

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

MINUTES OF THE BOARD OF TRUSTEES MEETING

North Campus - Room 301
November 23, 1982 - 7:30 p.m.

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

CALL TO ORDER

Present:

PRESENT

Members of the Board

BOARD MEMBERS

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

Administrative Officers

- Dr. Larry Stevens, Chancellor
- Dr. Edward A. Hart, President, North Campus
- Dr. William O. Jay, President, South Campus

Saddleback Community College Faculty Association

Peter Morrison

Saddleback Community College Academic Senate

Raghu Mathur

California School Employees Association

Jerry DeMoss

Motion by Trustee McKnight, seconded by Trustee Walther to approve the agenda as presented. Motion carried.

AGENDA
APPROVED

Motion by Trustee Walther, seconded by Trustee McKnight to approve the minutes of the regular meeting of November 9, 1982. Motion carried.

MINUTES
APPROVED

Chancellor Stevens asked President Hart, North Campus, to give a brief explanation of the Printed Circuit Training Program at the North Campus. President Hart introduced Don Rickner, Acting Director of Extended Operations - North Campus, to give some background information on the program and introduce the guests from the Printed Circuit Industry.

PRINTED CIRCUIT
TRAINING PROGRAM
GIFTS TO THE
DISTRICT AND
RESOLUTION

The Chancellor recommended acceptance of the gifts listed on the attached Printed Circuit Gifts to the District which is on file with these minutes and further recommended adoption of the following resolution:

WHEREAS, the Printed Circuits Industry has cooperated with Saddleback Community College District North Campus since the inception of the Printed Circuits Program two years ago; and,

WHEREAS, members of the Printed Circuits Industry have participated on the Printed Circuits Advisory Committee; and,

WHEREAS, eight members of the industry have given significant time and creativity while serving on the Printed Circuits Advisory Committee's Subcommittee on Fundraising; and,

WHEREAS, members of the Printed Circuits Industry contributed over one hundred thousand dollars in cash, equipment and services to the Printed Circuits Technology Program.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Saddleback Community College District hereby expresses its sincere appreciation to the donating members of the Printed Circuits Industry, members of the Printed Circuits Advisory Committee and the members of the Subcommittee for Fundraising.

Motion by Trustee Price, seconded by Trustee Walther, to accept the gifts and adopt the resolution as presented. Motion carried by roll call vote.

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

Noes: None

Abstain: None

Absent: None

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 Moore, to approve the consent calendar as presented. Motion carried.

The following students were granted a certificate for the completion of the programs listed.

STUDENT
CERTIFICATES OF
ACHIEVEMENT

Business Science and Technology Division

Adrienne Guzzetta - Real Estate
Gail D. Buschen - Secretarial

Health Sciences Division

Teresa A. Stephenson - Nursing - Ladder Program

Social Sciences Division

Susan Aubrey - Cosmetology

The Board of Trustees approved a change in pay schedule for William Cunerty from twelve (12) month installments to ten (10) month installments in accordance with Board Policy 4101.2.

CERTIFICATED
PERSONNEL
PAYROLL
INSTALLMENTS

Payment to the counselors named as reflected in Exhibit A on file with these minutes for the Career Decision Project was approved.

EMPLOYMENT OF
CAREER DECISION
PROJECT COUNSELOR

The following individuals were 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>
Doser, Virginia	Library/Instructional Services

Reemployment of Part-Time/Substitute Faculty

<u>Applicant</u>	<u>Probable Assignment</u>
D'Isidoro, Peggy	English
Najm, Mary	Biology

The Health Center personnel actions and Athletic Team Physician were approved as follows:

EMPLOYMENT OF
HEALTH CENTER
PERSONNEL

Health Center Personnel

Edward Smith, M.D., employed as Physician in the Health Center, at \$35.00 per hour, on an if-and-as-needed basis effective November 24, 1982.

Karen Dawson, employed as Substitute Nurse in the Health Center, at \$24.625 per hour, on an if-and-as-needed basis effective November 24, 1982.

