

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

Library Classroom Building - Room 105  
November 14, 1983 - 7:30 p.m.

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  
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. Graftsky, 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

Board President McKnight called the Regular Meeting of the Board of Trustees to order and asked Dr. Stevens to introduce the guests present.

CALL TO ORDER

Chancellor Stevens asked North Campus President Hart to introduce Dean Dale Larson. Dean Larson gave some brief introductory comments about the F.A.S.T. program in Small Business and asked faculty members Lee Eckert and Joe Ryan to briefly review for the Board of Trustees and guests their entrepreneurship program.

INTRODUCTION  
OF GUESTS/  
PRESENTERS

Chancellor Stevens then introduced Senator William Campbell. Senator Campbell presented Mr. Eckert and Mr. Ryan with resolutions from the California Senate concerning their involvement in training and educating members of the community concerning small business and entrepreneurship.

Trustee Walther led the audience in the Pledge of Allegiance.

The invocation was given by Trustee Connolly.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the agenda with the removal of Tab IV, Item B-2 (Certificated Employments) to be considered in Closed Session. Motion carried.

AGENDA  
APPROVED

Trustee Moore read the following actions which were taken in the October 24 Closed Session:

ACTIONS OF  
CLOSED SESSION  
OCTOBER 24

Motion by Trustee Moore, seconded by Trustee Price, to authorize the Chancellor to negotiate a contract, through the Consortium, with Dr. Myers for the period covering November 1, 1983, through June 30, 1984. Motion carried by 5-1 vote.

Motion by Trustee Watts, seconded by Trustee Moore, to approve the new proposed contract for Chancellor Stevens. Motion carried by ballot.

Motion by Trustee Connolly, seconded by Trustee Watts, to approve the minutes of the Regular Meeting of October 24, 1983. Motion carried.

MINUTES  
APPROVED

CONSENT CALENDAR

Motion by Trustee Moore, seconded by Trustee Price, to approve the consent calendar with the removal of Item C - Certificated/Administrative Stipend. 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 Walther                    Steering Committee for Women's  
    Conference  
    South Campus  
    September 30, 1983

Trustee Price                     Nominating Committee for Orange  
   County District Organization  
   Council  
   Santa Ana  
   October 19, 1983

Trustee Walther                   Children's Center Open House  
   South Campus  
   October 20, 1983



Trustee McKnight	Meeting with Chancellor South Campus October 21, 1983	REQUESTS TO ATTEND CONFERENCES AND MEETINGS (CONTINUED)
Trustee McKnight	JCEP Meetings South Campus October 26-27, 1983	
Trustee McKnight	Visit with Administration South Campus November 2, 1983	
Trustee Walther	Planning Committee for Women's Conference South Campus November 3, 1983	
Trustees McKnight, Price & Walther	Multicultural Experience Committee Reception San Juan Capistrano November 4, 1983	
Trustee McKnight	Meeting with Chancellor South Campus November 8-9, 1983	

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

Trustees Wishing to Attend	OCSBA Dinner Meeting Anaheim September 21, 1983
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The Board of Trustees approved the following persons as part-time/substitute faculty for the 1983-84 school year: APPOINTMENT  
OF PART-TIME/  
SUBSTITUTE  
FACULTY

<u>Applicant</u>	<u>Probable Assignment</u>
Bloom, Joanne	JTPA-Office Procedures
Grimes, Kerry	JTPA-Printed Circuit Board
Johnson, Robert	Reading & Communication
Lowe, Janet	JTPA-Multi-Office Skills
Parman, Sue	Anthropology
Robbins, Daniel A.	Administration of Justice
Weeden, Edward T.	JTPA-Business Data Entry
Witkower, Mark	Computer Seminar

Dr. Kenneth R. Friedenreich, Associate Professor of Liberal Arts, South Campus, has requested that he be granted an unpaid Professional Development Leave for the 1984 Spring Semester. This leave will enable him to complete two book projects in addition to pursuing other studies in the areas of reading instruction and organizational communications that will significantly enhance his teaching resources.

