTY

The Chancellor recommended the approval of the personnel actions as follows:

CLASSIFIED
PERSONNEL ACTIONS

New Personnel Appointments

Joyce Hanna was employed as Program Assistant/Continuing Education Real Estate, Community Services, Grade 5, Step 1, \$6.583 per hour, part-time hourly (29 hours per week), effective October 20, 1982. This is a replacement position for Gloria Selufsky.

Cheryl Coleman was employed as Human Resource Development Technician, Community Services, at the rate of \$5.00 per hour, effective November 10, 1982 on an if-and-as-needed basis. This position will be funded by the Human Resource Development Project.

The following named students were employed as Student Employees at the rate of \$3.35 per hour, effective November 10, 1982. The source of funds is the North and South Campus operating budgets.

Linda Davies	Farzaneh Ghofrani
Susan Eyerman	Hugh Trotter

The following named students were employed as Tutor I at the rate of \$3.85 per hour, effective November 10, 1982. The source of funds for these positions is the South Campus operating budget.

Abe Rahmani
Michelle Riem
Jeff Wick

Joyce Howard was employed as Clerk-Short Term in Admissions and Records at the rate of \$3.85 per hour, effective November 10, 1982. The source of funds for this position is the Admissions and Records operating budget.

Leave of Absence Without Pay

Germaine Schuster requested a leave of absence without pay, Switchboard Operator/Receptionist, Office of Student Development and Services, North Campus, effective October 25 through November 9, 1982, for a total of 12 working days.

Resignation

Kelly C. Cole, Safety Officer, North Campus, resigned effective October 29, 1982. Payment was authorized for any accrued and unused vacation.

The Chancellor recommended the approval of the following grants to students:

EXTENDED
OPPORTUNITY PROGRAMS
AND SERVICES (EOPS)

Employment - Extended Opportunity Programs and Services

EXTENDED
OPPORTUNITY PROGRAMS
AND SERVICES (EOPS)
CONTINUED

The following qualified students will be paid under the Extended Opportunity Programs and Services (EOPS), effective November 10, 1982. Each student will receive a \$200 grant.

- | | |
|---------------------|------------------|
| Alex Leon Adams | Truyen K. Nguyen |
| Chris F. Bedrosian | Tuan Anh Nguyen |
| Robert Black | Ngoc H. Phan |
| Bernadette Figueroa | Audrey Pearch |
| Kevin Henderson | Theodora Poole |
| Hai Ho | Donna Stone |
| Hoa N. Hong | Ha Nguyet Thai |
| Omega Mitchell | Hiep H. Thai |
| Thomas Mosby | Ai Quoc Tran |
| Cuc K. Nguyen | Hugh Trotter |
| Hanh T. Nguyen | |

The following qualified student will be paid under the Extended Opportunity Programs and Services (EOPS), effective November 10, 1982, and will receive a \$100 grant.

Thomas Pilling

The following qualified student will be paid under the Extended Opportunity Programs and Services (EOPS), effective November 10, 1982, and will receive a \$27.00 grant.

Ho V. Ngo

The Chancellor recommended the approval of the Community Services Programming actions as reflected on Exhibit A which is on file with these minutes.

COMMUNITY SERVICE
PROGRAMMING

The Chancellor recommended Board approval of warrants 084863 through 085568, totaling \$497,771.23. A copy of the list is on file with these minutes.

PAYMENT OF BILLS

The Chancellor recommended Board approval of purchase orders 067721 through 068120, totaling \$240,570.61. A copy of the list is on file with these minutes.

PURCHASE ORDERS

The Chancellor recommended surplus, obsolete and lost and found items be sold to the highest bidders as shown on Exhibit A which is on file with these minutes.

SALE OF SURPLUS/
OBSOLETE, LOST AND
FOUND PROPERTY

OLD BUSINESS

OLD BUSINESS

A recent series of events concerning employee tax sheltered annuities have resulted in a review of the Saddleback Community College District's relationship with vendors and contracts covering vendor employees. The County Counsel has recommended that the Board adopt a policy which would place the burden of any liability arising out of a vendor contract which might be judged to be in violation of an employee's civil rights upon the contractor rather than the District.