Athletic Team Physician

William Lyon, M.D., employed as Athletic Team Physician, at \$2,500 for the 1982-83 academic year.

EMPLOYMENT OF
HEALTH CENTER
PERSONNEL
CONTINUED

The following personnel actions were approved:

New Personnel Appointments

Hazel Phillips was employed as Child Care Center Assistant Substitute/Child Care Center, Grade 1, Step 1, \$5.994 per hour on an if-and-as-needed basis, effective November 24, 1982.

CLASSIFIED
PERSONNEL
ACTIONS

The following named students were employed as Student Employees at the rate of \$3.35 per hour, effective November 24, 1982:

Kathryn Ann Machinist Dene Rawlings
Justine Nichols Grace Marie Ritua

The following named students were employed as Tutor I at the rate of \$3.85 per hour, effective November 24, 1982:

Connie Powers
Geary Brewer

The following individuals were employed as Clerk-Short Term in Admissions and Records at the rate of \$3.85 per hour, effective November 24, 1982:

Leta Cohen Priscilla O'Neal
Margaret Edwards Alice Patton
Phyllis Glendenning Judy Saiz
Steven Hill

Leave of Absence Without Pay

Jeanne Furuta requested a leave of absence without pay, Admissions and Records Account Clerk II, effective November 24, 1982 through January 24, 1983.

The Community Services personnel actions as reflected on Exhibit A, on file with these minutes, were approved.

COMMUNITY
SERVICE
PROGRAMMING

Warrants 085569 through 085878, totaling \$118,673.41, were approved. A copy of the list is on file with these minutes.

PAYMENT OF BILLS

Purchase orders 068121 through 068264, totaling \$59,809.79, were approved. A copy of the list is on file with these minutes.

PURCHASE ORDERS

The following travel and/or mileage requests were approved:

Trustee Price Liaison Meeting
 Laguna Hills
 October 19, 1982

REQUESTS TO
ATTEND
CONFERENCES,
MEETINGS

Trustee Price	Orange County Department of Education Nominating Committee Meeting Santa Ana October 20, 1982	REQUESTS TO ATTEND CONFERENCES, MEETINGS CONTINUED
Trustee Walther	OCSBA Dinner Meeting Newport Beach October 27, 1982	
Trustee Price	Meeting with Chancellor South Campus November 2, 1982	
Trustees Wishing to Attend	Revel Club Wheelchair Basketball South Campus November 13, 1982	
Trustees Wishing to Attend	Liaison Meeting Laguna Hills November 16, 1982	
Trustees Wishing to Attend	Orange County Board of Trustees Meeting Santa Ana November 29, 1982	

OLD BUSINESS

No old business

NEW BUSINESS

Title 5, Section 55250 of the Administrative Code requires that any program of Cooperative Work Experience Education conducted by a community college district must conform to a plan adopted by the district board and approved by the Chancellor of the California Community Colleges. Previous plans have been reviewed and approved by the Board of Trustees.

COOPERATIVE
EDUCATION
DISTRICT PLAN

The Chancellor's Office for California Community Colleges has requested a plan for Cooperative Work Experience Education, including any new items or changes, to be submitted to that office no later than January 1, 1983.

A Cooperative Education District Plan was submitted to the Board of Trustees to accept for review and study.

Motion by Trustee Watts, seconded by Trustee Walther, to accept the plan for review and study. Motion carried.

APPROVED

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

FIELD COURSES

Course: Geology 31C - Mojave Desert
 Dates: March 18, 19, 20, 1983
 Destination: Central California Desert
 Faculty: John Minch
 Units: 1

District vehicles will be used for transportation. All travel, food and lodging expenses will be paid by the students. Approximately 25 students will participate.