CERTIFICATED  
LEAVE REQUEST

The Board of Trustees approved an unpaid Professional Development Leave for Spring Semester, 1984, to Dr. Kenneth R. Friedenreich, composition/reading (South Campus), in accordance with Article VIII, Section 8, of the Certificated Employee Master Agreement.

The Board of Trustees approved the following Classified staff personnel:

PERSONNEL  
ACTIONS:  
CLASSIFIED  
STAFF

New Personnel Appointments

The following employees were to be employed as Clerk-Short-Term at the rate of \$4.05 per hour, effective November 15, 1983.

Madgalena Bennett	Gail Marie Homolka
Edith W. Decubellis	Susan Kearney
Sheila Dempster	Connie Louise Manuel-Zucker
Sharon Ruth Duncan	Jeri Reedy
Elaine June Gailing	Suzanne Tarquinio
Nancy J. Goins	Nancy J. Woodard
Linda Hauxburtst	Pushpa Yerramilli
Louise Marie Hickman	

Natya Malmberg was employed as Professional Model 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 November 15, 1983.

The following individuals were employed as Tutor I, South and North Campuses, at the rate of \$3.85 per hour, on an if-and-as-needed basis, effective November 15, 1983.

Mary Grub	Jorge Menaldo
Rich Hartwell	Eamon Wentzel
Lisa Kimmel	

April Robertson was employed as Project Clerk, School of Social Sciences & Technologies, North Campus, \$5.00 per hour, effective November 15, 1983.

Ray Guteriz was employed as Substitute Custodian, Buildings & Grounds, North Campus, Grade 7, Step 1, \$7.113 per hour, plus 5% shift differential on an if-and-as-needed basis, effective November 15, 1983.



Change of Status

Dennis Wyche, Groundskeeper II, Buildings & Grounds, South Campus, was given a change of assignment to Groundskeeper Lead, Grade 10, effective November 15, 1983.

PERSONNEL  
ACTIONS:  
CLASSIFIED  
STAFF  
(CONTINUED)

Julie Tillman, Secretary II, Office of Student Services Coordination, District, was given a change of status from 30 to 40 hours per week effective November 15, 1983.

Donald Graus, Groundskeeper I, South Campus, was given a change of assignment to Groundskeeper II, Grade 8, Step 6, effective November 15, 1983.

Sharon Frank, JTPA Career Placement Specialist, North Campus, was given a change of status from 24 to 40 hours per week effective November 15, 1983.

Resignation/Termination

Beverly Haenni, Secretary II, School of Social Sciences & Technologies, North Campus, resigned effective November 4, 1983. Payment is authorized for any unused vacation.

Anthony J. Manteneri, Instructional Assistant, School of Health, Life Sciences, Physical Sciences & Technologies, North Campus, resigned effective October 31, 1983. Payment is authorized for any unused vacation.

Sherman Caldwell, Custodian, Buildings & Grounds, South Campus, resigned effective November 2, 1983. Payment is authorized for any unused vacation.

Mary C. Ballard, Development Director/KSBR, Library-Media Services and Grant Coordination, District, resigned effective December 1, 1983. Payment is authorized for any unused vacation.

Joan M. Parker, Secretary I (hourly), Financial Aid, South Campus, resigned effective January 3, 1984. Payment is authorized for any unused vacation.

Retirement

Raymond W. Vierling, Audio Visual Technician, Library-Media Services & Grant Coordination, South Campus, retired effective January 31, 1984.

The Saddleback College Classified Professional Growth Council composed of delegates from the North Campus, South Campus and District classified staff members and a management/supervisory representative recently completed planning for the 1983-84 classified staff in-service professional growth activities. The purpose of the Council is to make suggestions regarding the kinds of professional growth opportunities which could be made available to the classified work force.