BOARD POLICY 3200.1
PURCHASING
CONTRACT
REGULATIONS

The Chancellor recommended that proposed Board Policy 3200.1 be approved. A copy of the board policy is on file with these minutes.

BOARD POLICY 3200.1
PURCHASING
CONTRACT
REGULATIONS
CONTINUED

Motion by Trustee Price, seconded by Trustee Walther, to approve Board Policy 3200.1 - Purchasing Contract Regulations. Motion carried.

APPROVED

A Board of Trustees Requests List was approved at the February 9, 1981, board meeting. The list has been periodically added to since that time by formal motion of Board Members at meetings.

BOARD OF TRUSTEES
"PROJECT REQUESTS"
LIST

The Chancellor recommended that the Board review the Trustees Request for Information List with the intent to modify or re-approve the list of projects as shown in Attachment 1 which is on file with these minutes.

The following changes were suggested:

Remove progress report on Foundation (ongoing reports will be received from appropriate individuals).

Meeting to be scheduled regarding long-range planning - change completion date to January 1983.

Feasibility study on transferring of responsibilities of fiscal matters from Community Services to Vice Chancellor/Business Services - change completion date to January 1983.

Remove progress report on course classification study.

Include on agenda format Legislative Information as it pertains to the ongoing business of the District.

Motion by Trustee Watts, seconded by Trustee Price, to approve the request list with the suggested changes. Motion carried.

APPROVED

NEW BUSINESS

NEW BUSINESS

The Chancellor recommended that the Board of Trustees approve the following new courses:

CURRICULUM ADDITIONS

Division of Business Science and Technology

CT 100 - Basic Sewing - Includes choosing correct fabrics and patterns, constructing garments using basic sewing techniques and choosing and operating a sewing machine. Designed for students with little or no sewing skills.

FN 164 - Nutrition Issues and Controversies - Stresses a topical approach to nutrition and related health conditions with emphasis on evaluation of controversial views and findings. Investigates problems relating to food choices, food

fads and fallacies, nutrient needs, energy balance, vegetarian diets, nutrition and athletics, overconsumption of foods and nutrient supplements.

FN 172 - Catering - Preparing food using advanced principles of catering and food services. Estimating and controlling costs, managing resources and buffet service, stressing high standards for preparation and service of a variety of foods, as well as successful business practices and public relations skills. Lab fee.

Motion by Trustee Walther, seconded by Trustee Price, to approve the curriculum additions. Motion carried.

APPROVED

It was recommended that the Board of Trustees appoint Dr. Larry P. Stevens as the Saddleback College representative to the Orange County Marine Institute (OCMI) Board of Directors.

APPOINTMENT TO
ORANGE COUNTY
MARINE INSTITUTE
(OCMI) BOARD OF
DIRECTORS

Motion by Trustee Taylor, seconded by Trustee Walther, to approve the appointment of Dr. Larry P. Stevens to the OCMI Board of Directors. Motion carried.

APPROVED

The Chancellor recommended that the classification of John Ausmus be changed from Utility Person-Maintenance, Grade 11, to Utility Person-Building, Grade 13, effective January 3, 1983.

RECLASSIFICATION OF
UTILITY PERSON-
MAINTENANCE -
NORTH CAMPUS

Motion by Trustee Watts, seconded by Trustee Walther, to approve the reclassification of Utility Person-Maintenance, North Campus. Motion carried.

APPROVED

The Chancellor recommended that the classification of Robert Herndon be changed from Custodian, Grade 7, to Utility Person-Maintenance, Grade 11, effective January 3, 1983.

RECLASSIFICATION OF
CUSTODIAN -
NORTH CAMPUS

Motion by Trustee Price, seconded by Trustee Watts, to approve the reclassification of Custodian, North Campus. Motion carried.

APPROVED

The Chancellor recommended to the Board that Barbara Huber be approved for the position of Secretary II, Community Services, Grade 5, Step 5, effective November 15, 1982.