FIELD COURSES
CONTINUED

Course: Marine Science 31F - Southern Channel Islands
Dates: May 6, 7, 8, 1983
Destination: San Clemente, Santa Catalina & Santa Barbara Islands
Faculty: James Bollingmo Units: 1

A district vessel will be used to transport students to each area. All travel, food and lodging expenses will be paid by the students. Approximately 15 students will participate.

Motion by Trustee Price, seconded by Trustee Walther, to approve the field courses as presented. Motion carried.

APPROVED

The Chancellor recommended that the Education Programs and Services (guest speakers) be approved as indicated on the list which is on file with these minutes.

EDUCATION
PROGRAMS AND
SERVICES

Motion by Trustee Walther, seconded by Trustee Price, to table the Education Programs and Services item. Motion carried.

TABLED

The Chancellor recommended that Gary Stone be approved for the position of Media Supervisor, Library/Media Services, North Campus, Class III, Step 1 of the Classified Salary Schedule, effective November 24, 1982.

RECOMMENDATION
OF EMPLOYMENT:
FULL-TIME
CLASSIFIED
POSITION

Motion by Trustee McKnight, seconded by Trustee Moore, to approve the recommendation of employment for Gary Stone. Motion carried.

APPROVED

The Chancellor recommended that the Board accept the Spring Semester Enrollment Management Plan (on file with these minutes) for study and review.

SPRING SEMESTER
ENROLLMENT MANAGE
MENT PLAN

Motion by Trustee Walther, seconded by Trustee Price, to request the Chancellor to report on the percent of women versus men enrolled in the classes effected by the cuts from the state. Motion defeated by roll call vote:

REQUEST FOR
REPORT ON CUTS
FROM THE STATE

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

MOTION DEFEATED

Students enrolled in Marine Science 266, Sailing, Seamanship and Boating Safety are required to pay a fee for the rental of small boats at Dana Point Harbor. The previous rental agreement was with the Saddleback Valley Unified District. The Nautical Heritage Museum at Dana Point has taken the sponsorship of all boating programs previously sponsored by the Saddleback Valley District.

BOAT RENTAL
AGREEMENT -
NAUTICAL
HERITAGE MUSEUM

The Chancellor recommended approval of the Nautical Heritage Museum Agreement for use of boating equipment. A copy of the agreement is on file with these minutes.

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

APPROVED

Friday, December 3, has been set aside for the District and Campus administrators to conduct a day-long 1983-84 planning activity called a "charrette." Two members of the Academic Senate will participate in the charrette.

MANAGEMENT
PLANNING
CHARRETTE:
CONSULTANT
CONTRACT

To initiate the process, Dr. Richard A. Batdorf, Dean of Student Services, West Valley Community College, has accepted an invitation to serve as a group leader for the December 3 activity.

The Chancellor recommended a stipend not to exceed \$500 be approved to retain the services of consultant Dr. Richard A. Batdorf. A copy of the agreement is on file with these minutes.

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

APPROVED

The Chancellor recommended the following gifts to the district be accepted:

GIFTS TO THE
DISTRICT

Donor

Gift

William H. Van Camp
El Toro, Ca.

Donation of a \$600.00 check in the name of Helen Van Camp to be used by the Theatre Department for any improvements and/or equipment needed.

Enns Duplicator Service
Los Angeles, Ca.

Donation of a complete water ducting system, including the left ink casting and the labor to install the system, to be used by the Graphic Communications program.

Esther Elson
El Toro, Ca.

Donation of a technicolor movie projector to be used by the Audio Visual Department, South Campus.

John Parry
Laguna Niguel, Ca.

Donation of two commodes with associated hardware and three paper towel dispensers to be used in the new Campus Safety building.

Robert Bone
Mission Viejo, Ca.

Donation of Tetronix #127 Pre Amp/ Power supply and General Radio 10 Amp Variac - Serial #2366, to be used by Natural Science Division in support of Physics Program.

Motion by Trustee Walther, seconded by Trustee Moore, to accept the gifts as presented. Motion carried.