APPOINTMENT:  
PROFESSIONAL  
GROWTH  
PRESENTERS

The Classified Staff Professional Growth Council recommended that a portion of the funding available for classified professional development should be allocated for the development of classified manager/supervisors. It was further recommended by the Council that a noted speaker with major appeal be selected as the kick-off presenter. The Council suggested that a Futurist who might speak about work trends for the coming years would be a very timely speaker.

The Board of Trustees approved payment for the Professional Growth Presenters as follows:

	<u>Honorarium</u>
November 30, 1983 T. David Quarles The Naisbitt Group "Workers and the Future"	\$500.00
December 5, 12, 19 Barbara Fielder Fielder and Associates "Skills for Supervisors"	\$600.00

The District has the opportunity to utilize the services of community volunteers to provide support services for the Buildings and Grounds department and Student Services at the North Campus. The District can provide workmen's compensation for volunteers when personnel approval is granted by the District Governing Board.

COMMUNITY  
VOLUNTEERS:  
NORTH CAMPUS

Mr. Michael Lokshin is willing to volunteer his time working in the Buildings and Grounds department at the North Campus.

Mr. Art Ceballos is willing to volunteer his time working in Student Services for 200 hours.

The Board of Trustees approved Michael Lokshin as a volunteer in the department of Buildings and Grounds and Art Ceballos as a volunteer in Student Services at the North Campus.



On June 13, 1983, the Board of Trustees approved the Fall program for the Saddleback "College in Concert" season. At the time of that program approval the guest artists and presenters had not been determined. The North Campus has lost a previously approved presenter and a replacement is essential.

COMMUNITY  
SERVICES  
PRESENTERS/  
GUEST ARTISTS

On the North Campus a replacement instructor for a previously approved program was requested. On the South Campus the Fine Arts Division in conjunction with Community Services determined the guest artists and compensation required for the Fall 1983 Saddleback "College in Concert" season.

The Board of Trustees approved the guest artists and ratification of the replacement presenter and compensation as follows:

South Campus:

Fall 1983 Saddleback "College in Concert" Season

Program: Symphony Orchestra Concert  
Date: October 22, 1983  
Artist: Margaret Klemm  
Compensation: \$300.00  
Artist: Juliann French  
Compensation: \$200.00  
Admission Fee: \$4 - \$3

Program: Symphony Orchestra Concert  
Date: December 10, 1983  
Artist: Juliann French  
Compensation: \$500.00  
Admission Fee: \$4 - \$3

Program: Chamber Singers Concert  
Date: December 17, 1983  
Artist: Juliann French  
Compensation: \$200.00  
Admission Fee: \$4 - \$3

Program: Saddleback Concert Chorale  
Dates: December 3 and 4, 1983  
Artist: Saddleback Concert Chorale, Alvin  
Brightbill, Director  
Compensation: \$2,500  
Admission Fee: \$5 - \$4

North Campus:

Saddleback College North Community Services Presenters

Program: Everyday French Cooking  
Dates: November 16, 30 to December 7,  
and December 14, 1983  
Presenter: Suzanne Mitchell  
Compensation: 50 percent of net  
Minimum \$400  
Maximum \$800  
Admission Fee: \$48

COMMUNITY  
SERVICES  
PRESENTERS/  
GUEST ARTISTS  
(CONTINUED)

The Board of Trustees approved the granting of certificates to the following students:

STUDENT  
CERTIFICATES  
OF ACHIEVEMENT

Accounting

Denise A. Strogatz

Business Information Science (Accounting/COBOL)

Joshi Nayana

Clerical (Word Processing)

Polly A. Tedford

Computer Information Science (Digital Electronics Technology)

Terry P. Brown  
Thomas F. Miller

Construction Technology

Scott Loofbourrow

Cosmetology

Rosie Compean  
Sheryl A. Cousins  
Tina Vallera

Early Childhood Studies

Allison Diesel  
Rosalinda Mauritz

Electronics Technology

Thomas F. Miller

Fashion Merchandising

Patricia S. Williams

Human Services (Alcohol/Drug Specialization)

Dennis Phelps

Medical Assistant

Joyce Cylwik

Small Business Management

Barbara I. Graeler

Travel Management

Noemia Huasta  
Tracy L. Kuntz



The 1983 State Legislature continued the funding of the "Investment in People" program and the California Community Colleges Chancellor's Office has solicited proposals to train individuals for employment in high technology fields under this source of funding.