RECOMMENDATION OF
EMPLOYMENT:
FULL-TIME
CLASSIFIED POSITION

Motion by Trustee Walther, seconded by Trustee Price, to approve the recommendation of employment as presented. Motion carried.

APPROVED

The Chancellor recommended the following gift be approved for acceptance by the Board of Trustees:

GIFT TO THE DISTRICT

Donor

Gift

John E. Wilson
Laguna Hills

Donation of a Chrysler Newport
automobile to be used in the
Automotive Technology Department

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

GIFT TO THE DISTRICT
CONTINUED

APPROVED

The Chancellor recommended the award of Bid #634 for printing the Community Services Brochure to San Dieguito Publishing (the low bidder) at the following costs:

AWARD OF BID -
COMMUNITY SERVICES
BROCHURE

40 pages	\$13,570
48 pages	15,294
Glue binding - 40 pages	13,570
Glue binding - 48 pages	15,294
Additional 1M books - 40 pages	71.50/M
Additional 1M books - 48 pages	81.00/M

Motion by Trustee Watts, seconded by Trustee Walther, to approve the award of bid as presented. Motion carried.

APPROVED

The Chancellor recommended that the bid in the amount of \$20,513.47 be awarded to IBM for the purpose of converting from rental to lease-purchase status two Model Textpack 3 IBM Displaywriters.

AWARD OF BID -
IBM DISPLAYWRITERS

Motion by Trustee Watts, seconded by Trustee Walther, to approve the award of bid as presented. Motion carried.

APPROVED

The Chancellor recommended award of Bid #633 for the purchase of a Varsityper 5410 Composer/Editor and a Varsityper 766D Stabilization Processor to Addressograph-Multigraph in the amount of \$27,358.08.

AWARD OF BID -
PHOTOTYPESETTER

Motion by Trustee Walther, seconded by Trustee Price, to approve the award of bid as presented. Motion carried.

APPROVED

The Chancellor recommended that the Board approve the consultant contract between the District and Chester S. DeVore for his services to advise the Chancellor regarding administrative organization and policy review. A copy of the contract is on file with these minutes.

CONSULTANT CONTRACT

Motion by Trustee Watts, seconded by Trustee Price, to approve the consultant contract as presented. Motion carried.

APPROVED

The Chancellor recommended that the Board approve the contract between the District and Robin Leftwich for her services as editor and coordinator of specified Community Services publications and documents. A copy of the contract is on file with these minutes.

CONSULTANT CONTRACT
COMMUNITY SERVICES

Motion by Trustee Walther, seconded by Trustee Price, to approve the consultant contract as presented. Motion carried.

APPROVED

The Chancellor recommended that the Board approve the insurance proposal of Industrial Indemnity Company as follows:

DISTRICT INSURANCE

	<u>Annual Premiums</u>	
	<u>1981</u>	<u>1982</u>
Property Insurance	\$41,676.00	\$34,213.00
General Liability and Auto	96,000.00	92,000.00
Excess Liability	13,542.00	13,200.00
Employees Blanket Bond	387.00	387.00
Total	<u>\$151,605.00</u>	<u>\$139,800.00</u>

Total reduction in premium is \$11,805.00.

Motion by Trustee Walther, seconded by Trustee Watts, to approve the District Insurance proposal of Industrial Indemnity Company as presented. Motion carried.

APPROVED

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

BUDGET REPORT

Income Summary
Object Summary
Departmental Sequence

CORRESPONDENCE

CORRESPONDENCE

The correspondence was submitted for the Board's review and information. A copy of the correspondence is on file with these minutes.

The meeting was recessed to Closed Session at 8:30 p.m.

CLOSED SESSION

The meeting was adjourned at 9:56 p.m.

ADJOURNMENT

The next regularly scheduled meeting of the Board of Trustees will be held on Tuesday, November 23, 1982, at 7:30 p.m.

SCHEDULE OF MEETINGS



Larry P. Stevens, Secretary to the Board of Trustees