APPROVED

The purchase of a new phototypesetter for use by the Lariat and other graphics areas has made the existing typesetter obsolete; therefore, bids were requested for its purchase by any interested parties. Three agencies bid to purchase the typesetter and the high bid of \$3,600 was offered by California Career Counselors.

SALE OF
SURPLUS
PHOTOTYPESETTER

The Chancellor recommended approval of the sale of the surplus phototypesetter to California Career Counselors for \$3,600.

SALE OF
SURPLUS
PHOTOTYPESETTER
CONTINUED
APPROVED

Motion by Trustee Moore, seconded by Trustee McKnight, to approve the sale of the phototypesetter as recommended. Motion carried.

The Board authorized County Counsel, through Deputy Perry, to negotiate a final settlement of the contract dispute with Charles Noble Company. The County Counsel and counsel for Charles Noble Company has reached an agreement. The Change Order Number One and Application and Certificate for Payment on file with these minutes reflect the agreement reached between Charles Noble and the District.

DISTRICT
WAREHOUSE
PAYMENT

The Chancellor recommended approval of Change Order Number One, in the amount of \$3,206.08, and requested authorization for immediate payment of the final pay request in the total amount of \$32,376.95.

Motion by Trustee Watts, seconded by Trustee Moore, to approve the change order and authorize the final payment as recommended. Motion carried.

APPROVED

With the assistance of the District Maintenance and Operations Department a detailed report of damage, with cost estimates, from the November 9, 1982 wind was submitted to the Board for information. A copy of the report is on file with these minutes.

REPORT OF
DAMAGE FROM
NOVEMBER 9, 1982
WIND
INFORMATION

On July 30, 1982, Jennifer Bieber, a minor child, was struck by an automobile as she crossed the Avery Parkway entrance to the Saddleback College South Campus. James L. Bieber, Guardian of Jennifer Bieber, has filed a claim against the District demanding payment of damages in an amount yet to be determined. A copy of the claim is on file with these minutes.

CLAIM AGAINST
THE DISTRICT

The Chancellor recommended that the Board reject the claim of James L. Bieber on behalf of Jennifer Bieber and that the matter be referred to the District's insurance carrier.

Motion by Trustee Price, seconded by Trustee Walther, to approve the recommendation for rejection of the claim and referral to the District's insurance carrier. Motion carried.

APPROVED

A student, Lynn Miller, was injured in a fall from her wheelchair on July 12, 1982 while descending the ramp from South Campus parking lot #5. Ms. Miller, through her attorney, has filed application for leave to present a late claim because of "mistake, inadvertence, surprise and excusable neglect", including the fact of her physical incapacity due to injuries resulting from the accident.

CLAIM AGAINST
THE DISTRICT -
LATE CLAIM

The Chancellor recommended that the Board grant the application of Lynn Miller for filing of the late claim and further recommended that the Board reject the claim and that the matter be referred to the District's insurance carrier.

Motion by Trustee Walther, seconded by Trustee Moore, to approve the recommendation for granting the application and rejecting the claim as presented. Motion carried.

CLAIM AGAINST
THE DISTRICT -
LATE CLAIM
CONTINUED

CORRESPONDENCE

CORRESPONDENCE

The correspondence was submitted for information. Copies are on file with these minutes.

REPORTS AND/OR COMMENTS

ANNUAL
ORGANIZATIONAL
MEETING

It was recommended that the Board approve December 7 as the date to hold an annual organizational meeting of the Board of Trustees, and to cancel the regular meetings of December 14 and 28.

Motion by Trustee Taylor, seconded by Trustee Watts, to approve December 7 as the annual organizational meeting, but not to cancel the regular meetings of December 14 and 28 at this time. Motion carried.

APPROVED

The meeting was recessed to closed session at 9:50 p.m.

CLOSED SESSION

The next meeting of the Board of Trustees will be a special meeting on Tuesday, December 7, 1982 at 7:30 p.m.

SCHEDULE OF
MEETINGS

Larry P. Stevens, Secretary to the Board of Trustees