GRANT AWARD:  
"INVESTMENT  
IN PEOPLE"  
PROGRAM

With the Board of Trustees approval September 26, 1983, the College submitted a proposal for training 25 individuals in the Printed Circuit Board Technology area. The grant request was for \$40,325. Matching funds in the amount of \$72,200 were proposed. The matching funds are not new or additional monies but include existing budgeted items and existing facilities. The grant application was approved and the program is funded in the amount of \$46,147, which is \$5,822 higher than the amount requested.

The Board of Trustees approved the award for the \$46,147 and, further, authorized the following expenditure of the funds:

Printed Circuit Board Instruction (18 OSH at \$460--no more than 9 OSH per person)	\$ 8,280
English Instructor	460
One Instructional Assistant	4,615
Five CAD Apple Work Stations	24,001
Supplies	500
Investment in People Specialist (16 hours/weekly for 28 weeks, \$7.86/hr)	3,517
Secretary I (18 weeks, 10 hours weekly at \$7/hr)	1,260
Supplies	300
Publicity	500
Conferences	210
Benefits (estimate)	2,504
	<u>\$46,147</u>

The Board of Trustees awarded Bid #663 to R. J. Noble Company, Orange, in the amount of \$7,524.00 for repair of the asphalt surface and removal of debris in Parking Lot #4. A copy of the Bid Tabulation is on file with these minutes.

AWARD OF BID:  
RESURFACING  
DAMAGED AREAS

The Board of Trustees awarded Bid #661 to San Dieguito Publishers, Encinitas, in the amount of \$12,642, for printing of the Community Services' 1984 Spring Brochure.

AWARD OF BID:  
COMMUNITY  
SERVICES'  
SPRING  
SEMESTER  
BROCHURE

The Board of Trustees at its meeting of September 12, 1983, authorized an emergency repair contract with Earl's Plumbing for work to be done on the South Campus underground heating/cooling pipes. The work under the contract has been completed and final payment has been requested. Total cost for the work was \$110,000 with a final payment due in the amount of \$5,500.

NOTICE OF  
COMPLETION:  
SOUTH CAMPUS  
EMERGENCY  
REPAIRS #2

The Board of Trustees authorized the filing of the Notice of Completion and directed the payment of the retention amount to be made 35 days after the date of filing the required Notice (a copy of which is on file with these minutes).

The Board of Trustees at its meeting of September 26, 1983, authorized an emergency repair contract with Earl's Plumbing for work to be done on the South Campus underground heating/cooling pipes. The work under the contract has been completed and final payment has been requested. Total cost for the work was \$30,000 with a final payment due in the amount of \$1,500.

NOTICE OF  
COMPLETION:  
SOUTH CAMPUS  
EMERGENCY  
REPAIRS #3

The Board of Trustees authorized the filing of the Notice of Completion and directed the payment of the retention amount to be made 35 days after the date of filing the required Notice (a copy of which is on file with these minutes).

The Board of Trustees at its meeting of August 8, 1983, approved the award of Bid #656 for a sprinkler system for the District warehouse to Shore Fire Protection Company, Irvine. The work under the bid has been completed and final payment has been requested. Total cost for the work was \$14,630.00 with a final payment due in the amount of \$5,266.80.

NOTICE OF  
COMPLETION:  
SPRINKLER  
SYSTEM FOR  
DISTRICT  
WAREHOUSE

The Board of Trustees authorized the filing of the Notice of Completion and directed the payment of the retention amount to be made 35 days after the date of filing the required Notice (a copy of which is on file with these minutes).

In accordance with the provisions of Article 4 of Chapter 8 of the California Education Code, commencing with Section 85230, purchase orders and purchase order change order listings are to be submitted at each meeting for Board of Trustees approval. Purchase orders 973652 through 074006, totaling \$128,397.16, were submitted for Board approval.

PURCHASE ORDERS

The Board of Trustees approved purchase orders 973652 through 074006 as listed in the agenda on file with these minutes.



The death of Dr. McKinney has left the District with a number of important tasks which must continue. One task of immediate concern is the College's continued effective liaison with the "Angels." The "Angels" is a support group of some 750 members of various communities which comprise Saddleback's district, who are dedicated to the idea of making the performing arts affordable to the Citizens in South Orange County. These efforts require liaison with the College and administrative support from the College where legally permitted.

CERTIFICATED/  
ADMINISTRATIVE  
STIPEND

The Chancellor recommended Dr. Donald Rickner be appointed as College liaison to the Angels and approve a stipend of \$1,000 for this additional assignment.

Motion by Trustee Walther, seconded by Trustee Watts, to approve the appointment of Dr. Donald Rickner as College liaison to the Angels at the stipend of \$1,000 for this additional assignment. Motion carried.

APPROVED

#### NEW BUSINESS

The California Education Code, Title V, Article 4, Section 58030 reads:

ATTENDANCE  
DOCUMENTATION:  
COURSE  
ENROLLMENT,  
ATTENDANCE &  
DISENROLLMENT

Support Documentation: The governing board of each community college district shall adopt procedures that will document all course enrollment, attendance and disenrollment information required by the provisions of this chapter. Authorized procedures will include rules for retention of support documentation which would enable an independent determination regarding the accuracy of tabulations submitted by the district to the Chancellor's Office as the basis of its claim for State support. Such support documentation procedures shall provide for accurate and timely attendance and contact hour data and shall be so structured as to provide for internal controls.

After June 30, 1983, the governing board of each community college district shall, upon request, make available to the Chancellor's Office a copy of its authorized procedures for course enrollment, attendance, and disenrollment documentation.

Currently the Saddleback Community College District has no policy or procedures which comply with this Education Code requirement. The Exhibit A on file with these minutes reflects a statement of policy concerning a compliance with the above referenced Education Code section. Exhibit B, on file with these minutes, spells out the specific procedures as required by the Code.



The Chancellor recommended the Board of Trustees accept for consideration and possible action the policy and the procedures as shown in the Exhibits on file with these minutes.

ATTENDANCE  
DOCUMENTATION:  
COURSE  
ENROLLMENT,  
ATTENDANCE &  
DISENROLLMENT  
(CONTINUED)

Motion by Trustee Moore, seconded by Trustee Price, to suspend the rules in order to take action on this agenda item this evening. Motion carried.

SUSPEND RULES

Motion by Trustee Moore, seconded by Trustee Watts, to approve the policy and procedures as submitted regarding Attendance Documentation: Course Enrollment, Attendance & Disenrollment. Motion carried.

APPROVED

Last Spring the Board of Trustees authorized assessment of a late fee of \$2. The fee was among several adopted at the same time. The \$2 fee has created a significant public relations problem and has served neither as a significant source of income nor as a deterrent to those who otherwise register late. Since this \$2 fee for registering late has created neither any significant income nor deterred students from registering late and has caused discomfiture for students enrolling in legitimately late starting classes, it is being recommended that the Board of Trustees consider terminating the fee.

FEE RECISION

The Chancellor recommended the Board of Trustees approve the termination of the \$2 last registration fee effective January 1, 1984.

Motion by Trustee Walther, seconded by Trustee Price, to approve the termination of the \$2 late registration fee effective January 1, 1984. 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.

BUDGET  
AMENDMENT:  
EOPS FINAL  
ALLOCATION

On the date of its adoption by the Board of Trustees, the District budget included a preliminary state allocation of Extended Opportunity Programs and Services (EOPS) funds in the amount of \$128,593. Subsequently, the state Chancellor's Office distributed a final allocation of EOPS funds totalling \$160,028, an increase of \$31,435. The District Director of Student Services Coordination has proposed revisions to the EOPS budget, and in order to account for the additional revenues and expenditures under this award, the budget must be amended.



The Chancellor recommended the Board of Trustees approve the adoption of the Resolution as outlined in the Exhibit A on file with these minutes. The Chancellor further recommended the Board of Trustees approve the detailed expenditure plan in the Exhibit B on file with these minutes.

BUDGET  
AMENDMENT:  
EOPS FINAL  
ALLOCATION  
(CONTINUED)

Motion by Trustee Connolly, seconded by Trustee Walther, to approve the adoption of the Resolution and approve the detailed expenditure plan. Motion carried by roll call vote.

APPROVED

Ayes: Trustees Connolly, Moore, McKnight, Price,  
Walther and Watts

Noes: None

Absent: Trustee Taylor

Abstain: None

The Saddleback Community College District has a long history of offering quality non-credit Community Service programs to the citizens of the District. By offering non-credit programs and/or classes on a self-sustaining basis, both North and South Campuses continue to perform this important community service to residents throughout South Orange County. These non-credit, fee based programs, presenters, with accompanying compensation requires the approval of the Board of Trustees. A variety of cultural, educational and recreational events have been planned by Saddleback College Community Service Departments on North and South Campuses in order to serve their respective communities during the 1984 Spring Semester. Community Service programs are a separate and distinct yet vital component of the mission of Saddleback College.

COMMUNITY  
SERVICES  
NON-CREDIT  
(FEE BASED)  
SPRING SEMESTER  
PROGRAMS

The Chancellor recommended the Board of Trustees approve the programs, presenters and compensation, as shown in the Exhibits on file with these minutes for North Campus and South Campus.

Motion by Trustee Price, seconded by Trustee Connolly, to approve the Community Services Non-Credit Spring Semester Programs as presented. Motion carried.

APPROVED

Motion by Trustee Moore, seconded by Trustee Watts, to direct the Chancellor to provide within the next six months the Board of Trustees a report regarding the Community Services programs with respect to how they are formatted, articulated, procedures for selection of instructors and creating new programs, and curriculum review. Motion carried.

COMMUNITY  
SERVICES  
PROGRAMS REPORT

Tab IV, Item B-2 (removed from agenda for consideration in Closed Session).

CERTIFICATED  
EMPLOYMENTS



Mr. Donald Trent, Instructor of Architecture, Division of Technology and Applied Science, South Campus, has informed the Office of Instruction that he is resigning from his position in order to complete research and evaluations required for his doctoral dissertation. His dissertation will provide significant research related to the education of architects, and it will have importance for the architectural profession.

CERTIFICATED  
RESIGNATION  
(FACULTY)

The Chancellor recommended the Board of Trustees accept with regrets the resignation from Mr. Donald Trent effective at the end of the 1983 Fall Semester, December 22, 1983.

Motion by Trustee Walther, seconded by Trustee Watts, to accept with regrets the resignation of Mr. Donald Trent effective December 22, 1983. Motion carried.

ACCEPTED

The new full-time classified position, Program Assistant, North Campus is a position that is funded by (EOPS) Extended Opportunity Programs and Services allocation funds. This position is essential in order to perform the varied duties and responsibilities which are necessary to provide vital support services within the EOPS service area for the District.

CLASSIFIED  
STAFF

The Chancellor recommended the Board of Trustees approve the employment of Ronda Lynn Shelley, Program Assistant/EOPS, Student Services, North Campus, Grade 5, Step 1, effective November 15, 1983.

Motion by Trustee Moore, seconded by Trustee Walther, to approve the employment of Ronda Lynn Shelley, Program Assistant/EOPS, Student Services, North Campus, as presented. Motion carried.

APPROVED

Each year the College has maintained affiliation with organizations which provide support and services essential to on-going operations and specific programs. These memberships have enabled the Colleges' faculty and staff to participate in and benefit from a wide range of programs and services.

1983-84  
SADDLEBACK  
COLLEGE  
MEMBERSHIPS  
REVISED

Earlier this year the Board of Trustees directed the Chancellor to study and analyze the list of memberships in the various components to which the District belonged. A careful study was conducted which results in a revision of the list of memberships.

The College membership list has been reviewed by the Chancellor's Executive Council and was reduced by \$30,605 from those originally submitted to the Board of Trustees in the August 22 adopted budget. The revised list of



memberships reflects the District's commitment to those national, regional and state organizations that particularly benefit the teaching, learning program of the District, its faculty and staff, as well as instructional programs and activities.

1983-84  
SADDLEBACK  
COLLEGE  
MEMBERSHIPS  
REVISED

The Chancellor recommended the Board of Trustees approve the revised College membership affiliations as shown in the Exhibit on file with these minutes.

Motion by Trustee Moore, seconded by Trustee Watts, to approve the revised College memberships as presented. Motion carried.

APPROVED

On September 29, 1983, Annette Van Rensselaer, South Campus student enrolled in a physical education racquetball class, allegedly injured her right ankle in the course of playing racquetball. The California Government Code provides for the filing of claims by persons who contend that acts or omissions by a public entity have caused or contributed to an injury or loss.

CLAIM AGAINST  
THE DISTRICT

Annette Van Rensselaer has filed a claim against the District, as indicated in the Exhibit on file with these minutes, demanding payment of damages in the amount of \$500,000.

The Chancellor recommended the Board of Trustees reject the claim of Annette Van Rensselaer and that the matter be referred to the District's insurance carrier.

Motion by Trustee Moore, seconded by Trustee Watts, to reject the claim of Annette Van Rensselaer and that the matter be referred to the District's insurance carrier. Motion carried.

REJECTED

At its meeting of October 24, 1983, a presentation was made to the Board of Trustees regarding the status of the 1983-84 operational budget. Due to the failure of the Legislature and Governor to enact legislation providing for restoration of Community College funding to 1982-83 levels, it was recommended that further budget reductions be made. From the alternatives proposed, the Chancellor has directed staff to provide for reductions in the amount of \$750,000.

MID-YEAR  
BUDGET  
REDUCTION

Campuses and district administrative and service areas have recommended reductions which result in a total of \$750,000. The table below indicates both initial reductions made during August and the proposed reductions.



<u>Administrative Unit</u>	<u>Initial Reduction 8/22/83</u>	<u>Proposed Reduction</u>	<u>Total Reduction Amount</u>	<u>Approximate Percent of Original Budget</u>	<u>MID-YEAR BUDGET REDUCTION (CONTINUED)</u>
North Campus	\$ 190,000	\$ 72,885	\$ 262,885	5%	
South Campus	682,755	449,502	1,132,257	5%	
District	<u>334,000</u>	<u>227,613</u>	<u>561,613</u>	8%	
	\$1,206,755	\$750,000	\$1,956,755		

Chancellor Stevens asked Vice Chancellor Grafsky and Habura to make a presentation to the Board of Trustees concerning the mid-year budget reductions. Presidents Carroll (South Campus) and Hart (North Campus) also discussed the procedures followed on each campus to determine the necessary reductions

Board President McKnight asked the Board members for their comments and questions regarding the presentation and then called upon members of the audience who had requested to address the Board about this agenda item.

The Chancellor recommended the Board of Trustees approve the recommended reductions and he further recommended that the Board of Trustees authorize the necessary budget transfers to accomplish the reductions.

Motion by Trustee Watts, seconded by Trustee Moore, to approve the recommended reductions and authorize the necessary budget transfers to accomplish the reductions. Motion carried. APPROVED

A status report on capital outlay projects was presented to the Board of Trustees for information. A copy of the report is on file with these minutes. STATUS REPORT ON CAPITAL OUTLAY PROJECTS

According to California Education Code 72241 and Board Policy 3300, the Board of Trustees "receive and administer gifts to the District". All gifts are reviewed by the division or office that would use the donated item. The Chancellor's Executive Council also reviews the utility and appropriateness of donated gifts. The following listed gifts have been reviewed by the appropriate District and campus officials and it has been determined that acceptance by the Board of Trustees on behalf of the District will be of benefit to the College. GIFTS TO THE DISTRICT

<u>Donor</u>	<u>Gift</u>
Eleanor Passon Laguna Hills	Ar-tic' Speech and Hearing Recorder - Model 414, Serial #3242
Robert Polkinghorn Irvine	\$200.00



<u>Donor</u>	<u>Gift</u>	GIFTS TO THE DISTRICT (CONTINUED)
Larry Tabak Princeton, NJ	\$250.00	
Morton Thiokol, Inc. Dynachem Corporation Tustin	Copper Clad Laminate eight cartons (80 lbs. each) of one square foot sections of laminate	
Griffin Electronics Santa Ana	Printed Circuit Board Printer Exposure Unit	

The Chancellor recommended the gifts be accepted on behalf of Saddleback College by the Board of Trustees.

Motion by Trustee Connolly, seconded by Trustee Watts, to accept the gifts to the District as presented. Motion carried. APPROVED

STUDY SESSION

The provisions of Education Code Section 35143 require the governing board of each school and community college district to hold an annual organizational meeting within a prescribed 15 day period. The Orange County Department of Education has notified the District that the 15-day period for 1983 is November 26 through December 9. ANNUAL ORGANIZATIONAL MEETING

It was recommended that the Board of Trustees approve November 28 as the date to hold an annual organizational meeting of the Board of Trustees.

Motion by Trustee Price, seconded by Trustee Watts, to approve November 28, 1983, as the date for the annual organizational meeting of the Board of Trustees. Motion carried. APPROVED

Saddleback Community College District Trustee Larry W. Taylor steps down from his seat on the Board of Trustees November 25 following more than nine years of service. He chose not to seek another term as a Trustee in the November 8 election. Mr. Taylor's long service to the District extends back to his service as a school board member in Laguna Beach in the early 1960's. During those years, he and other community and educational leaders studied and planned for a south Orange County community college district, which ultimately was formed by the voters in February of 1967. During his long tenure as a Trustee, Mr. Taylor served several terms as Board President and was the recipient of a Marian Bergeson Award for excellence in school leadership. RESOLUTION HONORING TRUSTEE TAYLOR

The Chancellor recommended that the Board of Trustees adopt the resolution on file with these minutes and direct that it be prepared for presentation to Mr. Taylor at an appropriate time and place to be arranged.

RESOLUTION  
HONORING  
TRUSTEE TAYLOR  
(CONTINUED)

Motion by Trustee Walther, seconded by Trustee Watts, to approve the resolution for Trustee Taylor as presented. Motion carried by roll call vote.

APPROVED

Ayes: Trustees Connolly, McKnight, Price, Walther  
and Watts

Noes: None

Absent: Trustees Moore and Taylor

Abstain: None

Chancellor Stevens asked William Schreiber to give the Board of Trustees a brief legislative report and some updated information regarding the Foundation revitalization.

LEGISLATIVE  
REPORT


CORRESPONDENCE

The correspondence was transmitted to the Board of Trustees for review and comment and copies are on file with these minutes.

CORRESPONDENCE

The meeting was adjourned at 10:50 p.m. to Closed Session. CLOSED SESSION

The next regular meeting of the Board of Trustees will be held on November 28, 1983, at 7:30 p.m.

  
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Larry P. Stevens  
Secretary to the Board of Trustees